



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

*United in Faith,
Hope and Love*

Archdiocesan Policies and the Governing Role of the Archbishop

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Policies and Governance of the Archdiocese



- What is Archbishop's role in the issuing of policies and the governance of the Archdiocese?
 - Relationship between parishes, the Archbishop, and the Archdiocese
 - Nature of Archbishop's authority and responsibilities
 - Rights and obligations of parishes
- What is the process for policies to be issued?
 - Who is involved?
 - How are policies revised?
 - What to do if a policy is difficult to comply with
- What are particular important policies for parish administration and where are they found?

Relationship of the Archbishop to the Archdiocese



A *diocese* is a portion of the people of God which is entrusted to a bishop for him to shepherd with the cooperation of the presbyterium, so that, adhering to its pastor and gathered by him in the Holy Spirit through the gospel and the Eucharist, it constitutes a particular church in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative.

– Canon 369

Archbishop Hebda extends a solemn blessing over the Archdiocese during the COVID-19 pandemic



Credit: The Catholic Spirit

Relationship of the Archbishop to Your Parish

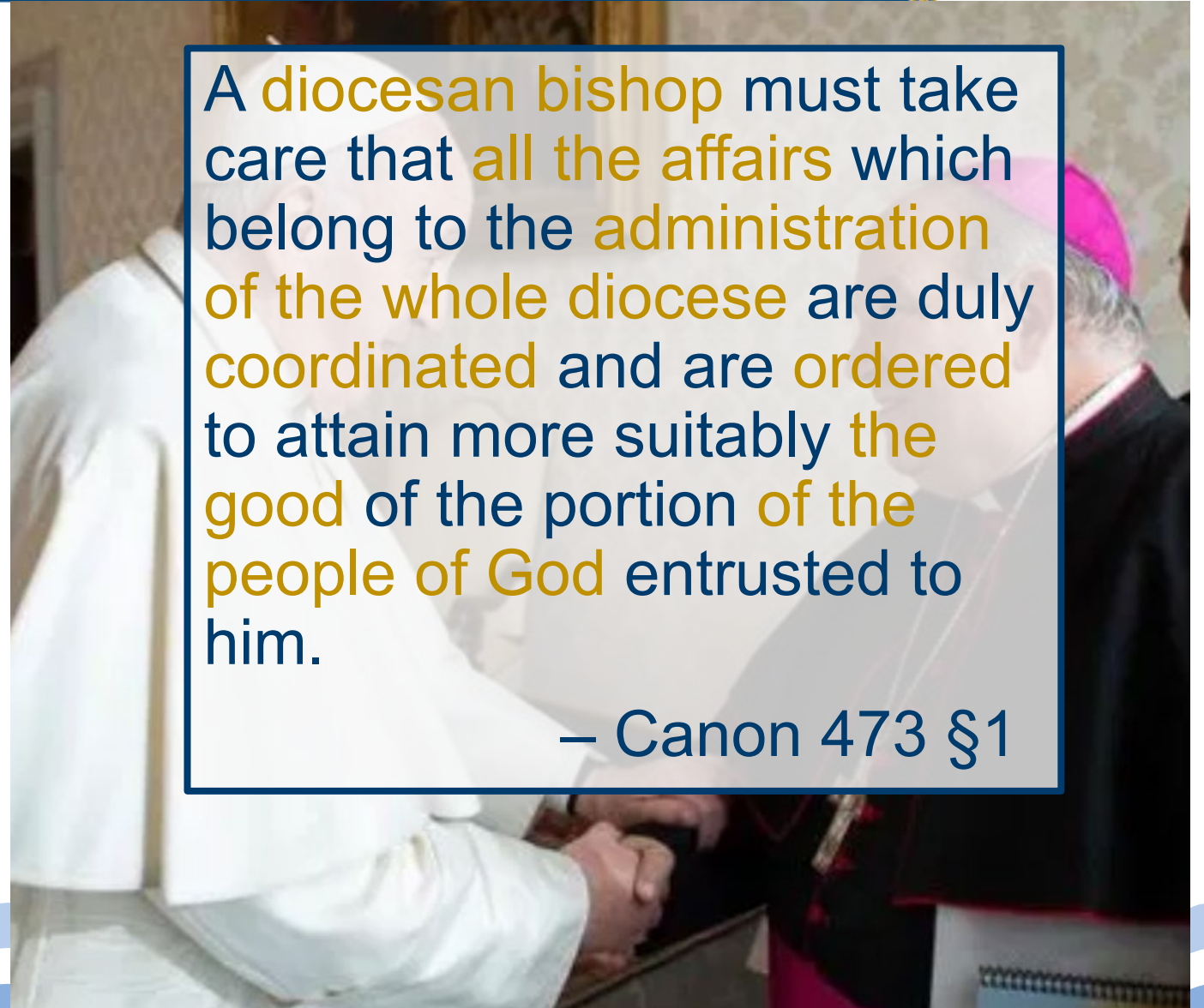


It is for the diocesan bishop to govern the particular church entrusted to him with legislative, executive, and judicial power according to the norm of law.

– Canon 391 §1

A diocesan bishop must take care that all the affairs which belong to the administration of the whole diocese are duly coordinated and are ordered to attain more suitably the good of the portion of the people of God entrusted to him.

