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# Process To Become A Recognized Catholic Lay Association

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*Diocese of Marquette*

*Chancellor's Office*



*November 1, 2016*

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PROCESS TO BECOME A RECOGNIZED CATHOLIC LAY ASSOCIATION

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IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

**DECREE**

Considering my responsibility for the promotion and protection of ecclesial life within the Diocese of Marquette (canon 387);

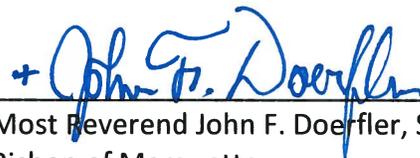
Whereas the apostolate of the laity is indispensable to the life and mission of the Church to spread the Kingdom of God, to make all sharers in Christ's gift of redemption and salvation, and to bring the entire world into the right relationship with Christ;

In order to provide for a means for lay associations to seek permission to call themselves Catholic;

**I hereby decree and promulgate as particular law the following Process to Become a Recognized Catholic Lay Organization, in accord with canons 8 §2, 29, and 391 §1.**

The provisions of this decree shall become effective November 1, 2016.

Given at the chancery in Marquette, Michigan this 4th day of October in the year 2016.



Most Reverend John F. Diefenbacher, STD, JCL  
Bishop of Marquette



Reverend Daniel J. Moll, Chancellor

## I. INTRODUCTION

The apostolate of the laity is indispensable to the life and mission of the Church to spread the kingdom of God, to make all sharers in Christ's gift of redemption and salvation, and to bring the entire world into the right relationship with Christ. The right and duty of lay people to be engaged in the apostolate flows from their union with Christ in baptism and confirmation. They are encouraged to take their own initiative to engage in the apostolate, and if they wish their organization to use the title "Catholic", or be recognized as "Catholic", they must first seek approval. (cf. Vatican II, Decree on the Apostolate of Lay People, 1-3, 24)

The Diocese of Marquette, as part of our commitment to providing services to lay organizations who wish to be recognized as "Catholic", and to lay organizations who share or teach the faith to members of the diocese, its parishes and schools, has established this policy and procedure to assist such organizations with their application to obtain the necessary approval to use the title "Catholic" or to be recognized as "Catholic".

Some lay organizations may already have received official recognition as Catholic organizations. These may include national or international organizations, public associations of the faithful, recognized, or established private associations of the faithful, parish apostolates or organizations that are already listed in the *Official Catholic Directory*. Such organizations would not require additional recognition as Catholic by the Bishop of Marquette, see Appendix 1. For them to be listed on the Diocese of Marquette website, see the applicable requirements below under B-3.

## **II. WHAT DOES IT MEAN TO BE A RECOGNIZED CATHOLIC LAY ORGANIZATION**

### 1.) Diocesan Recognition Means:

- A. The lay organization is committed to communicating in word and action the teachings and traditions of the Catholic faith, as interpreted by the Bishop of Marquette.
- B. The lay organization follows Church law, civil law, and generally acceptable fiscal and management procedures.
- C. The lay organization will further and assist the Diocesan mission to evangelize by supporting the mission statement.
- D. The lay organization meets basic liability insurance policies of the Diocese of Marquette and its agents. (See attachments for specific details and forms).
- E. The lay organization is fully compliant with all Safe Environment Policies of the Diocese of Marquette.
- F. The organization is recognized as a Catholic Lay Organization, but is not a Diocesan Program and is independent from the Diocese.

### 2.) Basic liability insurance requirements of the organization

The basic liability insurance requirements of the organization may be met in one of two ways. The organization may be automatically covered under the Diocesan insurance policy if it can answer yes to ALL of the following 5 questions:

- A. Does the Diocese, Parish, or School have full control over the organization and its functions?
- B. Do any organizational funds or fees associated with the organization flow through the Diocese, Parish, or School accounts?
- C. Does the organization permit functions or events to be open to all Diocesan, Parish or School members?
- D. Is the function of the organization to facilitate learning; raise revenue for the Diocese, Parish, or School; or provide a social service on behalf of the Diocese, Parish, or School?
- E. Is the leader of the organization a Diocesan, Parish or School volunteer or employee?

