

Chapter 1: Archdiocesan Organization

Part 1 of this Chapter describes the authority of the Archbishop, the auxiliary bishop(s), the Archdiocesan offices and directors. In Part 2, the Chapter describes the councils established to assist the Archbishop in the exercise of the office of governance.

Part 1: Office of the Archbishop

1.1.1. Archbishop

The Archbishop governs the Archdiocese with legislative, executive and judicial power (Canon 391). The Archbishop has all the ordinary, proper and immediate power required for the exercise of his pastoral office, except in those matters that, by law or decree of the Supreme Pontiff, are reserved to the supreme or to another ecclesiastical authority (Canon 381§1). As stated in the Preamble to this Handbook and, in particular, in Canons 392, 1276 and 1279, the Archbishop has a supervisory role in regard to the parishes and other public juridic persons within the Archdiocese to ascertain that they are operating in accordance with Canon Law. Canon Law requires that an annual report be provided to the Archbishop from the parishes within the territory of the Archdiocese (Canon 1287). Canon Law requires that the Archbishop establish particular law for the financial procedures under which a parish operates and has done so in the promulgation of this Handbook (Canons 1276 and 1281).

Canon Law also requires the Archbishop to preserve the resources of the Archdiocese and its faithful (Canon 1276). Accordingly, the Archbishop's Canonical oversight is accomplished, in part, through ensuring that pastors and others observe Canonical norms including the principal codification of such law, Canon Law, as periodically amended or revised, as well as the legislative decrees and regulations promulgated by the Archbishop.

However, none of these oversight or approval powers of the Archbishop may be used to destroy the separate autonomy of a public juridic person, including a parish and its pastor as established by universal law. Additional authority of the Archbishop includes the following:

1.1.1.1. All legislative authority is to be exercised by the Archbishop and cannot be delegated unless the law explicitly provides otherwise (Canon 135§2). Therefore, general decrees and particular law or norms of the Archdiocese must be approved and signed by the Archbishop and promulgated by his written authorization. Particular laws and decrees are dated and notarized by the Chancellor or Vice-Chancellor, who shall notify the Moderator of the Curia (Canon 474).

1.1.1.2. The Archbishop exercises judicial power for those entrusted to his care. Judicial power is exercised through the Judicial Vicar and judges of the judicial vicariate.

1.1.1.3. Ordinary executive power is exercised either personally by the Archbishop or by the Episcopal Vicar(s) or Vicars General in accordance with the mandate of authority granted to them.

1.1.1.4. All requests for pastoral visitations or the presence of the Archbishop outside of the Pastoral Center are to be submitted in writing. Generally, requests are to be submitted at least three months in advance of the scheduled activity. Significant alterations or difficulties that may affect the pastoral visitation should be communicated to the Office of the Archbishop in a timely manner. A general request for inclusion on the Archbishop's calendar will be made available in September from the Office of the Archbishop. If a liturgy is part of the pastoral visitation, the Office of Liturgy is to be contacted.

1.1.1.5. Requests for personal appointments from priests will be scheduled at the earliest possible opportunity.

1.1.1.6. All scheduled requests from deacons, religious or lay members of the Christian faithful in the Archdiocese are to be forwarded in writing to the Office of the Archbishop with an indication of the purpose for the request.

1.1.2. **Auxiliary Bishop**

The Auxiliary Bishop(s) is to assist the Archbishop in the governance of the Archdiocese. The Auxiliary Bishop(s) consults with the Archbishop on matters of greater importance and supports the overall pastoral care of the Archdiocese.

1.1.2.1. The Auxiliary Bishop(s) is appointed as an episcopal vicar or vicar general and exercises personally all executive power conferred on him by the Archbishop (Canon 406§2).

1.1.2.2. The Office of the Auxiliary Bishop follows the same procedure in scheduling as stated in 1.1.1.4. – 1.1.1.6.

1.1.3. **Archdiocesan Curia**

The Archdiocesan Curia consists of those persons and organizations that assist the Archbishop in the governance of the Archdiocese, especially in directing pastoral action, in administering the Archdiocese, and in exercising judicial power (Canon 469).

