



PARISH TREASURER – RECOMMENDED RESPONSIBILITIES & SELECTION

Article 6 of the Bylaws of the parish state that the pastor should serve as the President and the Chair of the Parish Finance Committee or another person name by the President shall serve as the corporate treasurer. Although canon law does not require a pastor to name a lay treasurer, it does not prohibit it either. Choosing a lay treasurer can be a sign of the pastor’s openness to transparency and accountability. Pope Francis encourages the unity between clergy and laypeople instead of acting independently. The collaboration allows laypeople the opportunity to share their skills and contribute to the church. The Archdiocese of Atlanta’s certificate of coverage from Catholic Mutual includes Directors and Officers liability coverage for the treasurer of the parish. These guidelines were drafted to assist pastors in identifying the responsibilities of the treasurer and selecting the best candidate.

Stated Duties of the treasurer: Stated in Article 6.11 of the Corporate Bylaws, duties include the oversight of payments and receipts & their record keeping, depositing money into the parish’s accounts designated by the Board of Directors, and preparation of finance statements. The treasurer may also be an authorized check signer and payer of electronic transfer of funds. The pastor may grant other responsibilities from time to time.

Potential duties of the treasurer: Depending upon the size of the parish, the staffing, and the needs, the Pastor may involve the Treasurer in any number of financially related tasks, oversight and responsibilities, including any of the following areas:

- (a) Communication of financial information with Pastor and Parish Finance Council
- (b) Review of financial statements, bank statements, budgets, and internal audit reports
- (c) Oversight of Financial Records (Assets, Loans, Savings, Capital Campaigns, etc.)
- (d) Signor of the Annual Parish Certification Letter
- (e) Capital Asset Planning and Improvement Oversight (buildings, roofing, HVAC, etc.)
- (f) Security of records for accounting, donors, and IT

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



The underlying advisory work and detailed tasks within these areas would be determined through discussions with the pastor. The details of the tasks should be discussed and agreed upon, based upon the skills and background of both the Pastor and a new Treasurer.

Qualifications: The individual should have expertise in finance and accounting and qualifications for the defined scope of duties. There is no stipulation that the finance officer must be a Roman Catholic, in fact the stipulations for this office are religion neutral. What is called for is expertise, the ability to do the job.

Individuals to consider for treasurer: The pastor should consider many options: Finance Council Chair/Member, parishioner not on finance council, volunteer non-parishioner from a financial firm, paid outside agency, a treasurer of another parish (if pastors agree) and an employee with proper segregation of duties. If the pastor wishes to designate an employee as a treasurer, consideration should be given to the time demand, expertise in scope of duties, and organizational structure of the parish business office so that there is proper segregation of duties and not a conflict of interest. Pastors could consider talking to a current Treasurer and encouraging him/her to mentor a new Treasurer at another parish.

See the Bylaws of the parish for more information. If you have questions about selecting a Treasurer, please contact Allegra Davis adavis@archatl.com or Holly Orsagh horsagh@archatl.com.