

Introduction

“The Church of Christ, which we profess in the Creed to be one, holy, catholic and apostolic, is the universal Church, that is, the worldwide community of the disciples of the Lord, which is present and active amid the particular characteristics and the diversity of persons, groups, times and places. Among these manifold particular expressions of the saving presence of the one Church of Christ, there are to be found, from the times of the Apostles on, those entities which are in themselves Churches, because, although they are particular, the universal Church becomes present in them with all its essential elements.” (CDF, Letter to the Bishops of the Catholic Church on some aspects of the Church Understood as Communion”, 28 May, 1992)

The Catholic Archdiocese of Edmonton is just such a particular Church, constituted “after the model of the universal Church” (*Lumen gentium*, no. 23), and entrusted “to a bishop to be guided by him with the assistance of his clergy” (*Christus Dominus*, no. 11, a).

Responsible for the spiritual development of his flock in truth and holiness, the bishop has a sacred right and duty of legislating for his people and regulating everything that concerns the good order of divine worship and the apostolate (*Lumen gentium*, no. 25). Therefore, the policies articulated in this Handbook, grounded in the teachings of the universal Church, will serve to strengthen our ties of communion among parishes, faith communities and other Catholic institutions across the Catholic Archdiocese of Edmonton.

The Policies and Procedures of the Catholic Archdiocese of Edmonton are intended to provide uniform standards for all clergy, religious, employees, chaplains, pastoral agents, volunteers, and persons appointed or elected to positions of responsibility in the Archdiocese of Edmonton, and apply, unless stated otherwise, to: member parishes, Archdiocesan Catholic Cemeteries, St. Joseph Seminary, Newman Theological College, the Foundation of St. Joseph Seminary and Newman College, the Pastoral and Administrative Office, Camp Encounter, and Our Lady of Victory Camp.

”The Policy and Procedure Manual of the Catholic Archdiocese of Edmonton” ordinarily shall not restate the universal laws of the Church, e.g., the Code of Canon Law, nor include specific local policies that apply only to the internal operations of an Archdiocesan office, association, agency, institution or facility.

The Catholic Archdiocese of Edmonton, hereafter referred to as the Archdiocese, shall follow all applicable civil laws, in so far as they are not contrary to divine law and unless provided otherwise in canon law (canon 22).

Policies and Policy Development (105-110)

The policy development process described in this section is required when new policies are being developed, or when existing policies are being recommended or revised. Often, procedures will be developed concurrently with policies, and when this occurs, procedures will be part of the policy development process. When new policies are approved and enacted by the Archbishop, the corresponding procedures will also be approved and enacted. However, if at some future date, new procedures or changes in procedures are necessary, the same process is to be followed.

Accountability and Compliance (111-114)

Policies and procedures are effective only to the extent that there is accountability to assure compliance with their provisions. Accountability presumes that those who work in the service of others are answerable to a higher authority. Compliance is the guarantee that the decisions and actions of church personnel reflect the teaching and wisdom of the ecclesial community and are not self-reflective or arbitrary.

Administrative Recourse (111-116)

When someone feels harmed by a Church official, canon law provides a process for seeking redress of grievances. This process is known as administrative recourse. Prior to initiating this process, the aggrieved person and the author of the decision are encouraged to reach an equitable solution by mutual consultation, possibly using the assistance of a mediator (c. 1733).