1.1.3.1. The Moderator of the Curia assists the Archbishop in organizing and coordinating offices, persons, and activities of the Archdiocesan Curia. The Moderator of the Curia may appoint a delegate(s) to assist him in his supervisory authority and coordination of the offices, persons, and activities of the Archdiocesan Curia.

1.1.3.2. The Moderator of the Curia is to be informed in a timely manner of significant concerns, important events, or issues which would affect the Archdiocesan Curia.

He may intervene directly or indirectly in handling individual concerns, implementing changed policies, and coordinating pastoral action under the direction of the Archbishop.

1.1.3.3. The Vicars General are bishops or priests appointed by the Archbishop for the exercise of ordinary executive power.

1.1.3.4. The Judicial Vicar must be a priest with at least a license in Canon law. The Judicial Vicar exercises judicial power on behalf of the Archbishop.

1.1.3.5. The Archdiocesan Finance Officer, also referred to as the Chief Financial Officer (CFO), is appointed by the Archbishop and is to be an expert in financial matters (Canon 494§1). Under the authority of the Archbishop, the CFO is to oversee the stewardship of the financial resources and the patrimony of the Archdiocese in accordance with the provisions of Canon and civil law, stipulations of donors, and the provisions of this Pastoral Handbook.

1.1.3.6. The Chancellor, working in close association with the Moderator of the Curia, is appointed by the Archbishop and is to ensure that the acts of the Curia are drawn up. The Chancellor is to authenticate ecclesiastical documents of the Archdiocese. Ecclesiastical documents and acts concerning the affairs of the Archdiocese are to be maintained by the Chancellor in the Archdiocesan archives. The Chancellor shall also exercise other such duties as determined by the Archbishop.

1.1.3.7. The Chancellor may be given an assistant(s), who is called a Vice-Chancellor.

a. The Chancellor is the liaison with the Kateri Catholic Community and Office of Black Catholics.

b. The faithful may freely establish and direct associations that serve the charitable or pious purposes or which foster the Christian vocation in the world (Canon 215). Groups that formally request recognition of their organizations by the Archbishop are asked to submit their requests in writing through the Office of the Chancellor.

1.1.3.8. The Archbishop may appoint a Special Advisor from time to time to act as the Archbishop's liaison to the USCCB Office of Child and Youth Protection to ensure compliance with the terms and provisions of selected programs and provide advice on special projects on an ad hoc basis.

1.1.4. **Delegated Authority**

The Archbishop, Moderator of the Curia and CFO, to the extent that they exercise executive power, can delegate in writing an individual who may act on their behalf in any given circumstance consistent with The Code of Canon Law and is intended to provide the designee all appropriate rights under the civil law of the State of Colorado. Throughout this

Pastoral Handbook, these positions are referred to as the “Archbishop or his designees.” The delegation of authority for financial and/or business matters is stated in Guidelines of Authority, 7.1.4. and is to be strictly followed.

1.1.4.1. Within the limits of their individual positions, each Director of the Archdiocesan Pastoral Center has delegated authority from the Archbishop. This authority is to be exercised with attention to the responsibilities of others.

1.1.4.2. Under the supervision of the Moderator of the Curia, Directors may develop programs and services of the Archdiocesan Pastoral Center. These programs and services affect the efficient operation and coordination of the Archdiocesan Pastoral Center. Should Directors develop new programs or services that would substantially impinge on other offices of the Archdiocese, parishes or other ecclesiastical organizations established by the Archbishop, there is to be broad discussion prior to initiating these programs and services.

1.1.4.3. The Committee of Vicars and Directors (COVAD) consists of the Vicars General, the Judicial Vicar, the Chancellor, CFO, the Rectors of Archdiocesan seminaries, and specified directors of Archdiocesan offices. Meetings are to provide an opportunity for guidance in planning, mutual consultation, and collaboration under the guidance of the Moderator of the Curia.

Part 2: Consultative Organizations to the Archbishop

Archdiocesan councils are established to assist the Archbishop in the exercise of his office of governance and ministry.

