

Diocese of Fort Wayne-South Bend

Procedures for Alienation of Parish Property

- 1) All properties owned by the parish are to be listed with the diocese and all property documentation and all deeds of records are to be kept at the Chancery Business Office.
- 2) No properties can be sold without having all deeds and documentation, pertaining to the property, on file with the diocese.
- 3) All property should be included in the diocesan property insurance rosters.
- 4) Before any property is sold, an appraisal of the property is to be made and accompany the request to sell which is to be sent to the Chief Financial Officer of the Diocese. If the property has an appraisal value of more than \$35,000, a second appraisal should be made. These appraisals should be made by a reputable realtor or certified appraiser and should be submitted on their letterhead.
- 5) The Vicar Forane of the area will visit the property to see if the sale of the property is sound from a pastoral point of view.
- 6) The Vicar's report, the appraisal, and the request for sale will be presented to the Diocesan Bishop by the Chief Financial Officer of the Diocese for his approval according to the following norms:
 - a) If the amount of sale is below the minimum amount set by the U.S. Bishop's Conference (currently \$25,000 or 10% of the parish ordinary annual income for the prior year, whichever is higher), the Diocesan Bishop will give a *Nihil Obstat* to the sale if he approves. This norm is applicable to all real estate, precious objects, and anything that constitutes the stable patrimony of the parish. However, below the minimum amount as specified in this category, the sale of items other than real estate, precious objects, and stable patrimony is at the discretion of the pastor.
 - b) If the amount of sale falls within the minimum and maximum amounts defined by the U.S. Bishop's Conference (currently \$25,000 or 10% of the parish ordinary annual income for the prior year, whichever is higher, and \$3,500,000), the Diocesan Bishop will give his permission, if he approves, only after having obtained the consent of the diocesan finance council, the college of consultors, and those concerned (canon 1292.1).
 - c) If the amount of sale is above the maximum amount defined by the U.S. Bishop's Conference (currently \$3,500,000), in order to give his permission, the Diocesan Bishop must seek the permission of the Holy See as well as the

consent of the diocesan finance council, the college of consultors, and those concerned (canon 1292.2).

7) For the purposes of accounting, all proceeds from this sale are to be deposited initially in the parish savings with the diocese.