

The Principle of Subsidiarity

Policy No. 112

Policy Statement: Following the principle of subsidiarity, Church personnel are directly accountable to the competent hierarchic superior at the most proximate level of reporting or supervision.

Definition: Subsidiarity refers to that principle of authority whereby decisions are entrusted to the appropriate body and not assumed by a higher authority. Issues are dealt with at the lowest proper level of responsibility and competency.

In parishes of the Archdiocese accountability is ordered first to the person's immediate supervisor. Further accountability proceeds to the Pastor or Pastoral Administrator, then to the local Dean, then to the Archbishop.

In pastoral offices and other agencies of the Archdiocese of Edmonton, accountability is ordered first to the person's immediate supervisor. Further accountability proceeds to the director or equivalent, then to the Chancellor, then to the Archbishop.

- Procedure:***
- a) In addressing issues of accountability and compliance, the first step shall be a direct conversation and discussion between the hierarchic superior and the person being held accountable, unless the nature or seriousness of the matter requires immediate action.
 - b) The superior should document the outcome of the conversation in a letter or written memorandum.
 - c) Once the competent superior has determined the merits of the concern, determining if it is warranted or not, and respecting both the obligation of confidentiality and the canonical right to privacy, the parties concerned will be notified of the decision.
 - d) In those situations where a concern has merit, if conversation and discussion are not successful in achieving compliance, the competent hierarchic superior shall use appropriate written means, e.g. annual performance appraisal or warning letter (c.1347), which shall be placed in the personnel file of the person being held accountable.

Refer to Policy:
No. 347 Progressive Discipline