1.2.1. Conflicts of Interest

The Archbishop has established various councils to carry out the apostolic work of the Archdiocese. The members of each council and related sub-committee have fiduciary duties to the Archdiocesan organization. At all times they should act in the best interests of the council and in a manner consistent with their duties, which include, but are not limited to, the duty of care in the stewardship of the resources of the Archdiocese. Council members are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Archdiocese. The purpose of this policy is to provide the Archbishop with the most sound and impartial advice and to provide a mechanism by which council members may disclose and address potential conflicts of interest.

1.2.1.1. While this policy applies to members of Archdiocesan councils, it is strongly recommended that those entrusted with the governance of organizations ecclesiastically related to the Archdiocese of Denver, adopt this or a similar policy to address conflicts of interest. In like manner, employees of the Archdiocese are to follow the intention of these provisions, disclosing to their supervisor any potential conflicts of interest (Ref: Chapter 7 – Finance, Administration and Planning - Archdiocese and Related Organizations - Conflicts of Interest, 7.1.5.).

1.2.1.2. The term “conflict of interest” pertains to any situation in which a council member or a related party benefits or stands to benefit at the expense or potential expense of the Archdiocese or related organization or where the situation of a council member or related party and the Archdiocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may influence the council member unduly.

1.2.1.3. The conflict may be any activity, financial interest or relationship with another person or organization that would (a) impair or appear to impair a council member’s independent judgment in the discharge of his/her duties, (b) conflict with the best interests of the Archdiocese or (c) result in a personal profit or advantage to these individuals at the expense of the Archdiocese. The conflict may involve direct or indirect interests, and may arise if an action is taken which may compromise the council member’s capacity to act in the best interest of the Archdiocese.

1.2.1.4. Prohibited actions include:

- a. Receiving gifts, gratuities, or excessive entertainment from any person or organization with which the Archdiocese has or is contemplating

business dealings or to which the Archdiocese is providing grants or other support.

- b. Receiving loans or guaranties in the circumstance stated above.
- c. Involvement or the appearance of the involvement of the Archdiocese in any political campaign, including, but not limited to, the endorsement of any candidate for public office in any manner which implies the Archdiocese or the Archbishop endorses the candidate.
- d. Attempts to influence legislation in any manner on behalf of the Archdiocese without prior consultation with the Archbishop.

1.2.1.5. Procedures to address a conflict of interest consist of the following:

- a. Annually, employees of the Archdiocese and its related ecclesiastical organizations who are Directors, all Archdiocesan Finance Council members and its various sub-committees thereof must complete a Conflict of Interest Disclosure Statement and Gift Policy and Disclosure Form. (See Exhibit I) All such individuals must disclose all material facts concerning an actual or potential conflict of interest as soon as such potential or actual conflict of interest is discovered. Disclosure shall be directed to the applicable Archdiocesan council via the chairperson or the secretary, and shall include an understandable description of all relevant facts. Members of sub-committees may disclose relevant information to the sub-committee chairperson or secretary, and the chairperson will then communicate the information to the relevant council.
- b. After disclosure of the (potential or actual) conflict of interest and all relevant facts, the council member with the conflict shall not participate in any discussions relevant to determining if a conflict of interest exists and, if so, how it will be addressed. Such person may, however, make a presentation at the council meeting to disclose the conflict and answer any pertinent questions.
- c. After the presentation, he/she shall leave the meeting during the discussion and the vote on whether the transaction or arrangement results in the conflict of interest and during any discussion and vote on how to address such conflict of interest.
- d. If it appears that a conflict of interest exists, the chair of the council will appoint a disinterested person and/or committee to investigate alternatives to the proposed transaction or arrangement. After exercise of such due diligence, the council will determine whether a more advantageous transaction can occur. The person found to have a conflict of interest shall not discuss the merits of or vote on the transaction.

1.2.2. **Minutes**

Minutes shall be prepared for all formal meetings of the various Archdiocesan councils. Based upon an evaluation of need by each council, sub-committees of councils may be required to maintain minutes. The minutes for sub-committee meetings would then be made available to members of the applicable committee.

