

# Instructions for the Placement of Sale for a Church Building or Parish Properties

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To ensure an accurate and comprehensive process for the sale of a church building or parish property within the Catholic Diocese of Saginaw, according to proper governance by the Bishop, his diocesan employees and consultants, all parish communication must be with the pastor/pastoral administrator [pastor]. The following process is required:

- I. A letter from the pastor/pastoral administrator to the Bishop of the Diocese of Saginaw [Bishop] expressing a desire and the rationale to place the church building or parish property for sale.
- II. A letter from the Bishop requesting demonstration of parish support for sale.
- III. The pastor/pastoral administrator sends a packet including the following documentation to the Office of the Bishop:
  - a. Copies of announcement of the intent to place the church building or parish property for sale in four (4) weekly parish church(es) bulletins. The Office of the Bishop will provide the proper protocol and wording of announcements, which includes opportunities for parishioners to provide written, signed feedback regarding this action. The feedback is to be included in the packet.
  - b. Record of the vote to recommend to sale of the church building or parish property by both the Parish Pastoral Council and Parish Finance Council. Minutes from these meetings must be presented with the signatures of all participating voting members.
  - c. A signed letter by the pastor to the Bishop, supporting the sale of the property, stating specific reasons.
- IV. Upon receipt of the documentation, the Bishop will consult with appropriate advisers and respond in writing to the pastor. If a church is involved, a Decree Relegating the Church to Profane but not Sordid Use is sent to the Pastor, to be posted in the church(es) and made available to parishioners at the weekend Masses.
- V. Following appropriate notice to all parishioners, the Bishop will write to the pastor, giving permission to enter into contractual agreement with **CBRE** or

the realtor of the parish's choice, to place the church building or parish property for sale.

- VI. The Office of the Bishop will notify the Office of Liturgy to schedule an inspection to identify the specific components and/or liturgical furnishings which are approved with the sale of the church building or parish property and those which must be removed.
- VII. While a parish may choose a realtor other than **CBRE** to sell the property, the parish is required to secure the services of **CBRE** to provide an assessment of the brokerage value (BOV). The BOV represents the expected value of the property in continuity with other property sales throughout the area. The cost for these services will be paid by the parish. The parish forwards to the Bishop the BOV assessment with the recommended sale price. The parish should commence additional work necessary to complete the sale (such as having a survey, dealing with easements, etc.).
- VIII. The parish negotiates the property agreement with potential buyers. Before negotiations are complete, the Bishop must approve the intended use of the building.
- IX. The negotiated agreement is presented to the Bishop.
- X. The Bishop provides a letter of approval for the property purchase to the parish. When purchase agreement is completed, Bishop signs the contracts.
- XI. The parish receives the sale proceeds, less the diocesan costs should any be incurred.

### **Retention of CBRE Services**

The Catholic Diocese of Saginaw has retained the services of CBRE, *Inc.*, a licensed real estate broker to assist the parishes and the Diocese in the sale of church properties. The firm will provide assessments of the brokerage value (BOV) of the properties to verify parishes are setting competitive property values in negotiating property sales. **CBRE** has extensive experience with church properties around the country and, most recently, in service to the Archdiocese of Detroit.

The diocesan contact at CBRE is **Myrna R. Burroughs, Senior Associate**, and her office is located at 2000 Town Center, Suite 500, Southfield, Michigan 48075. Phone numbers for Myrna are: 248-351-2028 (office) or 313-980-7325 (cell).