

TABLE OF CONTENTS
ADMINISTRATIVE SECTION

I. PARISH GUIDELINES

A. Financial

Parish Finance Council.....A-1- A-2
 Financial AffidavitA-2a
 Parish Budget Procedures.....A-3
 Cash Internal Control Policies.....A-4
 Procedure for Counting, Depositing, and Accounting of Parish Income Funds.....A-5
 Parish Tax Assessment.....A-6 - A-6a
 United in Ministry.....A-6b
 Bingo Policy.....A-7
 Bingo Procedures.....A-7a
 Parish Investment Program (PIP).....A-8
 Loan Authorization Form.....A-9
 Loan Agreement Authorization Form.....A-10
 Loan Agreement Authorization Form (Acceptance).....A-10a
 Savings Withdrawal Authorization Form PIP Withdrawal Amounts up to \$14,999.....A-11
 Savings Withdrawal Authorization Form PIP Withdrawal Amounts up to \$15,000.....A-11a
 Savings Withdrawal Authorization Form, Construction Purposes.....A-12
 Affiliated Parish Organizations.....A-13
 Schedule of Sacramental Fees.....A-14
 Missionary Cooperative Plan.....A-15
 Financial Reports.....A-16
 Credit Cards.....A-17
 Parish Loans.....A-18
 Audits/Reviews.....A-19
 Follow-Up Procedures for Financial Audits/Reviews.....A-20- A-21
 Self Insurance Program.....A-22
 Carnival Rides.....A-23
 Fraud and Embezzlement.....A-24

B. Building, Property, and Real Estate

Guidelines for Renovation and/or Construction of Buildings.....B-1- B-4
 Building Project Checklist (Parish Level)B-5
 Building Project Checklist (Diocesan Level).....B-6
 Financial Feasibility Analysis for New Construction or Major Renovations.....B-7
 Rental of Parish PropertyB-8
 Rental Agreement Parish Halls (Sample 1)B-9- B-10
 Rental Agreement Landlord (Sample 2)B-11

	Use of Liquor at Parish Activities.....	B-12
	Special Dispenser's Permit.....	B-13
	Property and Liability Insurance	B-14
	Contracts	B-15
	Inventory of Parish Assets	B-16
	Parish Property Inventory Procedures, Fixed Assets Guidelines.....	B-17 - B-21
	Fixed Assets Inventory and Input Forms (Exhibit A).....	B-22
	Fixed Assets Physical Inventory Instructions (Exhibit B).....	B-23 - B-26
C.	Archives.....	C-1-C-2
D.	Political Activities.....	C-3 -C-4
II.	PERSONNEL	
A.	Lay	
	Lay Employee Retirement Policy.....	D-1
	Medical Insurance Policy.....	D-2
	Grievances and Arbitration	D-3 - D-5
	Employment and Immigration Control.....	D-5A
	Uniform Job Application Form.....	D-6 - D-10
B.	Priests	
	Presbyteral Benefits	E-1 - E-2
	Policy on Rectories	E-2a
	Parish Expenses	E-2b
	Personal Expenses	E-2c
	Priests' Retirement.....	E-3
	Long-term Health Care for Retired Priests	E-3a
	Funeral Policy for Priests.....	E-3b
	Presbyteral Council	E-4 - E-6
	Vicars Forane	E-7 - E-8
	Sabbaticals for Priests in the Diocese	E-9 - E-10
	Request of Leave of Absence.....	E-10a
	Tenure of Pastors	E-11
	Incardination Process	E-12 - E-12b
	Clergy Personnel Board.....	E-13

C. Deacons

Deacons' Community F-1 - F-3
 Deacons' Council Guidelines.....F-5 - F-6
 Covenant of Diaconal Service.....F-7 - F-10
 Deacon Performance Self-Evaluation Form.....F-11 - F-12
 Pastor/Director's Deacon Performance Evaluation Form F-13 - F-14
 Deacon's Wife Review.....F-15

D. Sisters

Sisters' Council G-1- G-3

E. Seminarians

Seminarians' Application Process H-1- H-5
 Presbyteral Ordinations in the Cathedral H-6

F. Sexual Misconduct

Faith Environment, the Safe Environment and Sexual Abuse Policy of the Roman Catholic Diocese of Las Cruces (English)..... I-1- I-16
 Sexual Harassment..... I-17
 Faith Environment, the Safe Environment and Sexual Abuse Policy of the Roman Catholic Diocese of Las Cruces (Spanish) I-18 - I-36

G. Approval for Priests, Deacons, or Men and Women Religious

Guidelines for Approval.....J-1
 Approval Form (English).....J-2
 Approval Form (Spanish).....J-3

H. Background Investigation

Policy (English)K-1- K-5
 Policy (Spanish)K-6 – K-10
 Designation of Alternative Background Investigation Coordinator (English)..... Form A
 Designation of Alternative Background Investigation Coordinator (Spanish)...Documento A
 Background Inquiry Form (English).....Form ZB-1
 Background Inquiry Form (Spanish).....Formulario ZB-1
 Uniform Volunteer Application (English).....Form C
 Uniform Volunteer Application (Spanish).....Documento C
 Background Investigation Results Form.....Form D