1.2.2.1. Included in the minutes would be a list of those attending, including guests, reference to the notice, location, agenda items, key concerns, questions, and a summary of the discussions. Motions shall be stated, with the indication of the manner and outcome of any votes taken. The minutes are to be signed by the secretary.

1.2.2.2. Copies of minutes are to be sent to or made available to the Office of the Chancellor or his designee, the Legal Director of the Archdiocese, in a timely manner; the Chancellor or his designee maintains a copy of the minutes in an appropriate manner. The minutes are to be reviewed by members of those participating in the councils. These members are to be given an opportunity to correct the minutes.

1.2.3. **Duty of Care**

Acts emanating from advice or consent are acts of the Archbishop. All whose advice or consent is required are obliged to offer their opinions sincerely (Canon 127). Members of councils are to exercise their responsibilities conscientiously and carefully with respect to each council's mission. This duty of care includes, but is not limited to, familiarity with the governing documents and purpose of the organization, the review of financial matters (if relevant) with respect to the council's responsibilities, the review of minutes, proceedings, and policies of the Archdiocese and the diligent and careful exercise of their duties. Council members shall raise appropriate questions whenever there is an issue or preceding that is unclear or appears questionable with respect to the Archdiocese.

1.2.4. **Presbyteral Council**

The Presbyteral Council advises and assists the Archbishop in all matters of pastoral care with special emphasis on those matters that pertain to the presbyterate and to the administration of parishes.

1.2.4.1. Membership in the Presbyteral Council consists of the following: the Auxiliary Bishop(s) of the Archdiocese, the Vicar for Clergy any Vicars General and any additional priests appointed by the Archbishop. In addition, one priest elected from each deanery and appointed by the Archbishop, at least one religious priest and one member from the newly ordained priests (having been ordained five years or less). The elected members (the Deans) are chosen from among the priests of each deanery gathered together for that purpose during the month of November. Each member is elected for a three-year term and all priests receiving an assignment in the Archdiocese are eligible to vote in the deanery in which they are domiciled. Terms of offices are staggered in such a way that four new

members are elected each year for three consecutive years. An elected priest can serve no more than two terms consecutively.

1.2.4.2. The president of the Presbyteral Council is the Archbishop. Officers are elected by and from among the members of the Council. Elections take place at the first meeting held in each even-numbered calendar year and the term of office for council officers is two years.

1.2.4.3. A complementary norm promulgated by the United States Conference of Catholic Bishops (USCCB) provides that statutes of the Presbyteral Council are to include the provision that the Council shall meet at least four times a year. These meetings are required in order that the Presbyteral Council may effectively fulfill its purpose of aiding the Archbishop in governance (Canon 495§1). The statutes of the Presbyteral Council are to be developed according to the provisions of Canons 497 through 501.

1.2.4.4. The Presbyteral Council, along with the Archdiocesan Finance Council, is to be consulted by the Archbishop prior to levying assessments or taxes on the public juridic persons subject to his authority (Canon 1263).

1.2.4.5. Other areas in which the Archbishop must consult with the Presbyteral Council include:

- a. Convening an Archdiocesan synod (Canon 461).
- b. Erecting, suppressing, or notably changing a parish (Canon 515).
- c. Issuing norms in regard to stole fees (Canon 531).
- d. Deciding whether parish pastoral councils are to be established in each parish of the Archdiocese (Canon 536).
- e. Determining whether to establish a new parish church (Canon 1215).
- f. Determining whether to reduce a church building for secular use (Canon 1222).

1.2.4.6. The Presbyteral Council should also be consulted by the Archbishop on significant matters:

- a. To aid the Archbishop so that the pastoral welfare of that portion of the People of God committed to the Archbishop with the cooperation of the presbyters may be carried forward as effectively as possible (Canon 495).
- b. To provide a forum for discussion of issues proposed by the Archbishop regarding pastoral concerns in the Archdiocese.

