

§100 POLICIES AND POLICY DEVELOPMENT

Section 100 defines policies and procedures, and it states the process for policy development in the Diocese of Springfield in Illinois. First and foremost, the policies of the Diocese of Springfield in Illinois must flow from and be consistent with the mission of the Diocese of Springfield in Illinois. This section speaks to the development of policy by the Bishop which pertains to the overall pastoral life of the Church in the Diocese of Springfield in Illinois and/or to the administration of parishes, schools, agencies and programs of the Diocese of Springfield in Illinois. Diocesan “Policies” are broad and comprehensive norms and directives which affect the entire Diocese. Diocesan “Policies” are not restatements of internal operating policies, practices, rules and procedures of individual parishes, schools and agencies.

§101 DEFINITION OF POLICY AND PROCEDURE

§101.1. Policy

101.1.1. Policy The term policy is used in two senses in the Diocese of Springfield in Illinois:

- (1) A legislative decision, which only the Bishop can make, provides a broad and comprehensive statement of direction that articulates a vision and a course of action for the entire Diocese or that establishes particular law defining common norms that apply to repetitive questions and problems of significance to the Diocese as a whole (issued by means of a general decree – canon 29); and
- (2) An administrative decision, issued in the form of a directive, determines more precisely the methods to be observed in applying the law or urges observance of laws (also referred to as a “Directive,” issued by means of a general executory decree – see section §102.3.4 and canon 31).

101.1.2. Policy Diocesan policies shall require personnel to act in a prescribed manner in handling specified situations.

101.1.3. Policy Internal operating policies, practices, rules and procedures of individual parishes, schools and agencies shall not contradict Diocesan Policies.

§101.2. Procedure

101.2. Policy A procedure is a uniform method or standard of implementing policies (issued by means of instructions and regulations – canon 34).

§102 POLICY DEVELOPMENT

§102.1. Policy Development Committee

102.1. Policy There shall be a Policy Development Committee, chaired by the Chancellor of the Diocese or the Chancellor's designate.

Procedures

The Policy Development Committee will consist of administrative personnel which may include pastors, and it will be accountable to the Bishop through the Chancellor.

§102.2. Policy Development Process

The policy development process in §102.2 is required for developing new policies and changing existing policies. Often, procedures will be developed concurrently with policies, and when this occurs, procedures will be part of the policy development process. When new policies are approved and enacted by the Bishop, the corresponding procedures will also be approved and enacted. However, if at a future date, new procedures or changes in procedures are necessary, they shall be developed according to the process in §103.

102.2.1. Policy There shall be a policy development process for Diocesan policies. Failure to follow the stages of the process shall render a proposed policy invalid, with due respect for Policy 102.2.3.

102.2.2. Policy The policy development process shall consist of the stages in the procedures to this policy.

Procedures

a) First Stage

The first stage in the development of policy is the identification of a problem or need that would best be addressed by the development of a new policy or the revision of an existing policy. The identification of this need can come from several sources:

- 1) The Bishop, or the Bishop's Administrative Team, might identify the need.
- 2) An agency or some other component of the administrative structure of the Diocese, or one of the Diocesan consultative bodies (i.e., the Presbyteral Council) may surface a problem or need that must be addressed. (Note: Policies proposed by an agency must have the prior approval of the agency director and the agency's department director before proceeding to the next stage.)

