

## POLICY No. 28 CHANGE OF PARISH PRIESTS

### 1. Term definitions

A parish priest: is the priest appointed as pastor of a parish (Canon 519), or the administrator duly appointed (Canon 539) to care for a parish community on a temporary basis.

### 2. Intent of the directive

To provide for a smooth administrative transition when there is a change of parish priests.

### 3. Policy

- a. When a parish priest (or parish administrator) is transferred to another parish or function, before leaving the parish, he shall examine the parish inventory, sign and date it. This is to correspond with the copy on file at the office of the diocesan financial administrator. He shall also submit to the chairperson of the parish finance committee and the diocesan financial administrator a signed inventory of personal property in the rectory being taken with him as he moves.
- b. A financial report is to be prepared and forwarded to the office of the diocesan financial administrator for the period of the fiscal year that has elapsed. This report is to be verified and signed by the parish finance committee.

On the date of the appointment of the new pastor the Diocesan Financial Office will perform an internal review of the financial statement prepared up to the said date. The Diocesan Financial Office will also verify the compliance to all diocesan policies.

- c. The incoming parish priest (or administrator) is to receive a copy of the inventory, verify that the items listed are really in the parish, and sign it.
- d. If necessary, the new parish priest (or administrator), upon assuming office, may ask to have an audit of the parish finances undertaken at parish expense with the authorization of the diocesan financial administrator.

Any changes in the status of employees in the parish are to be discussed with the diocesan financial administrator. No one may be hired, or terminated unless Policy No. 41 "Employment contracts and dismissal of employees" is adhered to.

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