



Catholic Diocese of Saginaw

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

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:

1. 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.
2. A letter from the Bishop requesting demonstration of parish support for sale.
3. 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 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.
4. 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 (Church Name) to Secular but not Unbecoming Use is sent to the Pastor, to be posted in the church(es) and made available to parishioners at the weekend Masses.

5. Following appropriate notice to all parishioners and there is no appeal, the Bishop will write to the pastor, giving permission to have ***The Miller Group of Saginaw, Inc.*** assess the value of the property and enter into contractual agreement with ***The Miller Group of Saginaw, Inc.*** to place the church building or parish property for sale.

6. The parish is required to secure the services of ***The Miller Group of Saginaw, Inc.*** 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.).

7. 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.

8. The parish negotiates the property agreement with potential buyers. Before negotiations are complete, the Bishop must approve the intended use of the building.

9. The negotiated agreement is presented to the Bishop. The Bishop will consult with advisers, as required by ecclesiastical law.

10. The Bishop provides a letter of approval for the property purchase to the parish. When purchase agreement is completed, Bishop signs the contracts.

11. The parish receives the sale proceeds, less the diocesan costs should any be incurred.

Retention of The Miller Group of Saginaw, Inc.

The Catholic Diocese of Saginaw has retained the services of The Miller Group of Saginaw, 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.

The diocesan contact at The Miller Group is **John Allison, Associate Broker**, and his office is located at 2825 Bay Road, Ste. 100, Saginaw, MI 48603. Phone numbers for John are: 989.790.2611 (office) or 989.907.1242 (cell).

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