



# OLGC Finance Council Charter

Established December 1, 2015. Revised December 1, 2022.

## OLGC'S VISION

To offer every person in our community a life-changing encounter with Jesus.

# PURPOSE STATEMENT

The purpose of the Finance council is to fulfill the fiduciary responsibility of the parish as defined by Canon Law, including:

- Approving the annual budget;
- Monitoring revenue and expenses;
- Reviewing expenditures in accordance with AOD guidelines;
- Advising the pastor/moderator and leadership team on matters relating to the financial health of the parish.

# OLGC'S CORE VALUES

We are . . .

- Evangelically Catholic
- Willing to Sweep Floors
- Incessant Tinkers

# FINANCE COUNCIL VALUES

- Prayerful Stewards
- Fiscally Responsible
- Operationally Aware

# MEMBER ROLES & RESPONSIBILITIES

Name	Role
Jim Keyes	Chair / Director
Mike Birney	Vice-Chair
Gloria Kopper	Secretary
Amy Gibson	Member
Andrea Safranski	Member
Jim Brudzinski	Member
Jeff Horka	Member
Regina Doxtader	Member

## Overall Responsibilities:

Guided by the Holy Spirit, we provide prayerful consultation and support to the Pastor/Moderator regarding the transparent stewardship of God's financial gifts to the parish for use in the furtherance of the Parish Mission. We provide continuous oversight and review of expenditures and income across every area of service within the OLGC community, and we regularly and thoroughly communicate that financial status to the parish at-large.

# TERMS OF SERVICE

Each member will serve a 6-year term with up to two 2-year term extensions. The chairperson will be nominated by the council but approved by the pastor. New council members will be recruited by the existing council and approved by the Pastor/Moderator.

Member	Start Date	Term
Jim Keyes	March 2015	1 <sup>st</sup> extension ending June 30, 2024
Mike Birney	October 2020	1 <sup>st</sup> term ending June 30, 2027
Gloria Kopper	October 2020	1 <sup>st</sup> term ending June 30, 2026
Jim Brudzinski	October 2020	1 <sup>st</sup> term ending June 30, 2026
Amy Gibson	July 2018	1 <sup>st</sup> term ending June 30, 2024
Andrea Safranski	October 2020	1 <sup>st</sup> term ending June 30, 2027
Jeff Horka	September 2022	1 <sup>st</sup> term ending June 30, 2028
Regina Doxtader	January 2023	1 <sup>st</sup> term ending June 30, 2029

## MEETING FREQUENCY

Meetings are scheduled monthly for approximately 90 minutes based on team member consensus. Meetings are not normally held around holidays, and occasionally additional meetings are scheduled to complete specific tasks. Members are asked to have no more than three unexcused absences per year.



# OPERATING GUIDELINES

Finance Council members will:

- Follow statutes and guidelines established by the AOD for Parish Finance Committees as communicated in the Parish, Vicariate, and Archdiocesan Councils Handbook;
- Establish and approve the annual parish budget for on-time submission to the AOD;
- Complete monthly reviews of financial reports, examining opportunities and threats to the established budget;
- Communicate discrepancies to the team as they arise within areas of review;
- When appropriate and necessary, establish and work with sub-committees to assist with projects that fall within the scope of the Parish Finance Council.
- Communicate and collaborate, on a regular basis, with the Family of Parishes Finance Council once we enter into the Family model.

# FINANCE COUNCIL ANNUAL GOALS

Goal	Deadline
Establish terms of service among Council members and recruit new members as needed.	Ongoing
Monitor the monthly cash flow of the parish and advise accordingly .	Ongoing
Work with the staff team to develop and approve the annual budget .	Spring
Complete the annual parish budget and submit to the AOD on time .	May