

## FINANCE AND ADMINISTRATION COMMISSION AREAS OF CONCERN

### All Commissions:

- collaborate with Pastoral Council, other Commissions and subcommittees to accomplish annual plan
- have an annual schedule that includes, in part, commission participation in the parish annual plan
- establish ministry area vision and evaluate it annually
- keep apace of trends affecting ministry area(s)
- have a staff resource who is a member of the commission
- have a basic training component, which is the Training Manual.
- have specific training and knowledge base – examples are Catholic Church documents, parish policy, compendium of best practices.
- develop performance standards and tangible criteria for success to evaluate efforts.
- Maintain and improve communication goals and practices for effective intra-parish collaboration
- evaluate commission direction in light of Archdiocesan strategic plan
- evaluate sharing resources with other ministries/parishes where possible
- submit summary of ministry area outcomes for inclusion in Annual Report to parish.

### Finance and Administration, specifically, is concerned with:

- Collaboration with Finance Committee, Facility, Administration and Cemetery subcommittees, Pastoral Council and other commissions to establish annual parish plan
- Finance Committee is concerned with: Financial Control guidelines; best practices in church accounting, Accounting Manual development and maintenance; economic and church attendance outlook reports, parish demographic and giving data; Annual Budget and 5 Year Forecast - Interim reporting Financial/Budgetary results; Annual Audit or Review; Annual Financial Report to Archdiocese; Annual Report and other communication of finances to Parish; Major Repair and Replacement (Capital) funding; Bank relations, loan and investment options.
- Facility Committee is concerned with: Facility policy and procedure; Facility planning; Major Repair and Replacement (Capital) planning and project supervision; energy controls and conservation; general and preventive maintenance of plant, equipment and grounds; Custodial standards; security; facility emergency planning and response; building code, safety, environmental, and other government compliance; insurance coverage; PRISM annual compliance.
- Administrative Committee is concerned with: current employment law and government compliance developments; Human Resource policy and practice for employees and volunteers; General parish policy and procedure; PACE compliance; Protecting God's Children and Protecting Vulnerable Adult record-keeping.
- Financial Development (Stewardship) is concerned with: overall Stewardship plan for finances; Education in the Spirituality of Stewardship; annual parish Stewardship Renewal planning; technological considerations to financial giving; advertising and recruitment for new parishioners; measures of parishioner engagement; Planned Giving; capital campaign coordination; support for FF and School alumnae development; Parish fundraising philosophy; classes and programs to support parishioner budgeting and planning; employment network.
- Cemetery Committee is concerned with: Cemetery policy; long term planning and grounds/facility development and care; grounds-keeping and opening/closing services; Cemetery marketing and promotion; communication to interested patrons; annual budget/results and examination of rates; collaboration with Pastoral Ministry.