If an organization cannot answer yes to all of the five questions above, the organization must provide the Diocese with copies of the proper insurance or sign a Hold Harmless/Indemnity Agreement. See attachments for specific details and forms.

3.) The organizations that have already been recognized as Catholic may be listed on the Diocese of Marquette website if they:

- A. The lay organization follows Church law, civil law, and generally acceptable fiscal and management procedures.
- B. Meet basic liability insurance requirements or sign a Hold Harmless/Indemnity agreement.
- C. Are fully compliant with Safe Environment Policies of the Diocese of Marquette.

4.) Recognized Lay Organizations may:

- A. Use the title, "Catholic", in literature and mailings. However, such recognition does not entail affiliation with the Diocese of Marquette.
- B. Announce in flyers, brochures, mailings, or advertisements that they are a Recognized Catholic Lay Organization by the Diocese of Marquette.
- C. Be listed on the Diocese of Marquette Website as a Recognized Catholic Lay Organization.
- D. Use parish property with the approval of the Pastor/Pastoral Coordinator or Administrator. This includes distributing materials, posting items on parish bulletin boards, making announcements after Mass, and conducting meetings.
- E. Be required to complete additional steps before utilization of liability insurance.

5.) Steps a group must take to become a Recognized Catholic Lay Organization:

- A. Submit an application to the Department of Evangelization & Education.
- B. Authorize the Diocese of Marquette or its agents to undertake any and all investigations it deems appropriate in connection with this application.
- C. All application materials requested must be received a minimum of ninety days before any planned mailings, promotions, or advertisements of an event by the lay organization.
- D. An appropriate liaison, who is normally a Diocesan staff representative, will be appointed by the Diocese in consultation with each group.
- E. If the Organization is an association of the faithful, their statutes are to be reviewed by the Bishop of Marquette.

### III. APPLICATION PROCESS

- 1) Upon request, the Department of Evangelization & Education will send an application packet asking for the following information:
  - A. Brief history/purpose & mission statement of the organization
  - B. Membership size, number served each year, number on board, number of volunteers
  - C. Names and terms of board members and officers
  - D. If an organization is incorporated, a copy of the Articles of Incorporation and By-laws and/or operating guidelines/constitution.
  - E. IRS designation, if organization is an applicable 501(c) organization
  - F. Recommended name of Diocesan/Parish or School Liaison
  - G. Proof of liability insurance or appropriate signed waivers
- 2) A Diocesan Review Committee will examine all submitted materials. The Review Committee may request additional materials/information, or may request information from additional sources as the committee believes necessary.
- 3) If the lay organization has regular contact with children, youth or vulnerable adults as defined in the Safe Environment Policy of the Diocese of Marquette, officers/leaders will be required to complete a criminal background check application including references, attend a VIRTUS Protecting God's Children Adult Awareness session and acknowledge receipt of the appropriate policy. Each lay organization will need to appoint a Local Safe Environment Coordinator from the organization to verify all safe environment requirements have been completed. The lay organization is responsible for all costs associated with these requirements.
- 4) If the lay organization will be utilizing the facilities of, or the name of, a parish, school, or entity, its need for liability insurance coverage must be determined prior to approval.
- 5) After consultation with the Review Committee, the committee will submit its recommendation to the Bishop. A letter will be sent to each group applying advising them of the Bishop's decision. If the organization is not approved, the letter will explain the reasons why not approved, and steps/actions needed to receive approval.
- 6) Initial recognition shall be for a term of two years. Six months before expiration of status, the Diocese will notify each organization they have 120 days to re-apply. Lay organizations seeking to be re-approved should apply, updating information. Re-application must be made 90 days before expiration of recognition status.
- 7) If there is a significant change concerning a previously recognized lay organization, the Department of Evangelization & Education may institute a review of the lay organization's status. Recognition may be revoked by the Diocese at any time. A letter to that effect will be sent to the liaison and officers/leaders directing them to discontinue using the words,

"Recognized by the Diocese of Marquette" in all materials. Removal of the organization's name from the Diocesan website will also result.

#### **IV. DIOCESAN STEPS UPON RECOGNITION**

Once the decision has been made to provide recognition status to a lay organization, the following actions may be taken:

- The Department of Evangelization & Education will include the lay organization's name and contact information in the Diocesan Web site under the heading, Recognized Lay Organizations.



