

**St. Margaret of Scotland Parish**  
Saint Louis, Missouri

**Financial Responsibility of the Pastor**

**Purpose:** The purpose of the St Margaret of Scotland Financial Responsibility of the Pastor Policy is to ensure there is clarity of the responsibility, authority and accountability for decision making related to financial matters of St Margaret of Scotland Parish.

**Policy:** It is the policy of St Margaret of Scotland Parish that the responsibility for the administration of the goods of the parish is carried out by the Pastor under the vigilance of and in accordance with instructions issued by the Archbishop and Canon Law.

1. General responsibilities for the pastor. (Canons 1284-1287)
  - a. Making certain that the parish is in compliance with all civil laws (c. 1284 §2, 3<sup>o</sup>)
  - b. Developing short-term and long-term financial budgets (c. 1284 §3)
  - c. Maintaining parish bank accounts and all investments (c. 1284 §2, 7<sup>o</sup>)
  - d. Maintaining adequate insurance for the protection of all Church properties (c. 1284 §2, 1<sup>o</sup>)
  - e. Archiving the documents and records of the parish (c. 1284 §2, 9<sup>o</sup>)
  - f. Administering the lay personnel policies of the archdiocese (such as hiring, terminating, performance evaluations, contracts) (c. 1286)
  
2. Additional responsibilities are:
  - a. Oversight of the development, approval and implementation of all parish policies, procedures and guidelines in accordance with Archdiocesan policies.
  - b. Authorizing the use of parish assets, properties and buildings.
  - c. Implementing financial controls and the monitoring of such controls
  - d. Establishing and administering parish spending policies.
  - e. Enlisting the help of competent, lay volunteers to serve on the Finance Committee to assist him in fulfilling his responsibilities.
  
3. Reference used to develop this policy and procedure include
  - a. Canon Law – Canon 1284-1287
  - b. Archdiocese of St. Louis *Financial Management and Control Manual for Parishes*

Finance Committee Recommendation Date:

Pastor Approval:

Tracking	This	Replaces
Initial	All	New
Pages	1 of 1	All
Date	12/1/2013	All