

Administration of Property

Policy No. 201

Policy Statement: All documentation regarding the administration of property of any kind will be submitted to the Office of the Chancellor for the Archbishop or his designate to sign. The Financial Administrator will retain one copy.

Definition: Property includes all land, buildings and contents.

Intent of Policy: Without the written authorization of the Archbishop, no pastor or other administrator of diocesan (parish) property may by any instrument whatsoever buy, hire, lease, sell, mortgage, assign, transfer, trade, or in any way alienate property of the Archdiocese.

Without the written authorization of the Archbishop, concerning parish property and major purchases and/or leases, no pastor or other administrator may make an agreement or sign any contract creating or implying an obligation on the parish or Archdiocese, nor may they on their own initiative change a contract once duly executed. Pastors and/or administrators may enter into agreements regarding the employment of parish staff. Parishes are responsible for establishing the terms of employment and specific job descriptions in accordance with Archdiocesan guidelines.

All property of the Archdiocese will be titled in the name of the corporation, i.e. The Catholic Archdiocese of Edmonton.

Parishes must notify the Office of the Chancellor of any donations given for the benefit of the parish, and of any pending bequests or receipts from wills or estates. The Archbishop will have the final approval to accept any bequest or distribution of gifts.

No real property of the Archdiocese (parish) may be leased, sold or otherwise disposed of without the prior approval of the Archbishop. All contracts relating to the transfer or lease of property will be signed by the Archbishop or his designate.