

St. John XXIII Parish Finance Council Guidelines

January 2023

Adapted from the Archdiocese of Chicago PFC guidelines
(Updated March 2026)

Parish Finance Councils assist the pastor in the administration of parish temporal (non-spiritual) matters. These guidelines are designed to aid Pastors by supporting his stewardship of parish resources while being accountable to the parish and the diocesan bishop. **An active, well-formed Parish Finance Council is a key element for promoting the financial health of a parish, assuring accountability, and assisting the pastor with his temporal responsibilities.**

The pastor, according to Canon Law, has among his responsibilities, the responsibility for parish financial and temporal management. **The Parish Finance Council is a consultative body that assists the pastor in meeting these obligations.** While the Parish Finance Council does not have decision making authority, consultation is at the heart of the pastor's decision-making process – sharing information, listening, contributing to the discussion, and promoting consensus.

Consultative Body to the Pastor

Finance Council Members provide consultation so that the Pastor can meet his responsibilities to:

- A. *Establish and Monitor the Parish Budget*
 - Review annual operating and capital budgets
 - Assess fund-raising effectiveness, review fund-raising events and programs and ongoing revenue needs.
 - Provide advice on parish staffing needs.
 - Review financial commitments in excess of \$10,000 including:
 - Subsidy to Pope John XXIII School
 - Personnel staffing
 - Non-personnel operating expenses
 - Provide regular review of quarterly financial reports
- B. *Prepare an Annual Financial Report*
 - Review of the parish annual report and be involved in the preparation of the report.
 - Assist the pastor in formulation and communication of the annual report to the parish community.
- C. *Evaluate Large Value Spending Decisions*
 - To seek approval of the Archdiocese prior to committing to expenditures that exceed \$20,000.

D. Evaluate Capital Project Spending and Related Capital Campaigns

- Consult on the construction or renovation of parish facilities, sale or purchase of parish property, and lease agreements. Assist pastor in planning for repairs, replacement, maintenance, and service of property or equipment.

E. Manage Banking, Savings and Endowment Accounts

- Advise on the management of parish funds and banking arrangements.
- Review activities of any parish auxiliary groups and verify cash balances.

Finance Council Members

Core Competencies are:

A. Strong financial experience

- Able to read and analyze financial statements including annual budgets, income statements and balance sheets.
- Have knowledge of business operations and organizational management.
- Can bring objectivity, analytical skills and an understanding of parish mission to the stewardship of parish resources.

B. Leadership

- Fosters trust and honesty with the pastor and parish community.
- Can see the big picture and act in accordance with the greater good of the parish and its people.
- Can advise the pastor on hard decisions, always with priority consideration for the pastor, the parish, and the people.
- Able to maintain confidentiality and be trustworthy.

C. Mission Oriented

- Demonstrates commitment to the mission of St. John XXIII Parish recognizing the need to always support the ministry of Jesus Christ in parish life.

Number of Council Members:

It is recommended that there be an odd number of council members in case there needs to be a vote. Members will sit for an initial 3-year term with the option of extending it for a second 3-year term. Terms will be staggered so that no more than 40% of the PFC will rotate in a single year.

Annually, communication will be announced parish-wide of the opportunity to self-nominate or nominate qualified candidates for the Parish Finance Council. The nominee will send a letter of interest/intent to the Pastor for his consideration.

Parish Finance Council (PFC)
Proposed Terms of Office and Initial Turnover Plan
Date: October 2, 2025

I. Terms of Office

- Members of the Parish Finance Council (PFC) are appointed by the Pastor for a fixed term of three (3) years.
- At the Pastor’s discretion, members may be reappointed for one additional three-year term.
- After serving two consecutive terms (a total of six years), a member must rotate off the Council for at least one year before being eligible for reappointment.
 - *Note: The Parish Pastoral Council (PPC) currently requires a three-year break. This difference should be reviewed and discussed.*
- Terms are to be **staggered** to ensure continuity. No more than 40% of the membership should rotate off in a given year.
- If an individual resigns from the PFC prior to the end of their term, the Pastor can fill the position and the replacement member will fill **the remainder of the term** of the member they replace.
- Annual vacancies will be announced to the parish in January and nominations will be submitted to the Pastor for consideration with new members being appointed in March of each year.

II. Membership Composition

- Membership should reflect the parish community. Representation must include:
 - Parishioners who worship at St. Mary and St. Nicholas campuses
 - A liaison from the School Advisory Board
 - Consideration of major population groups within the parish, including the Latino community
- The PFC will strive to maintain 9-11 members.

III. Initial Term Staggering Plan

- Initial appointments for the newly merged St. **John XXIII Parish** began in **March 2023**.
 - Original membership: 9. Current membership: 10
 - Two resignations occurred, and one School Advisory Board liaison and one Latino community representative were added

To prevent full turnover at once, initial PFC members (appointed March 2023) will be asked to select their preferred end date:

- March 2026 (3-year term)
- March 2027 (4-year term)
- March 2028 (5-year term)
- March 2029 (6-year term)

Members must provide their decision in writing to the Chair by October 25th, prior to the December meeting. A standardized form (attached) will be distributed.

Proposed Rotation Schedule:

- **March 2026:** Three members rotate off or continue for a second 3-year term; an equal number of new members to replace members leaving will be appointed for new three - year terms.
- **March 2027:** Three or four members rotate off and three or four new members appointed for new 3-year terms.
- **March 2028:** Three or four members rotate off; three or four new members appointed for new three-year terms.

From March 2029 onward, rotations will follow the three-year cycle established in the charter, with reappointments at the Pastor's discretion.

IV. Recordkeeping

- The Secretary will maintain an updated list of members, including term start and end dates.
- This roster will be reviewed annually at the December PFC meeting.

V. PFC Officers

- The PFC will elect a **Chairperson** and a **Secretary**.
- Elections will be held by ballot, not by volunteering.
- Terms are for **two years**, with elections each March.
- Terms will be staggered so that only one officer rotates each year.

Initial Officer Transition Plan:

- In March 2026:
 - Elect a new Chairperson (2-year term)
 - Elect a new Secretary (1-year term)
- In March 2027:
 - Elect a Secretary for a standard 2-year term
- Going forward: Chair and Secretary elections will alternate annually.

Other Officer Provisions:

- Officers may stand for re-election with the Pastor's approval.
- No individual may serve more than **two consecutive terms** in the same officer role.
- If Father Jean-Philippe's visa renewal is not secured, the current Chair and Secretary will remain in place for one additional year to assist the interim administrator.