

CATHOLIC PARISH OF GUILDFORD - COMMITTEE TERMS OF REFERENCE

Note that Parish Priest/Moderator is abbreviated to Parish Priest throughout – See Note on page 3 of Main Document

1. COMPOSITION

The proposed composition of Parish Pastoral Council, Parish and Church Finance Committees, Church Support Teams is at.....**Annex A**

2. PARISH PASTORAL COUNCIL

2.1. *Canon Law.*

Canon 536.
§1. If, after consulting the council of priests, the diocesan Bishop considers it opportune, a pastoral council is to be established in each parish. In this council, which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.

§2. The pastoral council has only a consultative vote, and it is regulated by the norms laid down by the diocesan Bishop.

2.2. *Diocesan Guidance.*

There is no Diocesan Guidance for Pastoral Councils at Parish level, but the previous Bishop indicated what he felt his Diocesan Pastoral Council was for, and this might be reflected in the Parish Pastoral Council.

I would stress that the work of the Diocesan Pastoral Council is mainly for me. I want to hear what people think and feel. I want to know what are the issues that are facing them and what their struggles and joys are. In that sense it is a consultative body like the Council of Priests; that gives me a feel of the mood, morale and concerns of the clergy.

2.3. *Proposed remit of the PPC.*

- To enable the parish priest to gain an overview of the issues facing the parish.
- To enable the parish priest to gain a balanced view of the issues facing individual church communities.
- To enable the parish priest to explain to church representatives forthcoming major events, initiatives and diocesan policies, to enable cascading down to individual communities.
- To aid inter-church communication.
- To generate parish-wide initiatives in mission, evangelisation, social action and ecumenical co-operation.
- To generate a parish-wide annual calendar of events.
- To co-ordinate parish-wide sacramental programmes.

2.4. *Membership of the PPC.*

- *Ex officio.* All clergy, although to preclude the meetings being clergy-dominated the parish priest will nominate who are to attend.

- *Elected.* Two representatives from each church community. Nominations should be sought from all members of each church community and an election held. The parish priest might nominate a returning officer for each church community.
- *Appointed.* The parish priest may appoint up to three additional members should he feel that particular additional skills or representation would be advantageous.
- *Parish staff.* The Youth and Families Worker may be invited to attend.
- *Minutes secretary.* Appointed by the parish priest. At present the Parish Administrator.

3. PARISH FINANCE COMMITTEE

3.1. Canon Law.

Canon 537.

In each parish there is to be a finance committee to help the parish priest in the administration of goods of the parish, with prejudice to Canon 532. It is ruled by universal law and by the norms laid down by the diocesan bishop, and it is comprised of members of the faithful selected according to these norms.

3.2. Diocesan Norms.

Diocesan Norms are contained in the Parish Administration Manual, which can be accessed on line through the portal of the Diocesan website. They are very detailed.

1.3. Composition of Parish Finance Committee.

The parish priest will freely appoint the members of the PFC and its Chairman. The parish priest may freely replace any member at any time. The Chairman should not be a member of the parish clergy. The Diocesan Finance Office must be consulted if there is a need to replace the entire PFC in any one year. The PFC should comprise the parish clergy together with a minimum of three lay people - the gift aid organiser, an accountant or someone with bookkeeping ability and one person with relevant property expertise. A solicitor could advise on legal and employment matters. The PFC is regulated by the universal law and by the norms laid down by the Diocesan Bishop. The composition of the PFC is drawn from members of the faithful selected according to these norms.

This core can be expanded on a temporary or permanent basis as required to include, for example, people to take responsibility for fund-raising. The role and inclusion of the gift aid organiser is important. The Inland Revenue now undertakes audits of Dioceses and parishes on a regular basis and any discrepancy found on an initial audit leads to a much deeper investigation and even possible prosecution of the Trustees.

1.4. Duties and Responsibilities of Parish Finance Committee.

Can 537: In each parish there must be a finance committee to help and advise the parish priest in the administration of the goods of the parish, without prejudice to Can 532. This also applies to Diocesan parishes staffed by a religious order. The PFC is a consultative body that assists the parish priest. It is expected that all members of the PFC observe the strictest confidentiality.

The members of the PFC will also have additional functions, such as fund-raising, gift aid, financial planning in relation to property, etc. It is important that any lay persons willing to offer their services in this way are given full information and understand the nature of their responsibilities.

