

# APPENDIX A: STATE OF THE PARISH REPORT

The Parish of \_\_\_\_\_

\_\_\_\_\_  
Location

## THE CARE OF SOULS

Number of registered parishioners	
October 2022 count	
Seating capacity of the church	
Population trend of the parish	
Parish vitality	
Other	

## FINANCIAL SITUATION

Average yearly expenses	
Average yearly income	
Maintenance of buildings and grounds	
Ratio of expenses for maintenance/bills vs. expenses for ministry	
Savings (restricted vs. unrestricted)	
Other	

## RISK MANAGEMENT CONCERNS

1.
2.
3.
4.
5.

## THE GOOD OF THE DIOCESE OF SYRACUSE

Size of the local	
Population trends of the city	
Number of parishes to serve the population	
Proximity of neighboring parish(es)	
Number of priests/ deacons available to serve the area	
Pertinent trends of the city of (name) and / or the Diocese of Syracuse	
Other	

**OTHER OPTIONS FOR PASTORAL CARE CONSIDERED:**

<b>Parish entrusted to a deacon</b>	
<b>Parish entrusted to a layperson under the direction of a priest</b>	
<b>Parish entrusted to a community of persons under the direction of a priest</b>	

**REASONS FOR PROPOSED MODIFICATION (EXTINCTIVE MERGER)**

<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>
<b>5.</b>

**SUMMARY OF STATUS CONCERNING PARISH MODIFICATION**

<b>Meetings</b>	
<b>Consultations</b>	
<b>Communications</b>	
<b>Actions</b>	
<b>Other</b>	

# APPENDIX B: PRESBYTERAL COUNCIL MEETING MINUTES

The presbyteral council was convoked by Bishop Lucia on \_\_\_\_\_. Present at the meeting were: \_\_\_\_\_.

This is \_\_\_\_\_% of the council.

The agenda for the meeting was given to the members on \_\_\_\_\_. On the agenda was the proposed modification of the parish of \_\_\_\_\_.

The members of the council were provided with the following information about the parish in question at the meeting: (e.g., financial / demographic information; consultations; how pastoral care will be provided, etc.)

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For the parish of (name), the following was proposed, and the members responded:

Pros: \_\_\_\_\_

Cons: \_\_\_\_\_

Other options: \_\_\_\_\_

Provision for the care of souls: \_\_\_\_\_

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A consultative vote via secret paper ballot was taken, asking the members whether they agreed with the proposed action. Ballots were collected and votes were counted. The results were:

\_\_\_\_\_ in favor

\_\_\_\_\_ against

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Mrs. Danielle E. Cummings  
*Chancellor*

# APPENDIX C: REQUEST FOR PERMISSION FOR ALIENATION

## *PARISH LETTERHEAD*

Date

Most Reverend Douglas J. Lucia  
Bishop of the Diocese of Syracuse  
240 East Onondaga Street  
Syracuse, New York 13202

Your Excellency,

As you recall, you reduced the church of (name) of the Parish of (name), which serves the faithful of the (place), to profane but not sordid use on (date).

As per your decree, negotiations concerning the sale of the property have begun. Likewise, preparations for its sale have begun. In particular, all of the stained-glass windows have been removed and stored for sale. Moreover, all religious goods (statues, stations of the cross, altars, etc.) that can be removed are in the process of being removed.

Consequently, in accord with canons 1291 and 1292 §1, **I hereby request your permission for the alienation of the church of (name, location).** I also offer the following for your consideration.

- The rectory previously attached to this church and the land on which it is situated have already been alienated (1292 §3).
- The just cause for the alienation is securing the financial stability of the parish with its remaining church: (name) (1293 §1, 1°).
- A written appraisal by an expert is being prepared (1293 §1, 2°).
- The church will not be alienated for a price less than indicated in the appraisal unless a just cause for doing so is provided to you and your permission is granted (1294 § 1).
- The money received from the alienation will be invested into securing the financial stability of the parish and its remaining church (1294 § 2).
- (Name of realtor) has been solicited as the realtor for this transaction.
- (Name of civil lawyer) has been solicited as the attorney for this transaction.

Please let me know if you have any questions or concerns. Many thanks for your consideration.

In Christ,

(Name)  
*Pastor*

# APPENDIX D: TRUSTEE RESOLUTION FOR ALIENATION

## *PARISH LETTERHEAD*

WHEREAS the church of (name), the auxiliary church of the Parish of (name) in (location) was relegated to profane but not sordid use on (date) according to the process defined in canon law and by formal decree,

WHEREAS the permission of the diocesan bishop with the consent of the finance council and the college of consultors is required when the “value of the goods whose alienation is proposed falls within the minimum and maximum amounts to be defined by the conference of bishops for its own region” (i.e., minimum amount: \$25,000 or 5% of prior year’s ordinary income, whichever is greater; maximum amount: \$3,500,000) (cans 1291 and 1292 §1),

WHEREAS the request for this permission was submitted by the Reverend (name), pastor of the Parish of (name), to Bishop Lucia,

WHEREAS Bishop Lucia, after receiving the consent of the diocesan finance council and college of consultors granted permission for alienation,

WHEREAS it has been mentioned whether any and all associated buildings and land were previously alienated (can 1292 §3),

WHEREAS the just cause for the alienation of the church is the financial security of the parish and its remaining church building (can. 1293 §1, 1°);

WHEREAS a written appraisal by (name)., has been obtained (can. 1293 §1, 2°) (see attached),

WHEREAS the money received from the alienation will be carefully invested and used for the advantage of the parish (can. 1294 §2),

WHEREAS the pastor of the Parish of (name) with the consent of the parish finance council is in favor of entering an Exclusive Authorization Agreement with (name) for the sale of the church of (name),

BE IT RESOLVED that the Parish of (name) will enter the attached Exclusive Authorization Agreement with (name) for the sale of the Church of (name).

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Pastor

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Name, Trustee

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Name, Trustee

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Rev. John Kurgan, Vicar General

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Most Rev. Douglas J. Lucia, Bishop of Syracuse

# APPENDIX E: TRUSTEE RESOLUTION FOR THE ACCEPTANCE OF AN OFFER

## *LETTERHEAD*

WHEREAS the church of (name), the auxiliary church of the Parish of (name) in (location), was relegated to profane but not sordid use on (date) according to the process defined in canon law and by formal decree,

WHEREAS the Reverend (name), pastor of the Parish of (name), petitioned Bishop Lucia, Bishop of the Diocese of Syracuse, for permission to alienate the church of (name),

WHEREAS the permission of Bishop Lucia with the consent of the finance council and the college of consultors has been given for the alienation of the church of (name) (cans 1291 and 1292 §1),

WHEREAS the realtor, (name), has placed the church of (name) on the market and has received an offer at or above its estimated value of (amount),

WHEREAS an offer of (amount) has been made by (name), who intends to (purpose), abiding by the terms of the contract of sale, which prohibits sordid and conflicting uses,

BE IT RESOLVED that the Parish of (name) will accept the offer from (name) for (amount) for the sale of the church of (name).

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Pastor

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Name, Trustee

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Name, Trustee

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Rev. John Kurgan, Vicar General

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Most Rev. Douglas J. Lucia, Bishop of Syracuse