



5 Tips for Parish Financial Management in Times of Crisis *for Catholic Leaders*

1. Convene your parish finance council

- a. Review the current budget year-to-date and actuals with a sense of urgency
- b. Produce projections for the weeks and months ahead
- c. Triage your payables, keeping support of ministries as priorities
- d. Write down a plan of action and update it on a regular basis

2. Contact your diocesan finance office

- a. Provide your diocese with full information on your financial situation, including projections
- b. Activate robust online giving options, such as [#IGiveCatholic Together](#) in which many dioceses participate
- c. Access support services provided by your diocese and information on government assistance like the [Payroll Protection Plan](#) as a way to retain current staff

3. Communicate the plan with the heart of a servant-leader

- a. Communicate that transparency is key to the situation and actions taken to date
- b. Emphasize that accountability for leading through this crisis is a shared responsibility
- c. Engage members of the finance council and pastoral council as ambassadors to communicate decisions to parishioners
- d. Reinforce that this work is all about the *mission* and *ministry* of the parish and especially outreach to the most vulnerable

4. Implement the plan with a sense of confidence

- a. Ask your parishioners to continue contributing online or by mail
- b. Proactively contact suppliers and negotiate deferred payments that reflect your cash flow
- c. Track the financial impact daily and modify the plan as new information emerges

5. Express gratitude and appreciation

- a. Communicate the “wins” and “shortfalls” honestly
- b. Remind parishioners that their financial support allows the mission to continue