

**Parish of Christ the King, Thornbury
&
Holy Cross, Wotton-under-Edge**

Parish Finance Committee Constitution

1. Membership

The membership of the Parish Finance Committee shall comprise:

Parish Priest

Parish Treasurer

Gift Aid Secretary (if the post is held by other than the Treasurer)

Parish Administrator

and at least three lay people appointed by the parish priest. At least one of the lay people must be a Holy Cross parishioner.

Appointed members shall be appointed for three years (and retire in rotation) and be eligible for re-appointment. If a member resigns then another person shall be appointed for the remainder of the unexpired term.

The Chair of the Finance Committee shall be the Parish Treasurer or, in his absence, his delegate.

2. Quorum

A quorum for meetings shall be the Chair plus two other appointed members.

3. Function and Objects

3.1. Function

The finance committee shall operate within the legal norms for parish administration as set out in the current Code of Canon Law of the Catholic Church¹, in particular Canons 532, 537 and 1280.

In all juridical matters the Parish Priest acts in the person of the parish, and is to ensure that the parish goods are administered in accordance with Canons 1281-1288.

The function of the parish finance committee is to assist the parish priest in this task, without prejudice to Canon 532. It is subject to the norms laid down by the Diocesan Bishop, and comprises members of the faithful from the parish.

3.2. Objects

The primary function of the Parish Finance Committee is to support the parish priest in the management of all financial matters relating to the churches of Christ the King, Thornbury and Holy Cross, Wotton-under-Edge.

The Parish Finance Committee will also be responsible for the maintenance, repair or restoration of all parish buildings or other structures, including the churches, the presbytery and all other parish buildings and property.

3.3 Expenditure and Commitments

The finance committee can only spend money or authorise expenditure in accordance with these functions and objects.

Both the Clifton Diocesan Trustees and the Salvatorian Trustees require the parish finance committee to ensure that their assets as Registered Charities are managed prudently and efficiently in accordance with Charity and Canon Law. The Trustees therefore require that all bank accounts are operated by more than one person, that all the property of the charity is under the control of the respective Trustees, that full and accurate accounting records are kept, and that information about parish finances is presented to the faithful annually, as

required by Canon Law. In civil law, the parish priest is the agent of the trustees.

The Parish Finance Committee must be consulted by the Parish Priest over any exceptional expenditure that is not regular or routine. This includes expenditure over £5,000 (ex VAT) where the Diocesan Trustees' approval must be sought.

The Parish Finance Committee shall apply all of its grant income for the specific purpose for which it was given.

The Parish Finance Committee will assist the Parish Priest in making any application for a borrowing facility for the parish.

No lease may be entered into for any property or office or other equipment without it being fully discussed with the Parish Finance Committee and approval subsequently obtained from the Diocesan Financial Administrator or the Diocesan Surveyor. Such contracts once approved shall be signed in the name of the Diocesan Trustees.

3.4. Transfer of assets and property

In the event of the parish being canonically suppressed, all property of the parish will pass to the direct control of the Diocesan Trustees or in the case of the land and buildings at 11 Castle Street, Thornbury to the Salvatorian Trustees.

3.5. Other Responsibilities

Members of the Parish Finance Committee shall be given access to all appropriate diocesan guidelines and procedures, including the Manual for Parish Finance Committees, to the books of accounts and bank statements of the parish, and to any further information that they may reasonably require in the fulfilment of their duties.

The Parish Finance Committee must keep accurate records and minutes of its meetings, and be ready to present them when requested by the Bishop or his representative or by any person duly authorised to carry out a financial audit.

The following matters also fall within the remit of the Parish Finance Committee:

- The completion and prompt return to the Finance Office of the annual Parish Financial Return as required by the Diocese and the compilation and presentation to the parish of an annual statement of account.
- The proper remuneration and conditions of employment of all employees of the parish in accordance with Canon 1286 and Section 12 of the Manual.
- The maintenance and proper administration of the fabric, furnishings and fittings of the parish buildings, following the advice and recommendations of the Diocesan Surveyor.

The Parish Finance Committee is not responsible to the Parish Pastoral Council, but the treasurer is required to act as a liaison officer between the Diocese, the Parish Pastoral Council and the Parish Priest. The Treasurer is also required to keep the Parish Pastoral Council informed of the financial state of the Parish.

4. Meetings

The Finance Committee shall normally meet at least three times a year.

An Extraordinary General Meeting may be called by the Parish Priest or by two other members in concert. Seven days notice is required for an Extraordinary General Meeting, unless a shorter time is expressly agreed by all members. The business for such a meeting shall be declared in advance.

5. Relationship with the Diocesan Trustees

The name and address of the Parish Treasurer shall be communicated to the Finance Office each year along with the annual Parish Financial Return.

The annual Parish Financial Return shall be signed by one member of the Committee as well as by the Parish Priest or Priest in charge.

6. Continuance

In the event of the death or departure of the Parish Priest, the Finance Committee shall continue to operate, together with the Priest appointed by the Provincial Superior of the Salvatorians, with the approval of the Bishop, to the pastoral charge of the parish during the interregnum, to advise him and assure the smooth running of parish administration until a new Parish Priest is in place. Once a new Parish Priest has taken over, appointed members of the Committee shall offer him their resignation, so that he may either reappoint them or appoint new members to replace them.

ⁱ The second Codex Juris Canonici in history for the Catholics of the Latin rite was promulgated by Pope John Paul II on January 25, 1983, and entered into effect on November 27, 1983. See the code at:

https://www.vatican.va/archive/cod-iuris-canonici/cic_index_en.html