

PART IV: ADMINISTRATION AND DISPOSAL OF CHURCH ASSETS

February 23

- 1st hour: Principles and foundations of the administration of ecclesiastical assets.
2nd hour: Acts of ordinary and extraordinary administration.
3rd hour: Diocesan bodies responsible for administration.

March 2

- 1st hour: Notions and examples of stable patrimony.
2nd hour: Permit to Disposal: Diocesan Phase and Apostolic Phase at the Dicastery for the Clergy
3rd hour: Administrative Crimes of Book VI of the Code of Canon Law.

March 9

- 1st and 2nd hours: Holy Masses: salaries, intentions, responsibilities;
the *Mos iugiter* Decree and the *Secundum probatum* Decree.
3rd hour: Criteria for reducing the obligations of Holy Masses.

March 16

- 1st - 3rd hour: **Exercise.**

PART V: LOSS AND DISMISSAL OF THE CLERICAL STATE

April 6

- 1st and 2nd hours: Crimes that lead to dismissal: imputability and consequences.
3rd hour: Loss of the clerical state through administrative means: presentation of the Special Faculties.

April 13

- 1st and 2nd hours: Dismissal from the clerical state: I and II Special Faculties.
3rd hour: Presentation of practical cases.

April 20

- 1st and 2nd hours: Loss of the clerical state by rescript: III Special Faculty.
3rd hour: Loss of the clerical state by judicial sentence.

April 27

- 1st - 3rd hour: **Exercise.**

May 11

- 1st - 3rd hour: **Remedial exam.**

May 25

Closing of the Academic Year, with the presence of His Eminence Cardinal **Lazzaro You Heung-sik**, Prefect, and His Excellency Archbishop **Carlo Roberto Maria Redaelli**, Secretary of the Dicastery and Dean of the *Studium*.



REGISTRATION FEE

Annual registration	€ 100,00
Final diploma	€ 50,00



PRACTICAL LESSONS AND ATTENDANCE

Lessons are held in person in Italian at the Dicastery (Piazza Pio XII 3, 2nd floor), weekly, every Tuesday afternoon. It is possible to register as an online auditor; in this case, students are not entitled to the practical exercises or to obtain the final Diploma.

At the end of the second year, ordinary students receive the Diploma in Canonical Administrative Practice, having passed the practical exercises required for cycles A and B. To obtain the qualification, regular attendance (at least two-thirds) and passing all the tests at the end of each module are required, with an average grade of no lower than *Probatus*.



LESSON SCHEDULE

1st hour 3:45-4:30 PM
2nd hour 4:40-5:20 PM
3rd hour 5:30-6:15 PM

PRESIDENT OF THE STUDIUM

H. E. the Most Reverend Carlo Roberto Maria Redaelli
Secretary of the Dicastery for the Clergy

SECRETARY OF THE STUDIUM

Rev. Antonio J. Mellet
Official of the Dicastery

For further information:

Contact the *Studium* Office
Monday to Friday: 9:00 a.m.–1:00 p.m.
Tuesday and Thursday: 3:45 p.m.–6:15 p.m.

