Trustee Approval

1. A Parish Priest is required to obtain the approval of the Archbishop for Acts of Extraordinary Administration (listed below). To provide approval, the Archbishop relies on the advice and recommendations of the Consultors and the Archdiocesan Finance Council.
2. Application must be made in writing to the Archdiocesan Financial Administrator. The format attached provides a suitable framework for an application and covers the necessary points required by the Trustees.
3. The Trustees meet quarterly – March, June, August and November – each year. The full application must be received prior to the Trustees’ meetings to be adequately considered.
4. Approval will be given in writing.

ACTS OF EXTRAORDINARY ADMINISTRATION

The Archbishop, having consulted with the Archdiocesan Finance Council and with respect to canonical tradition, specifies the following as Acts of Extraodinary Administration:

1. expenditure in excess of $50,000;
2. to accept or renounce an inheritance, legacy, donation or foundation to which certain conditions are attached;
3. to purchase immovable goods;
4. to sell, exchange, mortgage or divert in any other way from the place for which they were destined, objects of art, historical documents, or other movable property of significant importance;
5. to sell, exchange, mortgage or pawn immovable church property, to subject it to any other servitude or burden;
6. any commercial lease of property;
7. residential lease for a term exceeding 12 months;
8. any intention of not supporting the treasury function of the Archdiocese through the CDF by depositing or borrowing;
9. to build, raze, or rebuild in a new form a church building or to make extraordinary repairs upon such buildings;
10. to establish a cemetery;
11. to enter into a law suit as one of the parties involved;
12. any alienation of property.

1. Approval required for:

The Trustees need a succinct explanation of the approval needed by the parish.

***Example:*** *Trustee approval is sought for the renovation of the Presbytery at Whitby by replacing a portion of the roof and converting the Study into an ensuite.****Example:*** *Trustee approval is required for the sale by auction of the Church and adjoining parish land at Whitby of 1 acre described as ………….(Folio and Portion)*

2. Description: A description of the project or action in sufficient detail with attached draft plans to provide the Trustees with a clear understanding of the background, the need and the intended action.

***Example:*** *Stage 1 of the presbytery renovation was completed 5 years ago at a cost of $70,000, renovating the kitchen, lounge and parish meeting room. The next stage of the renovation will comprise a conversion of the study into an ensuite and replacing the metal roof above the verandah. Draft plans are attached.****Example****: The parish property register includes a small church and adjoining block of land in Whitby. The church has been unused for some 15 years as the local community has dwindled to less than 10 who now attend Mass. The property is costly to insure and maintain.*

3. Financials:

The Trustees should be provided with sufficient financial information to understand how the project will be funded. If an application for a CDF loan is necessary then a separate submission will need to be made to the CDF with the CDF Board being satisfied that the project has been approved by the Trustees.  
If income is to be gained by the Parish, then the Trustees will need to be satisfied that the use of the income is either to be prudently invested for the benefit of the Church or expended for the purposes of the alienation.   
Any additional costs needed to get the property ready for sale, eg, subdivision costs, need to be itemised.

***Example:*** *The cost of the presbytery renovation is estimated to be $200,000. The parish has an investment in the CDF of $125,000 and intends to commit $100,000 to the project and seek a CDF loan for the remainder. The attached business plan shows how we intend to cover those loan repayments.****Example****: The sale of the church and adjoining land is expected to obtain $200,000 and will be invested in the CDF. The parish is investigating the construction of a Parish Centre at Whitby to provide offices and a meeting place for the parish, and the funds will be the basis of this project.*

**TRUSTEE APPROVAL CONSIDERATIONS CRITERIA**.

The Code of Canon Law states that the function of the College of Consultors is in part;

* To be consulted by the Archbishop in regard to acts of administration of major importance.
* To give consent in regard to Acts of Extraordinary Administration or Alienation as established by the Episcopal Conference.

The College of Consultors together with the Archbishop fulfils the function at civil law of the body corporate known the Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn.

By law the parish is a public juridic person and as such it has an identity that transcends the individuals who comprise it. It is more than association of Catholics in a particular place.

1. Is the intention of the application clear. *If not, questions of clarification should be sought.*
2. Does the intention accord with Archdiocesan policies and/or likely developments for the parish from a Archdiocesan point of view. *If not then the reasons for rejection or an appraisal of likely archdiocesan developments should be notified to the Parish.*
3. Is the work of the parish (sacramental, preaching, pastoral care and evangelisation) being respected. *This is the most critical aspect of the Trustee Approval process for it the understanding of parish work that the Trustees can truly consider themselves experts.*
4. Do the financials of the project make good economic sense? Will any income be converted to parish patrimony and not on day-to-day operations? *The detailed financial analysis of loans and repayments should be left to the CDF Board. If other issues require examination, then the attention of the Archdiocesan Finance Council should be requested.*
5. Consultation. The Parish Priest is required by Canon Law to consult within the parish, and the Trustees should be satisfied that such consultation has taken place sufficiently widely so that the intention is collaborate.

