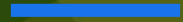


Request for Permissions



AUGUST 2025



Request for Permissions – Why?

- Required by Canon Law
- The Bishop desires be aware of certain activities
- Required by our Insurance

Request for Permissions – Purpose

While the pastor, canonical administrator of parish or school, or other appropriated delegated church official has the authority to take actions (within the boundaries of corporate governance), certain actions require diocesan review and canonical permission by the Bishop or his delegate for the sake of canonical (or even civil) validity.

The purpose of this policy is to articulate expectations for these particular actions. This permission is sometimes canonically required by an action itself, and at other times, it is required because a certain action has been identified as “an act of extraordinary administration” by the diocesan bishop (c. 1281 §§1-2).



Request for Permissions – Why New Process

- Clarify what actions that require Diocesan Approval
- Try to make the process straight-forward and efficient
- Document the flow and confirm approval



Activities that Require Permission

- Purchase of Real Property
- Any Borrowing or Entering into a Line of Credit
- Leasing Property to a non-Diocesan Entity
- Alienation of religious artifacts considered part of religious patrimony (i.e. artifacts of significance to the devotional or liturgical life of the entity)
- One-time commitment of resources, purchased or leased, over \$50,000, outside the operational budget
- Building projects (construction, renovation, extraordinary repairs)
- Alienation of real property
- Initiating or responding to civil litigation (c.1288)
- Capital Campaigns
- Refusing and accepting major gifts (c. 1267 §§1-2)



Purchase of Real Property

- All proposed purchases must be reviewed by the Chief Finance Officer of the Diocese and receive canonical permission from the Bishop.
- Purchases of \$250,000 or greater require approval from the diocesan College of Consultors and the diocesan Finance Council prior to canonical review and permission by the Bishop.




Any borrowing or entering into a line of Credit

- All proposed purchases must be reviewed by the Chief Finance Officer of the Diocese and receive canonical permission from the Bishop.
- May require additional action if it may potentially threaten the “stable patrimony” of the organization, requires approval by the diocesan College of Consultors and Finance Council (cf. c. 1295).



Leasing property to a non-diocesan entity

- Written notice of any proposed lease of property to a non-diocesan entity, regardless of value shall be provided to the diocesan Chief Financial Officer.
- If the total of all lease payments or the value of the property subject to the lease is \$25,000 or more, or if the lease lasts longer than a year, in compliance with the USCCB Complementary Norm on Canon 1297, canonical permission from the Bishop is required.




Alienation of religious artifacts considered part of religious patrimony (i.e. artifacts of significance to the devotional or liturgical life of the entity)

- Alienation of any religious artifacts considered part of religious patrimony of the organization must be reviewed by the diocesan Chief Financial Officer and diocesan Vicar for Worship and receive canonical permission from the Bishop.
- In compliance with the USCCB Complementary Norm on Canon 1292, §1, for alienation of religious artifacts valued above \$25,000 or 10% of the entity's prior year ordinary annual income, whichever is higher, the Bishop is to receive consent from the diocesan College of Consultors and diocesan Finance Council prior to providing canonical permission.


Definition of Religious Artifacts

All items that serve a recognizable liturgical or devotional function, such as religious art, statues, books, or vestments



One-time commitment of resources, purchased or leased, over \$50,000, outside the operational budget

- All proposed purchases must be reviewed by the Chief Finance Officer of the Diocese and receive canonical permission from the Bishop.
- Purchases of \$250,000 or greater require approval from the diocesan College of Consultors and the diocesan Finance Council prior to canonical review and permission by the Bishop.



Building projects (construction, renovation, extraordinary repairs)

- All proposed building projects for parish churches or chapels [or related to liturgical questions] require diocesan review by the Vicar for Worship and canonical permission from the Bishop.
- Projects above \$50,000 require diocesan review facilitated by the Director of Property Management.
- Projects above \$100,000 require review by the Building Commission.
 - Building projects involving repairing damage (i.e. storms) may not require Building Commission review, but the plan and contract(s) are to be reviewed by the Director of Property Management.



