



# Trustee Training

Tuesday, October 10, 2023  
Our Lady of Peace

Thursday, October 12, 2023  
St. Aloysius



Real Presence. Real Hope. Real Mission.

# Agenda

- Opening Prayer/Remarks – Bishop Mike
- Chapter 11 update – Bishop Mike
- Trustee Training
- Trustees in Family Model
- Closing Remarks/Blessing

# Chapter 11 update

In NYS, each Roman Catholic Parish is incorporated and governed by a Board of Trustees

Board of Trustees consists of:

Bishop – President of Corporation

Vicar General – Vice President of Corporation

Pastor – Secretary/Treasurer of Corporation

Lay Trustee – voting member of corporation

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# What is a lay trustee?

- Lay Trustees are active, responsible members of the parish who serve unsalaried one-year terms.
- They are nominated by the Pastor and approved by the Bishop, the Vicar General and the Pastor.
- Lay Trustees are not employees of the parish and must not be related to parish employees.

# What are the duties of a Trustee?

- Fiduciary
  - Oversight of budget, spending, savings
  - Review and signing of the annual financial report – helping to make sure report is turned in on time
  - Provide checks and balances to financial process
  - Capital projects – submitting formal plan to Diocese for approval for projects over \$25,000 and submitting information on any project over \$10,000
  - Authorized signer on **all** bank accounts (including Mass account)
- Legal
  - Employment laws/issues – hiring/firing – awareness of employee changes
- Safe Environment – making sure all protocols are in place and being followed
- Responsibility for the care and preservation of the temporalities and property of the parish corporation

# What are the duties of a Trustee?

- Ensuring that bills are paid
- If there are questions or concerns about areas a Trustee has responsibility for:
  - Ex: Finances
  - Financial controls
  - Insurance claims
  - Misappropriation of funds
- Contact Finance Department - <https://www.buffalodiocese.org/finance/>
- Pastor, Vicar Forane, Vicar General, Bishop

# Are Trustees covered by Diocesan Insurance?

- Please assure trustees that Diocese insurance covers them in their role as trustees. The specific coverage involved is called Directors and Officers Insurance (aka D&O).



# Trustees and Finance Councils

- Trustee's *may serve* on the Finance Council – if they meet the qualifications for a Finance Council member. If they do not serve, they should be present ex-officio.
- What are qualifications for Finance Council members?
  - Skilled in business and/or legal matters
  - Have experience in financial management
  - No staff person or Parochial Vicar can be a member of the Finance Council
  - No close relative of the Pastor can be a member of the finance council
  - No relative/spouse of an employee
  - Finance council members are appointed for a term of three years and can be reappointed only once.
  - Finance council – consultative with Pastor

# How is Trustee work documented?

- Board of Trustees must minimally have an annual meeting. This is done with Pastor and two trustees. Minutes of all meetings must be prepared. Formal notice of this annual meeting should be given to all on the Board (including the Bishop and Vicar General) at least 5 days prior to the meeting. (sample of annual meeting minutes will be posted on Finance Department webpage)
- Trustee presence should be documented at any parish/family meeting as 'in attendance'.

# What should happen at the annual meeting?

1. Prayer
2. Review of status of parish. Trends
3. Review of financials/budget.
4. Capital projects status – upcoming/completed.
5. Review of trustees/reappointment.

# Appointment of a Trustee

- Appointments are for a year term.
- ***Before*** an appointment can be approved by the Bishop
  - Complete Trustee appointment application
  - Background Check
  - Curriculum Vitae (resume) needs to be attached to formal trustee application – includes involvement in parish/renewal
  - Completion of Trustee Training – virtual course will be available online

# Trustees and the Family of Parishes model

- Each parish remains an independent corporation
- Each parish must maintain two lay trustees
  
- Trustees within the family can cooperate/collaborate together for the good of the family/parishes

# Trustees and the Family of Parishes model

- Family Leadership Team
  - Trustees from each individual parish within the Family
  - Should be meeting with the Pastor as a team of trustees monthly (first year)
    - Bring to that meeting an overview of the following:
      - Trends for the parish
        - Collections/attendance/sacraments
      - Financial Actuals vs. Budget and be able to explain variances
      - Capital projects list
        - Immediate
        - Long – Term

# Questions?