

Diocese of Dallas Policy on Leases

Summary and Applicability

“*Entity*” means any diocesan entity (parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc., St. Joseph’s Residence, Inc., Texas Catholic Newspaper, Calvary Hill Cemetery, etc.).

The required review and approval levels and processes are described herein.

Policy

All leases of real estate (buildings, rooms, houses, cell towers, etc.) (whether as Lessor or Lessee) by an Entity that have a term in excess of one year or the item being leased has a market value in excess of \$100,000 must be approved in advance by the Entity and the Diocese. Requests for diocesan approval should be directed through the Chief Financial Officer.

All leases of equipment, software and other personal property by an Entity (whether as Lessor or Lessee) for a term greater than one year or the item being leased has a market value in excess of \$100,000 must be approved in advance by the Entity and the Diocese. Requests for diocesan approval should be directed through the Chief Financial Officer.

Entity Approval

Any lease meeting the above criteria requires

- (i) specific advance written approval by the pastor or administrator (or president) and
- (ii) the advance written consent (see Policy on Finance Councils, Section 2.5 regarding the process for obtaining consent) of the Entity’s Finance Council or Entity board of directors.

Diocesan Approval

In addition to Entity Approval above, the following is required:

- (i) the Bishop obtaining **the consent** of the Diocesan Finance Council and the College of Consultors (before he can grant approval);
- (ii) the prior written approval of the Bishop.

Leases meeting the above criteria are defined as **acts of extraordinary administration** in accord with canon 1277 and the complimentary norms of the USCCB. In order for these transactions to be valid under Canon Law, the Diocesan Bishop must obtain the consent of the Diocesan Finance Council and the College of Consultors before he can grant approval.