Policies & Guidelines (Books I & II):

Parish Administration Handbook
(Book I)
ARCHDIOCESE OF SAN FRANCISCO

POLICIES AND GUIDELINES

BOOK I
MEMORANDUM

TO:       File

FROM:    Jean North

DATE:    October 16, 2000

RE:       Archdiocese of San Francisco Policies and Guidelines
          Book I

This is the "latest" version of Book I, as of 10/16/00.

Mary Ellen Hoffman of Council of Priests (X-3670) says a new
book is being considered, but it will be a good long while
before it is completed.

Note:
(Book II, Clergy Personnel, ⚫ is expected to be revised by
November-December of 2000.)
FORMAT OF THE POLICY BOOKS

The POLICY BOOKS have been compiled according to a numerical coding system which is open and expandable. Each section is assigned a general series number. The categories and numbers are indicated on the tab dividers.

The following sample illustrates the arrangement of the contents of a section:

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<th>Section</th>
<th>CLERGY PERSONNEL BOARD</th>
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<td>Subsection</td>
<td>1. PERSONNEL BOARD STRUCTURE</td>
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<tr>
<td>Divisions</td>
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<td>C. COMPOSITION OF THE PERSONNEL BOARD</td>
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<tr>
<td>Subdivisions</td>
<td>1)</td>
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<td>2) Elected Members</td>
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Items (when applicable) 2132.1

The pages of the POLICY BOOKS are printed on one side. This enables changes or additions to the contents with no effect on page order. Subdivision or item numbers replace conventional pagination permitting individual additions to the series at need. Each sheet is dates in the lower left corner.

If changes or additions are required in the text, the updated replacement page(s) will be mailed to the Rectory. The Pastor should be responsible to see that these are inserted according to directions and that the POLICIES are kept updated at all times.

There is a detailed table of contents for each series at the beginning of each section.

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1200 CONFIRMATION
1300 EUCHARIST
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1500 RECONCILIATION
1600 MARRIAGE PREPARATION
1700 RITE OF MARRIAGE/LOCAL LEGISLATION/GUIDELINES
1800 SACRAMENT OF THE SICK

2000 LITURGY
2100 MUSIC
2200 EUCHARISTIC MINISTERS
2400 HOME MASSES
2500 FUNERAL MASSES & SERVICES

3000 CHANCERY
3100 FACULTIES
3200 STIPENDS
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3400 USE OF PARISH FACILITIES
3500 FINANCIAL GUIDELINES/INSURANCE PROGRAM
3600 LOSS CONTROL PROGRAM
3700 LAY HEALTH INSURANCE
3800 LAY RETIREMENT PLAN

4000 DEPARTMENTAL GUIDELINES

4100 CATHOLIC CHARITIES & SOCIAL SERVICES

4200 ECUMENICAL GUIDELINES

4300 TRIBUNAL

4400 YOUTH MINISTRY

4500 CATHOLIC CEMETERIES AND BURIAL

4600 EDUCATION (c.f. ADMINISTRATIVE HANDBOOK of the Department of Education)

5000 CONSTITUTIONS - SENATE OF PRIESTS

6000 DUE PROCESS

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7000 MISCELLANEOUS

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1100 PASTORAL MINISTRIES AND RESPONSIBILITIES
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