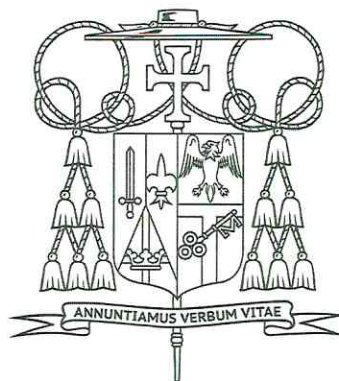


JOHN STOWE, OFM, CONV.



BISHOP OF LEXINGTON

General Executory Decree Promulgating the
Professional Partnership Policy
as Administrative Directives for the Lexington Diocese

In virtue of my pastoral office as Bishop of the Diocese of Lexington in Kentucky, I hereby issue this General Executory Decree (c. 31) promulgating the revised the **Professional Partnership Policy** as administrative directives of the Diocese of Lexington.

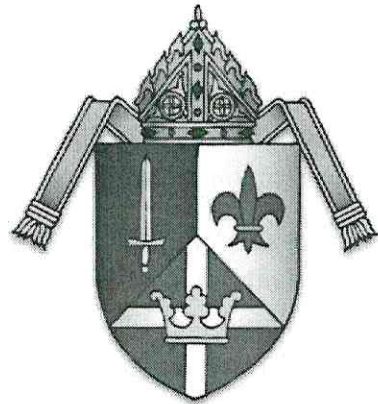
The Professional Partnership Policy is to be promulgated by its publication in electronic format at www.cdlex.org. The provisions of this policy shall become effective August 1, 2019 for purposes of implementation and binding September 1, 2019, for purposes of full compliance within the Diocese of Lexington, any particular legislation, directives or instructions to the contrary notwithstanding.

Given at the Chancery, Lexington, Kentucky this 1st day of August 2019.

Most Reverend John Stowe, O.F.M. Conv.
Bishop of Lexington

Karen Abbey
Chancellor

2019:AD012



CATHOLIC DIOCESE
OF LEXINGTON

Roman Catholic Diocese of Lexington, KY

PROFESSIONAL PARTNERSHIP POLICY

Revised: July 15, 2019

SECTION 1: PURPOSE

The Roman Catholic Diocese of Lexington values 1) healthy relationships with Professional Partners; 2) accountability for the Diocese and its Partners; 3) transparency between the Diocese and its Partners; and 4) proactive evaluative standards and schedules. To this end, the purpose of this Professional Partnership Policy is to establish procedures related to the initiation, maintenance, and termination of professional partnerships.

For the purposes of this policy, a professional partnership shall be defined as any agreement, contractual or otherwise, that creates a continuous relationship between the Roman Catholic Diocese of Lexington (as Diocese), hereafter referred to as the Diocese, and a business/vendor/service provider through an exchange of services and/or goods for monetary compensation with an anticipated continuous initial engagement of at least two (2) years. Entities of the Diocese (parishes, schools, etc.) are encouraged to use the same criteria in evaluating and monitoring professional partnerships.

SECTION 2: OUR IDENTITY

Roman Catholics of Eastern and Central Kentucky are a diverse pilgrim people, growing in number and filled with hope. They are energized by the Word, the Sacraments, and the Spirit. God calls them to gather together as Eucharistic faith communities to worship and to celebrate, to teach, to reconcile and to liberate. As servants who recognize their own gifts as well as the gifts of others, they share Jesus, their Catholic faith and their resources. In response to their baptismal call and their identity as a mission Diocese, they reach out to all, especially to those who are poor in the eyes of the world and to the unchurched. They strive to respect the land, to live in harmony with all people, and to bring about the reign of God.

1. The Diocese operates based on Roman Catholic, Christian beliefs.
2. The Diocese is called to extend God's love, as revealed in Jesus Christ, to all people, but primarily to those in Central and Eastern Kentucky. The Diocese strives to enhance the quality of life of those served by working collaboratively, by treating everyone with dignity and respect, and by assisting all to reach full potential by offering leadership, service, and resources.
3. The following seven (7) Catholic Social Principles are applications of the Gospel and Church teaching to the issues of Social Justice. The work of Diocesan employees should both incorporate and reflect these same principles.
 - a. **Life and Dignity of the Human Person.** All people are sacred, made in the image and likeness of God. People do not lose dignity because of disability, poverty, age, addiction, homelessness, lack of success, race, or sexual orientation. This principle emphasizes people over things, being over having.

