

ROLE OF THE PARISH LAY DIRECTOR

Lay directors fulfill a civil role as members of the parish corporate board. Lay directors are appointed by the Bishop upon nomination by the pastor. A lay director is appointed for a two-year term. This appointment may be automatically renewed up to three times for up to a total of eight consecutive years of service.

Parish by-laws specifically require two lay directors. These positions must be filled. An individual who leaves the parish or is no longer in good standing automatically ceases to be a lay director. The Bishop may remove any director, with or without cause, at any time by written notice mailed to the registered agent of the corporation with a copy to the lay director who is removed. Any vacancy of the lay director position is filled according to the parish by-laws.

Lay directors serve in a position of trust in both a fiduciary and custodial role with the duty to care for the temporal goods of the parish, ensuring that those goods are used wisely in the best interests of the parish. The duty of care requires lay directors to discharge their duties in good faith with the degree of diligence, care and skill that any prudent person would exercise under similar circumstances. The duty of loyalty requires the lay director to act in a manner that does not harm the parish corporation. The lay directors are covered under the diocesan directors and officers insurance policy.

Lay directors must be adult, active members of the parish. At a minimum, this requires that they are Roman Catholic, able to receive the Eucharist, registered as a parish member and capable and willing to fulfill the duties of lay director.

The corporate structure of all parishes within the Diocese is as follows:

President:	Bishop of Davenport
Vice-President:	Vicar General of the Diocese of Davenport
Secretary/Treasurer:	Pastor of the Parish
Other Board Members:	Parish Lay Directors (2) Parish Life Coordinator (if applicable)

The **registered office** for each parish corporation is the diocesan address, and the **registered agent** for each is the diocesan Vicar General (corporate vice-president) as per Article VII of the Articles of Incorporation. All Iowa non-profit corporations are required to file a Biennial Report with the Office of Secretary of State. (Reports are due biennially by March 31 in the odd-numbered years, e.g., 2013, 2015, etc.). This is done through the chancery, and a copy is placed in the parish permanent file.

The purpose for which the corporation is organized, powers of the corporation and role of the Board of Directors are specified in the parish by-laws. The parish by-laws are an operative document, and lay directors are to know what they require.

RECOMMENDED DUTIES OF THE LAY DIRECTOR:

- Keep informed on the parish's performance in all secular areas.
- To the extent that uniform policies are promoted within the Diocese, the lay directors should consider and, if deemed appropriate, adopt resolutions approving such policies (i.e., Parish Staff Handbook).
- Ensure that regular meetings are held by the Parish Finance Council. Keep the pastor aware of all important happenings of the parish affairs when the pastor is unable to attend meetings he has authorized to take place.
- Be knowledgeable of the parish's pastoral needs, financial statements, books and records.
- Sign with the pastor (Parish Life Coordinator) on forms requesting permission for diocesan approval of major parish building construction or renovation projects and other transactions over \$5,000 that could harm the overall patrimonial condition of the parish.
- Be cognizant of the administrative staff to ensure that they are competent, motivated individuals.
- Review, approve and sign: Budget Resolution, Summary of Financial Data, Finance Council Report and Internal Control Questionnaire.
- Attend the Annual Parish Corporate Board Meeting.
- Ensure filing of all required reports.
- When applicable, sign required banking resolutions (i.e., change in authorized signature on parish accounts).
- Assist with developing policies and monitoring results of convening long-term strategies to ensure financial stability of the parish.
- If applicable, assist with developing strategies to accelerate repayment of parish debt.
- Assist with developing policies to ensure maintenance of parish facilities.
- Assist with developing policies that produce proper insurance risk management control for protection of buildings and to minimize liability insurance claims.
- At least one lay director along with the pastor shall be authorized signers on each checking account.
- Parish lay directors and pastors are not to initiate or respond to any lawsuit in the name of the parish without the written permission of the Bishop, who is president.
- Serve as an ex-officio member of the Parish Finance Council.

APPOINTMENT OF LAY DIRECTOR REQUEST FORM

To make a lay director appointment, please provide the required information in the form below and send to the Bishop's office by letter or email bishop@davenportdiocese.org. The request form can be found at <http://www.davenportdiocese.org/bishops/bishoplibrary.htm> on the diocesan website (Chancery/Bishop/Library). Download and save the form as a Word document with a subject line of "*Parish Name Lay Director Request*" before completing.

An Appointment Form from the Bishop will then be completed in duplicate. One copy is for the parish records, and one copy is retained at the chancery.

PARISH		
CITY		
PASTOR		
DIRECTOR BEING REPLACED		
EFFECTIVE DATE		
NEW DIRECTOR (legal name)		
ADDRESS		
CITY, STATE, ZIP		
TELEPHONE (include area code)	(cell)	(other)
EMAIL (required)		