

Decree, Directory or Instruction Development

The development of Decrees, Directories or Instructions for the Diocese of Cheyenne will be guided by this document. It is important to note the above-mentioned documents must be in line with canon law and the overall mission and pastoral life of the Diocese of Cheyenne.

Development

If necessary, a development committee, chaired by the chancellor or the chancellor's designate, will consist of personnel, which may include pastors, and it will be accountable to the Bishop of Cheyenne through the chancellor for the purpose of Decree, Directory, or Instruction development.

Stages of Development

The **first stage** in the development of a Decree, Directory, or Instruction is the identification of an issue or need that would best be addressed by the creation of a new document or the revision of an existing one. The identification of the need or issue can come from several sources:

- 1) The Bishop, the Bishop's Leadership Team, or diocesan staff;
- 2) Presbyteral Council, College of Consultors, Diocesan Finance Council, Diocesan Pastoral Council, or other diocesan committees or commissions;
- 3) Clergy, religious, or other members of the Christian faithful.

The **second stage** is the submission to the chancellor of a written statement of intent to develop a draft Decree, Directory, or Instruction. The communication will identify the reason for a new or revised document and what aspect of the mission of the diocese the document will serve. The chancellor will consult with the Bishop, who will decide whether the proposal must be submitted to the Bishop's Leadership Team for a preliminary review. If not, the development process will continue to stage four.

The **third stage** is when the Bishop and his leadership team will review the proposal and determine whether the process should go forward. At this time, suggestions and/or amendments could be provided.

The **fourth stage** is the development of the Decree, Directory, or Instruction. In some instances, this process will be internal. Often times, it will involve some form of consultation, especially with the appropriate consultative body or bodies, as well as with offices or programs that will be impacted by the document or must implement it. In drafting, the author(s) will need to work closely with the development committee; or if the committee is not needed, with the chancellor, to ensure consistency in language and format. The goal is that the final proposal to the Bishop is well developed and the consequences of its adoption are carefully considered, including any expected cost and source of funding.

The **fifth stage** is the presentation of the newly created or revised document to a consultative body or bodies (e.g., Presbyteral Council, College of Consultors, and/or Finance Council), if appropriate:

- 1) When the proposed document deals with a subject that normally comes under the competence of that consultative body; or
- 2) When the proposed document deals with a subject that will significantly impact the life or ministry of the diocese; and
- 3) When the proposed document deals with matters that are not exclusively internal to an office.

The **sixth stage** is the presentation of the proposed policy to the Bishop's Leadership Team, depending on the matter under consideration. Proposals that affect pastoral and/or administrative issues involving a wide variety of Chancery Offices will be referred to the Bishop's Leadership Team. The proposed document is forwarded to the Chancellor who then forwards it to the Vicar General for placement on the agenda of the Bishop's Leadership Team. The Bishop's Leadership Team will recommend to the Bishop how to proceed, after taking into consideration any recommendations from consultative bodies.

The **seventh stage** is that of decision making. After considering all that has been developed, the Bishop will accept, modify, or reject the proposed document. If the decision is rejection, the Bishop will communicate his decision to the appropriate consultative bodies.

The **eighth stage** is that of promulgation. Promulgation is the act of declaring, proclaiming or publicly announcing the Decree, Directory, or Instruction. Promulgation will state the effective date of the new or revised Decree, Directory or Instruction. The chancellor will assist the Bishop with the Promulgation. If the document is a legislative act of the Bishop, the promulgation will include a notarized signature and date by the chancellor or other ecclesiastical notary.

The new or revised document will be posted to the appropriate section of the Administrative Handbook on the diocesan website. Notice of the new or revised document will be communicated by the chancellor to the appropriate people.

The Office of the Chancellor is responsible to develop and maintain compilations of Decrees, Directories, and Instructions.

The Office of the Chancellor is responsible to develop an on-going schedule for document review.