- c. To provide effective assistance to the presbyterate of the Archdiocese in those areas which concern the increased holiness of life and continuing formation of priests.
- d. To search for and to propose ways and means for effective presbyteral ministry.
- e. To modify this Pastoral Handbook.

1.2.5. **The College of Consultors**

When the Archdiocesan See becomes vacant, the Presbyteral Council shall cease to exist and the College of Consultors will fulfill its function.

1.2.5.1. The members of the College of Consultors, no fewer than six and no more than twelve in number, are to be chosen by the Archbishop from among the priests of the Presbyteral Council for a term of five years. The Archbishop is required to secure their counsel or consent on matters stipulated by *The Code of Canon Law*.

1.2.5.2. The Archbishop is to consult with the College of Consultors and the AFC prior to performing the acts of major importance in light of the economic situation of the Archdiocese (Canon 1277).

1.2.5.3. The Archbishop is to consult the College of Consultors in the naming of the CFO of the Archdiocese.

1.2.5.4. After having received consent by interested parties and having received precise information about the economic situation of the Archdiocese, the AFC and the College of Consultors are to determine whether to give consent to the Archbishop to alienate goods of the Archdiocese when the value of the goods whose alienation is proposed is within the range of the minimum and maximum amounts (Canon 1292) determined by the USSCB (Ref: Guidelines of Authority, Chapter 7 - 7.1.4.).¹ When the maximum amount for the alienation has been attained, the additional obligation required is permission from the Holy See subsequent to the granting of consent by the AFC and the College of Consultors.

1.2.5.5. After having received consent by interested parties and precise information about the economic situation of the Archdiocese, the AFC and the College of Consultors are to determine whether to give consent to the Archbishop for an act of

¹ Effective January 24, 2007, the particular law of the USSCB provides:

- a. The maximum limit for alienation and any transaction that, according to the norm of law, can worsen the patrimonial condition is \$5,475,000 (cf. Canon 1295). The same is true for goods given to the Church by vow or goods precious for artistic or historical reasons.
- b. The minimum limit for alienation and any transaction that, according to the norm of law, can worsen the patrimonial condition is \$547,500. The same is true for goods given to the Church by vow or goods precious for artistic or historical reasons.
- c. For alienation of property of other public juridic persons subject to the Archbishop, the maximum limit is \$5,475,000 and the minimum limit is \$27,373 or 5% of the prior year's ordinary annual income, whichever is higher.
- d. Both the maximum and minimum amounts are linked to the consumer price index as determined annually by the United States Bureau of Labor Statistics, and reported by the USSCB to the appropriate offices of the Holy See and to the Conference members. Accordingly, such amounts are subject to change every year.

extraordinary administration.² Consent must be given also for a transaction that may jeopardize the patrimonial condition of the Archdiocese (Canon 1295).

1.2.5.6. The Archbishop needs the consent of the College of Consultors and the AFC for acts as described in 1.2.5.4. and 1.2.5.5. of each public juridic persons subject to the Archbishop's authority.³

1.2.5.7. The Archbishop needs the consent of the College of Consultors and the AFC for leasing transactions that exceed the prescribed minimums set forth in Canon 1297 (Ref: Chapter 8 – Building, Property and Construction Projects – Leasing Transactions – 8.2.10.).

1.2.6. Archdiocesan Finance Council (AFC)

The AFC is mandated by Canon law and advises the Archbishop in all areas pertaining to the fiscal responsibilities of the Archdiocese (Canons 492-494). The AFC, in accordance with the direction of the Archbishop, (1) approves and recommends a yearly budget of projected income and expenditures of the Archdiocese, (2) on a quarterly basis, reviews the financial results and financial condition of the Archdiocese, as well as the actual income and expenditures at the end of the year and (3) receives the reports of the CFO. In addition, pursuant to a 2002 resolution of the USCCB, each voting member of the AFC is required to sign a letter each calendar year acknowledging that:

They have reviewed the audited financial statements in detail for each organization, and have met with the external auditors and reviewed any management letter comments/recommendations and state that, to the best of their knowledge, the financial statements were completed in accordance with generally accepted accounting principles and Church law.

