

# EXHIBIT 4

## PARISH FINANCE COUNCIL MEMBERSHIP APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ daytime  
\_\_\_\_\_ evening/weekend

E-mail: \_\_\_\_\_

1. At which parish are you a registered member? \_\_\_\_\_

2. How many years have you been a registered parishioner in this parish? \_\_\_\_\_

3. What is your occupation? \_\_\_\_\_

4. List any parish ministries and the dates of service in which you serve, or have served, at this parish or any service in a parish or in the diocese.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List any secular community service.

\_\_\_\_\_  
\_\_\_\_\_

6. Please indicate any of your education or formation experience you think would be helpful to this particular ministry.

\_\_\_\_\_  
\_\_\_\_\_

7. What gifts or skills would you offer as a member of the finance council?

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8. In a few sentences, please state why you are interested in serving on the parish finance council.

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9. What is your age range: (please check)

18-25     26-35     36-50     51-65     65+

10. Marital Status: (please check)

Single             Married             Divorced             Widowed

If presently married, spouse's name and religion:

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If divorced and remarried, status of annulment:

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Thank you for taking the time to respond to these questions and to offer your service to the pastor. Your responses are confidential and will be reviewed by the pastor only. Please seal your application in an envelope, marked confidential, to the attention of the pastor. You may mail it to the parish or put it in the collection basket.



#### 4. Conflicts of Interest/Preclusion to Membership

Parish Finance Council members owe the parish a duty of loyalty. The duty of loyalty requires a Parish Finance Council member to act in the interest of the parish rather than in the personal interest of the member or any other person or organization. In particular, the duty of loyalty requires a Parish Finance Council member to avoid conflicts of interest that are detrimental to the parish. Any member of the Finance Council or family member having an interest in any contract or other transaction presented to the Council for consideration, recommendation or approval shall make prompt, full and frank disclosure of his or her interest to the Finance Council and the Pastor prior to acting on such contracts or transactions.

The Finance Council shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist and make its recommendation to the Pastor as to whether the person should be able to vote and/or participate in the discussions or deliberations with respect to such contract or transaction. Considering the recommendation of the Finance Council, the Pastor should then make the final determination.

The minutes of the meeting shall reflect the disclosure made the recommendation to the Pastor and the abstention from participation deemed appropriate by the Pastor. Any contract or transaction conducted with a member of the Finance Council or family member shall be no less favorable to the parish than any such business would or could have been conducted had no member of the Finance Council been associated with said business, form, or profession.

On an annual basis Parish Finance Council members should confirm, in writing, that there are no known conflicts of interest, or disclose any potential conflict of interest, such as a financial interest that the individual, or a member of the individual's family, has in an entity that transacts business with the parish. **See Exhibit 5.** In the event a change in circumstances gives rise to a real or potential conflict of interest, the situation should be disclosed in writing and submitted to the pastor on a timely basis. See Policy.

No parish employee or family member of an employee or relative of the pastor or any parochial vicars may serve on the finance council.

Members of the Parish Finance Council may serve in other volunteer service roles in the parish such as other committees or boards if, in the judgment of the pastor, such dual service will not create conflict of interest situations. The role of the Parish Finance Council should not be vitiated. No person may serve on the Parish Finance Council at the same time as a closely related person (e.g. husband and wife, mother and son, etc.).