- 3) The bishop, priests, deacons, religious, or other members of the Christian faithful can recommend the development of a policy (Canon 212, §2).

b) Second Stage

The second stage is the submission to the Chancellor of a written statement of intent to develop a draft policy. This communication would identify the reason for developing or revising a policy, what aspect of the mission of the Diocese this policy would serve, and the process that it is anticipated will be followed in developing the policy. The Chancellor will consult with the Bishop/Vicar General, who will decide whether the proposal must be submitted to the Bishop's Administrative Team for a preliminary review. If not, the policy development process will continue in *Stage Four*.

c) Third Stage

If called for, during the third stage, the Bishop and the Bishop's Administrative Team review the proposal and determine whether the process should go forward. At this time, suggestions and/or amendments could be provided.

d) Fourth Stage

The fourth stage is the development of the policy. In some instances, this process will be internal. Often times, it will involve some form of consultation, especially with the appropriate consultative body(ies), as well as with agencies or programs that will be impacted by the proposed policy or must implement it. In drafting the proposed policy, the author(s) will need to work closely with the Policy Development Committee to ensure consistency in language and format. The goal is that a policy finally proposed to the Bishop be as well developed as possible and the consequences of its adoption carefully considered, including expected cost and source of funding.

e) Fifth Stage

The fifth stage is the presentation of the proposed policy to a consultative body or bodies (e.g. Presbyteral Council, College of Consultors, and/or Finance Council), if appropriate. Ordinarily, a proposed policy should be presented to a consultative body at the direction of the bishop:

- 1) When the proposed policy deals with a subject that normally comes under the competence of that consultative body; or
- 2) When the proposed policy deals with a subject that will significantly impact the life or ministry of a constituency of a consultative body; and
- 3) When the proposed policy deals with matters that are not exclusively internal to a department or agency.

f) Sixth Stage

The sixth stage is the presentation of the proposed policy to the Bishop's Administrative Team, depending on the matter under consideration, as determined by the Bishop/Vicar General. Proposed policies which affect

pastoral and/or administrative issues involving a wide variety of Pastoral Center agencies and departments will be referred by the Bishop/Vicar General for the advice of the Bishop's Administrative Team. The proposed policy is forwarded to the Chancellor who then forwards it to the Vicar General for placement on the agenda of the Bishop's Administrative Team. The Bishop's Administrative Team will recommend to the Bishop how to proceed, after taking into consideration any recommendations from a consultative body.

g) Seventh Stage

The seventh stage is that of decision making. After considering all that has been developed, the Bishop decides what the policy will or will not be. If the Bishop decides not to adopt a policy, he will communicate that decision to the appropriate consultative body or bodies.

h) Eighth Stage

The eighth stage is that of promulgation. Promulgation is the act of declaring, proclaiming or publicly announcing a law or policy. (See §102.3 and canon 8, §2.)

102.3.3. Policy The Bishop may dispense from appropriate stages of the policy development process when the pastoral good of the Diocese requires it, with due respect for Policy 102.3.1 (requiring the promulgation of policy before it can take effect).

§102.3. Promulgation

§102.3.1. Effect of Promulgation

102.3.1. Policy Diocesan policy shall not take effect until it is promulgated. (See canon 7.)

§102.3.2. Office of the Chancellor

102.3.2. Policy The Office of the Chancellor shall be responsible for promulgating Diocesan policies and procedures.

§102.3.3. Promulgation of Legislative Policies

102.3.3. Policy Policies that are legislative decisions and which constitute particular law shall be issued by a legislative act of the Bishop and shall be dated and notarized by the Chancellor, Vice-Chancellor or other ecclesiastical notary, who shall inform the Vicar General. (See canons 29 and 474.)

§102.3.4. Promulgation of Administrative Policies (“Directives”)

102.3.4. Policy Policies which are Directives shall be issued only by the Bishop and shall be dated and notarized by the Chancellor, Vice-Chancellor or other ecclesiastical notary, who shall inform the Vicar General. (See canons 31 and 474.)

Procedures

The Chancellor will consult with the Vicar General regarding the most appropriate means of informing those to whom the Directive pertains.

§102.3.5. Promulgation by Policy Books

102.3.5.1. Policy Ordinarily, Diocesan policies shall be promulgated, after the first seven stages of policy development have been completed, through publication in the Diocesan Policies and Procedures Books. The means for publication of the Policy Books shall be the *Policy Book Section* of the Diocesan Web Page. (See canon 8, §2.)

