



TRUSTEE-SECRETARY

POSITION DESCRIPTION

The secretary is responsible for corporate record keeping at the parish other than financial records, such as corporate minutes, documents, notices and correspondence. One of the major responsibilities of the trustee-secretary is to ensure that parish records are kept on parish grounds in an easily accessible and orderly fashion. The trustee-secretary is responsible for maintaining records of all real property, property tax exemption, the parish inventory and the parish census. The trustee-secretary is an ex-officio member of the parish pastoral council and may be required to serve on the parish finance council.

SUGGESTED RESPONSIBILITIES OF TRUSTEE-SECRETARY

1. Arranges and keeps minutes of any meeting of the Board of Directors; is responsible for the corporate book of minutes.
2. Signs corporate documents and affixes the corporate seal.
3. Attends to corporate notices and correspondence; provides the parish council with copies of resolutions and minutes as appropriate.
4. Records and files proxy documents and all corporate reports as prescribed by federal, state, local and archdiocesan authorities.
5. With the pastor signs parish checks as needed. (Checks must be signed by two members of the Board of Directors, one of whom must be 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.
6. Assists in preparation of annual parish and archdiocesan reports.
7. Maintains records of all real parish property and property tax exemptions.
8. Assists in preparation of and maintains parish inventory and submits it as required to the chancery.
9. Assists parish staff in maintaining a current parish census, including the names and addresses of all parish members.
10. Is familiar with Parish Personnel Guidelines. (See page 62).
11. Serves as an ex officio member of the parish pastoral council and may be required to serve on the parish finance council.

GOOD SHEPHERD TRUSTEE SECRETARY ELECTION

Please consider nominating yourself or someone you know to be able to take on this important responsibility of the church.

The Trustee Secretary responsibilities are...

...for corporate record keeping at the parish other than financial records, such as corporate minutes, documents, notices, and correspondence.

...to ensure that parish records are kept on parish grounds in an easily accessible and orderly fashion.

...for maintaining records of all real property, property tax exemption, the parish inventory, and the parish census.

...as an ex-officio member of the parish pastoral council and may be required to serve on the parish finance council.

The main duties at Good Shepherd for the Trustee Secretary are to...

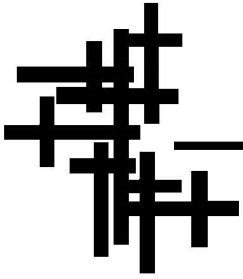
...participate in Finance Council meetings, Pastoral Council meetings and sign documents required by the trustee.

...review and prepare the distributed documents prior to Finance and Pastoral Council meetings to be prepared to bring forward any questions that may arise to ensure a solid understanding of the financial aspects of the budget/financials.

The average amount of time needed in this position is 4-6 hours a month.

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.



Good Shepherd Catholic Church

N88 W17658 Christman Rd
Menomonee Falls, WI 53051-2630
PHONE (262) 255-2035
FAX (262) 255-2020
goodshepherd@gdinet.com

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

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

This form MUST BE RECEIVED in the Parish Office NO LATER THAN

Wednesday, May 14, 2025, 12:00 PM.

Nomination hereby accepted: _____
Signature or Initials of Pastor/Parish Director