



Memo

Date: August 3, 2020
To: All pastors, parish administrators and business managers
From: Michael Warren, Director of Financial Services, Office of Finance
Re: Naming of treasurer for each parish corporation

As you may recall, our parishes incorporated in December of 2018 and the Bylaws filled two of the three officer positions with those holding a Canonical role: the pastor is president, and the chancellor is the secretary. The pastor was named the first treasurer, but the best practice is to have someone other than the pastor serve in this vital role.

To date, about a dozen parishes have named another individual to serve as treasurer. Most have come from the Parish Finance Council or a member of the parish staff. The following are the steps needed to name a new treasurer for your parish:

STEP 1 - CONFIRM BACKGROUND: Send email to HR requesting a formal background check. Example below.

Dear Chuck Thibaudeau,

I intend to name Jane Doe as the Treasure of my parish corporation. Please initiate the appropriate background checks and notify me when cleared. If issues are found, please contact me promptly.

STEP 2 – ANNOUNCE THE SELECTION and INFORM THE CORPORATE SECRETARY: Once the background check has cleared, the pastor should send an Announcement Email to the Archbishop and Corporate Secretary. Example below.

To: Chairman of the Board of Directors: Archbishop Hartmayer, OFM, Conv.

After passing the background check, I am pleased to announce that I have named Jane Doe as Treasurer of the parish corporation.

Cc: Deacon Dennis Dorner, Secretary. Please include in the Minute Book of the Corporation.

If there are any questions about this process, please contact me at mwarren@archatl.com or (404) 920-7411.