

MEMORANDUM OF UNDERSTANDING OF THE RESPONSIBILITIES OF TREASURER

The Ecclesiastical Authority, which is responsible for Diocesan Administration in conjunction with the Assisting Bishop, Rodney Michel, who is responsible for pastoral affairs recognize and delegate the following authority to the Treasurer, Diocese of Pennsylvania, or in his absence the Assistant Treasurer of Pennsylvania. The following delegation of authority is consistent with current canons of the Diocese:

1. To serve as a member, ex officio, of the Convention of the Diocese. Canon 2.7.
2. To serve as a member, ex officio, of the Diocesan Council. Canon 6.1.1.
3. To arrange for the collection of all sums due under assessments, and for the receipt of all such contributions from parishes, missions and individuals as may be made through the Executive Office, and shall disburse the same in accordance with the wishes of the donors or the directions of Diocesan Council. Canon 3.3.1
4. To receive the net income of the Fund for the Endowment of the Episcopate from the Church Foundation to be used for the Support of the Episcopate. Canon 7.1.
5. To receive the pledges from the parishes and missions of the Diocese for the support of the program of the Diocese. Canon 7.3.3.
6. To receive the Assessments paid by each parish, mission, or chapel of the Diocese for the support of the Episcopate, for Clergy Financial Assistance, and for Retired Clergy Medical Insurance for the ensuing calendar year. Canon 7.4.1.
7. In his capacity as Treasurer of the Clergy Financial Assistance Assessment, upon recommendation of the Commission, to make payments of loans and grants: (a) to augment the compensation of clergy to amounts not exceeding the minima fixed by the Convention, (b) to cover arrearages in Church Pension Fund assessments, and (c) to provide assistance to the clergy above provided for. Canon 7.5.5.
8. To make recommendations to the Ecclesiastical Authority which determines check signers on all Diocesan bank accounts.
9. To provide for the annual payment to the Treasurer of the Church Pension Fund of the assessments payable on behalf of the Assisting Bishop of the Diocese, and to pay the assessments payable on account of all stipends paid by the Diocese to other clergy. Canon 7.6.3.

10. To have access to all books and records maintained by the finance department and to be responsible for monthly internal financial reporting and books of account including format and contents
11. To issue a monthly report to the Assisting Bishop, the Standing Committee, the Diocesan Council and the Committee on Finance and Property as to the state of the finances of the Diocese.
12. To make recommendations to the Bishop as to the staffing of the finance department, who shall have all decision-making authority with respect thereto.
13. To have access to external auditors and all audit work papers without consulting the Audit Committee, or any persons on the Diocesan staff.
14. To have authority to contact parishes telephonically or in person vis-a-vis their audits or parochial reports.

The Right Rev. Bishop Rodney Michel
Assisting Bishop

Joseph A. Suprenuk
Treasurer

The Rev. Glenn Matis
President of the Standing Committee
as Ecclesiastical Authority

Dated: July 20, 2010

