

---

# Catholic Archdiocese of Johannesburg

---



## STATUTES OF PARISH FINANCE COMMITTEE

*June 2025*

Table of Contents

*PREAMBLE* ..... 2

*1. ROLE OF THE COUNCIL*..... 3

*2. MEMBERSHIP*..... 3

*3. MEETINGS* ..... 4

*4. SUB-COUNCILS*..... 4

*5. FUNCTIONS* ..... 4

*6. DUTIES*..... 5

*7. DISPUTES AND DISSOLUTION*..... 6

*8. INTERPRETATION OF THE STATUTES AND AMENDMENTS* ..... 7

## PREAMBLE

The Code of Canon Law prescribes that in every parish a Parish Finance Council (henceforth referred to as “the Council”) shall be established:

*In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the parish priest in the administration of the goods of the parish, without prejudice to the prescriptions of Canon 532 (Can 537).*

*In all juridical affairs, the parish priest represents the parish according to the norm of law. He is to take care that the goods of the parish are administered according to the norms of Canons 1281-1288 (Can 532).*

It is mandatory for every parish to have a Parish Finance Council which, working together with the Parish Priest and the Parish Pastoral Council in their different roles, seeks to use the resources at their disposal for the Mission of the Church to proclaim the Gospel, to ensure the proper formation of young and old in the Christian faith and to give pastoral care to all those in the Parish. The aim and the focus at all times is on striving for the growth of the Kingdom of God. The involvement and participation of laypeople in the Mission of the Church is a baptismal responsibility and to fulfil that obligation the prudent and wise use of the material goods that have been entrusted to our stewardship is needed - not only for the good of the present generation but also for that of future generations.

It is with this in mind that these Statutes are promulgated so that in every parish there will be responsible stewardship and an understanding of the proper use of material resources with the aim of enhancing the mission of the Church.

# 1. ROLE OF THE COUNCIL

The Council assists the Parish Priest<sup>1</sup> in his task of administering the Parish finances, maintaining Parish property, planning for future developments and raising funds.

- 1.1 The Council is an advisory body to the Parish Priest who is the sole administrator of the temporal goods of the Parish (Can. §532).
- 1.2 The Council is not involved in the day to day management of Parish finances.
- 1.3 The Council is a separate body to the Parish Pastoral Council (PPC) and does not report to it, but there is the requirement that these two bodies liaise with each other on particular occasions or for particular issues.

# 2. MEMBERSHIP

- 2.1 The Parish Priest is not a member of the Council but presides at all meetings of the Council.
- 2.2 The senior Assistant Priest and the senior Parish Deacon are *ex officio* members.
- 2.3 The Chairperson of the Parish Pastoral Council, or a representative from the Executive of the Parish Pastoral Council, is an *ex officio* member.<sup>2</sup>
- 2.4 At least three, and a maximum of seven, members of the faithful chosen by their Parish priest and who have management, accounting, legal, business or financial expertise. The Parish Priest may consult with the PPC or individual parishioners before making his choice.<sup>3</sup>
- 2.5 The Parish Bookkeeper reports to meetings of the Council on particular issues requested by the Council, but is not a member of the Council and only attends meetings for the portion for which s/he is required.<sup>4</sup>
- 2.6 The term of office for members of the Council, apart from those of 2.1 and 2.2, is three years, renewable once.
- 2.7 Should the Parish Priest wish to renew the office of a member beyond two consecutive terms he is to obtain the permission of the Vicar General.
- 2.8 Persons who are related to the Parish Priest or other Clergy assigned to the Parish, up to the fourth degree of consanguinity, may not be appointed as members.
- 2.9 Members of the Council are to be known for their honesty and integrity. They are to be actively committed to the practice of the faith, and are to have a love for the Church and its mission.

---

<sup>1</sup> The term "Parish Priest" includes those appointed as "Priests in Charge" and "Parochial Administrator"

<sup>2</sup> cf. Statutes of the Parish Pastoral Councils, Archdiocese of Johannesburg, §2.2.7; 6.1

<sup>3</sup> With the exception of the requirement of 2.3, Parish Pastoral Council members should not simultaneously be members of the Parish Finance Council.

<sup>4</sup> The Parish Bookkeeper reports to PFC meetings as long as s/he holds the office of bookkeeper.

- 2.10 It is the responsibility of the Parish Priest, with the assistance of the Archdiocesan Department for Evangelisation, to ensure that members obtain the appropriate formation to carry out their responsibilities.
- 2.11 Members of the Council continue until their term of office is completed, even when a new Parish Priest is appointed.
- 2.12 For grave reasons, the Parish Priest may seek the removal of a member from the Council, but only after consultation with, and consent from, the Archbishop or Vicar General.

### **3. MEETINGS**

- 3.1 At the first meeting of the Council members will elect a chairperson and a secretary.
- 3.2 The Parish Priest and Assistant Priest(s) are not eligible for election.
- 3.3 Meetings will be held at least every three months (quarterly).
- 3.4 At the request of the Parish Priest, the Council chairperson or a majority of members, the Council may meet at any other time.
- 3.5 Minutes of all meetings shall be kept and distributed to members of the Council.
- 3.6 A quorum consists of two-thirds of the membership.
- 3.7 Members are to maintain confidentiality on all matters designated as confidential.