– Canon 473 §1



Relationship of the Archbishop to Your Parish



Credit: The Catholic Spirit

Canon 515 §1. A *parish* is a certain **community** of the Christian faithful **stably constituted** in a particular church, whose pastoral care is **entrusted to a pastor** (*parochus*) as its proper pastor (*pastor*) **under the authority** of the **diocesan bishop**.

- Pastor represents the diocesan bishop, and thus creates a hierarchical bond with the particular Church
- Parish is a *pars dioecesis* (diocesan cell) animated by the same spirit of communion

Rights and Obligations of Parishes



- Parish is part of the diocese, but is distinct from it in both canon law and civil law
 - MN 315.15 church corporation
 - Public juridic person
- Can act independently as a corporation or juridic person (rights)
- Must act in compliance with the law (obligations)
 - Without communion with the bishop, there is no parish

Rights and Obligations of Parishes



A diocesan bishop must take care that **all the affairs which belong to the administration of the whole diocese** are duly coordinated and are ordered to attain more suitably the good of the portion of the people of God entrusted to him. – Canon 473 §1

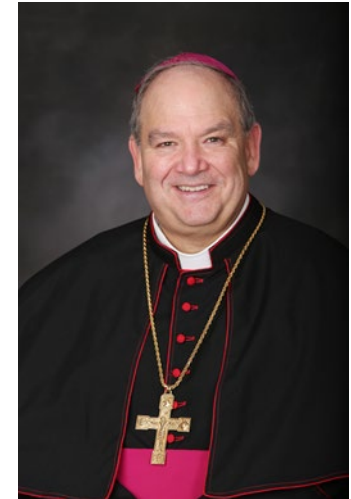
- Archbishop's canonical responsibility includes all temporal matters
- Parish follows policies as part of being in communion with the Archbishop and the Archdiocese

Church of St. Casimir, St. Paul, MN

Sources of Canon Law

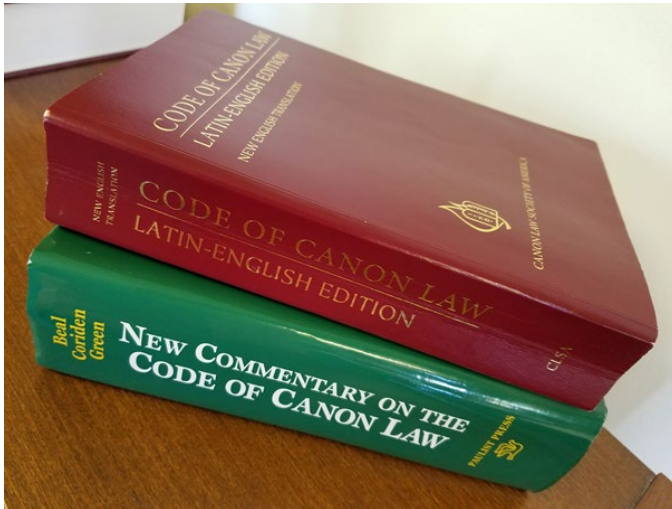


- Universal Law
 - Issued by the Pope or the Holy See and is binding throughout the world
- Particular Law
 - Issued by the episcopal conference (USCCB) and is binding for a nation
 - Issued by the Diocesan Bishop and is binding in his diocese



