

# Table of Contents

## **Chapter 1: Archdiocesan Organization**

### **Part I: Office of the Archbishop**

- 1.1.1. Archbishop
- 1.1.2. Auxiliary Bishop
- 1.1.3. Archdiocesan Curia
- 1.1.4. Delegated Authority

### **Part 2: Consultative Organizations to the Archbishop**

- 1.2.1. Conflicts of Interest
- 1.2.2. Minutes
- 1.2.3. Duty of Care
- 1.2.4. Presbyteral Council
- 1.2.5. The College of Consultors
- 1.2.6. Archdiocesan Finance Council
- 1.2.7. Archdiocesan Pastoral Council
- Curial Organization Chart

## **Chapter 2: The Clerical State**

### **Part 1: Office of Vocations**

### **Part 2: The Priesthood**

- 2.2.1. Vicar for Clergy
- 2.2.2. Faculties
- 2.2.3. Salary and Benefits
- 2.2.4. The Spiritual Life
- 2.2.5. Theological Education
- 2.2.6. Sabbaticals
- 2.2.7. Leave of Absence
- 2.2.8. Rectories
- 2.2.9. Health
- 2.2.10. Substance Abuse
- 2.2.11. Mass and Stole Fees
- 2.2.12. Extern Priests
- 2.2.13. Incardination
- 2.2.14. Illness in the Priests' Families
- 2.2.15. Priests in Military Service
- 2.2.16. Retirement
- 2.2.17. Last Will and Testament
- 2.2.18. Employment of Laicized Priests

### **Part 3: Consultative Organizations/Persons for Priests**

- 2.3.1. Archdiocesan Priests' Personnel Board
- 2.3.2. Priests' Retirement Committee
- 2.3.3. Continuing Education for Priests Committee
- 2.3.4. Deans (Vicars Forane)

### **Part 4: Deacons**

- 2.4.1. Director for Deacons
- 2.4.2. Faculties
- 2.4.3. Assignments
- 2.4.4. Obligations and Rights
- 2.4.5. Diaconate Meetings
- 2.4.6. Salary and Benefits
- 2.4.7. Stole Fees
- 2.4.8. Leave of Absence
- 2.4.9. Title, Liturgical Vesture and Clerical Attire
- 2.4.10. Incardination
- 2.4.11. Retirement
- 2.4.12. Substance Abuse

### **Part 5: Consultative Organizations for Deacons**

- 2.5.1. Diaconate Personnel Board
- 2.5.2. Diaconate Council
- 2.5.3. Continuing Formation Committee

## **Chapter 3: The Teaching Office**

### **Part 1: Duties in Exercising the Teaching Office**

- 3.1.1. Duties Exercised in the Teaching Office
- 3.1.2. Instruction in Theology
- 3.1.3. Ecumenical and Inter-religious Affairs
- 3.1.4. *Censor Librorum*

### **Part 2: Child and Youth Protection; Code of Conduct**

- 3.2.1. The Office of Child and Youth Protection
- 3.2.2. Mandatory Reporting Procedures Regarding the Abuse of Minors; Confidentiality and Disclosure Report
- 3.2.3. Archdiocese of Denver Code of Conduct
- 3.2.4. Mandatory Review of and Agreement to be Bound by Code of Conduct

### **Part 3: Educational Programs**

- 3.3.1 Evangelization and Catechesis
- 3.3.2 Catechists
- 3.3.3 Office of Evangelization and Catechesis
- 3.3.4 Youth, Young Adult and Campus Ministry
- 3.3.5 The Catechetical School
- 3.3.6 The Respect Life Office
- 3.3.7 Office of Marriage & Family Life
- 3.3.8 Home School Programs
- 3.3.9 Special Religious Education

### **Part 4: Hispanic Ministries**

- 3.4.1 Office for Hispanic Ministries
- 3.4.2 Centro San Juan Diego: Hispanic Institute for Family and Pastoral Care

### **Part 5: Consecrated Life**

### **Part 6: Social Ministries**

### **Part 7: Media Relations**

- 3.7.1 Office of Communications
- 3.7.2 Archdiocese Media and Publications
- 3.7.3 Director of Communications
- 3.7.4 Media Relations

