



2023

Sacred Heart Church

# SACRED HEART VOLUNTEERS

*Finance Council Member*

[sacredheartcalgary.ca/ministries](https://sacredheartcalgary.ca/ministries)

# Position Description *for*

## Finance Council Member Volunteer

### Reports to

Pastor

### Overview

Finances and budgets have a direct impact on the financial management of the Parish. They support its administrative and physical needs while enabling its pastoral and spiritual activities and focus. The Parish Finance council is a consultative body of lay persons which advises the Pastor about the financial affairs of the parish, and in conformance with diocesan standards.

- This two year (renewable to a maximum six years) terms requires \_\_\_\_\_ hours per week/month
- First level support and supervision is from the Pastor and/or Pastoral Team
- The Human Resources Department is available for consultation and will assist the Pastor/Pastoral Team with evaluating the process of implementing the Parish Volunteer Screening Program

### Responsibilities

- Contribute to preparation of an annual budget for review by the Pastor and Finance Council
- Ensures that accounting procedures conform to diocesan standards
- Ensures that counting and recording of collections conforms to diocesan procedures
- Reviews, approves and compares to budget, the financial report submitted to the diocese
- Prepares, publishes and presents annual financial statements and report for the community
- Ensures that practices for parish employees conform to diocesan human resources standards
- Encourages support of parish and diocesan fundraising projects
- Evaluates fundraising and offertory contributions, making recommendations as needed
- Regularly inspects parish property to ensure diocesan maintenance standards
- Develops plans for financing anticipated repairs and capital expenditures
- Encourages and supports pastoral initiatives
- Attends and participates in laity formation opportunities
- Attends all meetings as established by the Pastor and Finance Council Chairperson
- May be appointed Vice-Chair by the Pastor, who is the ex-officio Chair of the Finance Council

## Qualifications

- Must be at least 18 years of age and an active participant in parish worship and life
- Observes strict discretion and confidentiality in matters arising from Finance council business
- Should be honest, dependable, skilled in finance and property and not related to the Pastor or others on the Finance Council
- Additional assets include experience in legal matters and/or human resource management
- Understands and is committed to the Church as expressed in the documents of Vatican II, particularly documents pertaining to the role of laity
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum



# What are my next steps?

## How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

**Our duty to care is an act of generosity.** All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'Low' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:

### Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **Interview** if necessary.
- Complete the **4 online modules** under Praesidium Academy (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary).
- Complete the Diocese of Calgary **Code of Conduct** and Accountability for Volunteers.
- **Send** your completed forms to [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca).

### Respond to the invitation to serve in a particular ministry

- Sign and date your assigned role description from the pastor.
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.
- Complete the **Confidentiality Agreement**.

### Maintain your Service file

- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email [volunteer@sacredheartcalgary.ca](mailto:volunteer@sacredheartcalgary.ca) to enquire about your status.



## Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,  
let my heart never rest until it finds You,  
who are its center, its love, and its happiness.  
By the wound in Your heart  
pardon the sins that I have committed  
whether out of malice or out of evil desires. Place my  
weak heart in Your own divine Heart,  
continually under Your protection and guidance, so  
that I may persevere in doing good and in fleeing evil  
until my last breath.*

*Amen.*

## Contact

**Sacred Heart Church**

1307 14 Street SW Calgary, AB T3C 1C6

403-244-2741

sacredheartcalgary.ca 

volunteer@sacredheartcalgary.ca 

@sacredheartcalgary 

**SACRED HEART CHURCH  
VOLUNTEER PACKAGE**