



DIOCESE OF FORT WAYNE-SOUTH BEND

Archbishop Noll Catholic Center
915 South Clinton Street, P.O. Box 390
Fort Wayne, Indiana 46801

Very Rev. Mark A. Gurtner, J.C.D.

Office of the Vicar General/Chancellor

MEMORANDUM

TO: PASTORS, PARISH BUSINESS ADMINISTRATORS, ELEMENTARY PRINCIPALS, HIGH SCHOOL PRINCIPALS

FROM: FATHER GURTNER

DATE: JULY 13, 2020

RE: GENERAL EXECUTORY DECREE REGARDING ENGAGEMENT IN CIVIL AGREEMENTS, CONTRACTS, OR OTHER TEMPORAL TRANSACTIONS

Since 1999, it has been the policy of the Diocese that certain contracts, agreements, or other obligations can be authorized and signed only by the Diocesan Bishop or the Vicar General. This safeguard has been necessary because many of these types of matters need proper legal and financial vetting before such agreements are entered into in order to protect the Diocese and our parishes and schools.

In accord with *CIC/83* can. 1281, §2, Bishop D'Arcy determined those acts which are to be considered Extraordinary Administration by parishes and schools needing to be reviewed at the Curial level and signed by the Diocesan Bishop or the Vicar General. This determination is still in effect.

Thus, the following must be sent to the Vicar General for review (with the assistance of the Diocesan CFO) who will then forward it to the Diocesan Bishop for signature:

- 1. Any contract over \$50,000**
- 2. Any new contract extending over 3 years**
- 3. Purchase or sale of land or property**
- 4. Contracts for services of contractor, construction, or liturgical consultant**
- 5. Contracts for Major Liturgical Art**
- 6. Contracts for new or rebuilt organ project**

Ordinary Administration items under \$50,000 which do not need to be submitted for review:
-contracts for school textbooks, maintenance supplies and equipment, utilities, office supplies and equipment, communications services (phones, Internet, etc.), services (snow removal, law care, etc.), protective services

For any question about what might or might not need to be reviewed, please contact the Vicar General.