
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 11/27/2018	Number: 212
	Subject: Parish Trustees Scope: <input type="checkbox"/> Archdiocese <input checked="" type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference:	
	Archbishop Signature: 	

Purpose

To provide guidance regarding the role, duties, and responsibilities of Trustees of Parishes within the Archdiocese Territory.

Policy

I. APPOINTMENT OF TRUSTEES

- 1) While the Archbishop, Vicar General and the Pastor hold their membership on the Parish Corporate Board *ex officio*, the Trustees are appointed to membership by the Archbishop, Vicar General, and the Pastor. Each of the Trustees also serves as either corporate secretary or corporate treasurer.
- 2) To proceed with the appointment of a Trustee, the Pastor is to submit the name of a qualified lay person, along with that person’s resume and the results of a background check, to the Archbishop and Vicar General with a request for their votes for appointment. The appointment request must also indicate whether the proposed Trustee will serve as secretary or treasurer.
- 3) Before making a recommendation to the Archbishop and Vicar General, the Pastor must consult with the Parish Pastoral Council, the Parish Finance Council, or the Parish membership. Upon approval of the submitted names, an appointment document will be executed by the Archbishop, Vicar General, and Pastor. The Pastor appointment document is to be preserved with the corporate Records of the Parish.
- 4) The term of each lay member is two years. After the expiration of a term, lay members continue in their office until their successors have been duly appointed and have commenced their duties.
- 5) Trustees and their Family Members may not be employees of the Parish. Trustees must be members of the Parish and should reside within the Archdiocese Territory.
- 6) A Pastor may not submit a request to appoint new Trustees or re-appoint existing Trustees if the Pastor expects to be reassigned from the Parish within six months.

II. ROLE OF TRUSTEES

- 1) Trustees are fiduciaries of the Parish corporation responsible for voting on corporate resolutions regarding all Parish business.

- 2) [Trustees](#) must be in compliance with the [Essential 3](#) safe environment requirements of the [Archdiocese](#) within thirty days after receiving notification of their appointment.
- 3) [Trustees](#) have the obligation to carry out their roles with appropriate confidentiality regarding sensitive [Parish](#) matters that come to their attention.
- 4) As a fiduciary, a [Trustee](#) owes the [Parish](#) corporation certain legal duties:
 - a) [Duty of Care](#); which is a responsibility that requires [Trustees](#) to make decisions in good faith and in a reasonably prudent manner.
 - b) *Duty of Loyalty*; which is a [Trustee's](#) responsibility to act at all times in the best interests of the [Parish](#).
 - c) *Fiduciary Duty*; which means a duty of utmost good faith, trust, confidence, and candor owed by a fiduciary...to the beneficiary...; a duty to act with the highest degree of honesty and loyalty toward another person and in the best interests of the other person (*Black's Law Dictionary*).
- 5) The [Pastor](#) should consult with the [Trustees](#) on all important [Parish](#) matters and the [Trustees](#) should be prepared to work with the [Pastor](#) in making decisions in these matters.
- 6) Duties of the Corporate Secretary
 - a) Record the minutes of all meetings, which shall be kept in the [Parish](#) corporation minute book;
 - b) Send minutes of [Parish Corporate Board](#) (Board) meetings to the [Pastor](#) and other [Trustee](#) within ten days of the meeting;
 - c) Conduct, receive, and file all [Parish](#) corporate correspondence as directed by the [Board](#).
- 7) Duties of the Corporate Treasurer
 - a) Along with the [Pastor](#), the Treasurer is to:
 - i. Provide for orderly receiving, accounting and dispersing of all funds belonging to the [Parish](#) corporation;
 - ii. Oversee the deposit of all monies belonging to the [Parish](#) corporation in a financial institution designated by the [Board](#);
 - iii. Keep files of account balance sheets, old checks, duplicate carbon copies, and other treasury-related files;
 - iv. Maintain current status with the IRS, filing necessary forms;
 - v. Prepare and present an annual financial report to the [Board](#).
 - b) Ensure that one other [Board](#) member is a registered co-signer on the [Parish](#) corporation financial accounts.

III. PARISH CORPORATE BOARD MEETINGS

- 1) It is required that the [Pastor](#) and two [Trustees](#) convene a meeting at least four times per year to discuss relevant [Board](#) topics and the status of [Parish](#) finances.
- 2) The [Pastor](#) should provide an agenda to the [Trustees](#) in advance of each meeting. The agenda should provide for the approval of the minutes from the prior meeting and for discussion of “new business,” “old business,” [Parish](#) finances and other topics to be considered by the [Board](#).