

**Appendix 3a: Sample Corporate Resolution**

**PARISH LETTERHEAD**

- Send two copies to the Bishop’s office. One copy will be returned, and one copy will be kept on file.
- Have the signatures of the Pastor and Lay Directors on both copies before sending to the Bishop’s office for approval.

CORPORATE RESOLUTION  
ADOPTED UNANIMOUSLY  
by the signatures below  
being all of the Directors

RESOLVED: Contract with [ ] for [ ] in the amount of [ ]. Rev. [ ] is authorized to execute the contract on behalf of the corporation.

Payment will be made from [ *method of payment or procurement of funds* ]. Approval has already been given by the parish council.

_____	_____
Bishop	Date
_____	_____
Vicar General	Date
_____	_____
Pastor	Date
_____	_____
Lay Director	Date
_____	_____
Lay Director	Date