

Promulgation of Procedures

Policy No. 108

Policy Statement:

Procedures may be issued by anyone legitimately exercising executive power of governance for their respective fields of responsibility, including the Archbishop, Vicar General, Episcopal Vicars, Chancellor, Vice-Chancellor, Finance Administrator, and other Department Directors and Associate Directors of the Archdiocesan Curia. (c. 34, §1)

Procedure:

- a) Procedures shall be dated and notarized by the Chancellor, Vice Chancellor or other ecclesiastical notary (c. 474)
- b) The Chancellor, or his delegate, shall arrange for the procedures to be incorporated into the appropriate section of the *Archdiocesan Policy and Procedure Manual*.