

Policy Creation, Implementation and Revisions

Policy

The Pastoral Handbook contains normative policies and procedures that serve the People of God in northern Colorado. This Handbook is also intended to help pastors, employees, and those serving in various advisory capacities to achieve the highest standards of moral and professional conduct in the Church, consistent with canonical requirements whereby the Church is to ensure harmony with secular (civil) laws so that no harm will come to the Church through the non-observance of civil law (canon 11, 1284 and 1290). The Handbook provides a mechanism to communicate to persons and organizations guided by the Archbishop of Denver and Catholics in their various ministries and, at the same time establish the standards to improve the quality and consistency of their respective ministries. All parishes and Ecclesiastical Organizations are to maintain a complete copy of the Pastoral Handbook.

The Pastoral Handbook is promulgated by the Archbishop of Denver (“Archbishop”). Should procedures for implementing the Handbook be necessary (e.g., approving changed programs of catechetical instruction in parishes), this is to be done in conjunction with the Moderator of the Curia. If these procedures overlap and involve the conduct of business or financial affairs (e.g., the guidelines for solicitation of donations from the faithful), the CFO, in consultation with the Archbishop, is delegated the responsibility of approving these procedures so long as such delegation is provided in writing.

Policy Changes

The Handbook shall periodically be reviewed by the Moderator of the Curia, Chancellor, Vice Chancellor, CFO and the Presbyteral Council, considering all suggested policy revisions, proposed policies and policy deletions before any changes become effective.

The Moderator of the Curia, Chancellor, Vice Chancellor and the CFO shall implement the broad policies established by the Archbishop by designating directors and managers responsible for maintaining and communicating each policy. Directors and managers, in turn, are responsible for ensuring that all written procedures that meet routine needs of the Archdiocese conform to these canonical and ecclesiastical requirements.

Supplemental procedures adopted by parishes and schools of the Archdiocese can be no less restrictive than are contained in this Handbook. Pastors can invoke more stringent business procedures for their parishes, but must ensure that all policies in this Handbook are followed.

Promulgation of the Pastoral Handbook ordinarily occurs through publication of a decree in the Denver Catholic Register (“DCR”). The Pastoral Handbook is sent to various directors of the Archdiocese, priests, deacons, the business manager or equivalent position of each parish, the principal of each parish school, and the Ecclesiastical Organizations that have been or will be established by the Archbishop. Periodic revisions of the Pastoral Handbook, in whole or in part, are sent by regular mail, fax, or e-mail from the Office of the Archbishop with the accompanying decree of promulgation signed by the Archbishop. The date of promulgation of supplemental changes is ordinarily the date of publication of the decree in the DCR with an effective date one month after this publication.