

Diocese of Dallas  
Non-Parish Based Organization Policy

## **Non-Parish Based Organization Policy**

### **Definitions 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, and/or Calvary Hill Cemetery).

“Non-Parish Based Organizations (NPBO)” means, all Catholic Non-Parish Based Organizations that are allowed / permitted to use Entity facilities for the NPBO organization’s activities / services. Questions regarding the definition of a specific organization should be directed to the NPBO Committee at the Pastoral Center.

*Note: An exception to this definition are Girl Scout Troops meeting at Entities in the Diocese. These Girl Scout Troops should be considered NPBO’s for the purpose of this policy and are included in this definition.*

**In general, “Parish Based Organizations” and “School Based Organizations” must meet the following criteria:**

1. The Pastor / Principal / President has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities.
2. The organization does not have any local, regional, statewide, or national affiliation or leadership structure outside the Entity, except for those organizations that simply provide books or other publications intended to assist Parish Based Organizations.
3. The Pastor / Principal / President is an authorized signer on all bank accounts.
4. All bank accounts must be recorded on the Entity financial records and the Entity reconciles all monthly bank accounts in accordance with Diocesan Financial and Accounting Policies.
5. The organization claims its tax exempt status through the Entity and is authorized and qualifies to do so.

*Note: An exception to Number 2 above exists with Parish Based or School Based Boy Scout / Cub Scout troops and American Heritage Girls if the Parish or School is the “Chartering Organization”. These should be considered Parish Based Organizations or School Based Organization and all other Diocesan Financial and Accounting criteria and policies for Parish Based / School Based Organizations should be followed.*

These policies apply to all NPBO’s utilizing Entity facilities within the Diocese of Dallas.

## **Policy**

There is no denying that the many NPBO's are an important part of a vibrant parish / school community and also important in the evangelization of our Catholic faith.

However, it is also important to remember that these NPBO's are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities.

In order to minimize the risk to the Entity and/or Diocese associated with the use of Entity facilities by NPBO's, Entities must ensure that proper controls and insurance coverage are in place at all times.

NPBO's not in compliance and registered may not utilize Entity facilities in the Diocese.

These policies have been developed to assist Entities in managing these NPBO's.

## **Registration**

All NPBO's are required to register annually with the Diocesan Pastoral Center as follows:

Youth and Young Adult NPBO's – Office of Youth, Young Adult, and Campus Ministries

Marriage and Family NPBO's – Office of Marriage and Family Ministry

School Oriented NPBO's – Catholic Schools Office

All Other NPBO's – Office Safe Environment

If the NPBO solicits funds or engages in fundraising activities and is not included in the P.J. Kenedy Official Catholic Directory as an exempt entity under the Church's IRS Group Ruling, it must secure its own tax exemption ruling. Each organization is required to provide proof of the IRS exemption.

Each NPBO must complete and return to the Diocese a listing of all the Apostolates or Ministries under their organization.

## **Initial Registration**

A review of the request for registration will be conducted only after all paperwork and documentation required under this policy has been received by the Diocese NPBO

Committee. A decision on registration will be communicated to the NPBO within 60 days. Registration in the Diocese of Dallas is not guaranteed or assured.

### **Facility Use Agreement**

Regardless of how often the Facility is used by an NPBO, a completed and signed **Facility Use Agreement** must be executed and on file at the Entity. (See **Facility Use Policy**.)

### **Insurance Coverage**

All NPBO's must maintain CONTINUOUS Comprehensive General Liability Insurance and must provide a "Certificate of Insurance" with the following minimum limits of insurance:

\$1,000,000 per occurrence and coverage applicable to the activities of the organization - Whenever food and / or alcohol is served or any other activities deemed applicable by the Diocesan Director of Risk Management.

**-or**

\$500,000 per occurrence and coverage applicable to the activities of the organization - For all other activities

The certificate needs to state in the Description of Operations section that there is an endorsement to the policy naming "The Roman Catholic Diocese of Dallas" and the specific Entity as "Additional Insured", and that the coverage available under the policy is primary over any other coverage available.

If the NPBO utilizes any third parties for catering, food service, alcohol service (where allowed), or any other services, the third party must provide the Entity with a certificate of insurance similarly listing the Diocese and Entity as "Additional Insured".

If the NPBO utilizes any vehicles as part of their activities, they must also maintain Automobile Liability Insurance in limits as determined by the Diocesan Director of Risk Management.

