

## PARISH TRUSTEES

### ARCHDIOCESAN POLICIES REGARDING PARISH TRUSTEES

1. Trustees must be parish members, practicing Catholics and at least 25 years of age.
2. Bylaws require that trustees be elected every two years, by the parishioners, to serve a two-year term. Trustees serve until their successors are elected.
3. Parish staff and permanent deacons are not eligible to serve as trustees.
4. The archbishop, as president of the corporation, has the right to approve or disapprove any lay trustee elected by the parish or appointed by the pastor to succeed or to fill temporary vacancies of unexpired terms.
5. One trustee is designated as the trustee-treasurer and the other as the trustee-secretary.
6. Trustees are ex-officio members of the parish pastoral council and participate fully in the work of the council.
7. Trustees may not hold office on the pastoral or finance council nor serve as chairs of parish commissions/committees or as liaisons to commissions/committees.
8. At least one trustee (usually the treasurer) along with the pastor will ordinarily sign each check issued by the parish. Both trustees must sign in the absence of the pastor. The pastor may delegate affiliated organization officers to sign their checks if the organizations maintain their own accounts. Two signatures are required on all checks.
9. Parish trustees are not to initiate or respond to any lawsuit or legal settlement in the name of the parish without the written permission of the archbishop.
10. Parishes may require one or both trustees to serve on the parish finance council.
11. Parish employees and their immediate family members are ineligible to serve as trustees.
12. Trustees serve as unpaid volunteers. They may not receive compensation as employees or contractors.
13. As members of the Board of Trustees and Corporate Officers, Trustees have a duty of corporate loyalty which requires that they retain the confidentiality of all matters coming before them in this capacity unless authorized by the Board of Trustees to the contrary.



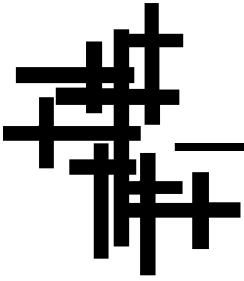
## TRUSTEE-TREASURER

### POSITION DESCRIPTION

According to the Parish Corporate Bylaws, the trustee-treasurer is responsible for keeping accurate and detailed accounts of receipts and disbursements for the parish. Most parishes have paid staff who carry out these accounting functions. The trustee-treasurer's particular responsibility is that of parish treasury activities. This includes the care and custody of funds, assets, supervision of banking, credit, and insurance. The trustee-treasurer is an ex-officio member of the pastoral council and may be required to serve on the finance council.

### SUGGESTED RESPONSIBILITIES OF TRUSTEE-TREASURER

1. Oversees, coordinates or maintains accurate and detailed accounts of all receipts and disbursements of parish funds following the Parish Uniform Chart of Accounts for reporting operations of the parish. This is found in Chapter 3 of the *Parish Financial Management Manual*.
2. Coordinates bank deposits of parish funds; is familiar with banking regulations.
3. With the pastor, signs all checks for disbursements of parish funds as needed. (Checks **must** be signed by **two members of the Board of Directors, ordinarily one of whom is the pastor.**) The pastor may delegate affiliated organization officers to sign their checks if the organizations maintain their own accounts. Two signatures are required on all checks.
4. Coordinates parish property and casualty insurance coverage under the Archdiocesan Self -Insurance Program.
5. Coordinates collection of parish contributions and special collections.
6. Assists in preparation of annual parish budget according to the archdiocesan parish budgeting guidelines.
7. Oversees or assists in the preparation of financial reports to the parish and to the archdiocese.
8. Serves as an ex-officio member of the parish pastoral council and may be required to serve on the parish finance council.
9. Is familiar with the Parish Financial Management Manual. (See page 62.)



# Good Shepherd Catholic Church

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## TRUSTEE CANDIDATE NOMINATION FORM

Nominations: Candidates must be Catholic, registered, practicing parish members and at least 25 years old. The pastor/parish director can nominate one candidate per opening. Additional candidates must be nominated in writing by 10 or more registered parish members. All trustees nominated for (re)election will be required to present a recent credit report to the pastor/parish director for review. The pastor/parish director will review the credit report prior to nominating or accepting the nomination of a potential trustee to determine if there are any areas of concern that would not allow the potential trustee from fulfilling his/her fiduciary duties.

Date: \_\_\_\_\_

To: Deacon Sandy Sites

We, the undersigned parishioners of Good Shepherd Congregation, do support the nomination of

\_\_\_\_\_ as a candidate for Parish Trustee.  
*Name of Nominee*

\_\_\_\_\_  
*Parishioner/Date*

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*Parishioner/Date*

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*Parishioner/Date*

*This form MUST BE RECEIVED in the Parish Office NO LATER THAN  
Wednesday, July 6, 2022, 12:00 pm.*

Nomination hereby accepted: \_\_\_\_\_  
*Signature or Initials of Pastor/Parish Director*