

Saint Mary Magdalene Parish

Protocol for Parishioner Participation in Finance Council Meetings

The Finance Council is appointed by the Pastor and acts in an advisory capacity to the Pastor.. The Council operates on a consensus basis. Final decisions rest with the Pastor.

Parishioners of St. Mary Magdalene Parish are welcome to attend, as observers, meetings of the Finance Council. Meeting times are posted in the bulletin. If time permits, agendas for the meetings will be posted on the bulletin board outside the Parish Office on the weekend preceding the meeting.

Participation at Meetings

In addition to observing, parishioners may participate in meetings subject to the following:

1. Attendees may address the Council, only at the time when the floor is open to attendees by the Chair.
2. Questions and comments are limited to the agenda item being dealt with by the Council at the time the floor is open.
3. Those who wish to speak should raise their hand, and may speak only when acknowledged by the chair.
4. Attendees may NOT participate in the actual deliberations of Council.
5. Attendees are expected to be respectful of the Council, each other, and the Church. Those who fail to be so may be asked to leave the meeting.

Raising Matters to be Considered by Council

Parishioners, who would like to raise matters they wish to be considered by the Finance Council, should submit a request to the Parish Office no later than a week before the scheduled meeting of Finance Council. The request should include

- Matter(s) to be considered
- any supporting materials or comments
- an indication if they wish to make a presentation to the Council, and if so, its approximate length and if they require any audio visual resources.

The requester(s) will be notified if the matter has been placed on the agenda prior to the meeting.

In-camera sessions

At the end of each meeting the Council goes into camera to consider matters that are particularly sensitive or may infringe on persons' rights to privacy. At that time, all but Council Members are asked to leave.