

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: _____

EPISCOPAL VICARS CHECK LIST FOR ANNUAL PARISH - MISSION VISITATION

Parish - Mission: _____ City: _____

Pastor (Adm): _____ Date: _____

Parochial Vicar: _____

Deacon(s): _____

Check as many responses as apply. Use extra pages for explanations, numbering as below.

1. Sacramental and Death Registers: ___Approved ___Not approved ___Being corrected

2. Mass stipend record book: ___Approved ___Not approved ___Being corrected

3. Ministries: Active Developing Inactive

Youth _____

Liturgy _____

RCIA _____

Religious Education _____

Infirm: _____

Homes: _____

Hospitals: _____

Retirement Centers _____

Pastoral Council _____

Finance Council _____

Stewardship _____

Evangelical Outreach _____

Social Min. Liaison _____

To Catholic Charities _____

African American* _____

Hispanic* _____

*Where applicable

4. Buildings/Property: ___Approved ___Not approved ___Being corrected ___Intervention needed

5. Blessed Sacrament:

Custody of tabernacle key: ___Approved ___Not approved ___Being corrected

*Exposition: All hours attended: ___Yes ___No ___Being corrected

6. Reconciliation:

Available on scheduled weekly basis: ___Yes ___No ___Being corrected

Day(s): _____ Hours: _____

7. Enablement of laity for Christian service: ___Yes ___No ___Being developed

8. Health of clergy: ___Acceptable ___Unacceptable ___Intervention needed

9. Collaboration with neighboring parishes: ___Yes ___No ___Being improved

-over, please-

10. I am signatory on all parish/mission banking accounts? Yes No Being corrected
If a second cleric is a signatory, give name: _____

11. Has priest(s) placed updated Will and Funeral Instructions with Chancellor?
 Yes No Agreed to do so

12. Has priest(s) appointed a universal power-of-attorney and a medical power of attorney?
 Yes No Agreed to do so

13. Has priest(s) provided inventory and location of personal assets to his executor?
 Yes No Agreed to do so

14. Can priest(s) be easily and immediately contacted by telephone (or by answering service) for emergencies at all hours? Yes No Being corrected

Emergency number: _____

Pastor's cell number: _____

Parochial vicar's cell: _____

Deacon's cell: _____

Signature of Episcopal Vicar

Signature of Pastor (Parochial Administrator)

Comments of Episcopal Vicar:

Original: To the Bishop
Copies: Pastor (Adm.) for parish files
Episcopal Vicar for vicariate files

July 26, 2006

To the Pastors and Parochial Administrators of the Diocese of Beaumont

Dear Brother Priests,

Bishop Curtis Guillory has issued the enclosed *Check List* to be used by the episcopal vicars when they make their annual parish / mission visitations.

I am sending you a copy so you will be aware of the scope of the visitation.

You recently received a description of the duties of the episcopal vicar. It is stated in that document that a vicar will give the pastor / parochial administrator at least two weeks notice prior to his visitation.

Bishop Guillory has instructed the vicar general to make a visitation of the parishes of the episcopal vicars on an annual basis.

Thank you for your attention.

Sincerely yours,

Michael A. Jamail
Vicar General

c: Permanent Deacons

Encls. 2