

DPC Meeting

New Trustee Breakout Session

September 14, 2019



Agenda

- **Key Contacts**
- **Diocese Website**
- **Resolutions**



Key Contacts

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Website

Diocese Website:

<https://www.syracusediocese.org>

Parish Resources:

<http://portal.syrdio.org/parish-resources>

Risk Management:

<http://portal.syrdio.org/risk-managment>

Trustee Resolutions:

<http://portal.syrdio.org/risk-managment/parish-building-and-renovation-guidelines>

Campus Directory:

<https://syracusediocese.org/campus-directory>



Trustee Resolution Process



Parish Trustee Resolution

Parish Structure and Other Resolution Basics:

- **Bishop – President**
- **Vicar General – Vice President**
- **Pastor – Secretary / Treasurer**
- **Two Lay Trustees**

- **Local Trustees (Pastor Plus Lay) Can Approve Expenditures Up To \$25K**
 - **Beware of Exceptions To This Rule (Next Slide)**
- **Any Expenditure Beyond The Local Approval Authority Requires a Resolution**
- **Good Practices**
 - **Include Method of Financing The Project or Expenditure**
 - **If a Bidding Process is Used, Circulate The Bids With The Resolution**
 - **Resolution Must Be Signed By The 3 Local Trustees**



Parish Trustee Resolution

Parish Resolution Process:

- **Signed Resolution is Submitted To The Chancellor**
- **Chancellor Delivers Resolution to Mary Batuk (Process Coordinator)**
- **Resolution is Given a Control Number and is Circulated Via Email For Comments**
- **Review Group Provides Written Comments About The Resolution**
- **Review Group Includes**
 - **Chancellor**
 - **Vicar For Parishes**
 - **Vicar For Priests**
 - **Director of Facilities**
 - **CFO**
- **Resolution With Comments is Sent To Vicar General and Bishop for Signatures**
- **Approved Resolution is Sent To Parish**
- **Copy is Kept on File at The Chancery**



Trustee Resolution Requirements

Trustee Resolutions Are Required Prior To Any of The Following Taking Place:

- New Construction / Renovation Projects Over \$25K
- Hiring Architects / Engineers / Contractors & Project is Expected to Exceed \$10k
- Any Liturgical Changes to Worship Space Regardless of Cost
- Donation of Real Property
- Purchasing and/or Disposing of Real Property
- All Short or Long Term Leases of Real Property
- Borrowing Money over \$10k From Either a Lending Institution or another Diocesan Entity
- Feasibility Study For a Capital Campaign When The Cost Exceeds \$10k
- To Execute a Capital Campaign



Open Discussion

9/14/19

Comments / Questions / Issues

Thank You!