- b. **Call to Family, Community, and Participation.** The human person is both sacred and social. We realize our dignity and rights in relationship with others, in community. “We are one body; when one suffers, we all suffer.” We are called to respect all of God’s gifts of creation, to be good stewards of the earth and each other.
 - c. **Rights and Responsibilities.** People have a fundamental right to life, food, shelter, health care, education and employment. All people have a right to participate in decisions that affect their lives. Everyone has the right to his or her good name and to respect. Corresponding to these rights are duties and responsibilities to respect the rights of others in the wider society and to work for the common good.
 - d. **Preferential Option for the Poor and Vulnerable.** The moral test of a society is how it treats its most vulnerable members. The poor have the most urgent moral claim on the conscience of the nation. We are called to look at public policy decisions in terms of how they affect the poor.
 - e. **Dignity of Work and the Rights of Workers.** If the dignity of work is to be protected, then the basic rights of workers must be respected; the right to productive work, decent and fair wages, safe working conditions, to organize, to private property, and to economic initiative. The economy exists to serve people, not the other way around.
 - f. **Solidarity.** We are our brothers’ and sisters’ keepers, wherever they live. Learning to practice the virtues of solidarity means learning that “loving our neighbor” has global dimensions in this interdependent world in which we live. We are called to work globally for justice.
 - g. **Care for God’s Creation.** We show our respect for the Creator by our stewardship of creation. Care for the earth is a requirement of faith. We are called to protect people and the planet, living our faith in relationship with all of God’s creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.
4. The Diocese seeks professional partners who share these same values and who have a compatible identity or worldview.

SECTION 3 – EVALUATION OF PROFESSIONAL PARTNERSHIPS

1. Professional partnerships that impact the whole of the Diocese will be evaluated in order to identify the professional partner that can best address the needs of the Diocese.
2. Criteria will vary depending on the needs of a particular partnership, but can include: transparency, experience with Catholic dioceses in the United States, understanding of the Diocese specifically and the region served by the Diocese, professionalism, physical location of the partner, customer service, cost of services, and technical or subject matter expertise.
3. The evaluation process will be conducted in the format best suited to the particular need, but can include: interviews, requests for proposals, and open bids.

4. The following internal clients should be included in the initial evaluation process for professional partners:

- a. The primary partnering diocesan department is responsible for leading and coordinating the evaluation process.
- b. Representatives from ancillary departments that would be impacted by the acquisition of a professional partner.
- c. The Bishop may/may not choose to actively participate in the evaluation function. Regardless, the Bishop must grant final approval of any recommendation to enter into a professional partnership.

SECTION 4 – INITIATION OF PROFESSIONAL PARTNERSHIPS

1. Upon selecting a professional partner, the Diocese will...

- a. disclose the expectant tenure of the relationship;
- b. define the performance expectations of the professional partner;
- c. negotiate the monetary terms and conditions of the relationship;
- d. establish a review schedule for the product/service provided; and
- e. establish a review schedule for the professional partnership.

2. The primary partnering diocesan department is responsible for the implementation of the initiation phase.

SECTION 5 – MAINTENANCE OF PROFESSIONAL PARTNERSHIPS

1. The Diocese reserves the right to request briefs from existing professional partners on either a regularly scheduled or ad hoc basis. The term 'regularly scheduled' shall be construed as signifying a frequency that is most conducive to the needs of the Diocese and that is reasonably aligned to the service/product provided by the professional partner.

2. Professional partners are expected to abide by sections 5 (Confidentiality), 11 (Substance Abuse), and 12 (Employment Categories) of the Diocesan Employee Handbook and by the Diocesan Code of Conduct when performing work for the diocese.

3. The Diocese reserves the right to terminate any standing agreement, contractual or otherwise, with professional partners should the partnership compromise or have a detrimental effect on the well-being of the Diocese or negatively impact the Diocese's mission.

4. The primary partnering diocesan department is responsible for the maintenance phase of the professional partnership relationship.

SECTION 6 – FORMAL RE-EVALUATION OF PROFESSIONAL PARTNERSHIPS

1. A formal re-evaluation process shall be conducted in a format and at a time that is best aligned to the product/service provided by the professional partner.

- a. Re-evaluations will be conducted upon the completion of the second (2nd) year and prior to the completion of a third (3rd) year of consecutive professional partnership.
- b. The re-evaluation process will not be a closed process. Existing professional partners as well as other potential professional partners may respond to a request for proposal (RFP) and participate in an open bidding process.

2. The re-evaluation panel should correspond to those internal clients identified in Section 4 of this document.

SECTION 7 – DISSOLUTION OF PROFESSIONAL PARTNERSHIPS

1. When the dissolution of a professional partnership is desired, the initiating party must provide adequate notice correlative to the tenure of the relationship and the nature and scope of the services/products involved, unless otherwise defined by the partnership agreement.

2. When the dissolution of a professional partnership is desired, the initiating party is not required to provide justification or reason, unless...

- a. Justification is compelled by a legally binding agreement, contractual or otherwise;
or
- b. The Diocese desires the dissolution of the professional partnership for a reason falling under Section 5, no. 3 of this document.

SECTION 8 – RE-EVALUATION BY PROFESSIONAL PARTNER OF PROCURED SERVICES

1. Professional partners that procure products/services on behalf of the Diocese shall initiate and complete periodic re-evaluations of the procured products/services providers utilizing best practices in order to retain 'good standing' within the partnership.

- a. The Diocese reserves the right to designate the parameters for the selection of the products, services, providers, policies and plan construction (when applicable).

b. The re-evaluation process shall not be a closed process. Existing providers as well as other potential providers may respond to a request for proposal (RFP) and participate in an open bidding process.

2. Re-evaluation(s) of procured product/service providers performed by the professional partners shall be conducted upon the completion of the first (1st) year and prior to the completion of the second (2nd) year of utilization.