



Memo

Date: November 10, 2025

To: Priests and business managers

From: Jenni Weldin, director of human resources and safe environment, Office of Human Resources

Re: Updated—Naming of treasurer for each parish corporation

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

The bylaws-filled officer positions with those holding a canonical role are the archbishop as chairman, the vicar general as vice-chairman, the pastor as president and the chancellor of the archdiocese as 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.

Please see below update on the steps needed to name a new treasurer for your parish:

Step 1 - Confirm Background: The safe environment coordinator at your location should send an employee background check e-invite to the corporate treasurer candidate. If the background check comes back clear, move onto step two. If the background check has note of "consider" or "unperformable" have the safe environment coordinator reach out to director of Human Resources and Safe Environment Jenni Weldin (jweldin@archatl.com) for next steps.

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. An example is below:

To: Chairman of the board of directors: Archbishop Hartmayer, OFM, Conv. after passing the background check, I am pleased to announce that I have named Jane Doe as treasurer of the parish corporation.

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

If there are any questions about this process, please contact me at jweldin@archatl.com or 404-920-7553.