



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

*United in Faith,
Hope and Love*

The Operation of the Parish Civil Corporation

Joseph Kueppers

Chancellor for Civil Affairs

Archdiocese of Saint Paul and Minneapolis

Joseph Kueppers, Chancellor For Civil Affairs

Duties include:

- Providing legal advice and legal services to the Archbishop and archdiocesan offices
- Serving as a legal resource for parishes, Catholic schools and cemeteries within the archdiocese





Primary legal areas include:

- Employment law
- School law
- Contracts
- Constitutional Law
- Church Law
- Insurance matters

Parish Corporations, Organization



Minnesota Statutes §315.15 Parish corporations, organization



The bishop of a religious denomination may join with the vicar general of the diocese and the pastor of the parish where the corporation is to be located, within the bishop's diocese for the purpose of incorporating. The bishop, vicar general, and pastor, or a majority of them, shall designate and join with two lay members of the denomination.

Church Corporation



*Photo courtesy
Dave Hrbacek/The Catholic Spirit*

Each parish is a “church corporation” Minn. Stat. §315.15

A parish is not a “non-profit corporation” under Minn. Stat. §317A

Board of Directors



The Board of Directors of each parish corporation consists of the Archbishop and the Vicar General (or, in the event of the death or incapacity of the Archbishop, the Administrator of the Archdiocese), the Pastor **and the two lay members** selected and designated, and their respective successors. The Board of Directors shall have power to transact all of the business of said Corporation.



Policy: Parish Administration Appointment of Lay Members (Trustees)

In practice, the Pastor submits the names of two lay members (sometimes referred to as “trustees”) belonging to the parish to the Archbishop and Vicar General requesting their votes for selection.

See Policy 212

Archdiocese of Saint Paul and Minneapolis Policy			Page 1 of 3
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS <i>United in Faith, Hope and Love</i></p>	Issued Date:	Last Reviewed Date:	Number: 212
	Subject: Parish Trustees		
	Scope: All Parishes within the Archdiocesan Territory		
	Reference:	Distribution: Posted on website	
Archbishop Signature:			
I. Purpose			
To provide guidance regarding the role, duties, and responsibilities of Trustees of Parishes within the Archdiocese Territory.			
II. Definitions			
“ Archbishop ” means the sitting Archbishop of St. Paul and Minneapolis (or the appointed Apostolic Administrator).			
“ Archdiocese ” means that certain corporate entity formed, maintained and existing under Minnesota Section 315.16 with the Minnesota Business Name: “The Archdiocese of St. Paul and Minneapolis”.			
“ Archdiocese Territory ” means the (12) counties of the greater Twin Cities metropolitan area: Ramsey, Hennepin, Washington, Dakota, Anoka, Carver, Wright, Scott, Chisago, LeSueur, Rice, and Goodhue; and those persons outside the geographical territory over whom the Archdiocese has the ability to direct or control.			
“ Family Member ” means a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, or person living in the same household of a responsible person.			
“ Parish ” means a parish within the Archdiocese Territory that is Archdiocese-recognized as Catholic.			
“ Parish Corporate Board ” (Board) means the Archbishop, the Vicar General, the Pastor, and the two appointed lay Trustees of the Parish corporation and, according to the Certificate of Incorporation, have the power to transact all business of the corporation.			
“ Parish Finance Council ” means the canonical consultative body established in a Parish in accordance with canon 537 of the 1983 Code of Canon Law and the policy of the Archdiocese, which provides consultation to the Pastor from a cross-section of parishioners to share their thoughts and insights on financial topics in service to the mission of a specific Parish.			
“ Parish Pastoral Council ” means the canonical consultative body established in a Parish in accordance with canon 536 of the 1983 Code of Canon Law and the policy of the Archdiocese, which provides consultation to the Pastor from a cross-section of parishioners to share thoughts and insights in service to the mission of a specific Parish.			
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Appointment of Lay Members



- Lay Members/Trustees may not be employees of the parish.
- They should be parishioners of the parish who reside within the territory of the Archdiocese of Saint Paul and Minneapolis.
- Parishes must conduct a background check on each trustee, have each trustee read and sign a code of conduct, and attend VIRTUS training.



