



Parish Check Signing Policy

Effective January 1, 2021

The authorized check signers are the pastor or pastoral leader and the two lay trustees. In the event a pastor or pastoral leader is not assigned to a parish, the priest administrator takes the place of the pastor and is an authorized check signer.

Each parish check must be signed by two authorized check signers.

- 1. One check signer must be the pastor, priest administrator or pastoral leader. This responsibility may not be delegated.**
2. The second signature is either the Treasurer Trustee or the Secretary Trustee.
3. If there is a Deacon or a Parochial Vicar assigned to the parish, they can be authorized to sign checks. The Deacon or Parochial Vicar should sign checks only if the Treasurer Trustee and Secretary Trustee are unavailable.
4. When the pastor, priest administrator or pastoral leader is on vacation, the parish must submit a Check Signing Proxy Request to the Diocese requesting the two lay trustees be the authorized check signers in place of the pastor, priest administrator or pastoral leader and one of the trustees. This authorization is to cover the vacation period only. Upon returning from vacation the pastor, priest administrator or pastoral leader must review the checks signed during their absence.
5. For service organizations, (Holy Name, CCW, Home and School), the second signature may be the president or secretary of the organization.

Both signatures must be original signatures. Stamp signatures or other facsimile signatures are not original. Signing a check indicates approval of the expenditure and authorizes the invoice for payment.

Bank signature cards should be updated whenever there is a change in pastor, pastoral leader or trustee.

This policy applies to **all** checking accounts using the federal identification number or name of the parish, except scrip and bingo accounts. Accounts covered by this policy include parish, school, hot lunch, religious education, cemetery and all service organization accounts.

Approved:  1/13/2021
Most Rev. David L. Ricken, DD, JCL Date