



ST JOSEPH'S PARISH FINANCE COMMITTEE Terms of Reference

Why A Finance Committee?

The 1983 Code of Canon Law introduced this structure to assist collaborative ministry between people and priests. It states that, "In each parish there is to be a finance committee to help the parish priest in the administration of the goods of the parish..." (Canon 537).

Who Can Be A Finance Committee Member?

Committee members are taken from the membership of the parish community. Others can be invited to join the group for specific tasks and/or expertise at any time during the three year life span of a committee. The Parish Priest makes all appointments.

What Is Its Purpose?

The Finance Committee:

- Advises on all capital expenditure programmes of the parish.
- Assists in the preparation of a capital expenditure programme (ie: collecting estimates, suggesting contractors, liaising with Diocesan and other authorities).
- Plans a programme of upkeep and maintenance of all parish property.
- Keeps an accurate maintenance diary.
- Ensures parish premises/activities are fully compliant with all statutory requirements.
- Draws up and keeps an accurate inventory of parish property and equipment.
- Advises and liaises with other parish/diocesan groups.
- Assists with the Gift Aid programme/collection counting teams.
- Assists with preparing the annual Financial Report to the parish and diocese.
- Assists with the upkeep of the parish account books.
- Works closely with any fund raising group(s) of the parish.
- Liaises via the parish newsletter with the wider parish community.

When Does It Meet?

St Joseph's Parish Finance Committee meets every three months. Additional meetings are arranged if the need arises.

*St Joseph's Finance Committee
August 2012*