



Parish Finance Council Guidelines

1. As required by the Code of Canon Law, c. 537, a Parish Finance Council (PFC) is to be established in every parish in the Archdiocese of Vancouver.
2. It will be the duty of the PFC to assist the Pastor in the administration of the goods of the parish. (c. 537). The PFC's role continues under a parish administrator.
3. In all juridical matters, the Pastor acts in the person of the parish. It is his responsibility to ensure that the goods of the parish are administered according to cc. 532, 1281-1288 and according to Archdiocesan policy.
4. The PFC is comprised of the Pastor, who always presides, and at least three lay persons appointed by him. Consultation with the Parish Pastoral Council regarding appointments is recommended. Appointments are to be made in writing, with a copy kept in the parish files.
5. Those appointed to the PFC must be persons with genuine expertise and experience in financial matters. They must be practicing Catholics, at least 21 years of age and members of the parish for at least three years. Members may not include the bookkeeper or other parish employees, immediate relatives of parish employees (including the pastor) or immediate relatives of other volunteers who are responsible for handling parish money.
6. Appointment to the PFC will be for a three-year term, renewable at the discretion of the Pastor. Members are to be appointed in staggered years to maintain continuity in knowledge of parish needs and plans. A member's term continues even if there is a change in pastor.
7. After consultation with the Archbishop or Vicar General, the pastor may remove or dismiss a member of the PFC for a serious reason. The decision should be communicated in writing, with a copy kept in the parish files.
8. A member should be appointed to take minutes. Another member may be appointed by the pastor to chair the meetings.
9. The PFC should meet at least quarterly.
10. The PFC will approve the annual budget and, to ensure that the budget is being followed and the Archdiocesan Policies on the Administration of Temporal Goods are being adhered to, will provide the Parish Pastoral Council with periodic progress reports.
11. A member of the PFC will review and sign monthly financial statements and bank reconciliations, ensuring that the statement and reconciliation balances match.
12. Every request for expenditure requiring the Archbishop's approval must be endorsed by the PFC.

13. All cheques must bear the signature of the pastor and the signature of an authorized PFC member. At least two members must have signing authority together with the pastor.
14. When the Pastor is transferred or dies, the PFC does not meet until the new pastor or administrator takes office.

**Approved: Memorial of St. Denis and Companions
October 9, 2018**

+ J. Michael Miller CSB

**✠ J. Michael Miller, CSB
Archbishop of Vancouver**

The following policy is hereby **SUPERSEDED**:
Parish Finance Council Guidelines, effective July 1, 2018