Procedures

- a) Amendments and additions will be promulgated by posting the new version on the *Policy Book Section* of the Diocesan Web Page and noting the policy change on the New Policy Revisions section of the same page.
- b) Notice of a new or amended policy shall be normally be given in the Monthly Mailing, by e-mail, or in the *Catholic Times*.

102.3.5.2. Policy The Office of the Chancellor shall be responsible to develop and maintain compilations of policies in Diocesan Policies and Procedures Books.

102.3.5.3. Policy The Diocesan Policies and Procedures Books shall not ordinarily restate the universal law of the Church, e.g. the Code of Canon Law, nor include specific local policies which apply only to a particular area.

Procedures

The Books will be organized into separate sections. Ordinarily, the sections will be organized according to the Books of the Code of Canon Law. Each item in the Books will be numbered according to section number.

§103 PROCEDURES

It is through procedures that the vision and the policies of the Diocese are translated into expected modes of action.

§103.1 Development of Procedures

Ordinarily, procedures will be developed concurrently with policies, and in those instances, the procedures will be developed along with the policies through the Policy Development Process in §102.2. When procedures are developed independently of policies, they will be developed according to the process in §103. The purpose of procedures is to implement policies; therefore, they will be developed and changed as necessary.

103.1.1. Policy In all instances, it shall be clear how proposed procedures relate to the vision of the Diocese and in particular how they implement a policy.

103.1.2. Policy Procedures which are not developed concurrently with policies shall be developed by the agency, department, body or program which has the responsibility of implementing the corresponding policy(ies). Procedures shall be developed according to the procedures to this policy.

Procedures

- a) The agencies, departments, bodies and programs responsible for implementing policies are also responsible for changing procedures as necessary.
- b) Department and Agency Directors must be notified of the need to change existing procedures.
- c) New procedures and changes of existing procedures must be approved first by the Agency Director, then by the Department Director and finally by the Chancellor.
- d) Once a new procedure or modified procedure has been completed, it must be promulgated according to §103.2.

103.1.3. Policy New procedures and changes to existing procedures shall be submitted to the Chancellor for promulgation.

Procedures

The purpose of submitting procedures to the Chancellor is:

- a) To review the format of the text;

- b) To ensure that the procedure is not, in fact, a policy;
- c) To ensure that procedures do not contradict each other; and
- d) To determine whether the procedure so significantly changes the operation of policy as to require review by the Vicar General to determine whether further consultation is needed.

§103.2. Promulgation of Procedures

103.2.1. Policy Procedures may be issued by anyone legitimately exercising executive power of governance for their respective fields of responsibility, including the Bishop, Vicar General, Chancellor, Judicial Vicar, Vice-Chancellor, Finance Officer, and other Department Directors and Agency Directors of the Diocesan Curia. (See canon 34, §1.)

103.2.2. Policy Procedures shall be dated and notarized by the Chancellor, Vice Chancellor or other ecclesiastical notary, who shall inform the Vicar General. (See canon 474.)

103.2.3. Policy The Chancellor, or the Chancellor's delegate, shall arrange for the procedures to be incorporated into the appropriate volume of the Diocesan Policies and Procedures.

§104 PERIODIC REVIEW OF EXISTING POLICIES

104.1. Policy The Policy Development Committee shall be responsible for a periodic review and evaluation of existing policies.

Procedures

- a) The Committee will determine procedures for an effective practice of review and evaluation of all policies on a regular and timely basis.
- b) The review also will raise the question as to whether the policy is being adhered to and what action the Bishop's Administrative Team could consider recommending to the Bishop if it is not.

§105 COMMUNICATION OF POLICY

105.1. Policy Any communication that includes a statement of policy or changes an existing policy, outlines norms or guidelines that will have an effect on more than the internal operations of a particular department or agency, shall be reviewed by the Chancellor before publication.