



Mailing Address: 1301 Sycamore Avenue, Tustin, California 92780
Tel: 714-544-3250 **Fax:** 714-838-1996 **Website:** www.stcecilia.org

FINANCE COUNCIL CONSTITUTION

Approved, Adopted and Signed on March 1, 2017

PREAMBLE

The Finance Council of **Saint Cecilia Church** is established by the authority granted under the Bishop of Orange and Canon Law. Members of the Finance Council understand the responsibility and accountability to provide for the material and financial needs of the whole parish and all groups therein. The Finance Council Constitution is adopted in order to define the organization of the Finance Council, the responsibilities of the Finance Council in matters affecting the financial needs of St. Cecilia Church and to govern the orderly resolution of issues and the organized conduct of functions supportive of these purposes.

ARTICLE I

NAME

The name of this Council shall be **Saint Cecilia Church** Finance Council.

ARTICLE II

PURPOSES AND RESPONSIBILITIES

2.1 Purposes

The purposes of the Finance Council are:

- (a) To assist and advise the Pastor/Administrator in matters relating to the evaluation of the material and financial needs of the parish and all groups therein;
- (b) To provide a means whereby issues concerning the Finance Council may be discussed with the Pastor/Administrator;

- (c) To submit proposals, whether for St. Cecilia Church as a whole or for any group therein, to the Pastor/Administrator for consideration;
- (d) To at all times follow and abide by the values and clinical principles of the Roman Catholic Church;
- (e) To provide a mechanism for organization, coordination and self-government of the Finance Council in harmony with the Pastor and his Advisory Council; and
- (f) To assist the Pastor/Administrator in carrying out the responsibilities from the Bishop of Orange and Pastor/Administrator to the Finance Council.
- (g) To recommend general and basic guidelines on internal control procedures.

2.2 Responsibilities

The Finance Council understands the Pastor/Administrator's responsibility and accountability to the parish in accordance with Canon Law and therefore is responsible for the following functions:

- (a) Reviewing, analyzing and evaluating the financial affairs of St. Cecilia Church and all parish organizations;
- (b) Making recommendations to the Pastor/Administrator regarding the establishment, maintenance and ongoing improvement and enforcement of the financial systems of St. Cecilia Church;
- (c) To review and provide recommendations to the Pastor/Administrator regarding parish/school budgets;
- (d) To review and to recommend approval of St. Cecilia Church budgets;
- (e) To advise the Pastor/Administrator regarding any acts of extraordinary administration;
- (f) To review and make recommendation to the Pastor/Administrator prior to approval of other activities.

ARTICLE III

FINANCE COUNCIL MEMBERSHIP

3.1 Nature of Finance Council Membership

Membership on the Finance Council may be extended by the invitation of the Pastor/Administrator only to professionally competent parishioners who continuously meet the qualifications, standards and requirements set forth in this Constitution. Appointment to and membership on the Finance Council shall confer upon the appointee only such privileges and prerogatives as have been granted by the Pastor/Administrator, the Bishop of Orange and Canon Law in accordance with this Constitution.

3.2 Qualifications of Membership

Appointment and membership on the Finance Council of St. Cecilia Church shall be limited to only those parishioners who:

- (a) Have the necessary knowledge and/or expertise to accomplish the purposes of the Finance Council;
- (b) Are aware of the ecclesial construct of the Diocese and the place of the Finance Council therein;
- (c) Are conversant with the basic pastoral principles, of subsidiary, accountability and solidarity;
- (d) Are willing to share their time and talent in the service of the parish and/or any part thereof;
- (e) Have demonstrated a good common and business sense;
- (f) Have a general knowledge of diocesan and parish policies and procedures relative to temporal matters; and
- (g) Have knowledge, professional by preference, of the principles of accounting, management and communication skills;
- (h) Are not employees of the St. Cecilia Church or who supply goods or services to the parish, for consideration unless specifically excluded or accepted by the Pastor/Administrator and Finance Council.

ARTICLE IV

FINANCE COUNCIL OFFICERS

4.1 Number

The Finance Council shall consist of a minimum of five (5) members and up to a maximum of nine (9) members.