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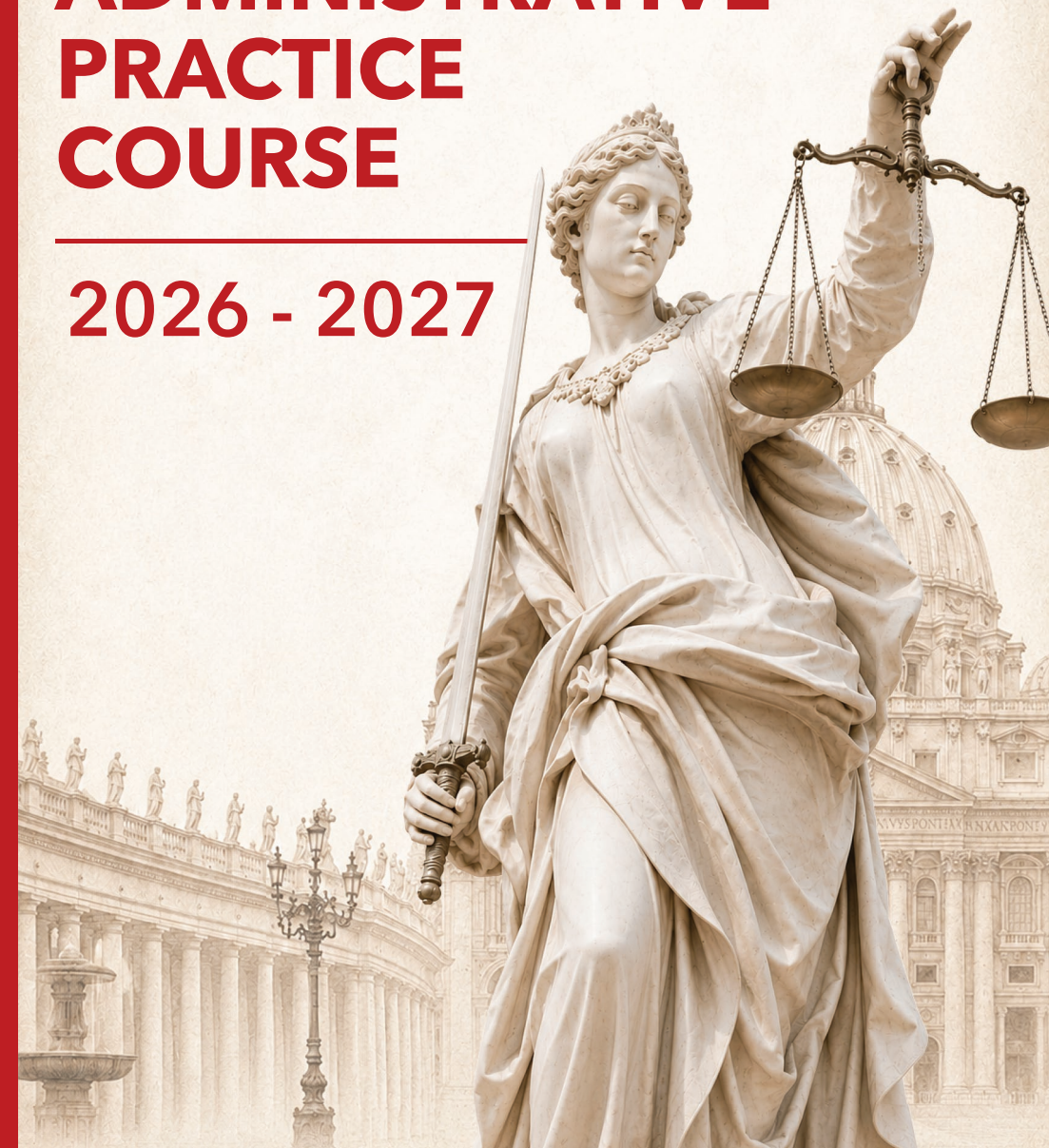


DICASTERY
FOR THE CLERGY



CANONICAL ADMINISTRATIVE PRACTICE COURSE

2026 - 2027





PRESENTATION

Attached to the Dicastery for the Clergy is the ancient *Studium*, established by Benedict XV on October 28, 1919, so that its students can gain practice in the management of ecclesiastical affairs and the administrative application of canon law. In keeping with these objectives, this Dicastery organizes the *Course in Canonical Administrative Practice*.

It addresses the issues within the purview of this Vatican body, including initial formation for Holy Orders, the ministry, life, and discipline of clerics, dispensation from obligations arising from Sacred Ordination, rehabilitation and readmission to the Sacred Ministry, loss or dismissal from the clerical state, hierarchical appeals, the bodies of the diocesan curia and the parish, and the administration and disposal of ecclesiastical property (cf. Nn. 113-120 of the Apostolic Constitution *Prædicare Evangelium*).

The two-year (A & B), cyclical Course is routinely recognized, for each year frequented, as an optional subject or seminar by the Faculties of Canon Law and other Pontifical Academic Centers in Rome. In the 2026/2027 academic year, the Year A cycle will be offered.

Lessons, held weekly on Tuesday afternoons between October and the end of May, are held in person in Italian at the Dicastery. At the end of the second year of the Course, having successfully passed the required tests for both years and attended at least two-thirds of the sessions, the ordinary student will receive the *Diploma in Canonical Administrative Practice*.

