

ARCHDIOCESE OF PALO
Palo, Leyte

STATUTES FOR PARISH FINANCE COUNCILS

I. Nature and Purpose

1. In the parish, Christ's faithful are gathered into one, under the headship of the parish priest, to fulfill their mission in Christ, prophet, priest and king. The kingly mission includes the assistance which Christ's faithful, according to their gifts, their office in the Church, and their state of life, give to the parish priest in the administration of the temporal goods of the Church (Second Vatican Council, *Decree on the Apostolate of Lay People*, No. 10).
2. In order to give form and stability to the assistance offered by Christ's faithful to the parish priest in the administration of the temporal goods of the parish, **The Code of Canon Law** requires that each parish in a diocese establishes a Parish Finance Council which is governed by universal Church law and norms given by the Diocesan Bishop (Canon 537).
3. The Parish Finance Council is a consultative body to the parish priest in the administration of the temporal goods of the parish.

II. Structure and Composition

1. The members of the Parish Finance Council (PFC) are parishioners known for their spiritual maturity and love for Christ and the Church, endowed with special competence in financial matters and of prudent judgment, who offer their time and talents as a Christian service or ministry in the development and management of the parish's financial resources.
2. The Parish Finance Council shall be composed of not less than five but not more than nine members, excluding the parish priest. (*Note: Parochial Vicar/s may be invited to attend the meeting of the Parish Finance Council.*)
3. Membership in the Parish Finance Council shall be by appointment from the parish priest after consultation with upright and serious-minded parishioners.
4. The Chairman of the Commission on Temporalities shall be an *ex-officio* member of the Parish Finance Council.
5. Members of the Parish Finance Council may not be related to the parish priest up to the fourth degree of consanguinity or affinity.
6. Names of the members of the Parish Finance Council are to be communicated to the Archbishop at the time of their appointment or reappointment.
7. The members of the Parish Finance Council shall serve a two-year term which is renewable but not for a third consecutive term.

8. Being a consultative body, it is co-terminus with the Parish Priest. It ceases to exist once the Parish Priest is transferred or removed. Within six months after his installation, the new Parish Priest must establish the Parish Finance Council. In the interim, the old Council will serve in a hold over capacity until a new one is established. It is the sole prerogative of the new Parish Priest to reappoint or not the members of the former Parish Finance Council.
9. The Parish Finance Council cannot be dissolved without the written permission of the Diocesan Bishop.

III. Officers

1. The Parish priest is the Chairperson of the Parish Finance Council. He convokes the Council and presides over its meetings and receives its proposals.
2. There shall be a Vice-Chairperson appointed by the Parish priest. The Vice-Chairperson assists the parish priest in coordinating the work of the Parish Finance Council. The Vice-Chairperson performs other tasks as may be delegated to him/her, including, if the parish priest so decides, presiding over the regular meetings of the Council.
3. A Secretary shall also be appointed by the Parish priest from among the members of the Parish Finance Council. The secretary is responsible for recording the minutes at each council meeting, keeping them and furnishing copies to the Diocesan Finance Council on a quarterly basis.

IV. Functions

1. The parish priest, by law, is entrusted with the administration of the temporal goods of the parish. He takes charge of all its funds and properties. The Parish Finance Council serves as a consultative body to the parish priest in the administration of the temporal goods and does not hold any funds of the parish. In particular, the Parish Finance Council assists the Parish Priest in making plans and policies regarding the financial status of the parish. Specifically, the Parish Finance Council has the following functions:
 - 1.1. To assist the parish priest in the preparation of the parish annual budget.
 - 1.2. To assist Parish Pastoral Council commissions and committees in preparing and submitting annual budget requests.
 - 1.3. To develop a plan for financing necessary repairs, renovations, and the purchase of equipments, and other important parish projects.
 - 1.4. To assist the parish priest in finding means and methods of raising funds, aside from mass collections and offerings, in order to support the ongoing programs of the parish.
 - 1.5. To assist the parish priest in meeting all financial obligations of the parish.

V. Acts of Administration

1. The Finance Council will be consulted by the Parish Priest when an act of administration (sale, lease, loan, giving of donation or any project) involves the amount of more than one hundred thousand pesos (Php 100,000.00) up to two hundred thousand pesos (Php 200,000.00).

