

Policies & Guidelines (Books I & II):

Parish Administration Handbook
(Book I)

ARCHDIOCESE OF SAN FRANCISCO

POLICIES AND GUIDELINES

BOOK I



THE ARCHDIOCESE OF SAN FRANCISCO

LEGAL OFFICES

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MEMORANDUM

TO: File

FROM: Jean North

DATE: October 16, 2000

RE: Archdiocese of San Francisco Policies and Guidelines
Book I

This is the "latest" version of Book I, as of 10/16/00.

Mary Ellen Hoffman of Council of Priests (X-3670) says a new book is being considered, but it will be a good long while before it is completed.

Note:

(Book II, Clergy Personnel, [REDACTED] is expected to be revised by November-December of 2000.)

FORMAT OF THE POLICY BOOKS

The POLICY BOOKS have been compiled according to a numerical coding system which is open and expandable. Each section is assigned a general series number. The categories and numbers are indicated on the tab dividers.

The following sample illustrates the arrangement of the contents of a section:

Section	CLERGY PERSONNEL BOARD	Series Number <u>2000</u>
Subsection	1. PERSONNEL BOARD STRUCTURE	<u>2100</u>
Divisions	A. B. C. COMPOSITION OF THE PERSONNEL BOARD	<u>2130</u>
Subdivisions	1) 2) Elected Members	<u>2132</u>
Items (when applicable)		<u>2132.1</u>

The pages of the POLICY BOOKS are printed on one side. This enables changes or additions to the contents with no effect on page order. Subdivision or item numbers replace conventional pagination permitting individual additions to the series at need. Each sheet is dated in the lower left corner.

If changes or additions are required in the text, the updated replacement page(s) will be mailed to the Rectory. The Pastor should be responsible to see that these are inserted according to directions and that the POLICIES are kept updated at all times.

There is a detailed table of contents for each series at the beginning of each section.

GENERAL INDEX

POLICIES AND GUIDELINES

1000 SACRAMENTS

- 1100 BAPTISM
- 1200 CONFIRMATION
- 1300 EUCHARIST
- 1400 RECONCILIATION (PREPARATION OF CHILDREN FOR THE SACRAMENT OF PENANCE)
- 1500 RECONCILIATION
- 1600 MARRIAGE PREPARATION
- 1700 RITE OF MARRIAGE/LOCAL LEGISLATION/GUIDELINES
- 1800 SACRAMENT OF THE SICK

2000 LITURGY

- 2100 MUSIC
- 2200 EUCHARISTIC MINISTERS
- 2400 HOME MASSES
- 2500 FUNERAL MASSES & SERVICES

3000 CHANCERY

- 3100 FACULTIES
- 3200 STIPENDS
- 3300 BUILDING AND MAINTENANCE
- 3400 USE OF PARISH FACILITIES
- 3500 FINANCIAL GUIDELINES/INSURANCE PROGRAM
- 3600 LOSS CONTROL PROGRAM
- 3700 LAY HEALTH INSURANCE

3800 LAY RETIREMENT PLAN

4000 DEPARTMENTAL GUIDELINES

4100 CATHOLIC CHARITIES & SOCIAL SERVICES

4200 ECUMENICAL GUIDELINES

4300 TRIBUNAL

4400 YOUTH MINISTRY

4500 CATHOLIC CEMETERIES AND BURIAL

4600 EDUCATION (c.f. ADMINISTRATIVE HANDBOOK of the
Department of Education)

5000 CONSTITUTIONS - SENATE OF PRIESTS

6000 DUE PROCESS

6100 CONCILIATION AND ARBITRATION

6200 PROCESS OF CONCILIATION

6300 PROCESS FOR ARBITRATION

7000 MISCELLANEOUS

C L E R G Y

P E R S O N N E L P O L I C Y

A R C H D I O C E S E O F S A N F R A N C I S C O

DECEMBER 1981

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- 1100 PASTORAL MINISTRIES AND RESPONSIBILITIES
- 1200 WORKING AND LIVING RELATIONSHIPS WITHIN THE RECTORY
- 2000 THE CLERGY PERSONNEL BOARD
- 2100 PERSONNEL BOARD STRUCTURE
- 2200 POLICIES GOVERNING PERSONNEL BOARD ACTIVITY
- 2300 GENERAL POLICIES OF THE BOARD
- 2400 ASSIGNMENT PROCEDURES OF THE BOARD
- 2500 GENERAL POLICY AND PROCEDURES GOVERNING INCARDINATION IN THE ARCHDIOCESE OF SAN FRANCISCO
- 3000 CLERGY EDUCATION
- 3100 INTRODUCTION
- 3200 DEFINITION
- 3300 PURPOSE OF OFFICE OF CLERGY EDUCATION
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5300 ELIGIBILITY FOR PENSION BENEFITS
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7200 VACATION
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