

Church of St Vincent de Paul

Volunteer Position Description

Title: Member – Finance and Administration Commission
Works with: Parish Business Manager

Date: February 19, 2010

Time requirement: 3-8 hours per month

Meetings: Monthly Meetings – the 3rd Tuesday Evening of each month – except for July and December.

Meetings are of one hour duration, or shorter: 6:30 – 7:30 p.m. after prayer and light meal at 6 p.m.

Annual Planning Meeting: January or February

Annual Budget Meeting: February or March

Term: three years

Purpose: The main purpose of each commission is to work with the Pastoral Council and the other commissions to accomplish Parish Mission and Goals. Each commission sets its own commission operating policy/guidelines, and evaluates its results. (For all commissions, see Commission Member Position Description.)

The Finance and Administration Commission collaborates with staff to manage the temporal affairs of the parish, namely, budgeting and long term forecasting, budget review and finance and accounting practices and controls, financial stewardship and financial development, planning for facility and grounds maintenance and improvements - for Church and Cemetery, communication to parish of financial status and capital projects, recommending of human resource, facility and general administrative policy and procedure. The particular challenge of this Commission is to support parish mission, while maintaining stability in the financial status, operations, and facility. The Finance and Administrative Commission coordinates the following subcommittees: Finance Committee, Financial Development, Facility, General Administration, and Cemetery. Each member commits to participate in learning current policy and key concepts and discovering new ideas and best practices in the particular area(s) of involvement. The Commission may form additional subcommittees and task groups to accomplish its objectives.

Membership on the Finance and Administration Commission during a one year term may include one of the following responsibilities:

Chairperson/Facilitator

Co-Chairperson/Facilitator

Recorder

Representative of Finance and Administration Commission to Pastoral Council

Representatives of Finance and Administration to Annual Planning

The Chairperson or Co-chairperson will not be the representative to the Pastoral Council.

The Parish Business Manager is a participating member of the Finance and Administrative Commission, but not a representative to the Pastoral Council.

Qualifications:

Has prayerfully discerned commitment and involvement.

Has completed training as prescribed by the Pastoral Council.

Has read and understands Parish Leadership Manual.

Is committed to promoting ongoing two-way communication between parish groups and between parish leaders and parishioners.