Universal Law

- 1983 Code of Canon Law
 - Commentaries helpful
- Apostolic letters issued *motu proprio*
 - Vatican website vatican.va



The Holy See

APOSTOLIC LETTER
ISSUED MOTU PROPRIO

BY THE SUPREME PONTIFF
FRANCIS

"VOS ESTIS LUX MUNDI"

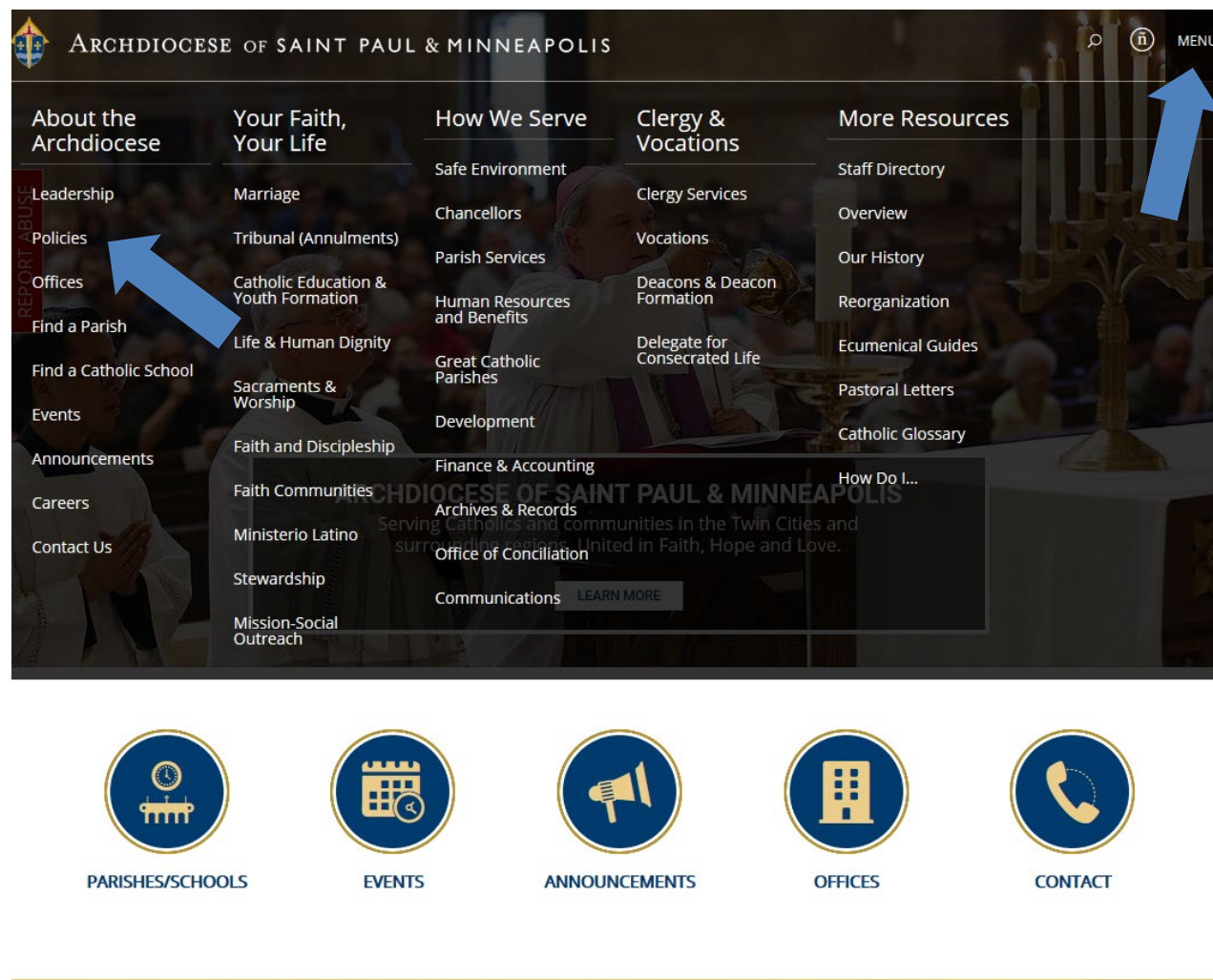
"You are the light of the world. A city set on a hill cannot be hidden" (Mt 5:14). Our Lord Jesus Christ calls every believer to be a shining example of virtue, integrity and holiness. All of us, in fact, are called to give concrete witness of faith in Christ in our lives and, in particular, in our relationship with others.

