

**STATUTES PERTINENT TO THE PARISH STRUCTURE**

Parish Pastoral Council  
 Parish W.E.S.T.Y. Commissions  
 Parish Treasurer  
 Parish Auditor  
 Parish Finance Council

RCAP-DECREE /29-11-2009

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**PARISH PASTORAL COUNCIL: Nature and Purpose**

1. Consultative: Recommends parochial plans and policies to the Parish Priest.
2. Representative: Research, planning and evaluating body for the community of faithfuls.
3. Pastoral: Help in fostering pastoral care/activity. (Canon 536.1)
4. Co-terminus: Ceases to exist once the Parish Priest is transferred or removed.

It is the sole prerogative of the new Parish Priest to re-appoint or not the members of the former PPC.

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**PARISH PASTORAL COUNCIL: Functions**

1. DISCERN: needs, life and mission of the parish in line with the agenda of the archdiocese.
2. RECOMMEND: administrative plans and pastoral programs based on gathered data.
3. REVIEW: evaluate execution and implementation.
4. PERFORM: other tasks assigned by the pastor.

In the spirit of dialogue and fraternal correction, PPC provides a mechanism by which the parishioners shall be encouraged to manifest their views which concern the good of the parish (PAPA #20)

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**PARISH PASTORAL COUNCIL: Membership & Qualifications**

15 MEMBERS at least, to include *de officio*:

- a.) Parish Priest
- b.) Vicars, if any
- c.) Chairpersons of the W.E.S.T.Y Commissions
- d.) Head of the Parochial School
- e.) B.E.C Coordinator

Other members will be elected or appointed by the parish priest after consultation with some parishioners.

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**PARISH PASTORAL COUNCIL: Term of Membership**

2 YEARS, then can be reappointed, but not for a third consecutive term, otherwise such reappointment is INVALID. However, after a lapse of a two-year period, a member may be reappointed to the PPC.

The new parish priest may reappoint to the PPC only those who served under the former parish priest their FIRST TERM, regardless whether they completed or not their two-year first term, such reappointment is considered the second term.

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**PARISH PASTORAL COUNCIL: Membership Qualifications**

- a.) must be of proven faith, morals and outstanding prudence.
- b.) not a member of any organization whose tenets are incompatible with the Catholic Church (i.e. Masonry).
- c.) 18 years of age, at least.
- d.) available and committed to serve.
- e.) not under canonical penalty, imposed or declared.
- f.) have a domicile or quasi-domicile in the same parish. (Test: *animus revertendi*)

2 YEARS, then can be reappointed, but not for a third consecutive term, otherwise such reappointment is INVALID. However, after a lapse of a two-year period, they may be reappointed to the PPC.

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**PARISH PASTORAL COUNCIL:**

**Organization & Meeting**

a.) The parish priest shall be the Chairperson of the PPC. He presides over the meeting. If for some valid reason he cannot perform this function, he has the power to appoint the Vice-Chairman to preside in his behalf.

b.) The parish priest shall also appoint a vice-chairman, and a secretary who are both lay persons.

c.) The PPC meets every two months, EXCEPT in special cases where these meetings can be called outside of the regular schedule.

*Records of the meetings must be well kept at the parish office.*

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**PARISH PASTORAL COUNCIL:**

**Duties of the Officers**

a.) CHAIRMAN: set meeting agenda; convoke members; preside over all meetings; receive recommendations and decide over implementation.

b.) VICE-CHAIRMAN: preside over meeting when properly delegated; serve as liaison among the various commissions or committees; perform other duties assigned by the chairman.

c.) SECRETARY: record faithfully in writing minutes of the meeting; gather and safeguard records of information from the commissions; give notices to meetings; receive and distributes correspondences; perform duties incidental to his/her office.

*OFFICE is a specific function than a mere place or position.*

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**PARISH COMMISSIONS: W.E.S.T.Y.**

**Worship. Education. Social Action. Temporalities. Youth**

a.) THESE are the implementing arm for the plans and programs of the Parish Pastoral Council as approved by the Parish Priest.

b.) EACH Commission shall meet at least ONCE A MONTH separately. Its own secretary shall furnish to the PPC secretary records of the meeting.

c.) EACH Commission shall have a Chairman appointed by the Parish Priest for a term of two (2) years subject to one re-appointment, but not for a third consecutive term, otherwise the reappointment is INVALID. After a lapse of a two-year period, reappointment shall be valid.

*TERM does not cease with the transfer or removal of the parish priest. The New Parish Priest, however, has to CONFIRM the appointment of the commission chairpersons; or, he has to appoint a new commission chairpersons.*

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**PARISH COMMISSIONS: W.E.S.T.Y.**

**Duties of the Commission Chairperson**

a.) SHALL act as program director in his own commission; coordinate and oversee program implementation as decided by the PPC and approved by the parish priest.

b.) MAY recommend at least five (5) lay faithful as commission members, for approval of the parish priest.

c.) SHALL appoint a commission secretary to keep records of meetings and activities.

d.) SHALL submit accomplishment report during the regular meeting of the PPC.

e.) SHALL perform duties prescribed by the PPC or parish priest.

*TERM does not cease with the transfer or removal of the parish priest.*

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**PARISH COMMISSION: WORSHIP**

**Tasks and Responsibilities**

*Commission on Worship is the Parish Priest's arm in his duty to promote "full, conscious, and active participation in liturgical celebrations" (SC 14) among his parishioners.*

a.) KNOW the state of the liturgical activities of the parish and PROPOSE plans for improvement; HELP in the preparations; ENDORSE competent people who can assist in these matters.

b.) IMPLEMENT directives from the Archdiocesan Liturgical Commission.

c.) ASSIST the Parish Priest in the maintenance and upkeep of the church edifice and ENSURE that all sacred furnishings are worthy of the dignity of the liturgy.

d.) PROMOTE lay participation in liturgical celebrations, the Mass or the Sacraments, particularly the Sunday Liturgy.

