

**DIOCESAN FINANCE COUNCIL CHARTER**  
**THE CATHOLIC DIOCESE OF RALEIGH**

*September 2021*

**1) MISSION**

The Mission of the Finance Council of the Diocese of Raleigh is to encourage sound financial, business, and management affairs so as to support the pastoral needs of the Diocese, following Canons 492-493 of the Code of Canon Law.

The Finance Council carries out this mission by advising the Bishop on matters of finances, business affairs, and management of the Diocese and related Church matters which may be referred to this Council for review.

Further, the Bishop is to consult, at times get consent, and/or seek the advice of the Finance Council on matters of finances, business affairs, and management of the Diocese and related church matters in accord with Canon Law. Such matters will be referred to this Council for consultation or consent, as appropriate.

All provisions of Canon Law stated therein and others pertinent to the deliberation and actions of this body remain applicable.

**2) ROLE**

- a. Serve in an advisory and support role to the Chief Financial Officer and Chief Administrative Officer and to his or her staff, and to interact with other Diocesan entities as needed or requested by the Bishop in matters of financial and fiscal responsibilities.
- b. Evaluate the budgeting procedure for the Diocese of Raleigh, review proposed budgets, and propose to the Council of Priests and to the Bishop whatever amendments may be necessary on the grounds of sound fiscal policy and business practice.
- c. As needed, review the financial, accounting, and administrative policies and procedures of the Diocese of Raleigh, and recommend to the Bishop changes and modifications that are desirable from time to time.
- d. Evaluate the investment performance and asset allocations of the pension plans of the Diocese of Raleigh.
- e. With the assistance of external auditors, review protocols that are designed to confirm that restricted funds are spent for their assigned purposes.

- f. Examine the year-end reports on receipts and expenditures.
- g. At least once a year, evaluate the insurance of various risks as appropriate for the prudent protection of the Diocese.
- h. Review and provide input on initiatives which provide annual funding for Diocesan operations.
- i. Appoint the Diocesan auditors, receive their report, and make recommendations therein to the Bishop.
- j. The following decisions of the Bishop require that he **consult** the Finance Council:
  - The imposition of a moderate tax on public juridic persons (e.g., parishes) subject to his authority (*Canon 1263*);
  - The imposition of an extraordinary tax on other juridic and physical persons (*Canon 1263*);
  - The performance of more important acts of administration (*Canon 1277*);
  - The determination of limits of ordinary administration of those subject to him (*Canon 1281.2*);
  - The designation of appropriate investment strategies for money and goods assigned to an endowment (*Canon 1305*);
  - The diminishment of obligations arising from a foundation when their fulfillment becomes impossible (*Canon 1310.2*);
- k. The following decisions of the Bishop require the **consent** of the Finance Council:
  - The performance of acts of extraordinary administration (*Canon 1277*);
  - The alienation of property beyond a stipulated amount determined by the Conference of Bishops (*Canon 1292.1*); and
  - The completion of any transaction, in addition to alienation, which could worsen the financial condition of the Diocese (*Canon 1295*).

### 3) MEMBERSHIP

The Finance Council of the Diocese of Raleigh shall be composed of individuals who are Catholics in good standing with the Church and with various competencies and experiences that are related to good financial and business management, and which incorporate knowledge of both the civic and the church communities. Best efforts will be made to have a

membership that reflects the diversity of the Diocese as it relates to gender, ethnicity, race, and parish location.

- a. The Council shall be composed of a minimum of nine (9) members and a maximum of fifteen (15) members, at least three (3) of whom are priests of the Diocese. At least two-thirds of the members will be lay persons with varying expertise in the business community.
- b. The Chief Financial Officer and Vicar General serve as ex-officio members of the Council with full voting privileges.
- c. The Controller and Director of Financial Planning & Analysis serve the Council as non-voting staff.
- d. Council members will have staggered terms.
- e. Members shall be appointed by the Bishop and serve a term of five (5) years.
- f. A member's term is renewed at the pleasure of the Bishop.
- g. Appointed members can serve two (2) terms, or a maximum of ten (10) years, on the same Finance Council.
- h. The Bishop shall choose a Chairperson for the Council for a term of two (2) years.

#### **4) INDEMNIFICATION**

The Diocese of Raleigh shall defend, indemnify, and hold harmless any Diocesan Finance Council member, or former member, and his/her respective heirs, administrators, successors and assigns, against any and all claims, legal actions, suits, or proceedings whether civil, criminal, administrative, or investigative which arise out of any alleged acts or omissions, or by reason of being or having been a member of the Finance Council of the Diocese of Raleigh.

#### **5) CONFLICT OF INTEREST**

Membership on the Diocesan Finance Council does not preclude a member or member's firm, or a family member's firm, from conducting business with the Diocese during the member's term of service. However, in the event that the Diocesan Finance Council is considering any matter that may directly or indirectly involve a member's firm, or a family member's firm, that individual cannot participate in any action taken on that matter. If a member has any interest that may present an actual or potential conflict with the individual's responsibilities as a Diocesan Finance Council member, the member shall disclose the conflict of interest to the Chair of the Diocesan Finance Council, who will determine what, if any, further action should be taken.


## 6) MEETING

- a. The Finance Council shall meet several times a year at a predetermined time and place mutually satisfactory to its membership to conduct normal business.
- b. A majority of the number of the then-serving members shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Finance Council. For matters where canonical consent is required as outlined in Section 2, Item k, a quorum of 75 percent of the Council members is necessary for a vote to take place.
- c. Special meetings may be called as necessary by the Chairperson.
- d. Meetings may be conducted electronically.

## 7) COMMITTEES

- a. Committees may be appointed for the purpose of discussing specific issues in further detail and to make recommendations to the full Council.
- b. Each member of the Council is eligible to be appointed or elected as Chairperson of a committee.
- c. Committees will meet on an as needed basis separate from the regularly scheduled full Council meetings.
- d. Non-Diocesan Finance Council members can serve in an advisory capacity on a committee.

Approved: \_\_\_\_\_

  
+Luis Rafael Zarama  
Bishop of Raleigh