

Episcopal Vicar: Canonical and Pastoral Functions

Duties:

1. Shall make a pastoral visitation of each parish/mission during the fiscal year, July 1 - June 30.
 - a. Inspect sacramental and death registers for accuracy (including completion of entries); date, sign (using E.V. title) after the last entry of each register. Verifies that sacramental registers are securely stored and access is limited. (If sacramental registers are kept at local hospitals, they are subject to the same inspection.) Shall give pastors at least two weeks notice prior to visitation.
 - b. Inspect mass offering book to insure that mass stipends are recorded and fulfilled in accord with Appendix E of the Diocesan Temporalities Manual, and the October 7, 2004 Memorandum, Priests Section, Diocesan Pastoral Manual.
 - c. Confirm the existence of the following ministries:
Youth; Liturgy; R.C.I.A.; Religious Education; Infirm and Elderly including hospitals and retirement homes; Pastoral Council and Finance Council; Stewardship; Evangelical Outreach; Parish Social Ministry with liaison to Catholic Charities appointed; and where applicable: African American, Hispanic and Vietnamese.
 - d. Inquire re care and condition of buildings and property.
 - e. Inquire re
 - i. proper custody of the Blessed Sacrament and the tabernacle key;
 - ii. continuous presence of the faithful during Exposition of the Blessed Sacrament;
 - iii. availability of Sacrament of Reconciliation at times convenient to parishioners.
 - f. Inquire re enablement of lay men and women for Christian service.
 - g. Inquire re health of the priests and deacons.
 - h. Inquire about and promote collaboration with neighboring parishes, e.g., common celebrations of Confirmation, R.C.I.A., Youth ministry.
 - i. Insure that you, as Episcopal Vicar, are a signator to negotiate all parish/mission banking accounts in the event of the absence or death of the pastor. In addition, the pastor may wish also to have the parochial vicar or the deacon or a neighboring pastor as an additional signator to be utilized only in case of an emergency when the Episcopal Vicar is not available. A lay person may not be so authorized. (Refer to p. 3 of this document.)

Deficiencies in (a) through (i) are to be reported, in writing, to the Office of the Bishop.

2. In preparation for the annual visitation, the Episcopal Vicar has access to parish/mission reports, available at the Pastoral Center.
3. May bless altars, if the Bishop is unavailable and at the request of the pastor (consecration is reserved to the bishop).
4. May offer information regarding his vicariate to the Bishop, Presbyteral Council, Clergy Personnel

Board and Office of the Permanent Diaconate at his own initiation or by request of those parties.

5. When aware that an extern cleric enters his vicariate for ministry, should assure that diocesan policy for extern clerics is followed, if he sees necessity.

6. Promotes fraternity and pastoral collaboration among the clergy, and observes that clerics in his vicariate lead a life in harmony with their state in life and diligently perform their duties.

7. May urge that priests, who have not yet done so, to:

- a. provide a sealed, updated Will to the office of the Chancellor, plus funeral instructions (Deacons should be urged to provide funeral instructions to office of the Vicar for Permanent Deacons);
- b. appoint a universal power of attorney and a medical power of attorney;
- c. provide his executor an inventory and location of assets including bank and brokerage accounts; insurance policies; and disposition of personal effects.

8. Will notify the Bishop at the death of a priest or deacon.

Will assume immediate administration of the parish when the pastor dies, pending action by the Bishop.

The office and the personal quarters of the deceased should be promptly and effectively sealed; no one may enter the office or personal quarters without the permission of the Episcopal Vicar, who normally should also be present. In the case of a religious priest, the local or regional religious superior may have access to the office and personal quarters of the deceased with the knowledge and consent of the Episcopal Vicar.

Jurisdiction:

Has ordinary jurisdiction, for his vicariate, to grant permissions and dispensations regarding matrimony, and will instruct the petitioning cleric to note the dispensation and date granted on the proper form, which is then forwarded to the chancery for recording. For good order (not validity), these faculties should be used only when recourse to the chancery is difficult.

Reserved to the Bishop (or Vicar General):

- a. Dispensation from Canonical Form;
- b. Permission to celebrate marriage outside a sacred place. This permission is rarely granted by the Bishop, and requests should be declined by the priest or deacon except in rare cases, for example, marriage in a home to achieve family peace when a Catholic weds a Jew or Muslim or when a parent is bedridden. No permission will be granted for weddings in non-sacred public places, for example, gardens, social clubs.

Special Mandate:

a. May be appointed by the Bishop to investigate and resolve conflicts within the vicariate which involves parishes and/or church personnel. When aware of such conflicts, will inform the Bishop.

b. May be appointed by the Bishop to install a new pastor within his vicariate.

Approved: Most Reverend Curtis J. Guillory, S.V.D., D.D.

To the Clergy of the Diocese of Beaumont:

After consultation, I am providing you an **official interpretation** of the diocesan policy for signatories for parish (mission) bank accounts. The following interpretation regards the policy presented in the *Temporalities Manual* (2-3; 11-29-05) and the document *Episcopal Vicar: Canonical and Pastoral Functions* (1, i; 7-6-06).

The interpretation is reflected on the *Form Letter for Parish Bank Signatories* (below) which the pastor (parochial administrator) must submit when requesting a corporate resolution letter from the Diocesan Department for Financial Services. An Episcopal Vicar must always be a signatory for every parish (mission) since he assumes immediate administration of a parish should the pastor die.

In addition:

- a. A single signature is sufficient to transact banking.
- b. Invoice documentation is to be provided for each check, except payroll.
- c. Pre-signed checks are never allowed.
- d. A layperson may not be a signatory.

Thank you for your collaboration in securing access to parish monies and in complying with Homeland Security regulations for financial institutions.

Approved by: Most Reverend Curtis J. Guillory, S.V.D., D.D., Bishop of Beaumont

Form Letter for Parish Bank Signatories

To be submitted by the pastor (parochial administrator) when requesting a corporate resolution letter from the Diocesan Department for Financial Services.

The corporate resolution letter must be presented by the pastor to the bank when signatories are amended.

Signatories:

- 1. Pastor (Parochial Administrator) - *required*: _____
- 2. Additional cleric of the diocese - *required*: _____
(the additional cleric may be a parochial vicar, a parish deacon, or any diocesan cleric reasonably available to transact banking. The additional cleric may be a diocesan or religious priest or deacon.)
- 3. Episcopal Vicar of the pastor's* vicariate - *required*: _____
- 4. Vicar General - *optional*: _____

***Note:** If the pastor is also an Episcopal Vicar, #3 is revised as follows:

- 3. Episcopal Vicar of a neighboring vicariate: _____
