

DECREE

IN THE NAME OF GOD. AMEN.

Whereas circumstances arise in the Archdiocese of Milwaukee when a pastor (*parochus*) is temporarily absent from his parish(es) for a duration of several weeks or months due to infirmity or for other authorized leaves of absence,

Whereas these circumstances may arise unexpectedly and for reasons of emergency,

Whereas the responsible administration of the parish's goods and affairs must continue during the temporary absence of its pastor,

Whereas, during these temporary periods of absence, a suitable priest may not be available for appointment as a parochial administrator (c. 539),

Whereas a suitable deacon or member of the lay Christian faithful may be willing and available to serve as the responsible administrator of a parish's goods and affairs during the temporary absence of its pastor,

Whereas an ecclesiastical office of interim parish administrator, who is not a priest, of a parish having a pastor does not exist in the Universal Law,

I hereby decree, in accordance with canon 145 §1,2, the creation in the Archdiocese of Milwaukee of the ecclesiastical office of *Interim Parish Administrator.* The appointment of a qualified person to the office of interim parish administrator is reserved to those extraordinary circumstances when a suitable priest is not available to take the place of the pastor during his absence (see canon 539).

Provision for Office:

- Those qualified for the office of interim parish administrator are: permanent members of the order of deacons, as well as members of the lay Christian Faithful, who are judged suitable for the role by the local ordinary.
- An interim parish administrator is appointed to the office by the manner of free conferral (c. 147), by the local ordinary, for a term office that extends to 6 continuous months.
- If the continued absence of the pastor, and the need for the interim parish administrator, extends beyond six continuous months, the term may be extended to a maximum of three additional continuous months.
- In a parish with a lawfully appointed pastor, the office of interim parish administrator cannot be exercised by one or multiple persons for a period longer than nine continuous months.
- When nine continuous months of the absence of the pastor have passed with the parish operating under the care of one or more interim parish administrators, the situation is to be reviewed by the archbishop so that he may make appropriate provision for the solicitude of the pastor and the parish according to the ordinary norm of law.

Obligations and Rights of the Office:

The interim parish administrator:

- Ensures that the sacramental needs of the parish community are provided for during the absence of the pastor by scheduling assisting clergy for Masses and sacraments as needed, most especially for worship on Sundays and Holy Days of obligation;
- Represents the parish in all juridic, canonical, and civil affairs during the absence of the pastor in all ordinary acts of administration, and responsibly administers the goods and affairs of the parish (cc 1279-1289);
- First consults the vicar general before considering engaging in any acts of extraordinary administration, as defined in the particular law of the Archdiocese of Milwaukee, and then pursues the necessary faculties to execute such acts if the vicar general provides the initial authorization to proceed;
- The interim parish administrator is not permitted to do anything which prejudices the rights of the pastor or can harm parochial goods. After he or she has completed their function as interim parish administrator, an account of the activity during their office is to be rendered to the pastor (c. 540 §§ 2,3);

- The interim parish administrator has the right to a just compensation for his or her services in the office, according to the following provisions:
    - The terms for the compensation are not to place an undue burden on the operational finances of the parish,
    - The terms for the compensation are to be determined, if possible, in consultation with the pastor prior to his absence, or, when this is not possible, are established at the time of the appointment of the interim parish administrator, in consultation with both parish trustees, and with the approval of the local ordinary.

Given in Milwaukee, May 13, 2026.

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Most Reverend Jeffrey S. Grob
Archbishop of Milwaukee

CURIA ARCHIDIOECESIS MILWAUCHIENSIS

Ecclesiastical Notary