1.2.6.1. Voting members of the AFC consist of the Auxiliary Bishop(s), Vicars General, Moderator of the Curia, the chairperson named by the Archbishop, and sub-committee chairs of the Accounting and Audit Committee, Investment Committee, Parish Finance and Review Committee (PFRC), and the Real Estate Committee, four members at large (with no employment or other significant relationship to the Archdiocese) appointed by the Archbishop. The Archbishop appoints members of the AFC and the committees of the AFC for five years, with the possibility of reappointment. To the degree possible, the appointments are staggered in order to support consistent and informed participation in the AFC and its sub-committees. Additional non-voting members present for AFC meetings

² The particular law of the USCCB provides, according to Canon 1277, the following are to be considered acts of extraordinary administration:

- a. To alienate (in the strict sense, convey or transfer ownership) goods of the stable patrimony when the value exceeds the minimum limit (Canon 1292§1).
- b. To alienate goods donated to the Church through a vow, or to alienate goods that are especially valuable due to their artistic or historical value regardless of the appraised value (Canon 1292§2).
- c. To incur indebtedness (without corresponding increase in the assets of the Archdiocese) that exceeds the minimum limit. (Canon 1295).
- d. To encumber stable patrimony the value of which exceeds the minimum limit (Canon 1295).
- e. Archdiocesan or parish leases exceeding certain limits (Canon 1297) – Ref: 1.2.5.7.

³ Any change of the particular norms of the USCCB will be automatically incorporated into the Pastoral Handbook upon receipt of the *recognitio* by the Holy See.

consist of the CFO, the Chancellor and the Controller. In addition, other guests may be invited from time to time.

1.2.6.2. The Executive Committee of the AFC consists of the Archbishop, Auxiliary Bishop(s), Moderator of the Curia, Vicars General, the chairman, and the CFO.

1.2.6.3. Other than the Executive Committee, each committee consists of up to five persons who are not employed by the Archdiocese and who have no significant relationship with the Archdiocesan Pastoral Center, the Archbishop and/or the Moderator of the Curia. The chairs of each committee report to the AFC on a quarterly basis. Duties of the committees of the AFC include:

- a. The Accounting and Audit Committee serves as advisors to the Moderator of the Curia and the CFO, and reviews with the CFO, the Controller, the Directors of Parish Finance and Internal Audit the adequacy of operational and financial controls and other relevant policies and procedures of the Archdiocesan Corporation and its related ecclesiastical organizations. In addition, this Committee reviews the annual budget of the Archdiocese and its related ecclesiastical organizations, including the quarterly and year-end financial statements. The Accounting and Audit Committee also reviews the results of the external audits of these organizations and approves the appointment of auditors.
- b. The Investment Committee serves as advisors to the CFO and Moderator of the Curia of the Archdiocese and its related ecclesiastical organizations investment portfolios including oversight of investment managers, asset allocation goals and other investment policies and procedures of the Archdiocese. The Committee also reviews and evaluates performance of the quarterly investment returns, the short and long-term investment needs of the Archdiocese and adherence to the Socially Responsible Investment Policy intended to promote human dignity and social justice and to comply with the investment policies and principles as promulgated from time to time by the USCCB.
- c. The Project Finance and Review Committee (PFRC) serves in an advisory capacity in areas pertaining to new parish construction, major remodeling or renovation, Catholic educational facilities, liturgical design, and capital fundraising planning. The PFRC (Ref: Chapter 8 – Building, Property and Construction Projects - 8.3) is an advisory committee that reviews the financial feasibility of these projects.
- d. The Real Estate Committee serves in an advisory capacity in areas pertaining to the acquisition, alienation, and development of real estate. The Real Estate Committee also reviews significant leases and other real estate transactions.

e. Quarterly, the CFO of the Archdiocese will present to the AFC a summary of the recent Irrevocable Revolving Fund Trust Management Committee meetings. The Management Committee facilitates the process upon which parishes can help one another financially and primarily functions as a Loan Advisory Committee for the Archdiocese of Denver Management Corporation (the management and accounting service provider to the Revolving Fund Trust – See Chapter 12 –section 12.11.). (Ref: Chapter 8 – Building, Property and Construction Projects Irrevocable Revolving Fund Trust Management Committee – 8.6.)

f. Other Advisory Committees – When warranted, the CFO will also update the AFC on significant recommendations by other advisory committees, including the Health and Welfare Benefits Trust Advisory Committee and the Priest Retirement Committee.

