



DIOCESE OF SYRACUSE

CANONICAL PROCESS: CHURCH RELEGATION

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*)

☐ **Relevant Reasons Provided for Proposed Relegation**

- the care of souls
- financial situation
- alternative methods of funding considered but found insufficient
- the good of the diocese
- the church building is no longer needed because the parish is closed
- the impossibility of maintaining the church building (per a building condition survey)
- the parish has been suppressed
- the number of parishioners has decreased
- closure will not harm the good of souls
- desire to promote the unity of the parish
- some potential future cause that has not happened yet
- 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, Sample A*)
- meeting held on _____ with a quorum present
- bishop proposed the parish relegation
- 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 Relegation Issued** (*Sample F*)

- 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 relegation with all pertinent information (new name, location, pastor, etc.)
- 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 Relegation 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: _____

☐ **Relegation Implemented**

- diocesan guidelines for vacant buildings consulted and implemented