

# **METROPOLIS OF BOSTON PARISH EXPANSION POLICY**

## **PREAMBLE**

In accordance with **Article 16, Section 3 of the Uniform Parish Regulations**, the Holy Metropolis of Boston is providing further clarification of the policy referenced. The Metropolis of Boston Parish Expansion Policy will apply to all such projects before any construction or contractual arrangements can be made.

## **OVERALL OBJECTIVE**

The overall objective of this policy is to insure that a parish does not place itself in financial jeopardy that could ultimately cause the demise of the parish, or create such a burden that the mission of the parish to spread the Good News is seriously compromised.

## **PURPOSE**

The purpose of this policy is to provide His Eminence, the Metropolitan of Boston, with clear financial information delineating the financial viability of the proposed parish expansion, its impact on future parish operating budgets and the ability of the parish to support such expenditures.

## **APPLICATION**

This policy will apply to all major parish construction projects and/or purchase of real estate. Examples where this policy may apply include the building of a new parish facility, community center, or any major parish construction or renovation not deemed as normal maintenance. Normal maintenance may include items like roof repairs, elevator installation, basic cosmetic upgrades, etc.

## **PROCEDURE**

In addition to procedures outlined in the Uniform Parish Regulations, Article 16, a parish desiring to undertake an expansion project must also submit in a timely manner to the Metropolis Finance Committee the following data: Audited Financials for the past 3 years; Current Year Financials and a Written Report on how the parish intends to pay for the project and its impact on future parish operating budgets. (Note: All Financials must include both Balance Sheets and Profit/Loss Statements; plus a detailed itemization of any monies not included in the Financials.)

The Metropolis Finance Committee will review all the data provided, conduct follow-up interviews of parish officers as necessary, and render a recommendation to His Eminence.

## **IMPORTANT**

This clarification policy does not negate or alter any of the established processes outlined in the Uniform Parish Regulations that a parish must complete in order to get approval by His Eminence before expansion can begin. Any questions about this clarification should be directed to the Metropolis Chancellor.