*Note: Limited exceptions to the insurance requirement may be granted on a case by case basis. NPBO's requesting an exception to the insurance requirement must formally submit the request in writing to the Diocesan Non-Parish Based Organization Committee. Entities are not authorized to waive this requirement locally.*

### **Safe Environment**

All NPBO's whose activities or services involve children or vulnerable adults **MUST** have their own formal written safe environment program that meets the diocesan minimum standards regarding background checks and safe environment training.

Each member of the NPBO who works with children or vulnerable adults must comply with the NPBO's safe environment program at all times.

It is not the responsibility of the Entity to conduct background screenings or training for the NPBO. **Entities may not perform background checks on behalf of the NPBO.**

A copy of the written program must be on file at the Diocese and at the Entity. The official representative of the NPBO must complete the Safe Environment Program Verification Form annually. The NPBO is required to cooperate and participate in the Annual Safe Environment Audit.

### **Non-Compliance and Appeal Process**

Any NPBO that applies and is not accepted, or is subsequently removed from registration or marked "non-compliant", for any reason under these NPBO Standards or other Diocesan norms / criteria, will have a right of appeal as set forth in the following Appeal Process.

The applicant, upon written request to the NPBO Committee, will have the right to be reconsidered within 90 days of receipt of such written request and any supporting material. The NPBO Committee will advise the applicant as to the decision within 2 weeks after convening to re-consider the applicant.

If an NPBO becomes deficient with any of the NPBO standards at any time, the NPBO will be sent a letter indicating the reason for non-compliance. The NPBO will have 30 days from the date of the letter to correct the deficiency and submit documentation to that affect. If the NPBO fails to correct the deficiency within this time frame, the NPBO will be marked "non-compliant" and removed from registration. Notifications will be sent to all Pastors that the group's activities within the Diocese are not permitted.

If the NPBO is removed from registration or marked "non-compliant" for failure to follow any of the NPBO standards, the NPBO, upon written request to the NPBO Committee, will have the right to be reconsidered after 12 consecutive months from the date of removal. The NPBO will be required to submit all documentation and other material as requested by the NPBO Committee to determine the group's current status of compliance and supporting documentation regarding continued and ongoing compliance. The NPBO Committee will advise the applicant as to the decision within 2 weeks after convening to re-consider the applicant.

### **Entity Operations and Communications**

#### Administrative

- NPBO's cannot utilize the Entity address as their organizations' mailing address unless there is a formal lease agreement in place that leases them "office space".
- Entity employees and staff members cannot conduct business on behalf of the NPBO during regular work hours, or while working "on the clock" for the Entity. Employees and staff members are free to utilize any after hours or other personal time for conducting NPBO business.

*Note: An exception to this are clergy assigned as chaplains or spiritual directors to the organization while performing those duties.*

- NPBO's cannot utilize Entity website, email addresses or domains for their organization's activities.

### Communications

- Entity websites, bulletins, newsletters or other publications / promotions must clearly delineate Parish Based Organizations from Non-Parish Based Organizations.
- Entities may not list NPBO's as "Parish Organizations", "Parish Ministries", "Our Organizations" etc. It should be clear in the communication that these are separate and independent organizations.
  - Terms to avoid when referring to NPBO's in any communication:
    - Sponsored
    - Endorsed
    - Affiliated
    - Associated
    - Chartered
  - Terms recommended when referring to NPBO's:
    - Permitted
    - Utilize Entity facilities
    - Registered
    - Allowed
    - Organizations that support our parish
- A disclaimer is recommended in publications stating that the listing of NPBO's ***"does not imply the endorsement by <Entity name> or knowledge of the activities of the following groups"***
- Links to external websites of NPBO's on Entity Websites are prohibited.

- The use of the formal parish or school name in conjunction with the NPBO's name is not allowed.

Example of what would NOT be allowed:

St. Christopher's Catholic Church Knights of Columbus Council 123

St. Ignatius Catholic School Legion of Mary

Example of what WOULD be allowed:

St. Christopher's Knights of Columbus Council 123

St. Ignatius Legion of Mary

- Non-Parish Based Organizations should not communicate in any of their publications that they are affiliated, sponsored, or endorsed by the Entity or the Diocese.

### **Other Applicable Policies**

NPBOs are responsible for compliance with all applicable policies within the Diocese of Dallas. Diocesan policies may be found at [www.cathdal.org](http://www.cathdal.org).

These include, but are not limited to:

- ✓ Safe Environment
- ✓ Fundraising
- ✓ Visiting Speakers
- ✓ Alcohol Service

NPBOs should review and be familiar with the requirements under these policies.