The officers of said Corporation shall be President, Vice President, Secretary, and Treasurer. The Archbishop, or person appointed in his place or stead, shall be ex officio the President.

The Pastor of the Parish shall be ex officio the Vice President. The Secretary and the Treasurer shall be chosen from the members of said Corporation. Each trustee normally holds one of these positions.





Archdiocesan Board of Directors

Officers

Archbishop



President

Pastor



Vice President

Vicar General

Lay Trustee



Treasurer

Lay Trustee



Secretary

Bylaws

The term of office of the lay members shall be for two years from the date of their election, or until successors to them have been duly chosen and have entered upon the duties of their respective offices.

If a trustee wishes to resign before the end of their two year term they must submit a letter of resignation to the Archbishop.

Consultation with Parish Councils



The Board of Directors should communicate with the parish councils on all important matters pertaining to the pastoral care and temporalities of the Parish, but the parish councils shall have no legal vote in the transaction of the business of the Corporation.



Expenditures (Proxy)



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Bylaws Expenditures (Proxy)

There shall be no expenditures for equipment, repair, remodeling or new construction costing in excess of **\$25,000**, or such other amount as shall be promulgated by the Archbishop from time to time in the policy, without the unanimous consent of all five members of the Board.

See Policy 216

Archdiocese of Saint Paul and Minneapolis Policy			
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p> <p>United in Faith, Hope and Love</p>	Issued Date:	Number: 216	
	Last Reviewed Date:	01/21/2020	
	Subject:	Required Approvals for Parish Corporate Actions (Proxies)	
	Scope:	All Parishes in Archdiocese	
Reference:	Proxy Request Letter Template; Parish Construction Projects; Sale, Purchase, and Lease of Parish Property; Parish Cemeteries and Columbaria Policy	Distribution:	Posted on website
Archbishop Signature:			
I. Purpose			
To establish requirements and procedures for Parishes when it is necessary to obtain approval for certain transactions or corporate actions from all members of the Parish Corporate Board in the form of a Proxy or other type of corporate resolution, and, when necessary, other Canonical Approvals.			
II. Definitions			
“ Archbishop ” means the sitting Archbishop of St. Paul and Minneapolis (or the appointed Apostolic Administrator).			
“ Archdiocese ” means that certain corporate entity formed, maintained and existing under Minnesota Section 315.16 with the Minnesota Business Name: “The Archdiocese of St. Paul and Minneapolis”.			
“ Archdiocese Territory ” means the (12) counties of the greater Twin Cities metropolitan area: Ramsey, Hennepin, Washington, Dakota, Anoka, Carver, Wright, Scott, Chisago, LeSueur, Rice, and Goodhue; and those persons outside the geographical territory over whom the Archdiocese has the ability to direct or control.			
“ Canonical Approvals ” means the required consultation, review, and approval of a significant matter as set forth in Archdiocesan policy by the Archdiocesan Finance Council (AFC) and the College of Consultors (College).			
“ Financial Cooperation Agreement ” means an agreement entered into between a Parish and the Archdiocese which states the amount owed to the Archdiocese and the terms for repayment of those obligations.			
“ Parish ” means a Parish within the Archdiocese Territory that is Archdiocese-recognized as Catholic.			
“ Parish Corporate Board ” (Board) means the Archbishop, the Vicar General, the Pastor, and the two appointed lay Trustees of the Parish corporation.			
“ Parish Finance Council ” means the canonical consultative body established in a Parish in accordance with canon 537 of the 1983 Code of Canon Law and the policy of the Archdiocese, which provides			
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Thank You



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