

**St. Thomas Aquinas Church & Catholic Student Center**  
**Finance Council**  
Adopted 2.23.10

**I. Preamble**

The Parish of Saint Thomas Aquinas, Ames, establishes this Finance Council to work in collaboration with the Pastoral Council, with the following distinct purposes and responsibilities:

**II. Purpose**

The Finance Council has as its primary purpose to support the parish mission.

The Finance Council serves as an advisory body to the pastor and the Pastoral Council regarding parish administration, personnel, parish facilities, and parish finances, including the annual budget and long-range financial development. This Council provides the necessary administrative and financial skills needed to sustain the mission and ongoing development of the parish community.

The members of the Finance Council work in communion with the pastor and the Pastoral Council of the parish furthering the parish mission.

**III. Responsibilities**

- A. To develop policies and procedural recommendations which insure that the financial policies and procedures of the parish are in accord with civil and canon law, Archdiocesan policies, and the Internal Control Guidelines of the Archdiocese.
- B. To prepare and submit to the Pastoral Council an annual budget, insuring that financial resources and goals are compatible with the parish mission.
- C. To provide to the Pastoral Council quarterly financial reports.
- D. To verify that required financial reports are submitted to the Archdiocese.
- E. To provide to the parish a printed financial report at least annually.
- F. To develop and recommend parish personnel policies including employment agreements and salary/benefits packages.
- G. To assist in establishing effective means of raising the funds needed to attain the goals of the parish.
- H. To develop procedures for handling and coordinating all fund-raising not part of the regular parish budget.
- I. To propose a plan for capital expenditures which is aligned with the parish mission.
- J. To propose a long-range plan for risk management and preventive maintenance of all parish properties.
- K. To periodically inspect all parish properties in order to insure that more immediate necessary repairs and improvements are included and completed.
- L. To maintain and present to the Pastoral Council a priority checklist and timetable for major repairs, renovations, and construction.

#### **IV. Membership**

- A. Seven to fourteen members appointed by the pastor constitute the membership of the Finance Council.
- B. The parish Business Manager is an ex-officio voting member of the Finance Council.
- C. TWO positions on the Finance Council should be filled with ISU student parishioners.
- D. The term of appointed members is three years for residents and one year for ISU students. Members serve at the discretion of the pastor, but no member shall serve more than two terms consecutively. Appointments are staggered to provide for continuity on the Finance Council.
- E. The officers of the Finance Council are the chair, the vice-chair, and the secretary. Officers are elected annually. The chair is an *ex officio* voting member of the Pastoral Council and a trustee of the Parish/Church Corporation.
- F. The Finance Council establishes committees to assist with the business of the Finance Council:
  - Budget Committee
  - Personnel Committee
  - Buildings & Grounds Committee
  - Development Committee
  - Alumni Relations Committee
  - other standing committee or task forces as needed

Former Finance Council members are eligible to serve on committees established by the Finance Council.

#### **V. Qualities/Expectations of Appointed Members**

- A. Be registered STA parishioners
- B. Possess integrity and maintain confidentiality
- C. View membership as a ministry of service
- D. Possess a working knowledge of at least one of the following: financial affairs, building maintenance, construction, law, insurance, human resources, fund-raising, marketing, stewardship, planning, accounting, IT, non-profit administration.
- E. Have a clear understanding of the parish mission and history
- F. Have the ability to be collaborative
- G. Attend meetings regularly and complete tasks as assigned

#### **VI. Procedures**

- A. The Finance Council holds regular meetings and convenes for work sessions as needed. A simple majority of the Finance Council shall constitute a quorum. The presence of the pastor, or his designated representative is required at regular meetings to hear the discussion and understand the recommendations of the Finance Council.
- B. The Finance Council presents its recommendations for expenditures over \$5,000 to the Pastoral Council for consideration and final approval.
- C. Minutes of all meetings are to be properly recorded, maintained in the parish archives and made available to parishioners via the parish web site.
- D. Recommendations will normally be determined by consensus, except when a formal vote is necessary.
- E. The Pastor and/or Pastoral Council has veto authority over Finance Council decisions.

## Membership Transition

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### **To Retire from Finance Council June 30, 2010:**

- Carl Bern,
- Ina Couture,
- Dick Brown.

[would be eligible for re-appointment, if they desired, after a year]

### **To step off Finance Council June 30, 2010** (*Stewardship no longer part of Council*):

Dave Holm

### **May accept a one or two year appointment (July 1, 2010-June 30, 2012):**

- Bill Bergan,
- Patrick Clem,
- Bill Dilla,
- Anne Krapfl,
- Gene Noem,
- Sara Ofelie,
- Diane Lyon

### **May accept a three year appointment (July 1, 2010-June 30, 2013):**

- Kay Zytowski
- Bob Lehmann

**Pastor to appoint (1 year term starting July 1, 2010): 2** - ISU students

**Pastor to appoint (3 year term starting July 1, 2010): at least 3**