

## PROCEDURE FOR THE DISPOSITION OF NON-SACRED OBJECTS

Once Sacred Objects have been removed from the church, the pastor or business manager should call the Buildings Office to schedule a walk through with the Director of Buildings. The intent is to understand special needs for the building(s) and set a firm date for turn-over. Please contact Frank MacDonell's assistant, Marcia Myrand, at 313-237-5845 to set a date for the walk through.

### Disposition of Parish Buildings and Property

In all situations, whether the Parish is Clustered, Merged, or Suppressed, the furnishings/fixtures and other residual property shall stay with the Parish. As a general rule, items that were donated years ago cannot be salvaged by the donor since it is the property of the Parish and will be sold or leased as a component of the property. The Archdiocese does not remove and “warehouse” non-sacred objects for use by other Parishes.

- **Cluster** - A Parish designated for a cluster will retain its property. Property shall not be moved from one Parish to another unless approved by the pastor or respective Parish Councils.
- **Merger** – The pastor (administrator) of the merged parish retains responsibility and administration of the property of the former parishes, with due observance of Archdiocesan policies. Should the merger plan call for the closure and sale of a portion of the parish campus, the pastor (administrator) may make a written request to the Archbishop for the pertinent Archdiocesan departments to intervene to administer the property. Upon the acceptance of such a request, the procedure for disposition of non-sacred goods is the same as that of a suppressed (closed) parish.
- **Suppression (Closure)** – Upon final turn over from the Pastor, the Buildings Office will secure all buildings and property associated with the Parish.

Beyond the turn-over date, the Buildings Office will have total custody over the buildings and property. Access to the building(s) from this point will be controlled by the Buildings Office.

The Archdiocese of Detroit will lease or sell the buildings following the closing of a Parish. The lease or sale terms are defined “as-is” in that remaining property in the church such as pews, stained glass, miscellaneous fixtures and furniture will be sold/ leased with the property.

Please refer to the “Top 11” list in preparing for the final turn over to the Buildings Office.

## **THE TOP “11”**

### **IN PREPARATION FOR THE TURNOVER DATE:**

1. Compile copies of all contracts for security, landscaping, mechanical systems and office equipment. If a building improvement over \$10,000 was completed within the last year, please provide documentation for the same.
2. Provide a list of all remaining items, if any, that will be transferred to another parish.
3. Provide a list of key personnel with phone numbers for use by the Buildings Office for property questions.
4. Provide contact information for the local police and fire departments.
5. Provide a list of security codes, contact names and telephone numbers that service the security systems.
6. Compile all keys and garage door openers for the property. Please take the time to label all keys.
7. Plan to cancel all telephone accounts with the exception of those that service the security systems.
8. Plan to contact utility providers to send all invoicing AFTER the turnover date to:

The Archdiocese of Detroit  
Buildings Office 5th Floor  
1234 Washington Blvd.  
Detroit, MI 48226  
Attn: Marcia Myrand

9. Prepare a hand drawn map indicating the location of utility meters for water, gas and electric.
10. In the event the turn-over is to occur in the winter months do NOT shut off the boiler. Please set the thermostat for 50 degrees.
11. Inform neighbors or other interested parties that the Buildings Office will have custody for the property. (Often times, neighbors serve as a great resource to report problems. Please give them the Buildings Office phone number below.)

Call the Buildings Office (313-237-5845) with questions regarding this process or issues that develop after the turnover of the property.