



DIOCESE OF SYRACUSE

CANONICAL PROCESS: PARISH MODIFICATION

Parish Name

Location

☐ **Office of Pastoral Planning Assisted**

- initial discussion with Bishop Lucia and the episcopal administrative team
- State of the Parish Report developed (*Appendix A; Sample A*)
- parish pastoral and finance councils consulted
- parishioners consulted at a town hall meeting (*Sample B*)

☐ **Modification Proposed**

- extinctive union (merger: $A + B = C$)
- extinctive union (amalgamation $A + B \Rightarrow B$)
- total division ($A + B \Rightarrow C = B + C$)
- suppression ($A = A$)

☐ **Reasons Provided for Proposed Modification**

- other options of pastoral care considered
- the care of souls
- financial situation
- the good of the diocese
- other: _____

☐ **Presbyteral Council Consulted by Bishop Lucia**

- convoked by the bishop
- proposed action placed on the agenda (*Sample C*)
- members provided with State of the Parish Report (*Appendix A*)
- meeting held on _____ with a quorum present
- bishop proposed the parish modification
- members deliberated and offered informed consultation (*Appendix B*)
- members offered free consultation via consultative vote
- ballots were collected, votes were counted, and results were announced and recorded (*Appendix B*)

☐ **Pertinent Documents Notarized and Archived**

- State of the Parish Report
- presbyteral council agenda

- presbyteral council minutes
- other: _____

☐ **Decision Made:** _____

☐ **Decree of Modification Issued** (*Sample D*)

- corporate name of parish, date of establishment, current status of parish, noting any changes (canonical and /or civil)
- relevant procedural history
- reasons, in summary, for the decision
- summary of procedure by which decision was made
 - process of the consultation of presbyteral council outlined
- decree of modification with all pertinent information (new name, location, pastor, etc.)
- membership in all parishes affected defined
- principal and auxiliary churches defined
- provision for disposition of temporal goods in accordance with the law provided
- process by which those aggrieved by the decision can take recourse provided

☐ **Decree of Modification Communicated Lawfully** (*Sample E*)

- letter to parishioners
- parish and diocesan website
- the Catholic Sun
- all diocesan departments
- other: _____

☐ **Administrative Recourse Addressed**

- reconsideration sought within 10 days on: _____
- response from the Bishop given within 30 days on: _____
- hierarchical recourse made within 15 days of the Bishop's response on: _____
- case file compiled sent to Rome on: _____
- decision: _____

☐ **Modification Implemented**

- File for name change using diocesan legal counsel (if applicable)
- Use EIN number of remaining (surviving) parish
- Forward legal documents to diocesan payroll office
- Reschedule any outstanding Mass intentions