

Sample Parish Pastoral/Finance Council Resolution

Resolution

We, the (Pastoral or Finance) Council of _____ (church) _____, a religious non-profit corporation, duly organized and existing under the laws of state of Louisiana, do hereby certify that the following is a true and correct copy of certain resolutions adopted by this (Pastoral or Finance) Council of said corporation at a meeting duly called and held on (date), at which a quorum was present; that said resolutions have been duly entered on the Minute Book of this council; that the same are in conformity with the charter and by-laws of said corporation and have never been modified or rescinded.

Be it resolved, that _____

_____.

IN WITNESS OF, we sign this resolution this ____ day of _____, 20__.

President: _____ Secretary: _____

Pastor (Secretary of the Corporation): _____

Trustee: _____

(Finance Council Resolution only)

Trustee: _____

(Finance Council Resolution only)

Witness: _____

Witness: _____

Sources

Beal, John P., James A. Coriden and Thomas J. Green, *New Commentary on the Code of Canon Law*, 2000.

Diocese of Shreveport, *Guidelines for Parish Finance Councils*, 1988.

Diocese of Shreveport, *Handbook for Priestly Ministry*, 2018.

Diocese of Shreveport. *Proper Acquisition and Disposition of Temporal Goods*, Decree #88/3, 1988.

Diocese of Shreveport

3500 Fairfield Avenue, Shreveport, LA 71104

Phone: 318-868-4441 or 800-256-1541; Fax: 318-868-4609

Email: busoffice@dioshpt.org

www.dioshpt.org

Diocese of Shreveport

**PHYSICAL PLANT
IMPROVEMENTS**

A Quick Reference
Handbook

January 2020

Proposals for plant improvements and construction may originate in the Parish Pastoral Council as a recommendation from the Pastor, parish-at-large, a certain committee or out of necessity. Once it is determined that the recommendation has financial implications, it is necessary to involve the Parish Finance Council.

Normal repairs and maintenance items that can be scheduled in the usual course of business should be included in the parish budget. Annual parish budgets are approved by the Diocesan Bishop or Administrator.

I. Code of Canon Law

Book V of the Code of Canon Law, entitled "The Temporal Goods of the Church," provides the Canons that apply to church property, finances and the operation of church corporations. Diocesan decrees and other documents complement these Canons. Principles that assist in understanding and facilitating church business operation and finances related to extraordinary, that is, large non-budgeted expenditure, building repairs and construction are included in the following instructions.

II. Relationships

- A. Parishes are not-for-profit civil corporations under the laws of the State of Louisiana. The Diocesan Bishop or Administrator is the President of the parish corporation; the Vicar General is the Vice-President of the parish corporation; the Pastor is the Secretary of the parish corporation.
- B. Quasi-parishes are attached canonically to a parish church and participate in that particular parish's civil corporation.
- C. Parish schools (those schools not independent of a parish) are part of a parish civil corporation.
- D. Cemeteries, if attached to a particular parish, are administered as part of the parish corporation.
- E. The Parish Finance Council and the Trustees serve all churches attached to a parish as well as seeing to the needs of the parish school and cemeteries.

III. Building Improvement/Construction Process

- A. Expenditures of \$10,000 or more, regardless of their nature, require the prior written approval of the Diocesan Bishop or Administrator. For purposes of this approval, a group of related repairs occurring in the course of a fiscal year is considered as one project and one total expenditure.
- B. **Preliminary Request for Approval of Physical Improvement/Construction including General Purchases Exceeding \$10,000.00:** These documents should be submitted to the Business Office with appropriate signatures and the description of the proposed project at least (30) thirty days prior to beginning any fundraising.

The following documents must accompany the Preliminary Request Form:

1. *Parish Pastoral Council Resolution** - This form provides official evidence that the Parish Pastoral Council has met and after discussion, discernment and proper investigation, determined that certain action is necessary to continue the mission of the parish. This action, properly

recorded in a Resolution form is signed by the Parish Pastoral Council Chair and the Pastor.

2. **Funding** - Submit a current balance sheet and income statement. In the event that the repair or construction involves a property insurance claim or the borrowing of money, this should be explained clearly on the section of the form for Cost Estimates.

Approval Process - Preliminary approval is secured when the Preliminary Request form is returned to the parish with the signed and dated approval of the Diocesan Bishop or Administrator. The parish then is authorized to proceed with actual plans, fundraising, securing formal cost estimates, investigating financing and requesting bids.

Note - Fundraising campaigns within the parish require the prior written approval of the Diocesan Bishop or Administrator.

- C. **Final Request for Approval of Physical Plant Improvements/Construction Including General Purchases Exceeding \$10,000.00:** These documents should be submitted to the Business Office with appropriate signatures at least (30) thirty days before definitive action.

The following documents must accompany the Final Request Form:

1. *Bids* - Three bids for the project; note accepted bid.
2. *Contractor's Performance Bond and Certificate of Insurance* - Name parish, Diocese of Shreveport, bishop or administrator as additional insured.
3. *Contract* - document signed by both parties following approval by the Diocesan Bishop or Administrator.
4. *Funding* - Submit a current balance sheet and income statement as well as financing instrument (if applicable).
5. *Finance Council Resolution** - This form provides official evidence that the Parish Finance Council agrees to proceed with the project at a specified cost with related financing information and naming the accepted bid with appropriate signatures.
6. *Construction Drawing* - Provide if applicable.

Approval Process - Once the final approval is given by the Diocesan Bishop or Administrator, the parish is notified officially that the project may begin.

Any major changes during the project period may require additional approval by the Diocesan Bishop or Administrator depending on the scope and dollar value of the changes. Please contact the Business Office if this occurs.

**Preliminary and Final Forms* may be printed from the Diocesan web site or contact the Business Office.