Alienation of Real Property

- Any alienation of real property must be reviewed by the diocesan Chief Finance Officer and receive canonical permission from the Bishop.
- In compliance with the USCCB Complementary Norm on Canon 1292, §1, alienation of real property above \$25,000 or 10% of the entity's prior year ordinary annual income, whichever is higher, requires the Bishop to receive consent from the diocesan College of Consultors and diocesan Finance Council prior to providing canonical permission.



Initiating or responding to civil litigation (c.1288)

- Civil litigation may not be initiated without diocesan review and receiving canonical permission from the Bishop.
- All lawsuits, complaints, subpoenas, or other notices of legal proceedings or governmental regulatory or administrative action which requires a responsive legal pleading or other action by the organization are to be immediately reported to the Diocesan Director of Human Resources, diocesan Chief Financial Officer, and Chancellor.



Capital Campaigns

- In compliance with the USCCB Complementary Norm on Canon 1262, all proposed capital campaigns need to receive canonical permission from the Bishop. Prior to this permission being provided, proposed campaigns must be reviewed by the diocesan Director of Development and Chief Finance Officer.
- Any campaign involving the purchase of real property and/or building projects, shall also be subject to the approval requirements applicable to building projects and or real property purchases, set forth above under this Canonical Permissions Policy.



Refusing and accepting major gifts (c. 1267 §§1-2)

The rejection of gifts valued at over \$100,000, or acceptance of gifts when the gift includes additional conditions such as naming rights or other conditions governing use of the gift beyond the designated purpose, require canonical permission from the Bishop.



Who does this apply to?

- This policy can apply to organizations directly, because of their identity as public juridic persons (e.g. parishes); derivatively, because they are apostolates of public juridic persons (e.g. parish schools and parish foundations), or particularly because the diocesan bishop has identified a specific apostolate as benefiting from the policy (e.g. Emmaus House, Other Diocesan schools (Dowling College, St Albert's etc.).



Other Definitions

- **Alienation:** The transfer of ownership of property (real or personal) from one person (physical or juridic) to another. When the property is of a certain value and/or type (e.g. stable patrimony or historically or artistically precious items), it must be alienated according to certain canonical formalities. These formalities are described as “restricted alienation.”
- **Stable Patrimony:** all property (real or personal) which is intended to remain in the possession of the owner for a long or indefinite period of time. When stable patrimony of a particular value is alienated or when another action could worsen/jeopardize the stable patrimony, it requires certain canonical formalities which are meant to ensure transparent and effective administration of goods.
 - Any action that may potentially threaten the “stable patrimony” of the organization, requires approval by the diocesan College of Consultors and Finance Council (cf. c. 1295).



Other Permissions – Required by Insurance

- **Employee Terminations:** All employee terminations are required to be reviewed and approved by the Director of HR & Safe Environment. Employment practices insurance may not cover employee claims for wrongful termination.
- **Contract Reviews:** All building related contracts (even if they are related to insurance claim repairs) are required to be reviewed by the Director of Property Management. Non-building related contracts should be reviewed by Catholic Mutual.

Requestion for Permissions – Process



Forms for each Approval will be on the Diocesan Finance Website



Fillable Forms

Identify Required Documents
Submit Button or email
requests@dmdiocese.org



After Submission – Confirmation Email will be sent from
Requests@dmdiocese.org



All requests will be monitored to insure timely response on the Diocese side.



All completed requests will be filed at the Diocese.

<https://www.dmdiocese.org/resources/finance/request-for-permission-forms>



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Request for Permission Policy & Forms

While the pastor, canonical administrator of parish or school, or other appropriately delegated church official has the authority to take actions (within the boundaries of corporate governance), certain actions require diocesan review and canonical permission by the Bishop or his delegate for the sake of canonical (or even civil) validity.

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Request for Permission Policy

Review the Official Canonical Permissions Policy.

[Review Policy](#)

Request for Permission Process & Forms

Review the full summary of the Requests for Permission process.

[Review Presentation](#)

Select form to view requirements. All required documentation should be compiled and ready to submit *before* completing the request form. Forms submitted **cannot** be routed for approval until all documentation is received.

[+ Alienation of Real Property](#)

[+ Alienation of Religious Artifacts](#)

[+ Borrowing or Line of Credit](#)

[+ Building Projects](#)