4.2 Officers

The officers of the Finance Council shall be:

- (a) Chairman;
- (b) Vice-Chairman;
- (c) Secretary/Treasurer;
- (d) Such other assistant or subordinate officers as the Pastor/Administrator and the Finance Council shall deem useful; and
- (e) All the above officers of the Finance Council shall be appointed by the Pastor/Administrator.

4.3 Term of Appointment

Each Finance Council member shall serve a three-year term, commencing on the first day of their appointment to the Finance Council by the Pastor/Administrator. Each member shall serve in office until the end of his or her term, or until a successor is elected, unless he or she shall sooner resign or be removed from office. All members may be appointed to succeed themselves, but shall serve no more than two (2) full consecutive terms or six (6) years whichever comes first, and shall not then be eligible for reappointment until an interval of at least one (1) year.

The initial board shall be comprised of three (3) members with three (3) year terms and two (2) members with two (2) year terms. Since the appointment to and acceptance of membership on the Finance Council is a free-will act of the Pastor/Administrator and of the appointee, either one has the right to terminate the relationship prior to the above stated term limits.

4.4 Vacancies

Vacancies in office occur upon the death or disability, resignation, or removal of the member from the Finance Council or the expiration of his or her term of office on the Finance Council. Nominations for parishioners to be appointed to the Finance Council to fill vacancies shall be submitted to the Pastor/Administrator for consideration.

4.5 Duties Of Officers

- (a) Chairman: insofar as the actions are in accord with the wishes of the Pastor/Administrator, the Chairman shall preside at and be responsible for the agenda of all meetings of the Finance Council;

The Chairman shall represent the Council on other Committees of the parish and shall serve as the ex-officio member of all other Finance Council sub-committees;

He or she shall select the appropriate committee placement for subject matter when not clearly delineated in the Finance Council Constitution;

He or she shall appoint committee members to all standing, special and multi-disciplinary committees with the concurrence of the Pastor/Administrator; and

He or she shall perform such other functions as may be assigned to him or her by this Constitution and/or the Pastor/Administrator.

- (b) Vice-Chairman: In the absence of the Chairman, he or she shall assume all of the duties and have the authority of the Chairman. He or she shall automatically succeed the Chairman when the latter fails to serve for any reason until a successor is nominated and approved by the Pastor/Administrator.
- (c) Secretary/Treasurer: He or she shall keep accurate and complete minutes of all Finance Council meetings, call the meetings on order of the Chairman, attend to all correspondence, and perform such other duties as ordinarily pertain to his or her office.
- (d) All offices shall be for one (1) year duration beginning on July 1st and ending June 30th.

ARTICLE V

MEETINGS

5.1 Regular And Special Meetings

Meetings of the Finance Council are called by the Pastor/Administrator, or according to the request of a finance council member.

5.2 Quorum

A majority of the Finance Council members attending any regular or special meeting of the Finance Council shall constitute a quorum for the transaction of business when consultation of the council is required by ecclesiastical prescription. The act of a majority of the Finance Council members present at any meeting shall be the act of the Finance Council, unless the act of a greater number is required by this Constitution or the Pastor/Administrator.

5.3 Delegation Of Powers

For any reason deemed sufficient by the Finance Council and the Pastor/Administrator whether occasioned by absence or otherwise, the Finance Council may delegate all or any of the powers and duties of any officer to any other officer or Finance Council member, but no officer or Finance Council member shall act in more than one capacity.

5.4 Standing Committees

Standing committees will be established within the Finance Council as necessary.

Except as otherwise specified in this Constitution, the standing committees may establish the times for the holding of meetings and shall make every reasonable effort to ensure the meeting dates are disseminated with adequate notice.

Committee action may be conducted by telephone conference call, which shall be deemed to constitute a meeting for the matters discussed in that telephone conference. Valid action may be taken without a meeting by a committee by written action setting forth the action so taken which is signed by at least a majority of the members entitled to vote.

The Pastor/Administrator holds veto power on all issues.

5.5 Minutes

Except as otherwise specified herein, minutes of meetings shall be prepared and retained. They shall include, at a minimum, a record of the attendance of members and the vote taken on significant matters. A copy of the minutes shall be forwarded to the Pastor/Administrator.

