

Responsibilities and Duties of Parish Lay Corporators

A lay Corporator is one of the **directors of the parish as a civil corporation**. Each parish corporation in the Archdiocese of Baltimore has five Corporators including two lay persons appointed to this role. The other Corporators are the Archbishop (president), Vicar General (vice-president), and pastor (secretary-treasurer).

Lay Corporators are **nominated by the pastor** in consultation with the regional vicar, and then appointed by the Archbishop. They work cooperatively with him to oversee the administration of the parish

Corporators are appointed for a term of **five years**, with the option of one five-year renewal at the end of their first term.

Corporators **may not** be parish employees or related to employees. Corporators oversee and collaborate with the parish pastoral council and finance committee. These two consultative bodies are required to function in accordance with Universal and Diocesan canon law. Corporators may not sit as voting members on either body during their service as Corporator since they oversee these entities.

Parish Corporators work with the pastor to **oversee all aspects of parish operations** so that the parish is in compliance with civil laws, canon laws, and Archdiocesan policies (<https://www.policy.archbalt.org/>).

Corporators meet **at least quarterly** to review the activities of the staff and parish consultative groups. They are required to submit a copy of meeting minutes to the Chancery. Corporators should have a working knowledge of employment law, bookkeeping, information technology, child and youth protection, and fundraising. **Training is available** for all Corporators on these and other topics.

Topics reviewed regularly by Corporators include:

- Finances
- Security of Parish Assets
- Condition of Physical Plant
- Safety
- Operation in Accordance with AOB Policies
- Compliance Progress with AOB Audit Recommendations
- Compliance with Federal Law
- Oversight of Auxiliary Organization
- Hiring/Supervision/Retention of Personnel