## **Chapter 4: Office of Catholic Schools**

### **Part 1: Organization and Administration**

- 4.1.1 Accreditation and Licensing
- 4.1.2 Request for New School Openings
- 4.1.3 Request for School Closings
- 4.1.4 Establishment, Expansion or Elimination of School Programs
- 4.1.5 Use of Name Policy
- 4.1.6 School Handbooks
- 4.1.7 Roles and Responsibilities: Archbishop, Pastors, Superintendent, Office of Catholic Schools, Principal, Preschool Director, Assistant Principal, and Teacher

## **Part 2: Child Abuse**

## **Part 3: Parish School Finances**

- 4.3.1. School Budget Preparation
- 4.3.2. Tuition
- 4.3.3. Financial Requirements
- 4.3.4. School Purchasing Procedures
- 4.3.5. Fund Raising Projects
- 4.3.6. Fund Raising Revenue
- 4.3.7. Retaining Financial Records
- 4.3.8. Use of School Facility by Outside Agencies
- 4.3.9. Donations, Grants and Endowments
- 4.3.10. Fund Raising / School Volunteer Hours
- 4.3.11. Inter-Parish School Assistance (ISA)
- 4.3.12. School Vehicles
- 4.3.13. School Bank Accounts

## **Part 4: Federal and State Regulations and Aid Programs**

- 4.4.1. Administration of Federal Government Programs in Archdiocesan Schools
- 4.4.2. Statement of Non-Discrimination by Archdiocesan Schools

# **Chapter 5: The Sanctifying Office in the Church**

## **Part 1: Introduction**

- 5.1.1. Scope of the Chapter
- 5.1.2. The Office of Liturgy
- 5.1.3. General Liturgical Norms
- 5.1.4. Liturgical Ministers
- 5.1.5. Liturgical Vestments
- 5.1.6. Sacred Movement
- 5.1.7. Sacred Music
- 5.1.8. Multicultural Liturgies
- 5.1.9. Forms of the Latin Rite

## **Part 2: Baptism**

- 5.2.1. Celebration of Baptism
- 5.2.2. Baptismal Name
- 5.2.3. Minister of Baptism
- 5.2.4. Subject of Baptism
- 5.2.5. Conditional Baptism and Emergency Baptism
- 5.2.6. Godparents

- 5.2.7. Record of Baptism and Godparents
- 5.2.8. Adult Baptism and Rite of Full Reception into the Church

### **Part 3: Confirmation**

- 5.3.1. Celebration of Confirmation
- 5.3.2. Catechesis for Confirmation
- 5.3.3. Minister of Confirmation
- 5.3.4. Subject of Rite
- 5.3.5. Confirmation Sponsors
- 5.3.6. Record of Confirmation

### **Part 4: The Eucharist**

- 5.4.1. Celebration of Mass in Parishes
- 5.4.2. Altar and Sanctuary
- 5.4.3. Homilies
- 5.4.4. Liturgy of the Eucharist
- 5.4.5. Vestments
- 5.4.6. Music
- 5.4.7. Concelebration
- 5.4.8. Eligibility for Reception of the Eucharist
- 5.4.9. Deacons at Mass
- 5.4.10. Extraordinary Ministers of Holy Communion
- 5.4.11. Servers
- 5.4.12. Lectors
- 5.4.13. Masses with Children
- 5.4.14. The Celebration of Communion Services
- 5.4.15. A Sunday Celebration in the Absence of a Priest
- 5.4.16. Communion Visits within Prison Ministry
- 5.4.17. Eucharistic Adoration within the Parish

### **Part 5: Reconciliation or Penance**

- 5.5.1. Celebration of Rites
- 5.5.2. Place of the Celebration
- 5.5.3. Minister of Penance
- 5.5.4. Subject of the Celebration

### **Part 6: Anointing of the Sick**

- 5.6.1. Pastoral Care of the Sick
- 5.6.2. Visits by Priests
- 5.6.3. The Celebration of the Rite
- 5.6.4. Subjects of the Rite
- 5.6.5. Pastoral Care of the Dying

## **Part 7: Matrimony**

- 5.7.1. Time
- 5.7.2. Place
- 5.7.3. Rite of Marriage within Mass
- 5.7.4. Rite of Marriage Outside Mass
- 5.7.5. Prayer at the Marian Altar or Shrine
- 5.7.6. Other Practices
- 5.7.7. Unity Candle
- 5.7.8. Sacred Music for the Rite of Marriage