5.6 Attendance Requirements

Each member of the Finance Council during the term of his or her appointment, who is entitled to attend meetings, shall be required to attend at least seventy percent (70%) of all regular Finance Council meetings duly convened pursuant to this Constitution. A Finance Council member may not have three (3) consecutive absences without reason. The consequence is subject to removal of the member from the Finance Council at the Pastor/Administrator's discretion.

ARTICLE VI

GENERAL PROVISIONS

6.1 Policies And Procedures

The Finance Council shall adopt such policies and procedures as it may deem necessary to implement the general principles found within this constitution. These policies and procedures shall relate to the proper financial and facilities management of St. Cecilia Church and shall be submitted for the Pastor's/Administrator's consideration. Policies and procedures shall be a part of this Constitution, except that they may be amended at any regular or special meeting of the Finance Council. Recommended changes to the policies and procedures shall be submitted to the Pastor/Administrator for approval.

6.2 Construction of Terms and Headings

The captions or headings in this Constitution are for convenience only and are not intended to limit or define the scope or effect of any of the substantive provisions of this Constitution.

6.3 Proposals

Proposals from the Pastor/Administrator, or from standing committees, are to be considered by the Council.

6.4 Checks, Etc.

All checks, drafts and orders for payment of money shall be signed in the name of St. Cecilia Church by the Pastor/Administrator or his designee and, if desired by the Pastor/Administrator, shall be countersigned by such agents as the Pastor/Administrator shall from time-to-time designate.

6.5 Contracts, Conveyances, Etc.

All contracts, conveyances or other instruments are to be executed in accordance with Diocesan prescriptions.

6.6 Bank Deposits

All funds of St. Cecilia Church shall be deposited from time-to-time to the credit of the parish in accordance with Diocesan policy.

6.7 Gifts And Donations

The Pastor/Administrator may accept on behalf of St. Cecilia Church any contribution, gift, bequest or devise for the general purposes or for any special purpose of the parish in accordance with Diocesan prescriptions. All endowments and other assets shall be invested and administered according to Diocesan policy.

6.9 Authority To Borrow Money

St. Cecilia Church is not authorized to borrow money without the approval of the Diocese of Orange and the Pastor/Administrator.

6.10 Confidentiality

Members of the Finance Council shall treat on a confidential basis all written materials and meeting agenda. Concurrently, no member should discuss or disseminate any sensitive or confidential data to persons outside of the Finance Council without expressed authorization of the Pastor/Administrator.

ARTICLE VII

AMENDMENTS

The Pastor/Administrator, the Chairman, or a duly appointed ad hoc committee may propose amendments to this Constitution as needed. To be adopted, an amendment shall require a two-thirds (2/3) vote by the Finance Council. Amendments so made shall be effective when approved by the Pastor/Administrator.

APPROVED AND ADOPTED

by
the Finance Council Members and the Pastor/Administrator

<i>Dave Finney</i>	<i>SIGNED</i>	<i>3/1/2017</i>
Chairman, Finance Council	Signature	Date
<i>Linda Lathrum</i>	<i>SIGNED</i>	<i>3/1/2017</i>
Secretary, Finance Council	Signature	Date
<i>Father Bao Thai</i>	<i>SIGNED</i>	<i>3/1/2017</i>
Pastor/Administrator	Signature	Date

Church Seal

APPENDIX

Revised January 1, 2018

Name	Term	Chair	Vice	Secretary	Member
Julian Cangelosi	7/1/2016 to 6/30/2019 3 year		17-18		16-17
Del Facundo	7/1/2016 to 6/30/2018 2 year	17-18	16-17		
Aric Gless	7/1/2016 to 6/30/2019 3 year				16-17 17-18
Elizabeth Inacay	7/1/2016 to 1/1/2018 2 year			17-18	16-17
John Konopp	9/1/2017 to 6/30/2020 3 year				17-18
Linda Lathrum	7/1/2016 to 6/30/2018 2 year			16-17	17-18
Federico Sayre	9/1/2017 to 6/30/2020 3 year				17-18
Tu Tran	9/1/2017 to 6/30/2019 2 year				17-18
Roxanna Payton	10/1/2017 to 6/30/2020 3 year				17-18