**Diocese of Marquette**  
**1004 Harbor Hills Dr.**  
**Marquette Michigan 49855**  
**(906) 225-1141**  
**[www.dioceseofmarquette.org](http://www.dioceseofmarquette.org)**



## Diocese of Marquette

### Registration and Application Form for Recognized Catholic Lay Organizations

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact person name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number: \_\_\_\_\_ Email \_\_\_\_\_

1. Briefly describe the mission or purpose of this organization.
2. Provide a brief description of the programs and services provided. Please include estimates of the number of people served.
3. Does the organization have a written mission statement, constitution, by-laws, operating guidelines, etc.? \_\_\_ No \_\_\_ Yes If yes, please include a copy with your application.
4. Does this organization have a board of directors, advisory group or steering committee? \_\_\_ No \_\_\_ Yes If yes, please include with your application a listing of all current members of the group. Also please indicate members who are officers i.e. chairperson, vice- chair, secretary, treasurer, etc.
5. Is the organization committed in word and action to the teachings and traditions of the Catholic Faith? \_\_\_ No \_\_\_ Yes

6. Is the organization incorporated? \_\_\_No \_\_\_ Yes If yes, please attach a copy of the organization's incorporation papers.
7. Does the organization have a chaplain or spiritual director? \_\_\_ No \_\_\_ Yes If yes please indicate who \_\_\_\_\_.
8. How many people are members of this organization? \_\_\_\_\_
9. Briefly describe how the organization is funded.
10. Does the organization have liability insurance? \_\_\_ No \_\_\_ Yes If yes, please include a copy of the liability insurance policy that includes the levels of coverage provided.
11. Is this organization in any way affiliated or part of a parish in the Diocese of Marquette? \_\_\_ No \_\_\_ Yes If yes, please indicate the name of the parish and city in which it is located. \_\_\_\_\_.
12. Is this organization in any way affiliated or part of a diocesan office or department of the Diocese of Marquette? \_\_\_ No \_\_\_ Yes If yes, please indicate the name of the office or department. \_\_\_\_\_.
13. Is this organization affiliated with any national or international Catholic organization(s)? \_\_\_ No \_\_\_ Yes, If yes, please indicate which one(s) \_\_\_\_\_.
14. Is there a member of the staff of the Diocese of Marquette assigned to this organization as a liaison? \_\_\_ No \_\_\_ Yes If yes, please indicate who and what diocesan office or department they are a member of \_\_\_\_\_.

15. Does the organization have contact with or in any way is it entrusted with the supervision, guidance or care of children, youth or vulnerable adults ? \_\_\_ No \_\_\_ Yes.

- If yes, does the organization adhere to the diocesan policies and standards for insuring a safe environment? \_\_\_ No \_\_\_ Yes
- If yes, have members of the organization participated in VIRTUS training and has the organization done the diocesan approved criminal background checks for members? \_\_\_ No \_\_\_ Yes
- If yes, what is the name of the Local Safe Environment Coordinator that the organization has been working with? \_\_\_\_\_.

16. If the organization is officially Recognized as a Catholic Lay Organization operating in the Diocese of Marquette, is it permissible for the Diocese of Marquette to publicly list the organization as such in the following ways:

- On the Diocese of Marquette website? \_\_\_ No \_\_\_ Yes
- As part of any diocesan approved directory of programs, services and organizations? \_\_\_ No \_\_\_ Yes.

I certify that the information contained in this application is true and complete to the best of my knowledge. I authorize the Diocese of Marquette or its agents to undertake any and all investigations it deems appropriate in connection with this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **List of Attachments to Accompany This Application**

1. Mission Statement, Constitution, By-laws or Operating Guidelines.
2. List of the names of board members, including names of organization officers.
3. If incorporated, copy of incorporation papers.
4. If the organization has liability insurance, copy of the insurance policy.

### **Questions?**

Contact

Department of Evangelization & Education  
Diocese of Marquette  
1004 Harbor Hills Drive  
Marquette, MI 49854-8851  
906-227-9127  
<mailto:msalisbury@dioceseofmarquette.org>