Local Canon Law and Policies



Current local law and policies are on the Archdiocesan website

Select Policies from the menu under Resources or search for "Policies"



Local Law and Policies



www.archspm.org/policies

- Just as authoritative as universal law
- Once issued, a particular law remains in effect unless it is repealed, replaced, or has expired due to passage of time, even after the issuing bishop has changed
 - Formerly known as “Clergy Bulletins”
- Published in the online policy compendium

A screenshot of the Archdiocese of Saint Paul & Minneapolis website, specifically the "Safe Environment" section. The page has a dark blue header with the archdiocese logo and name. Below the header, the title "Safe Environment" is displayed in a large, elegant font. A "Menu" button is visible. The main content area is titled "Policies" and contains a paragraph about the Policy Compendium, a note about the abrogation of conflicting laws, and a list of policy categories. On the right side, there is a vertical list of links for different policy categories: 100 - Ministerial Standards/Safe Environment, 200 - Administration, 300 - Clergy, 400 - Finance, 500 - Sacraments, and 600 - Spanish (Pólizas).

safe-environment.archspm 90% Search

ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS Google Custom Search powered by Google

Safe Environment

Menu

Policies

Read Archbishop Bernard Hebda's [Promulgation of the Policy Compendium](#) for the Archdiocese of Saint Paul and Minneapolis

The policies and procedures contained in this online Policy Compendium are considered particular law for the Archdiocese. The contents of the Policy Compendium are binding, according to their subject matter and as applicable, on the following: clergy, members of institutes of consecrated life and societies of apostolic life, and laity, as well as all parishes, Catholic schools, and institutions identified as Catholic by the Archdiocese.

All prior Archdiocesan laws ("Clergy Bulletins"), policies, and procedures that conflict with the contents of the Policy Compendium are abrogated and customs that conflict with the Policy Compendium are suppressed. All universal law of the Church, particular law issued by the United States Episcopal Conference, and local policies or procedures retain force unless legitimately superseded by Archdiocesan law.

Please note: The policies below are particular to the Archdiocese of Saint Paul and Minneapolis. To view **Complementary Norms** approved by the United States Conference of Catholic Bishops and applicable to dioceses throughout the United States, please visit the [USCCB website](#).

Policy Categories

100 Ministerial Standards/Safe Environment

- [101 - Background Check - Archdiocese](#)
- [102 - Background Check - Model Policy for Schools & Parishes](#)
- [103 - Ministerial Review Board](#)
- [104 - Code of Conduct for Clergy](#)
- [105 - Code of Conduct for Church Personnel](#)
- [106 - Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults](#)
- [107 - Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, Other Youth or Vulnerable Adults](#)

[100 - Ministerial Standards/Safe Environment](#)

[200 - Administration](#)

[300 - Clergy](#)

[400 - Finance](#)

[500 - Sacraments](#)

[600 - Spanish \(Pólizas\)](#)

Stay Up to Date on Local Canon Law



- Look for recently updated policies and upcoming revised policies
- Policy changes announced through Archdiocesan Update email and posted on Archdiocese website
 - AU archives available on ArchConnect
 - To sign up for Archdiocesan Update email archdiocesanupdate@archspm.org

Archdiocese of Saint Paul & Minneapolis Policy			Page 1 of 12			
ARCHDIOCESE SAINT PAUL & MINNEAPOLIS <i>United in Faith, Hope and Love</i>	Issued Date:	12/15/16	Last Reviewed Date:	12/15/16	Number:	110
	Subject:					
	Sexual Abuse of Minors					
	Reference:					Distribution Posted on website.
Archbishop Signature:						
I. Purpose						
<p>The purpose of this policy is to promote Safe Environments and provide guidance for addressing allegations of sexual abuse. It is written in accordance with the Ramsey County Settlement Agreement, Charter for the Protection of Children and Young People, and the corresponding Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. This Policy applies to all Clergy, Church Personnel and Adult Volunteers in leadership positions within a parish, Catholic school or the Archdiocese.</p>						
II. Definitions						
<p>“Adult Volunteer” means an adult volunteer for the Archdiocese or a Parish or School who has regular or unsupervised contact with unrelated minors.</p>						
<p>“Archbishop” means the sitting Archbishop of St. Paul and Minneapolis (or the appointed Apostolic Administrator).</p>						
<p>“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”.</p>						
<p>“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.</p>						
<p>“Auxiliary Bishop” means any titular bishop assigned to and serving the Archdiocese.</p>						
<p>“Board” means the duly constituted serving Board of Directors of the Archdiocese.</p>						
<p>“Church Institution” means a non-parish institution that is recognized as Catholic in mission or identity by the Archdiocese.</p>						
<p>“Church Personnel” means religious (other than priests and deacons), seminarians, candidates for the diaconate, business administrators, teachers, and employees, as well as volunteers in positions of</p>						
FAITH • HOPE • LOVE						

