Current date

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1234 Main street

Anytown, Ohio 44\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_,

This letter is to confirm your appointment to the Finance Council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish.

Your term begins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022 and will continue for three years. At the end of your three year term, (with the consent of your pastor/pastoral associate), you may be asked to serve for another three year term on Finance Council. Members may not serve more than two consecutive terms.

On your first night at Finance Council I will ask you to sign our Conflict of Interest Statement, so that there will be no need for discourse concerning any relation, business affiliation or other unspecified reasons that would make you unable to serve in this capacity.

It is also understood that all information received (verbally, in writing or electronically) as a member of the Finance Council, is private and confidential. When you leave the Council, all information must be returned to the parish.

I look forward to having you on this Council to assist and advise in the fiscal matters of the parish. I greatly appreciate and value your knowledge, integrity, and servant’s heart as we work together securing the future of God’s Church here at \_\_\_\_\_\_\_\_\_\_\_\_ Parish.

Thank you for accepting this appointment,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor/Administrator/Pastoral Associate

801 Confidentiality:

To protect the confidentiality of fellow employees and the organization, no information concerning other employees or the Diocese of Youngstown business is to be discussed with anyone except when necessary for the purpose of daily operations. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Employees of the Diocese understand and agree that during their employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature, and which must be kept confidential both during and after their term of employment. As such, all employees are required to return any such documents containing privileged or confidential information at the time of the termination of employment or upon request.

Any such employee who divulges confidential or privileged information, whether during or after his term of employment, is subject to appropriate discipline, including dismissal, or criminal sanctions. Employees recognize that the employer has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to disciplinary action, up to and including immediate termination of employment.