

Administrative Services/Finance Committee Guidelines

I. Name of Group

This organization shall be known as the Administrative Services/Finance Committee of St. John Vianney parish.

II. Authority and Relationship

The Administrative Services/Finance Committee (“Committee”) is a standing committee of the parish accountable to the Parish Council. The Committee abides by the Parish Council Constitution and By-Laws in carrying out the Eucharistic mission of the Church and the policies of the Archdiocese of Milwaukee.

III. Purpose/Description

The Administrative Services/Finance Committee makes recommendations to the parish council concerning the temporal affairs of the parish including parish financial and budget matters, personnel issues, athletic programs, technology needs, the annual festival and upkeep of the physical facilities and properties of the parish.

IV. Responsibilities

The Administrative Services/Finance Committee will:

1. Aid and advise the Pastor concerning the administration of parish goods within the limits of canon law and the directives of the Archbishop.
2. Periodically review income and expenditures to determine if the parish is operating within budget.
3. Review and counsel parish officers on all banking arrangements, capital expenditures and long-term contracts.
4. Provide periodic reports on the parish’s financial position and approve financial statements for submission to the Chancery and Archdiocesan Office for Parish Finances.
5. Periodically review procedures for the counting, recording and depositing of receipts.
6. Oversee the accounting system and internal control procedures of the parish.
7. Oversee and advise parish organizations regarding financial procedures, records and reports.
8. Monitor and make recommendations to the Parish Council with respect to proper upkeep of the physical facilities and properties of the parish accomplished through the Buildings and Grounds Subcommittee.

9. Monitor and make recommendations to the Parish Council on issues pertaining to parish personnel including parish personnel policies accomplished through the Human Resources Subcommittee.
10. Monitor and make recommendations to the Parish Council on issues pertaining to parish athletic programs accomplished through the Athletic Board Subcommittee.
11. Monitor and make recommendations to the Parish Council on issues pertaining to parish festival accomplished through the Festival Subcommittee.
12. Monitor and make recommendations to the Parish Council on issues pertaining to the parish technology systems and needs through the Technology Subcommittee.
13. Provide timely minutes of meetings accessible to the parish at large.
14. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.
15. Recruit new members and provide for their orientation to the Committee.

V. Subcommittees

Budget

This subcommittee carries out the work associated with the parish budget.

Building and Grounds

This subcommittee is concerned with the physical conditions of parish property, its maintenance and upkeep and identifies and communicates the needs of the parish in these areas.

Human Resources

This subcommittee makes recommendations regarding the adoption of parish personnel policies. The subcommittee provides current professional and legal expertise as it advises and educates the Pastor, Parish Council and staff in the broad areas of human resource management.

Athletic Board

This subcommittee develops, oversees and evaluates all activities associated with the athletic programs offered by the parish.

Technology Committee

This subcommittee advises and supports the parish and school on technology-related issues and recommends technical advancements.

Festival Committee

This subcommittee plans, coordinates and manages all aspects associated with the parish's annual festival.

VI. MEMBERSHIP

Ex officio Members:

Pastor or designee
 Associate Pastor
 Trustee Treasurer
 Trustee Secretary
 Director of Administrative Services

Subcommittee Liaisons:

Budget
 Building and Grounds
 Human Resources
 Athletic Board
 Technology
 Festival

Ex officio members and subcommittee liaisons participate fully in Committee discussions and decision making.

At-Large Members (9):

An at-large member must be at least 18 years of age and a member of the parish. Names of potential Committee members will be submitted to the chairperson and discerned for membership by the Committee as a whole.

At-Large Members:

1. May not be members of any other standing committee of Parish Council.
2. May be members of parish subcommittees, but not serve in an officer role.
3. Can be both members and serve in leadership roles for parish ministries.

Ordinarily at-large members of the Committee shall serve a term of three years beginning July 1. One successive renewal term is allowed if the Committee so discerns. A Committee member is limited to serving two (2) consecutive terms, with a partial (mid-term vacancy) term considered a full term.

After two unexcused absences during one year, the member may lose her/his position on the Committee. Special consideration will be given to unusual situations. Any unplanned vacancy on the Committee will be filled by appointment under direction of the chairperson. A newly appointed member will complete the unexpired term of office.

VII. OFFICERS

A chairperson, vice-chairperson, secretary and parish council liaison shall comprise the officers of the Committee. Officers shall be discerned from the at-large members of the Committee at the June meeting. The chairperson, vice-chairperson and secretary will be discerned for two-year terms, with the possibility of one renewal. The parish council liaison shall be discerned for a one-year term, with the possibility of one renewal. The parish council liaison may also serve as liaison if discerned for a 2nd term on the Committee, but cannot serve in the liaison role for more than five consecutive years.

Chairperson

1. Shall have at least one year of Committee experience.
2. Shall preside at all meetings of the Committee.
3. Shall prepare the meeting agenda with input from the Director of Administrative Services and other committee members and shall distribute the agenda to the Committee members.
4. Shall have authority, with approval from the Committee, to assign additional duties and responsibilities to individual Committee members.

Vice-Chairperson

1. Shall have at least one year of Committee experience.
2. Shall preside at any meeting which the Chairperson is unable to attend.
3. Shall serve on the Budget Subcommittee.
4. Shall perform other additional duties assigned by the Chairperson, with the approval of the Committee.

Secretary

1. Shall maintain a written record of all actions of the Committee.
2. Shall preserve all reports, proposals and documents entrusted to her/his care.
3. Shall distribute meeting minutes to all Committee members and the designated parish office staff member for publication in a timely fashion.

Parish Council Liaison

- 1) Shall have at least one year of Committee experience.
- 2) Shall act as a full and active member of both the Parish Council and the Committee.
- 3) In addition to representing the interests of the Committee, the liaison shall also act at all times with the welfare of the entire parish in mind.
- 4) Liaisons are not eligible to hold other Committee officer positions.
- 5) After serving a minimum of one year as Parish Council liaison, the liaison may be chosen as a Council officer. If this occurs:
 - i) The Committee must select a new liaison. The liaison relinquishes his/her position on the Committee while serving as a Council officer.
 - ii) The relinquished year is still counted against the liaison's term on the Committee and not made up subsequently.

iii) The Committee can discern a new member to fill the open seat.

VIII. MEETINGS

Regular Meetings

The Committee will meet on Common Leadership Nights and monthly in non-Common Leadership Night months. No meetings are held in May, July and August. Additional meetings may be held in the February through April timeframe to review budget material.

Special Meetings

The need for additional special meetings will be determined by the chairperson.

Decision Making Process

The Committee’s manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

IX. CHANGES/AMENDMENTS

These guidelines will be reviewed and/or amended by consensus annually.

Date of Approval _____

Date of Most Recent Revision _____