

# Temporal Affairs Council (TAC) Ministry Roles Descriptor

St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Temporal Affairs Council (TAC)
Groups served by this ministry	The parish and the archdiocese of Ottawa
Length of term	3 years (renewable once)
Purpose of the role(s)	<ul style="list-style-type: none"> <li>• Advise the pastor on the temporal matters of the parish/mission.</li> <li>• Fulfill the requirements of the diocesan finance protocol.</li> <li>• Ensure that the parish/mission lives within its means.</li> <li>• Manage all income and expenses for the parish/mission while supporting the parish in achieving charitable and other goals.</li> <li>• Meet the required reporting obligations to the parish/mission and to: the archdiocese, Canada Revenue Agency, Workers Compensation &amp; Insurance Board, GST/HST agencies, parish pastoral council (PPC), and banks.</li> <li>• Oversee money/collection: counting and handling functions and their coordinator.</li> <li>• Oversee the affairs of the cemetery committee.</li> <li>• Oversee the parish bookkeeper and maintenance coordinator.</li> </ul>
Activities and responsibilities	<ul style="list-style-type: none"> <li>• The chairperson will prepare an agenda for the TAC and appoint person(s) to co-sign cheques with the pastor.</li> <li>• Establish, according to the principles of governing sound administration, the administrative guidelines for the temporal administration of the parish/mission.</li> <li>• Attend to the proper maintenance of the parish church, hall, rectory and other buildings located on parish property.</li> <li>• Administer the goods of the parish in conformity with the civil, canonical and diocesan regulations pertaining to the temporal administration of parishes.</li> <li>• Attend to the temporal affairs of the parish: revenue, expenses, loans, investments, bookkeeping, repairs, constructions, contracts, sales, purchases, employee relations, salaries, etc., in accordance with diocesan regulations and policies . . .</li> <li>• Prepare and approve the annual budget and publish the latter at the same time as the annual financial report; the council shall select the more appropriate means to enable the greatest number of parishioners to be informed as to the contents of the budget and the financial report.</li> <li>• Supervise the coordinator of and the money counting and handling teams.</li> <li>• Report financial irregularities to the appropriate authority.</li> </ul>

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Constraints	<ul style="list-style-type: none"> <li>• Operate within generally accepted accounting standards.</li> <li>• Only appointed co-signers may sign cheques.</li> <li>• Work with the pastor only in an advisory capacity.</li> <li>• Adhere to the mandate outlined in the <i>Protocol for Parish Financial Administration</i> of the Archdiocese of Ottawa.</li> </ul>
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>St. Philip:</p> <ul style="list-style-type: none"> <li>• The TAC also adheres to <i>Administration Manual I</i> (The Parish Finance Council)</li> </ul> <p>St. Clare:</p> <ul style="list-style-type: none"> <li>• Term is two years.</li> <li>• A single person typically fulfills the TAC role, and as a member of the PPC. Functions such as collection counting and balancing the accounts are performed by St. Philip Church.</li> <li>• The St. Clare cemetery committee is not supervised through this role, nor are employees at St. Philip.</li> </ul>
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Accuracy, focused, good with numbers</li> <li>• Accounting, financial or banking background would be an asset.</li> <li>• Supervisory experience would be helpful.</li> <li>• An understanding of archdiocesan and civil regulations, policies, procedures, rules, etc. would also be an asset.</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Honesty and integrity</li> <li>• Well-organized</li> <li>• A highly developed sense of responsibility within generally accepted accounting standards</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Contacts at archdiocese office are available for questions</li> <li>• Workshops at the diocese may be required.</li> <li>• Become familiar with the diocesan protocol and practices</li> <li>• Receive a copy of this ministry role descriptor</li> <li>• Receive Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• The clergy and PPC are available for advice/direction, as well as the parish office staff (office administrator, maintenance person) and the archdiocesan office.</li> <li>• The pastor and the archdiocese will ultimately be responsible for the supervision of the TAC members.</li> <li>• The financial books and reports must balance.</li> </ul>

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Working conditions	Work can be done at parish office and home. These positions do not get involved with cash directly; however, the work does involve a high level of financial accuracy. There are various deadlines for reporting.
Benefits to role participants	Satisfaction of performing a key function for the parish
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Personal reference checks are required.</li> <li>3. Training and orientation are required.</li> <li>4. There will be supervision and periodic evaluation, as needed.</li> </ol>