

## **POLICY 3.1.3 Review and Audit at the Time of Pastoral Assignments**

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1. Whenever there is a change of the pastoral leadership in a parish or parishes, the Financial Administrator of the Archdiocese will carry out an internal financial audit of the parish, the Chancellor will inspect the church and rectory buildings, and the Chancellor will conduct an audit of the parochial records of the parish. **These are to be done before the incumbent priest or pastoral animator departs that parish** (form 3.1.3.a).
2. Not sooner than six months following the arrival of a new pastor, the pastoral and administrative positions in the parish or parishes of his assignment, and those who are holding them, will be evaluated by the pastor, in consultation with the PPC. Any necessary actions will then be taken, following consultation with the Archbishop.
3. Whenever there is a change of the pastoral leadership in a parish or parishes, an inventory of equipment and furnishings (form 3.1.3 b) provided by the parish or the Archdiocese for the church(es) and residence(s) will be taken before the changeover date. The incumbent pastor or pastoral animator and a member of the PPC or the PFC are to complete the inventory and submit it to the Finance Administrator. The Finance Administrator will review the inventory before the incumbent pastor or pastoral animator departs the parish or parishes.

Accepted by the College of Consultors on 28 September 2011

Amended by the College of Consultors on 02 May 2012

Amended by the College of Consultors on 11 March 2014

Amended by the Curia on 15 February 2018

Amended by the College of Consultors on 12 June 2018

**Release Form for Pastors/Administrators Departing a Parish**

**Form 3.1.3.a**

**Canon 532** *In all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with Canon. 1281-1288. [See Canon 1284 for a full list of the duties and responsibilities which this entails.]*

**Canon 535 §1.** *In each parish there are to be parochial registers, that is, of baptisms, of marriages and of deaths, and any other registers prescribed by the Episcopal Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that registers are carefully preserved.*

In view of the foregoing provisions of Canon Law relating to the functions proper to the Pastor/Administrator of a Parish, before this Minister leaves the parish, the Finance Administrator of the Archdiocese shall audit the Parish records in relation to Canon 532, and the Chancellor shall audit the parish records in relation to Canon 535 §1. **The final stipends or salary payable to the Pastor/Administrator shall be issued by the Parish only after the signing of this form by the Chancellor and Finance Administrator**

I have examined the pertinent records of \_\_\_\_\_ and certify herewith that they are complete and in good order as of this date.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Finance Administrator)

I have examined the parochial register of \_\_\_\_\_ and certify herewith that it is complete and in good order as of this date.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Chancellor)

I have inspected the church and rectory building of \_\_\_\_\_ and have prepared an inspection report and forwarded it to the newly assigned priest,

\_\_\_\_\_ with a letter of instruction for follow up.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Chancellor)

**[LETTERHEAD]**

[Date]

Rev. [Priest's name]

[Parish name]

[Address]

Dear Father,

I welcome you to your new assignment as parish priest of [Name of Parish]. Prior to your arrival, I completed an inspection of the church and rectory buildings of [Name of Parish].

Please find enclosed with this letter a copy of the inspection report.

I invite you to share this report with the Parish Finance Committee and the Parish Pastoral Council of [Name of Parish]. You should review the report together and develop an action plan to address the problems and deficiencies I have identified there.

Please read, sign and return to me the "Acknowledgement of Receipt" form attached below.

When you and your PFC and PPC have your action plan in place, please let me know. I would also appreciate being kept informed of the progress your parish makes in correcting the problems and deficiencies I identified.

Sincerely,

Mgr. Charles Lavoie PH

Chancellor

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**ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_ do hereby acknowledge that I have received the Chancellor's inspection report for \_\_\_\_\_, completed on [Month] [Day], 20[Year]. I have provided copies to the members of the

[ ] Parish Finance Committee

[ ] Parish Pastoral Council

We will review the report and make a plan of action to address the problems and deficiencies identified therein.

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Signature of priest

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Date