

Donating Items to Diocesan Liturgical Storage Facility

ONLY ITEMS FROM CHURCHES THAT HAVE BEEN RELEGATED TO PROFANE BUT NOT SORDID USE CAN DONATE ITEMS TO OUR DIOCESAN STORAGE FACILITY.

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UNFORUNATELY, WE DO NOT HAVE THE SPACE AT THIS TIME TO ACCEPT ITEMS FROM PARISHES THAT ARE OTHERWISE OPEN.

1. A parish is not to remove any religious furnishings from a church until the building has been relegated to profane but not sordid use by means of a decree from an authorized ecclesiastical authority and the final Mass has been celebrated.
2. Items should first be made available to other parishes, missions, Catholic hospitals and residential homes, Catholic schools, or other Catholic institutions. Only items not claimed by other parishes or Institutions identified as needing to be removed from the building may be sent to the Diocese. Diocesan storage should be the last place to consider storing items, not the first place.
3. Because of limited storage space, liturgical furnishings intended for the diocese should be kept at the church for as long as possible.
4. Please contact the Diocesan Office of Worship or the Office of Facilities BEFORE sending anything to Diocesan storage. The transfer of large items (altars, ambos, stained glass, pews, tables, chairs, fonts, church bells, large statues, large religious art, etc.) should be made in conjunction with the Diocesan Office of Facilities. Smaller items (vessels, vestments, books, thuribles, candlestands, small statues or religious art, etc.) should be made with the Diocesan Office of Worship.
5. All items must be in GOOD CONDITION, suitable for liturgical use without repair or extensive refurbishment. If you would not use it at your church, do NOT send it to the Diocese.
6. **A digital inventory that includes ALL items donated to the Diocese MUST be submitted to the Office of Worship prior to delivery of items. This inventory is to include**
 - a. **NAME OF ITEM**
 - b. **QUANTITY**
 - c. **DESCRIPTION OF ITEM – include information such as dimensions, type of material, description of decoration or engraving. Note any issues with the item (minor tarnishing, scratches, stains, etc).**
 - d. **PHOTOS of items (digital preferred).**

Please do not drop off any items without first providing an inventory to the Office of Worship.

7. Delivery of Items is the responsibility of the parish; the Office of Facilities may coordinate the disassembly and transport of large items. Please contact the Office of Worship for access to the Storage Facility.

Upon delivery of the digital INVENTORY and ITEMS, the Office of Worship will verify the condition of the items and use the inventory to catalogue the items and make them available on the online inventory.

THANK YOU!