

St. Joseph Catholic Church Nomination Form for Trustee

You are invited to nominate yourself or another parishioner for the position of SECRETARY TRUSTEE for a 2-year term of service.

Scope and Nature of Position:

The Secretary Trustee serves on behalf of the parishioners, as an advisor and counselor to the Pastor and consultative bodies of the parish. Serves as a member of the parish-corporate board. Responsible to ensure that the parish maintains accurate and detailed non-financial parish corporation records. *See reverse for general responsibilities.*

Eligibility/Qualification:

A fully initiated Catholic and an active and responsible member of the parish community. Leadership experience and business acumen sufficient to successfully perform the responsibilities of this position description. Trustworthy, able to work respectfully and collaboratively with many constituencies and as a team member, strong communication skills, high degree of initiative and dependability. Able to maintain confidentiality. Parish employees and their family members may not serve. Husbands/wives, siblings, or parent/child may not serve together.

Name of nominee: _____

Phone: _____ E-mail: _____

Brief Bio: _____

My vision for the future of the parish is: _____

*** Please place the completed form in the collection basket,
return to the office or email admin@stjoeedgerton.org ***

Secretary Trustee General Responsibilities

1. Represents the parish as a member of the parish corporation and assists the Pastor and parish in the development and maintenance of appropriate non-financial processes and controls to ensure accurate and detailed non-financial parish corporate records, including corporate minutes, documents, notices, and correspondence.
2. Serves as a member of the Pastoral Council, although may not serve as an officer, ministry chairperson or liaison.
3. Serves as an ex officio member of the Finance Council, although not as an officer.
4. Attends to corporate notices and correspondence, ensures that the proxy documents and all corporate reports are recorded and filed as prescribed by federal, state, local and diocesan authorities.
5. Responsible for the corporate minutes from the annual meeting.
6. Works with the Pastor and parish leadership to prepare the annual parish and diocesan reports as required.
7. Reviews the annual parish budget, together with the Pastor, Treasurer Trustee and Finance Council.
8. Signs the annual financial report to the diocese, together with the Pastor and Treasurer Trustee.
9. Signs corporation documents, together with the Pastor and Treasurer Trustee.
10. Coordinate the annual Pastoral Council and Trustee election unless a candidate.
11. Performs other duties, as assigned.