

POLICY 3.1.5 Parish Registers & Financial Instruments

For obvious reasons and according to long-established norms protected by Canon Law, each parish must keep sacramental registers of the Sacraments celebrated in the parish: registers of Baptisms, Confirmations and Marriages, also of Deaths (Canon 535). Registers of First Reconciliation and First Holy Communion, though not required by law, are also highly recommended. These are to be kept in a secure place, where they will be protected from theft or damage.

A pastor who is also the parish priest for other quasi-parishes and missions is to keep separate registers for each duly established Catholic community, but these registers are to be kept in the parish office in which he normally works or the rectory where he resides.

In a similar fashion, all bank statements, deposit books, cheque books and other financial records for all bank accounts in a parish or any satellite quasi-parishes or missions are to be kept in a safe place in the parish office in which the pastor conducts the business of the parish communities, or in the rectory where he resides. For no reason whatever may these books be kept in the homes of parishioners, even those who engage in the usual banking transactions in the name of the parish.

Accepted by the College of Consultors on 13 November 2012