

## **ST MARY'S PARISH, BATH**

### **PARISH FINANCE COMMITTEE CONSTITUTION**

#### **1. Membership**

Parish Priest

Parish Treasurer

At least 3 other parishioners appointed by the Parish Priest.

#### **2. Length of appointment**

Appointed members shall be appointed for 3 years and will be eligible for reappointment.

At the appointment of a new Parish Priest the appointed members will offer him their resignation so that he may reappoint them or appoint new members to replace them.

#### **3. Quorum**

At least 3 members.

#### **4. Duties and responsibilities**

As listed in the current duties and responsibilities adopted and confirmed each year.

Members should have an understanding of the relationship between the Parish and the Diocesan Trust as a registered charity (no. 233977). Members should understand that the Committee exists to assist the Parish Priest in his administrative duties and acts in an advisory capacity to the Parish Priest.

#### **5. Ordinary meetings**

The Committee shall meet 4 times a year at the minimum.

#### **6. Extraordinary meetings**

An extraordinary meeting may be called by the Parish Priest, or the Treasurer, or by 2 other members. Seven days notice is required and the business of the meeting shall be declared in advance.

#### **7. Relationship with the Diocesan Trustees**

The Committee acts on behalf of the Diocesan Trustees and will always act according to Charity Law, Church Law and the norms of the Bishop. Annually the committee will submit the Parish Financial Return to the Diocese in the format laid down by the Diocesan Trustees.

#### **8. Chairperson**

The Chairperson of the committee will be elected annually by the members.

**23.8.12**

