

POLICY No. 12

DUTIES OF ADMINISTRATORS

1. Term definitions

Administrator: for the purposes of this policy, an administrator is the person referred to in Canon 1279, §1, and is the one with direct power of governance over the person to whom the goods belong, unless particular law or statutes or legitimate custom state otherwise, and without prejudice to the right of the Ordinary to intervene where there is negligence on the part of the administrator.

Therefore, for the purposes of this policy in the Diocese of Sault Ste. Marie, the parish priest or the parish administrator and the diocesan financial administrator are the administrators responsible for the administration of the temporal goods entrusted to them.

Likewise, all who share in the responsibilities of administration, such as members of the parish finance committee, are, within the limits of their mandate, associated with the task of administration.

2. Intent of the policy

To provide for the sound administration of those temporal goods belonging to the Church which are entrusted to administrators.

3. Policy

- a. The prescriptions of Canon 1284 are to be carefully observed by all administrators since they are to carry out their duties with the diligence of a good householder.
- b. These duties include:
 - being vigilant over the goods entrusted to them so that the goods not perish or suffer damage; therefore, adequate insurance policies are to be arranged and kept up to date;
 - ensuring that the ownership of ecclesiastical goods is safeguarded in ways which are valid in civil law;
 - observing the provisions of both canon and civil law as well as the stipulations of the founder or donor or lawful authority, making certain that the Church will not suffer damage through the non-observance of civil law;
 - seeking accurately and at the proper time the income and produce of the goods, guard them securely and expending them in accordance with the wishes of the founder or lawful norms;
 - paying interest and capital due on loans;
 - depositing surplus funds with the parish assistance fund;
 - keeping accurate records of income and expenditure;
 - preparing an annual financial report to be forwarded to the appropriate authorities; (see Policy NO 18 “Financial Reports”)

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- preserving records and documents in the diocesan archives; where possible, having authentic copies made and preserved elsewhere;
 - maintaining annual personal and parish inventories;
 - making certain that funds are used exclusively for the purpose(s) for which they were donated (see Canon 1267, §3).
- c. Due to the obligation placed on the Diocesan Bishop to ensure that abuses in ecclesiastical discipline and the administration of temporal goods do not occur (see Canon 392, §2), administrators may periodically be visited by diocesan authorities or their auditors, following the discipline of Canons 396-397.
- d. Good stewardship on the part on an administrator entails foresight, identifying needs, providing for the upkeep of lands and buildings, seeking the assistance of competent persons, and working in an open administration.
- e. Diocesan policies regarding banking, contributions to funds, collections, and so forth, are to be carefully observed by administrators of ecclesiastical goods.
- f. Distinguishing clearly between acts of ordinary administration, acts of major importance and acts of extraordinary administration so as to observe the appropriate policies in place for each type of act.

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