

Diocesan Closed Church Recycling Policy

When a church closes in the Episcopal Diocese of Pennsylvania it is the policy of the Diocese to recycle furniture, hymnals, Books of Common Prayer, Bibles, vestments and sacred items from the closed church property. This will allow items to have new life in the Diocese of Pennsylvania. The order for distribution is outlined below;

1. **Sacred Items:** As soon as the parish is closed, while the building has been secured the Diocesan Property Manager will coordinate with the Bishop's designee to secure all sacred items located at the closed church. The items will be catalogued and relocated to a secure location such as Church House. The Bishop's designee will publicize the items on the DIOPA.ORG website making all clergy aware of the availability of these items which are available to be recycled.

2. **Order of Distribution of Artwork, Books, Equipment and Furniture:** Once the property has been secured the Diocesan Property Manager will contact parishes in the following order:
 - a. Diocesan Mission Parishes
 - b. Parishes within the Closed Church's Deanery
 - c. Diocesan Parishes
 - d. Make available for sale to approved Buyers.

All parishes are responsible for the removal and transportation of any items they wish to remove from the closed church property. These items are for the parish's use and are not to be made available for sale. In the event the parish no longer has use for these items they must be returned to the Diocese for recycling.

In the event a parish is given artwork, bell, chimes, stained glass windows or any other item with value of \$1,000 or more, the items will be on permanent loan from the Bishop and Standing Committee, and may not be sold without the prior approval of the Bishop and Standing Committee. In the event items are made available for sale, the proceeds from the sale will be deposited into the Property Fund unless otherwise directed by the Bishop and Standing Committee.