



# Memo

**Date:** November 4, 2024  
**To:** Priests and parish business managers  
**From:** Holly Orsagh, director of financial services, Office of Finance  
**Re:** Updated—Naming of treasurer for each parish corporation

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This memo outlines updated the instructions for naming a treasurer for each parish corporation.

The bylaws filled officer positions with those holding a canonical role: The archbishop serves as the chairman, vicar general as vice-chairman, pastor as president and the chancellor of the archdiocese as the secretary. The pastor was named the first treasurer, and should name the chair of the parish finance committee or another person as treasurer. Although canon law does not require a pastor to name a lay treasurer, it does not prohibit it either. Choosing a lay treasurer can be a sign of the pastor's openness to transparency and accountability. See [attached \*Parish Treasurer Recommended Responsibilities and Selection\*](#) for more information.

Currently, 77 of the 93 incorporated parishes have named another individual to serve as treasurer. The following are the steps needed to name a new treasurer for your parish:

**STEP 1 - CONFIRM BACKGROUND:** Send email to Director of Human Resources Marquita Richburg ([mrichburg@archatl.com](mailto:mrichburg@archatl.com)) requesting a formal background check. Example below.

*Dear Marquita Richburg,*

*I intend to name Jane Doe as the Treasurer of my parish corporation. Please initiate the appropriate background checks and notify me when cleared. If issues are found, please contact me promptly.*

**STEP 2 – ANNOUNCE THE SELECTION and INFORM THE CORPORATE SECRETARY:** Once the background check has cleared, the pastor should send an Announcement Email to the Archbishop and Corporate Secretary. Example

below.

**To:** *Chairman of the Board of Directors: Archbishop Hartmayer, OFM, Conv.*

**Cc:** *Deacon Dennis Dorner, Secretary. Please include in the Minute Book of the Corporation.*

*After passing the background check, I am pleased to announce that I have named Jane Doe as Treasurer of the parish corporation.*

If there are any questions about this process, please contact me at (email) or (phone number).