



Conflict of Interest & Donated Services (Pro-Bono Services)



Business Managers Meeting
January 13, 2005





Conflict of Interest

Definition:

- A conflict between the private interest and the official responsibilities of a person in a position of trust.

(Merriam-Webster Online Dictionary 2005)



Archdiocese of Baltimore Policies

Conflict of interest is referenced in four AOB policies

1. School Boards
2. Parish Councils
3. Code of Conduct
4. Construction, Renovations and Maintenance Projects



Conflicts of Interest Code of Conduct

Church personnel should avoid situations in which their church roles conflict or give the appearance of conflicting with their professional, personal, or financial interests.



Conflicts of Interest policy

Code of Conduct - Continued

1. For purposes of this *code*, the term “conflict of interest” is applicable when an employee’s or volunteer’s business, firm or corporation is in a position to benefit financially from his or her dealings with the church.
2. Church personnel shall disclose to supervisors all relevant factors that could create a conflict of interest.
3. Church personnel shall inform all parties when an actual or potential conflict of interest arises. Resolutions of the issues must protect the person receiving services.
4. Instances of actual or potential conflicts of interest must be reported to the supervisor or to the appropriate Archdiocesan authority.



Conflict of Interest

New Construction, Renovations and

Maintenance Projects

Parishioners shall not be retained as consultants, contractors or subcontractors except for Category II with DFM approval. Specifically, any firm where a Parishioner holds a vested interest as an owner, officer, principal or stockholder shall be automatically disqualified from consideration.

Category II - Projects that are less than \$30,000 in value and do not involve, environmental, structural or liturgical changes.



New Construction, Renovations and Maintenance Projects —(Continued)

Employees who are Parishioners working at an otherwise qualified firm and who do not hold a vested interest in the firm shall not be cause for that firm's disqualification for consideration.... Exceptions to this policy may be requested in writing by the Parish/School to the Executive Director of the Dept. of Mgmt. Svcs. if consideration is in the best interest of the Parish/School and AOB.



Donated and Volunteer Services (Pro-Bono work)

- Yes – Individuals may volunteer their services and donate materials to the AOB
- Yes - Companies may donate work and materials to the AOB

Must comply with applicable codes of conduct and conflict of interest policies



Volunteer Services

Examples of volunteer services:

- Minor and routine maintenance
- Painting
- Landscaping
- Housekeeping
- Snow removal



Donated Services

Examples of donated services:

- Work that is provided by a Company, Contractor or Professional
- Work that is a Category I, III or IV project
- Work that requires a permit



Donated Services - Process

- Work requires approval from the Cardinal for projects except Category II
- Work should be defined in a written format.
- AOB Short-form contract used with value of project placed at \$100 to establish consideration.
- Certificate of insurance issued to Parish / School naming the location as additional insured.



Purpose of the Policy

- Provides a systematic process for completion of capital projects
- Establishes roles and responsibilities from concept through completion of capital projects
- Presents guidelines for fiscal compliance
- Ensures good stewardship practices



If you have questions please contact:

Division of Facilities

410-547-5366

OR

Gallagher, Evelius & Jones (Bob Kern or Ryan Potter)

410-727-7702