The PFC must be consulted over any expenditure in excess of £2,000 and before any application for a borrowing facility is requested from the Diocese. The members of the PFC shall be consulted about applications to the Diocesan Finance Committee for permission:

to carry out work costing more than the permitted maximum (currently £7,500)

to lease, sell, demolish or structurally alter parish property

to appoint approved architects or contractors

for any expenditure other than regular running expenditure by a parish in debt

- to borrow from the bank, Diocese or other parishes for any specific purpose.

The PFC will ensure that any lay staff employed in the parish are, in accordance with Can 1286, paid a fair wage and all civil laws relating to labour observed. In particular tax and National Insurance must be deducted from wages and paid to the State authorities as necessary. All employees should have written employment contracts. See Section 12 on "Personnel".

The PFC must ensure that, in accordance with Can 1288, all litigation is avoided and that where this is not possible the permission of the Bishop is obtained.

The PFC shall ensure that parish property is well maintained and safe, and due diligence is exercised over all parish assets. The PFC is responsible for re-assessing insurance valuations of properties before renewal. The PFC will have access to all Diocesan procedures and guidelines in connection with finance and property administration. Any parish policies on its financial or property assets must be approved by the Diocesan trustees.

1.5. Duties and Responsibilities of Parish Finance Committee – continued

The Parish Log of Contacts & Services must be kept up to date. The Inventory should detail all parish owned property. A note should be made of property owned by other residents with a clear distinction between the two. The Parish Inventory should be checked annually. For details of both schedules see Section 9 "Equipment & Services".

The PFC will have access to the books of account, bank statements and any other documents necessary at every meeting and at other times as necessary. The PFC is responsible for ensuring that full and proper books of accounts are kept in accordance with Diocesan procedures. In addition, a budget must be prepared in advance of the following year, and income and expenditure monitored against it. The annual accounts should be published to the parish and the PFC shall decide on the form in which this will be done so long as they conform to the minimum regulations laid down by the Diocese. The PFC is responsible for ensuring that a copy of the latest Diocesan accounts is made available to the faithful at the back of the church.

Minutes of meetings will be kept and will be made available to the Diocesan auditor and the Bishop on his visitation. The name and address of the Chairman of the PFC shall be forwarded to the Finance Office annually.

1.6. Frequency of Meetings.

The PFC should meet at quarterly intervals or more frequently if required. A quorum for meetings is the parish priest and two appointed lay members. In addition, the parish priest may call a meeting at any time giving seven days' notice.

1.7. Term of Office of Parish Finance Committee.

The appointment of members should be for three years. A member may be re-

appointed for a further term of three years. In a parish where there is plenty of lay expertise to assist the priest, members should retire on a rolling basis so that the whole PFC does not retire together. Additional members may be co-opted for a period as determined by the PFC. If, in very small parishes, it is found difficult to find new and competent replacements for those due to retire, the parish priest may use his advisors for longer than the "3 plus 3" years laid down here. But this should occur only in a case of real necessity.

The PFC will continue to hold office during a changeover of parish priest. Within six months of his appointment, the new parish priest will appoint a new PFC, which may or may not contain members of the previous PFC.

4. CHURCH FINANCE COMMITTEES

- 4.1. The principles are:
- to devolve to Church Finance Committees control of those items which affect individual churches.
 - to centralise accounting functions at Parish level.
- 4.2. Remit of CFCs.
1. Produce inputs for Parish budgets from 01 June 2016 onwards.
 2. Hold quarterly meetings, minutes to be forwarded to the Moderator through the Parish Financial Secretary.
 3. Collect and bank income.
 4. Administer Gift Aid.
 5. Maintain property and grounds.
 6. Set terms of hire for Church Hall.
 7. Retain responsibility for Health and Safety.

5. CHURCH SUPPORT TEAMS

- 5.1. The principles are;
- To devolve to the laity responsibility for the security of the church, opening the church for as long as practicable daily.
 - To relieve the clergy of administrative preparation of the church for services, including Mass (Sundays and weekdays), baptisms, weddings, funerals, and processions.
 - To recruit and co-ordinate readers, extraordinary ministers, servers, welcomers, flower arrangers and counters.
 - To arrange for the cleaning of church and associated premises.
 - To organise social events to foster a sense of community.
 - To adopt annually a charitable cause for focussed support.
 - To co-ordinate with clergy the preparation of liturgies and music.
- 5.2. A suggested outline composition of a Church Support Team – which may vary from church to church - is at**Annex A**