

Appendix 29: Resolution Policy

This resolution policy integrates the requirements of both civil and canon law. In simple terms, a resolution is the documented decision of a parish corporate board (civil law) and of the pastor after local consultation and hierarchical consent (canon law). The primary responsibility of arranging a resolution falls upon the pastor or any delegate of his choosing.

The following actions now require obtaining a resolution:

- Extraordinary Administration (cf. cc. 1273-1289, USCCB norms):
 - Any transaction that is not routine (i.e. not a daily, weekly, monthly, or annual transaction) and involves the following level of cash expenditure of at least \$10,000.
 - Renovation or building projects
 - 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 and those of the lay trustees (indicating consent}.

2. After review by the Finance Officer of the diocese, the request is presented to the Diocesan Bishop and the Vicar General, 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 parties sign the resolution, it is returned to the pastor and the action is to be executed. In the case that a unanimous decision cannot be reached by the parish corporate board (e.g. opposition by any member of corporate board), and upon the recommendation of the pastor, the Finance Officer is then to arrange a conference call for a full corporate board meeting involving all five members in order to discuss and resolve, by voice vote if necessary, the proposed resolution. In turn, this formal meeting and voice vote is to be properly documented by the pastor; the resolution is then executed.

3. In cases where a loan is requested 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 CORPORATE BOARD OF TRUSTEES
OF THE CHURCH OF (N.)**

Anytown,
North Dakota

THE UNDERSIGNED, being all of the trustees of the Church
of _____, a corporation in the City of _____, North
Dakota, by unanimous action taken in writing as authorized under North Dakota law, do
hereby agree to the following:

*(Insert details of
resolution)*

TRUSTEES:

Dated: _____
Bishop

Dated: _____
Vicar General

Dated: _____
Pastor

Dated: _____
Lay Trustee

Dated: _____
Lay Trustee