

MEMORANDUM

To: Archdiocese of Washington Pastors and Administrators
From: Most Reverend Juan Esposito, Vicar General and Moderator of the Curia
Date: December 18, 2023
Re: Updates to the Archdiocesan Contract Review Policy

Dear Archdiocesan Pastors and Administrators,

Following consultation with the Archdiocesan Priest Council and Pastoral Center staff, His Eminence has approved the following changes to the Archdiocesan Contract Review Policy, effective January 1, 2024:

- 1) The authority level of Pastors (and Administrators) to approve and sign parish contracts is increased from \$25,000 to \$75,000.
- 2) The threshold for contracts that require submission to the College of Consultors is increased from \$100,000 to \$200,000.

The Archdiocese continues to evaluate the Contract Review Policy. A revised and updated policy is expected to be available in the coming year. Below is additional information about the Contract Review Policy to assist parishes in navigating the contracting process:

- Parish contracts in an amount between \$75,000 and \$200,000 should continue to be submitted through the Real Estate & Facilities Management Office (RE/FMO) and the Office of General Counsel (OGC) for review and approval by the Office of the Moderator of the Curia (as designate for the Archbishop).
- The existing requirements in the Contract Review Policy for property transactions to be submitted to the College of Consultors and approved by the Archbishop remain unchanged. This includes the sale, purchase, or alienation of parish property, and any lease of parish property for a term of one year or more or for a rental of \$100,000 or more.
- Due to legal complexities and diocesan wide implications, parish projects that involve green energy (including solar panels and LED lighting) are required to be submitted to RE/FMO and OGC for approval.
- The archdiocesan addenda and insurance requirements for all contracts are available on the [Clergy-Only](#) webpage.

RE/FMO and OGC staff remain available to assist parishes with contracts of any size. If you should ever need assistance, please do not hesitate to contact OGC at 301-853-4495 or legaladmin@adw.org; and RE/FMO at 301-853-4474 or facilitiescontracts@adw.org.