Process for Issuing Policies



- New policies are issued as needed to respond to the administrative needs of this local Church
 - Good policies bring order and clarity, which ultimately facilitate good ministry
 - Policies must be attentive to the actual needs and situations in parishes
- Policy revision is an ongoing process
 - Subject matter experts tasked with drafting policy
 - Policy goes through several rounds of review
 - Policy is approved by Archbishop and promulgated in the online policy compendium

What if a Policy is Difficult to Implement?



- Identify the good that the policy is serving
 - Take up the burden of implementation for the common good and the people of God
 - May need to make changes to accommodate policy requirements
 - If the good is unclear or its value is questionable, ask for clarification
- Review how the policy is drafted for provisions that distract from serving that good
 - Are certain parts of the policy outdated, unnecessary, ineffective at achieving the end?
 - Do you have enough information to make that judgment?
- Propose policy revisions
 - Good feedback from parishes makes for better policies for everybody

Top Parish Administration Policies



- **Parish Administration (200s) – 16 policies**
 - 206 – Sale, Purchase, and Lease of Parish Property
 - 216 – Required Approvals for Parish Corporate Actions (Proxies)
 - 203 – Employee Handbook (Parishes and Parish or Regional Schools)
 - 204 – Records Retention
 - 205 – Speakers, Honors or Designations, and Exhibitors and Vendors
 - 207 and 209 – Parish Finance Councils and Pastoral Councils
 - 213 – Parish Cemeteries and Columbaria
- **Parish Finance (400s) – 6 policies**
 - 404 – Priest Compensation
 - 405 – Annual Representation Letter
 - 406 – Audit, Review, and Agreed Upon Procedure Policy
 - 407 – Parish Financial Requirements

Universal Law for the Business Administrator



- What do you need to know about universal canon law?
 - Includes laws governing the business, finances, governance, and temporalities of the parish
 - Administration of goods is the duty of the pastor or parochial administrator (c. 1279 §1)
 - Parish must have a finance council (c. 1280)
 - Administrators must act in accordance with both canon and civil law (c. 1282)
 - Administrators are to prepare and maintain an inventory of all parish goods (c. 1283)
 - Follow employment laws, pay a “just and decent wage” with health benefits whenever possible (cc. 1286, 231)

Universal Law for the Business Administrator



- Administrators are to fulfill their function “with the diligence of a good housekeeper” (c. 1284)
 - Maintain proper insurance
 - Observe civil and canon law
 - Collect income accurately and timely, protect what is collected
 - Respect donor intention
 - Pay interest and debt in a timely manner
 - Invest prudently money left over
 - Keep well organized books of receipts and expenditures
 - Provide a year-end administrative report

Universal Law for the Business Administrator



- Year-end Reporting
 - Maintain copy at the parish
 - Send in to the Archdiocese (Annual Parish Financial Report) (c. 1287 §1)
 - Provide it to your parishioners
 - C. 1287 §2: “Administrators are to render an account to the faithful concerning the goods offered by the faithful to the Church.”
- Canon law governs all aspects of parish management in the same way as and in harmony with civil law

How Can We Help?



- When should you contact the Office of the Chancellor for Canonical Affairs?
 - Assistance in accessing or understanding policies or other questions about canon law
 - Parish merger or clustering questions
 - Sale of church buildings or disposal of sacred items
 - Canonical approval for major acts of administration (alienation, construction, demolition, etc.)
 - Any time you have visiting clergy from outside the Archdiocese
 - Questions about sacraments, weddings, funerals, and sacramental records

Thank You!



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