

CONTRACTS

- I. The parish is a non-profit corporation in the State of New Mexico. All property, buildings, collateral as such are considered property of the parish.
- II. The bishop of the diocese is the president of the corporation (civil law) and, as such, is responsible for all of the actions undertaken by the corporation's agents (priests and employees).
- III. Before entering into business agreements, contracts or letters of intent, the parish should contact The Pastoral Center with regard to the necessity of authorization and/or the bishop's (or his agent's) signature on the contract.
- IV. All contracts or remodeling contracts must be submitted to The Pastoral Center for approval and signature if they are in excess of \$15,000. (Refer to A-1).
- V. No church property or real estate valued at \$75,000 or more, can be alienated (sold) without permission of the bishop. (Refer to A-1).
- VI. The hiring of employees, teachers, etc. should follow diocesan guidelines, and are not ordinarily reviewed by the chancery.
- VII. Job descriptions and letters of agreement are preferred for parish pastoral staff, DRE's, etc.