According to the Regulations, approved on September 14, 2017, the lessons are open to clerics, religious men and women, and lay people, who must be enrolled at least in the second year of a Licentiate in Canon Law at a University or Pontifical Athenaeum, provided they are presented by their Ordinary or by the competent ecclesiastical authority.



REGISTRATION FOR THE FIRST YEAR OF THE COURSE

Students wishing to enroll in the first year of the course are invited to contact the Dicastery for the Clergy directly by the established deadlines and times. They must submit the following documents, along with the application downloaded from the Dicastery's website:

- 1 Letter of recommendation from their Ordinary or the competent ecclesiastical authority, addressed to His Eminence Cardinal Lazzaro You Heung-sik, Prefect of the Dicastery for the Clergy.
- 2 Certification of completed or ongoing studies in Canon Law (enrolment in at least the second year of the Licentiate in Canon Law).
- 3 A passport-sized photograph, which will also be sent in digital format by email to: prassiamministrativa@clerus.va
- 4 Registration fee.



REGISTRATION DATE

- Monday, September 21st: 9:00 AM to 1:00 PM
- Tuesday, September 22nd: 4:00 PM to 6:00 PM
- Wednesday, September 23rd: 9:00 AM to 1:00 PM
- Thursday, September 24th: 4:00 PM to 6:00 PM

CALENDAR AND PROGRAM 2026/2027

October 13

The Course will open with the presence of His Eminence Cardinal **Lazzaro You Heung-sik**, Prefect, and His Excellency Archbishop **Carlo Roberto Maria Redaelli**, Secretary of the Dicastery and President of the *Studium*.

PART I: BASICS OF ADMINISTRATIVE CANON LAW

October 20

1st and 2nd hours: Basics of Administrative Canon Law.
3rd Hour: Singular Administrative Acts: Common Rules.

October 27

1st hour: Administrative Law: Decrees, Precepts.
2nd and 3rd hours: Penal Law: Penal Remedies (Warnings, Corrections, Penal Precepts, Vigilance), Penances.

November 3

1st and 2nd hours: Singular Administrative Acts: Rescripts, Privileges, Dispensations.
3rd hour: Singular Administrative Acts: Rescripts, Privileges, Dispensations.

November 10

1st - 3rd hours: **Exercise.**

PART II: SPECIAL ENTITIES SUBJECT TO THE BISHOP'S JURISDICTION

November 17

1st hour: The Parish: Establishment and Extinction. Ritual and Personal Parishes.
2nd and 3rd hours: Parishes *in solidum*. Parish Units. Pastoral collaboration according of the Instruction on the Parish: *The Pastoral Conversion of the Parish Community in Service to the Evangelizing Mission of the Church*.

November 24

1st hour: Parish Councils: Pastoral Council and Finance Council
2nd hour: Duties and Coordination of the Parish Priest, Parish Vicars, and Other Collaborating Priests.
3rd hour: Vacant Parish Office: Parish Administrator. Vicars Forane

December 1

1st hour: Duties and Organization of the Diocesan Curia.
2nd hour: Legal Representatives of Ecclesiastical Entities. Persons designated by the Bishop to the administrative councils (autonomy, delegation, representation).
3rd hour: Chapter of Canons: establishment, suppression, statutes

December 15

1st - 3rd hour: **Exercise.**

PART III: ADMINISTRATIVE AND PENAL PROCEDURES BASED ON SPECIFIC CASES

January 12

1st hour: Regarding the complaint or denunciation, pastoral measures, existence of scandal, *notitia criminis*.
2nd hour: Preliminary investigation: initiation, provisional measures, integration (deepening or broadening), etc.; variety of measures in this phase: penal remedies and penances; statute of limitations on criminal action.
3rd hour: *Fumus delicti*, legal basis, revocation of ministerial faculties.

January 19

1st hour: Extrajudicial proceedings; key points of the process, procedural requirements.
2nd hour: Judicial proceedings; key points of the process, procedural requirements, temporary limitations (can. 1722), precautionary measures.
3rd hour: Imposition of a penalty (medicinal or expiatory), minimum support for the cleric, and necessary assistance (spiritual and psychological); other post-trial solutions (rehabilitation or readmission to the exercise of the priestly ministry, graceful dispensation, dismissal from the clerical state).

February 16

1st - 3rd hour: **Exercise.**