### **4. SUB-COUNCILS**

The Council has the power to appoint a sub-Council for a specific purpose and a specific period of time.

### **5. FUNCTIONS**

The functions of the PFC shall be:

- 5.1 The education of parishioners regarding their right to information about the material and financial needs of the parish and Church as a whole, and their duty to contribute adequately to these needs.
- 5.2 The fair and equitable collection of contributions from the parishioners by the appropriate means.
- 5.3 Ensuring that all legal requirements around employment of personnel, such as UIF, are fulfilled.
- 5.4 The timeous payment of staff salaries and wages and creditors for services rendered to the parish.

- 5.5 The taking up of the prescribed special collections of the Archdiocese, the SACBC and the Universal Church and the remitting of the funds collected to the relevant office.
- 5.6 Obtaining Archdiocesan approval for extraordinary expenditure<sup>5</sup>.
- 5.7 Presenting financial accounts and reports of the finances to the parishioners as a true reflection of Income and Expenditure and a balance sheet in accordance with the Archdiocesan guidelines as set out from time to time, and generally accepted accounting practices, at least once per annum.
- 5.8 Submitting the Archdiocesan Financial Quarterly Return within 6 weeks of the end of each quarter.
- 5.9 Paying all Archdiocesan levies and other expenditure still due when these quarterly returns are submitted.
- 5.10 Obtaining three quotations in respect of parish machinery, equipment and vehicles to be purchased and construction work to be undertaken.
- 5.11 Seeking the approval from the Archdiocese for the financial provision, planning and construction of suitable buildings as and when required.
- 5.12 Declaring any conflict of Interest at the beginning of each meeting and absenting oneself from any discussion when there is a conflict of interest.
- 5.13 Outlining the roles and responsibilities of each Council in the case where a Parish Building Council also exists.
- 5.14 Adhering to the “Guidelines for the Handling of Parish Finances” which are updated and sent from the Archdiocesan Office from time to time.

## **6. DUTIES**

- 6.1 The Parish Priest must seek the consent of the Council for acts of extraordinary administration before the Archdiocese is approached for permission.
- 6.2 Amounts over the prescribed maximum permissible expenditure<sup>6</sup>, as determined by the Archbishop, are considered to be Acts of Extraordinary Expenditure.
- 6.3 The Parish Priest is to seek the advice of the Council for Acts of Ordinary Administration, apart from those of day to day expenses.
- 6.4 Only one Bank Account, which must be at Standard Bank, may be established and all financial transactions must pass through this Bank Account.
- 6.5 Excess funds must be lodged with the Archdiocese and those funds will earn interest; the Parish

---

<sup>5</sup> cf. 6.2

<sup>6</sup> The prescribed amount at the present date is R20,000.00.

is not to have its own investment accounts with financial institutions.

- 6.6 The Parish Priest is to seek the advice of the Council in the management of parish funds and the banking arrangements.
- 6.7 The Council shall provide assistance in the formulation and communication of the Annual Financial Report to the Parish (Can 1287§2).
- 6.8 Regular updates, at least quarterly, are to be given to the Parish on the financial standing of the Parish, including a balance sheet, income and expenditure statements and comparisons to the prior year.
- 6.9 The Council shall ensure the proper maintenance, renovation and, if necessary construction, of Parish facilities. The Council is to plan for the repairs, maintenance and services of properties and equipment.
- 6.10 The Council is to ensure the monthly payments are made for water, electricity and Municipal Charges.
- 6.11 The Council is to ensure that, under no circumstances, is the Parish to go into debt through non-payment of creditors, through loans, or through any other means, unless prior permission has been granted by the Vicar General or Archbishop.

## **7. DISPUTES AND DISSOLUTION**

- 7.1 In the event of a conflict arising among members, the Parish priest shall act as arbiter.
- 7.2 In the event of a dispute between the Parish Priest and the Council, if it cannot be resolved locally, the matter is to be referred to the Vicar General who may, in turn, refer it to the Archbishop.
- 7.3 For grave reasons, the Archbishop may suspend or dissolve the Council, after consultation with the Parish Priest and the Council, if in his view it is not fulfilling its intended function.

## 8. INTERPRETATION OF THE STATUTES AND AMENDMENTS

8.1 The Archbishop has the authority to interpret the meaning and application of these Statutes in all situations in which their meaning or application is doubtful.

8.2 The Archbishop may amend these Statutes should, in his opinion, such amendment be necessary.

8.3 These Statutes will be adopted upon the approval of the Archbishop.

These Statutes will replace all previous Statutes and are to be effective from 1 May 2025, the Feast of St Joseph the Worker.

Given at Johannesburg on the Eleventh Day of June, 2025.



+Stephen Cardinal Brislin  
Archbishop of Johannesburg



Fr. Jean-Marie Kuzituka Did'Ho  
Chancellor