

Archdiocese of Seattle  
PARISH REVOLVING FUND  
Charter – Revised September, 2021

Article I – Purpose

The Parish Revolving Fund (“PRF”) is a deposit and loan fund operated by the Archdiocese of Seattle (“Archdiocese”).

The primary purpose of the PRF is to be the vehicle by which eligible Archdiocesan entities deposit surplus funds which can then be used to make loans to other eligible Archdiocesan entities. Archdiocesan entities are defined as parishes (including missions, chapels, stations, and Catholic college campus ministries) and schools (including Archdiocesan high schools). The PRF also provides asset management services for excess funds on deposit.

Assets from the PRF are kept entirely separate from all other funds within the Archdiocese because these funds are entirely owned by the eligible Archdiocesan entities for their sole benefit. All entities with surplus funds are encouraged and directed to deposit surplus funds into the PRF.

Article II – Governance

The PRF is administered by the PRF Commission. The PRF Commission derives its authority from the Archbishop of Seattle. The Archbishop has the right of approval of all decisions, polices and members of the PRF Commission.

Article III – Responsibilities

The PRF Commission fulfills the following responsibilities, subject to the Archbishop’s right of approval in Article II:

1. Develop and recommend policies and procedures for deposits and loans.
2. Authorize loans and any subsequent modifications.
3. Establish, with the approval of the Archdiocesan Finance Council (AFC), interest rates for both deposits and loans.
4. In conjunction with the AFC Investment Committee, manage the investment of assets in the PRF.
5. In conjunction with the AFC Audit Committee, coordinate the annual financial audit of the PRF.
6. Establish an annual budget.
7. Periodic review of actual PRF financial performance compared to the budget.
8. Periodic review of loan activity and loan delinquencies, in addition to the establishment of loan reserves.
9. Periodic review of the balance sheet, and evaluation of financial position and liquidity.

## Article IV – Membership

The membership of the PRF Commission shall consist of at least seven (7) and up to nine (9) persons:

- the Chief Financial Officer as representative of the Archbishop;
- at least three priests or pastoral coordinators, including at least two pastors or priest administrators, chosen and appointed by the Archbishop;
- at least three religious or members of the laity nominated by the PRF Commission and approved of and appointed by the Archbishop;
- at least one member, but not more than two members of the AFC that can be from either of the previous two categories.

Terms are five years, renewable once, and commence on July 1st of each year, with the exception of the Chief Financial Officer who has no term limits. In order to provide continuity of membership, expertise, and experience, terms of members are staggered.

The following areas of competency are to be provided by the membership as a whole: finance, banking, accounting, investments, and parish financial experience, with each member possessing at least one area of competency.

A member may resign at any time by providing written notice to the Archbishop. A member may be removed at any time by the Archbishop.

Any vacancy occurring in the PRF Commission, including any vacancy to be filled by reason of an increase in the number of Commission Members, is filled by an appointment made by the Archbishop after a screening process.

Members serve without compensation.

## Article V – Officers

Officers of the PRF Commission will be voted on by the PRF Commission for one-year terms, once renewable, commencing on July 1<sup>st</sup> of each year, subject to approval by the Archbishop. The officers shall be the Chair and Vice-Chair.

The Chair presides at all meetings of the Commission and is charged with the general supervision of all the business of the Commission.

In the absence of the Chair or in the event of death, inability or refusal to act, the Vice Chair performs the duties of the Chair and, when so acting, possesses all the powers of and is subject to all the restrictions on the Chair. The Vice Chair performs such other duties as from time to time may be prescribed by the Chair, the Archbishop, and/or the Commission.

With the Archdiocesan Finance Officer, the Chair and Vice Chair serve on the Executive Committee.

## Article VI – Meetings

The Executive Committee will call the Commission together for meetings at least five (5) times per year. Meetings may occur in person, via phone or teleconference, or a hybrid of these approaches. In addition to meetings, business may also be conducted via email to all members.

Recommendations of the Commission are adopted if approved by a majority of the members of the Commission:

- present at a meeting at which a quorum (simple majority of the full Commission) is present, or
- responding "approved" via email.

In order to avoid conflicts of interest, once a loan is presented, members are not allowed to participate in conversations or votes on loan requests or adjustments from an individual entity to which they are directly affiliated as a member or employee.

The recommendations of the Commission are recorded in the minutes and communicated to all Commission members.

Communication of the minutes is also made to the Archbishop and individual members of the management staff of the Archdiocese as appropriate. The minutes reflect descriptions of recommendations and, in each instance, indicate whether or not the recommendation was approved unanimously.

#### Article VII - Reporting

Annually, after the end of the fiscal year and completion of the independent audit, the financial statements of the PRF are to be posted on the website of the Archdiocese to provide full transparency to all of the participating entities and the parishioners of the Archdiocese.

#### Article VIII - Conflict of Interest Policy

The PRF Commission adopts and keeps in force at all times a Conflict of Interest Policy. Each member of the Commission annually completes and submits a disclosure of conflicts of interest that is reviewed by the Executive Committee and the Human Resources office of the Archdiocese.

#### Article IX - Amendments

Amendments to this Charter are proposed in advance in writing and may be enacted by vote of a quorum of the Members at any meeting of the Commission. Amendments become effective only upon approval by the Archbishop.

Approved on September 16, 2021.



Most Rev. Paul D. Etienne, DD, STL  
Archbishop of Seattle