## **Part 8: Holy Orders**

- 5.8.1. The Rite Of Ordination
- 5.8.2. Record of Ordination

## **Part 9: Funeral Rites**

- 5.9.1. General Guidelines
- 5.9.2. Ceremonies before the Funeral Liturgy
- 5.9.3. The Funeral Liturgy
- 5.9.4. Funeral Liturgy Outside Mass
- 5.9.5. The Rite of Committal
- 5.9.6. Funeral Directors
- 5.9.7. Cremation
- 5.9.8. Ecumenical Situations
- 5.9.9. Burial and Organ Donation

## **Part 10: Other Acts of Divine Worship**

- 5.10.1. Healing Services
- 5.10.2. Distribution of Ashes on Ash Wednesday
- 5.10.3. Lay Preaching
- 5.10.4. Quinceañeras

## **Part 11: Sacred Times and Places**

- 5.11.1. Sunday Mass Schedules
- 5.11.2. Daily Mass Schedule
- 5.11.3. Liturgical Calendar
- 5.11.4. Concerts in Churches
- 5.11.5. Liturgical Guidelines for the Renovation and Building of Churches

## **Part 12: Sacramental Records and Register**

## **Chapter 6: Judicial Procedures, Governmental Relations and Political Activity Guidelines**

### **Part 1: Permissions and Dispensations**

- 6.1.1. Archdiocesan Marriage Procedure
- 6.1.2. Procedure for Seeking Permissions and Dispensations
- 6.1.3. Types of Permissions
- 6.1.4. Types of Dispensations
- 6.1.5. Marriages Taking Place Outside of the Archdiocese of Denver

### **Part 2: Metropolitan Tribunal**

- 6.2.1. Jurisdiction

### **Part 3: Due Process**

- 6.3.1. Introduction
- 6.3.2. Allowable Cases
- 6.3.3. Governing Principles
- 6.3.4. Procedure
- 6.3.5. The Conciliation Panel
- 6.3.6. Individual Petitions for Conciliation
- 6.3.7. Conclusion of Conciliation Process
- 6.3.8. System for Arbitration
- 6.3.9. Individual Petitions for Arbitration
- 6.3.10. Conclusion of Arbitration Process

### **Part 4: Colorado Catholic Conference**

### **Part 5: Political Activity Guidelines**

## **Chapter 7: Finance, Administration and Planning – Archdiocese of Denver and Ecclesiastical Related Organizations**

### **Part 1: Finance and Business Policies of the Archdiocese**

- 7.1.1. Temporal Goods of the Archdiocese
- 7.1.2. Chief Financial Officer
- 7.1.3. Office for Finance, Administration and Planning
- 7.1.4. Guidelines of Authority and Tables 1 – 6
- 7.1.5. Conflicts of Interest
- 7.1.6. Professional Conduct
- 7.1.7. E-mail and Voice-mail Communications
- 7.1.8. Ownership of Records; Records Retention Policy
- 7.1.9. Computer Hardware and Software

- 7.1.10. Information Systems Data Protection Plan
- 7.1.11. Treasury Operations
- 7.1.12. Financial Statement Guidelines
- 7.1.13. Procedures for Financial Transactions
- 7.1.14. Property and Equipment
- 7.1.15. Travel, Entertainment, and Miscellaneous Expenses
- 7.1.16. Legal Representation and Utilization of Legal and Other Consulting Services
- 7.1.17. Utilization of Consulting Services

## **Part 2: General Business Practices for the Archdiocese and Related Ecclesiastical Organizations**

- 7.2.1. Planning and Proper Utilization of Property
- 7.2.2. Official Catholic Directory
- 7.2.3. Government Reporting Requirements
- 7.2.4. Real Estate and Capital Projects
- 7.2.5. Risk Management

## **Chapter 8: Building, Property and Construction Project Guidelines**

- 8.1. Parishes and Other Ecclesiastical Organizations Planning Capital Expenditures
- 8.2. Real Property
- 8.3. Project Financing Review Committee (PFRC)
- 8.4. Financial Feasibility and Analysis
- 8.5. Selection of an Architect
- 8.6. Irrevocable Revolving Fund Trust Management Committee
- 8.7. Archdiocesan Building Commission
- 8.8. Selection of a Contractor
- 8.9. Special Projects – Liturgical Design Procedure
- 8.10. Catholic School Projects