2. For validity, the consent of the Finance Council will be required if an act of administration involves the amount of more than two hundred thousand pesos (Php 200,000.00) up to five hundred thousand pesos (Php 500,000.00).
3. For a valid administrative act which involves more than five hundred thousand pesos (Php 500,000.00), the parish priest needs not only the consent of the Parish Finance Council but also of the Diocesan Bishop who may also consult the College of Consultors or the Archdiocesan Finance Council.

VI. Meetings

1. The Parish Finance Council shall meet at least four times a year or more frequently as deemed necessary by the Parish priest.
2. The presence of the parish priest or of his duly delegated representative and the majority of the members constitute a quorum.
3. The agenda and study material should be communicated to the members prior to the regular meetings.

VII. Voting

1. When voting is necessary for the parish priest to get the mind (“*sensus*”) of the council, council members enjoy a consultative vote unless otherwise provided for by these Statutes.

VIII. Relationship with the Parish Pastoral Council and the Commission on Temporalities

1. The Finance Council collaborates with the Parish Pastoral Council in financing the pastoral needs of the parish. The method of collaboration is determined by the parish priest through consultation with both Councils.
2. Neither Council is to usurp the constituted responsibilities of the other. Both universal law and these diocesan statutes assume that two distinct councils are formed in each parish. This does not preclude the presence of a delegate from the one council who participates in the other.
3. In relation with the Commission on Temporalities, the Parish Finance Council makes the financial plans and policies and it is the Commission on Temporalities which implements them.

IX. Effectivity and Amendment

1. The statutes of the Parish Finance Councils of the Archdiocese of Palo upon the recommendation of the majority of the priests of the Archdiocese shall be effective upon the approval of the Diocesan Bishop.

2. The statutes of the Parish Finance Council shall be fully implemented in the Archdiocese of Palo six months after the date of promulgation.
3. Any amendment, change, or addition to these statutes may be caused by a motion made a member of the presbyterium as confirmed by a two thirds vote of the presbyterium present when such motions shall have been expressed and seconded. The effectivity of an amended provision shall, however, require the approval of the Diocesan Bishop.
4. The members of the Finance Council in the parish may express their suggestions for amendments to their respective parish priests, who, in turn, may make a motion to the presbyterium of the diocese for proper action.

I decree that everything I have set down in this official document shall have full force and be observed from this day forth, notwithstanding any provisions to the contrary; and is, by its nature, valid for entire the Archdiocese of Palo in conformity with the 1983 Code of Canon Law, our Archdiocesan Statutes and approved consuetude.

Given in Palo, Leyte, at the Metropolitan Cathedral, on the 28th day of November—launching of the three-year preparation for the Diamond Jubilee of Palo as a Diocese—in the year of our Lord 2009.

✠JOSE S. PALMA, DD, SThD
Archbishop of Palo

Fr. Erwin A. Balagapo, JCD
Chancellor

NOTES - IMPORTANT FACTS:

- 1.**
Approved unanimously by the Palo Presbyterium
June 9, 2008
Sts. Peter & Paul Parish
Ormoc City

- 2.**
Presented to and commented by Lay Representatives
January 10, 2009 (Congress on Parish Organizational Structures)
Sacred Heart Seminary
Palo, Leyte

- 3.**
Corrections and considerations made by the Redactors (appointed by the Archbishop of Palo based on the comments, observations and suggestions by the Lay Representatives)
February 9, 2009
Chancery, Palo, Leyte

- 4.**
Promulgated by the Archbishop of Palo
November 28, 2009 (Launching of the Three-Year preparation for the Diamond Jubilee celebration of Palo as Diocese)
Metropolitan Cathedral
Palo, Leyte

Funds in the parish generally come under three categories:

1. Mass offerings;
2. General Fund; and
3. Special Funds.

Mass offerings or stipends are the offerings given by the faithful for masses applied for their intention. They belong to the parish priest and his vicars and is regulated by the diocesan bishop.

General funds are those derived from mass (offertory) collections, stole fees, donations and tithes, and other income of the parish like rentals, certificates, etc. They are used for the general maintenance of church and rectory, for the salaries of the personnel and support of the general apostolate of the parish. They are regulated by the Arancel of the ecclesiastical province.

Special Funds are income derived from donations, special collections and fund raisings projects for specific programs or projects of the parish. The Parish Finance Council assists in the administration of the Special Funds and the General Funds of the Parish.