

LEGAL MATTERS

a) The legal corporation for all real estate held by the parishes or institutions of the Archdiocese is **“The Roman Catholic Archdiocese of Kansas City in Kansas, a Non Profit Corporation”**. All real estate properties are to be titled in that name and held by the Archdiocese for the benefit of the particular parish/institution. The Archdiocesan Contact for Legal Services is the Chief Financial Officer of the Archdiocese. All documents for legal consideration and review are to be submitted through the Archdiocesan CFO for conveyance to the Archdiocesan attorneys.

b) Contracts for general maintenance, repairs and purchases less than amounts previously specified in the Building and Property section, item 2, paragraph D, page 27, may be entered into by the parish/institution and signed by the pastor/administrator. Prudence would indicate that legal consultation and review may be appropriate in specific situations. The Archdiocesan Construction Manual is available for reference. Contracts for legal review are to be submitted to the Archdiocesan CFO who will convey it to the Archdiocesan attorneys.

- If a contract is below the scope requiring legal review, there are several issues that should be considered by the parish. It may be appropriate to require a performance bond. In addition, it should be determined that the contractor has Worker’s Compensation coverage and Liability coverage in the event an employee of theirs is injured on the job.

c) Contracts in excess of the amount previously specified in the Building and Property section, [item 2, paragraph d, page 31](#), are only to be made in the name of **“The Roman Catholic Archdiocese of Kansas City in Kansas, a Non Profit Corporation”**. This includes contracts for substantial repairs and maintenance as well as services for renovation and construction. No individual pastor or church representative is authorized to enter into a contract on behalf of the parish/institution when the contract amount exceeds these amounts. The Archbishop or designate will sign the contract.

d) Contract drafts must be submitted to the Chief Financial Officer of the Archdiocese of Kansas City in Kansas for his review and the review of the Archdiocesan attorney when appropriate. No contract drafts are to be submitted directly to the Archdiocesan attorneys. Adaptations and changes recommended by the CFO or the attorneys will be conveyed to the pastor/administrator. When the [contract review](#) is finalized it will be signed only by the Archbishop or his designate, not by the pastor or other parish representative.

e) All contracts dealing with easements, purchase or sale of property or real estate are to be made in the name of the Archdiocese and must be reviewed by the Archdiocesan CFO and signed by the Archbishop or his designate.

f) If a pastor/administrator needs to consult the Archdiocesan attorneys for legal advice on matters such as personnel, tax, or legal responsibility issues, he may contact the attorneys directly.