

Appendix 29: Resolution Policy

A resolution is the process by which a parish or parish corporation gains hierarchical consent to conduct one of the of the following actions:

- Extraordinary Administration (cf. cc. 1273-1289, USCCB norms):
 - Any transaction that is not routine (i.e. not a daily, weekly, monthly, or annual transaction) including renovation or building projects, and involves cash expenditure of at least \$10,000, (regardless of whether the funds for the project are held by the parish or by the trustee corporation).
 - Change of canonical status of a parish church to an oratory.
 - Closure of a parish church or oratory.

OR

- Alienation (cf. cc. 1290-1298):
 - Any transfer of real property or its rights from the parish church to another person or entity.

OR

- Any proposed transaction that can jeopardize the patrimonial or financial condition of a parish (cf. c. 1295).

PROCEDURE

1. The Pastor submits a resolution (on parish letterhead) to the Finance Officer of the Diocese, which is to include (see attached template):

- a. Explanation of the proposed decision/action.
- b. Attached financial data regarding the actual cost or financial value of transaction, including bid data (e.g. purchases) and appraisal data (e.g. selling). In cases involving land, please address issue of mineral rights. In cases involving a building, please explain, if applicable, the intended use by the buyer, the determination of major contents, such as movable property, and provide verification of liability coverage of the contractors.
- c. In cases where funds are expended, indication of method of expenditure:
 - If by loan, a request is to be indicated, whether from the Parish Expansion Fund of the diocese (see# 3 below) or another entity.
 - If by liquid funds of the parish, proof of available funds is to be attached.
- d. Attached evidence of consultation of members of the parish finance council (e.g. meeting minutes).
- e. His own signature.

2. After review by the Finance Officer of the diocese, the resolution is presented to Vicar General, then the Diocesan Bishop for his approval. Additionally, as noted below, consents of other diocesan bodies may be required.

- a. Change of Canonical Status and Closure, the diocesan bishop, before deciding, is to hear the Presbyteral council (cc. 127; 515, §2; 1222-1224).
- b. Alienation and jeopardizing transactions: diocesan bishop, before deciding in the affirmative to the request, is to gain the consent of the Diocesan Finance Council, the College of Consultors, and "those concerned" (cc. 1292-1295).

If the Diocesan Bishop and Vicar General sign the resolution, it is returned to the pastor and the action is to be executed.

3. In cases where the parish requests a loan from the Parish Expansion Fund:

- a. Prior to approaching the Bishop and Vicar General, the Finance Officer processes the request with the board of directors of the Parish Expansion Fund and notes the response in the request.
- b. The Finance Officer maintains follow-up communication with the pastor regarding terms of repayment of the loan from the Parish Expansion Fund in accord with the policies of its board of directors.

(Parish Letterhead)

RESOLUTION OF THE CHURCH OF _____ – _____(CITY) PARISH

THE UNDERSIGNED, as pastor of the Church of _____ - _____ Parish,
hereby agrees to the following:

(Insert details of resolution to included funding method)

ATTACHMENTS INCLUDED:

- ☐ Finance Council meeting minutes.
- ☐ Parish and Trustee Corp. current Statements of Financial Position & Activities

Requested by:

Dated: _____

Pastor

Reviewed by:

Dated: _____

Vicar General

Approved by:

Dated: _____

Bishop