

Archdiocese of Saint Paul and Minneapolis

Church of St. Mary of the Lake

POSITION DESCRIPTION

Position title: Development and Finance Committee Member

Date: 5/3/05

Responsible to: Chair of Committee/Parish Administrator/Pastor

Coordinates action with: Staff, other committee members

Works with: Staff, other committee members, parishioners

Purpose of position: Canon Law requires a finance council to offer advice to the pastor in financial matters. Committee members fulfill this function, as well as promote good stewardship in the parish.

Responsibilities: Members of the finance councils advise the pastors as to the sound management of the material goods of the parish, including such matters as the inventory and maintenance of assets, insurance of such assets, purchase and sale of assets, leases, various property matters, construction projects, loans of any kind, and contracts relating to property. In addition, the council is responsible for stewardship, capital campaigns, other fundraising, annual budget review, review of revenue and expenses, annual reports, audits or reviews, long range planning, review of investments, endowments, restructuring of the parish, and changes in corporation by-laws.

Qualifications: Members should have expertise in either development and marketing or finance and accounting or both. Members should be committed and active parish members who embrace and model stewardship as discipleship and work for the good of the parish as a whole. They should be willing and able to attend committee meetings and do work in support of the parish between meetings.

Amount of Time Required/When/Where: Monthly meeting (2-3 hours) on the second Tuesday. At least 2-3 hours between meetings as an additional expectation. Meetings are held at the Parish Life Center.

Length of Commitment: Generally, three-year terms with two terms maximum, but maximum may be waived.

Training Provided: Orientation given by staff member for new committee member.

