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| *Insert Parish logo here* |

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| Position title: | Parish Finance Council member | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Pastoral Associate, Parish Secretary |
| Position Purpose: | A Parish Finance Council or Committee (PFC) assists the Parish Priest in the administration of the temporal goods of the Parish. Through the PFC, parishioners are to assist the Parish Priest in the stewardship of Parish finances, in maintaining Parish properties, in planning future capital works, in raising the necessary finances for the operation of the various Parish services, and in establishing a framework for greater shared responsibility within Parish life. The administration of temporal goods is carried out with the following objectives in mind: to support the celebration of the liturgy, providing support for the clergy and other ministers, and for the carrying out of the Parish’s mission. |
| Qualifications and experience: | * Formal qualifications or experience in financial management desirable but not essential as members of the PFC are given training.
* Should be actively involved in parish life.
* Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
* Must apply for a Police Check or provide a recent Police Check.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
* Basic financial literacy
* Ability to contribute to planning the stewardship of the Parish
* Understands the need to declare an actual or potential conflict of interest
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| Key Results Areas: | Key Duties:  |
|  | * Attends meetings of the PFC.
* Provides advice to the Parish Priest.
* Provides support and information when a new Priest is appointed to the Parish.
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| Training | * As required, provides training and support to new members of the PFC.
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