## **Chapter 9: Investment Policies and Guidelines**

- 9.1. Introduction
- 9.2. Purpose
- 9.3. Objectives, Policies and Guidelines
- 9.4. Investment Guidelines
- 9.5. Equity Components
- 9.6. Fixed Income Components
- 9.7. Socially Responsible Investment Policy
- 9.8. Social Criteria
- 9.9. Restrictions on Investments
- 9.10. Ownership Considerations
- 9.11. Compliance

- 9.12. Shareholder Resolutions
  - 9.13. Shareholder Governance
  - 9.14. Meetings and Communication of the Investment Committee
  - 9.15. Approval of Policy and Guidelines
- Appendix A: Investment Policy and Guidelines

## **Chapter 10: Parish Business Practices within the Territory of the Archdiocese**

### **Part 1: Parish Financial Governance**

- 10.1.1. Significance of Guidelines
- 10.1.2. Stewardship of Assets
- 10.1.3. Parish Guidelines of Authority – Authorization Limits
- 10.1.4. Cash Management and Oversight
- 10.1.5. Cash Expenditures
- 10.1.6. Cash Collections
- 10.1.7. Parish Financial Reporting
- 10.1.8. Parish External Certified Public Accountant (CPA) Review Program
- 10.1.9. Parish Internal Financial Control Reviews
- 10.1.10. Investments
- 10.1.11. Records Retention Requirements
- 10.1.12. Parish Fundraising, Capital Campaigns, and Gift Acceptance Guidelines
- 10.1.13. Restricted Gifts
- 10.1.14. Other Fundraising Programs
- 10.1.15. Conducting and/or Sponsoring Bingo, Raffle or Other Gaming Activities
- 10.1.16. Real Property, Fixed Assets and Other Parish Assets
- 10.1.17. Borrowings
- 10.1.18. Employment
- 10.1.19. Payroll
- 10.1.20. Gifts and Bonuses
- 10.1.21. Business Expenses
- 10.1.22. Taxation
- 10.1.23. Computer Usage
- 10.1.24. Categories for Reimbursement of Priests
- 10.1.25. Legal, Governance and Other Matters
- 10.1.26. Parish Conflict of Interest
- 10.1.27. Parish Assessments
- 10.1.28. Parish Risk Management

### **Part 2: Parochial Consultative Organizations**

- 10.2.1. Parish Pastoral Council
- 10.2.2. Parish Finance Council
- 10.2.3. School Advisory Council

## **Chapter 11: Fundraising and Charitable Gift Acceptance Guidelines**

- 11.1. Administrative Authority
- 11.2. Gift Acceptance Provisions for the Archdiocese, Related Ecclesiastical Organizations and Parishes within the Territory of the Archdiocese
- 11.3. Receiving Gifts in Kind
- 11.4. Receiving Gifts of Securities
- 11.5. Receiving Gifts of Real Estate
- 11.6. Receiving Other Gifts
- 11.7. Planned Gifts and Bequests
- 11.8. Other Archdiocesan Guidelines
- 11.9. Permanency Clause/Variance Power
- 11.10. Contracts and Gift Processing

## **Chapter 12: Roman Catholic Organizations**

- 12.1. Archdiocese of Denver Management Corporation
- 12.2. Camp St. Malo Religious Retreat and Conference Center, Inc.
- 12.3. Catholic Charities and Community Services of the Archdiocese of Denver, Inc.
- 12.4. Archdiocesan Housing Committee, Inc.
- 12.5. Saint John Vianney Theological Seminary
- 12.6. The Redemptoris Mater House of Formation, Inc.
- 12.7. The Mount Olivet Cemetery Association, Inc.
- 12.8. Archdiocese of Denver Mortuary at Mt. Olivet
- 12.9. St. Simeon Cemetery Association
- 12.10. The John Paul II Center for the New Evangelization
- 12.11. Seeds of Hope Charitable Trust
- 12.12. Bishop Machebeuf High School, Inc. and Holy Family High School, Inc.
- 12.13. Family of Nazareth, Inc.
- 12.14. The Catholic Foundation for the Roman Catholic Church in Northern Colorado
- 12.15. Archdiocese of Denver Welfare Benefits Trust
- 12.16. Archdiocese of Denver Irrevocable Revolving Fund Trust
- 12.17. Archdiocese of Denver Cemeteries Perpetual Care Trust
- 12.18. Archdiocese of Denver Risk Management and Property/Casualty Trust
- 12.19. Archdiocese of Denver Lay Employees' Money Purchase Pension Plan
- 12.20. Archdiocese of Denver Priest Pension and Other Related Plans