1.2.6.4. The AFC meets on a quarterly basis; additional meetings may be called at the discretion of the Archbishop. The AFC does not concern itself with other aspects of the pastoral life of the Archdiocese nor does it generate any legislative actions. The AFC offers advice and consent in areas of fiscal responsibility and in other fiscal concerns that the Archbishop presents to it.

1.2.6.5. With the Presbyteral Council, the AFC is to be consulted by the Archbishop prior to levying assessments or taxes on the public juridic persons subject to his authority (Canon 1263).

1.2.6.6. The Archbishop is to consult with the AFC and the College of Consultors for acts of major importance in light of the financial situation of the Archdiocese (Canon 1277).

1.2.6.7. After having received consent by interested parties and having received precise information about the economic situation of the Archdiocese, the AFC and the College of Consultors are to determine whether to give consent to the Archbishop to alienate goods of the Archdiocese when the value of the goods whose alienation is proposed is within the range of the minimum and maximum amounts determined by the USCCB (Ref: Chapter 1 – Archdiocesan Organization - College of Consultors- 1.2.5.4.).

1.2.6.8. After having received consent by interested parties and precise information about the economic situation of the Archdiocese, the AFC, and the College of Consultors are to determine whether to give consent to the Archbishop for an act of extraordinary administration (Ref: Chapter 1 – Archdiocesan Organization - College of Consultors- 1.2.5.4.). Consent must be given also for any transaction that may jeopardize the patrimonial condition of the Archdiocese (Canon 1295).

1.2.6.9. The Archbishop needs the consent of the College of Consultors and the AFC for acts as described in Chapter 1 - 1.2.5.4. through 1.2.5.7. of each public juridic person subject to the Archbishop's authority.

1.2.6.10. In addition to the Canonical organizational documents and the civil description of these same organizations, (such as articles of incorporation, bylaws, and/or trust agreements) each public juridic person subject to the Archbishop's authority may declare acts of extraordinary administration more restrictive than those specified by the USCCB. These acts as well as any actions that would jeopardize the patrimonial condition of the public juridic person would require the consent of the AFC and College of Consultors prior to the approval by the Archbishop.

1.2.7. **Archdiocesan Pastoral Council (APC)**

While not mandated by Canon Law, the Archdiocesan Pastoral Council is encouraged (Canon 511). The APC is formed as an advisory group to the Archbishop with respect to a broad range of topics that are pastoral in nature. The purpose of the APC is to formulate resolutions or recommendations to the Archbishop or consider particular topics in order to offer advice. Under the direction of the Archbishop, the APC is to reflect upon those things pertaining to the pastoral activities and apostolic works of the Archdiocese and to offer practical counsel in such a way as to promote the pastoral and parochial mission of the Archdiocese. No action of the APC is binding upon the Archbishop.

1.2.7.1. The APC is composed of the Auxiliary Bishop(s), any Vicars General, the Chancellor and the CFO as non-voting, ex-officio members. Voting members include one lay person selected from each deanery, two priests and two permanent deacons of the Archdiocese, a maximum of two religious sisters and one religious brother, one young adult between the ages of eighteen and twenty five and other members appointed by the Archbishop in a manner which reflects the entire People of God in the Archdiocese. The maximum number is thirty Catholics in good standing with primary residence in the Archdiocese.

1.2.7.2. The Archbishop is the president of the APC. He may appoint a chair who will conduct meetings, organize and coordinate the activities and processes of the APC, appoint members of committees, and perform other duties as needed for the efficient and productive service of the APC.

1.2.7.3. The APC will meet at least one time per year, with a maximum of four meetings per year, at a place and time determined by the Archbishop.