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**PARISH COMMISSION: WORSHIP**

**Tasks and Responsibilities**

*Commission on Worship is the Parish Priest's arm in his duty to promote "full, conscious, and active participation in liturgical celebration" (SC 14) among his parishioners.*

e.) PROVIDE the parish with lay liturgical ministers (e.g. lectors, extraordinary ministers of Holy Communion, altar servers, music director, choir, cantors, organists offering collectors).

f.) CONDUCT regular liturgical formation seminars for all agents of parish renewal, and whose aim is at better understanding of the liturgy- emphasizing the centrality of the Eucharist in Christian Life (FAPA #56)

g.) INTRODUCE special liturgical celebrations catering to various sectors. (FAPA #65)

h.) STUDY existing popular devotions and make recommendations to the parish priest for the purpose of re-orienting parishioners in accordance with the principles of sacred liturgy, and in line with the thrust of POP II (FAPA #57, 2)

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**PARISH COMMISSION: EDUCATION**  
**Tasks and Responsibilities**

**Commission on Education** is composed of representatives from parish organizations, faith communities and renewal movements (FAPA #11), assigned to coordinate and supervise Christian formation programs in the parish.

- a.) **SPEARHEAD, COORDINATE, MONITOR, EVALUATE, AND SUSTAIN** the task of Evangelization towards the formation of Basic Ecclesial Communities at the parish level. (FAPA #11)
- b.) **ESTABLISH** a more unified, cohesive and effective evangelization by coordinating activities among faith communities and renewal movements.
- c.) **ESTABLISH** parish Biblical Committee to conduct Basic Bible Seminars and Training. ( FAPA # 12)
- d.) **ESTABLISH** a Family and Life Apostolate (FALA), and a Committee on Mass Media, whose tasks and responsibilities are similar to those at the archdiocesan level. (FAPA #12-14)

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**PARISH COMMISSION: EDUCATION**  
**Tasks and Responsibilities**

**Commission on Education** is composed of representatives from parish organizations, faith communities and renewal movements (FAPA #11), assigned to coordinate and supervise Christian formation programs in the parish.

- e.) **INTERACT** closely with other parish commissions; **INTEGRATE** evangelical and social dimensions of Christian formation to proposed programs; and act in accord with the pastoral guidelines from the archdiocese.
- f.) **CONDUCT** orientation seminars, catechetical instruction to recipients and sponsors in sacramental celebrations, so that they will understand their Christian duties and responsibilities relative to their roles. (FAPA #62)

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**PARISH COMMISSION: SOCIAL ACTION**  
**Tasks and Responsibilities**

**Commission on Social Action**, in pursuance of the goals defined by the 2nd Plenary Council, must form the "social conscience" of each parishioner in the light of the Social Doctrines of the Church.

- a.) **ADOPT** judiciously an education program for social awareness and action for the various sectoral groups in the parish (FAPA #73, 1).
- b.) **ORGANIZE** a committee on Social Services composed of competent and skilled manpower (FAPA #73, 3); **CONDUCT** periodic surveys to determine the socio-pastoral needs of the parishioners (FAPA 73,2)
- c.) **CONDUCT** community involvement projects that will address the socio-economic concerns of the community.
- d.) **COORDINATE** with different government/non-government agencies; **SERVE** as local arm of the Social Action Center of the Archdiocese.
- e.) **CREATE** an ecology desk insofar as this is practicable (FAPA #74)

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**PARISH COMMISSION: TEMPORALITIES**  
**Tasks and Responsibilities**

**Commission on Temporalities** assists the parish priest in the administration of the physical properties of the parish, and the conservation of other temporal goods belonging to the parish.

- a.) **ASSIST** the parish priest in titling all real estate properties of the parish.
- b.) **ASSIST** in the maintenance of the church edifice and rectory facilities, and in funding parish programs and other temporal needs of the parish. ( FAPA #81,2)
- c.) **CONDUCT** activities generating material resources for the parish
- d.) **ASSIST** in the supervision and coordination of construction projects or Improvements.

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**PARISH COMMISSION: TEMPORALITIES**  
**Tasks and Responsibilities**

**Commission on Temporalities** assists the parish priest in the administration of the physical properties of the parish, and the conservation of other temporal goods belonging to the parish.

- e.) **ASSIST** the parish priest in maintaining an inventory of church properties in the parish, which inventory should be made with every outgoing and incoming parish priest. (FAPA #81, 1)
- f.) **COORDINATE AND ASSIST** the Archdiocesan Commission on Temporalities, regarding temporal matters of the parish. ( FAPA #81,3)
- g.) **ESTABLISH** a management information system, to include specifically, a directory of parishioners for pastoral purposes in consultation with the Archdiocesan Commission on Temporalities
- h.) **REQUIRE** religious organizations engaging in fundraisers to seek approval of the parish priest, and to account or submit reports to the commission.

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**PARISH COMMISSION: YOUTH**  
**Tasks and Responsibilities**

**Commission on Youth** is assigned to organize Christian formation programs for the youth in the parish.

- a.) **TAKE CHARGE** of evangelization programs and Christian formation among the youth in coordination with the Commission on Education.
- b.) **INITIATE** Pro-Youth activities such as worship, vocation promotions, social awareness, catechism for those out of school. ( FAPA #15&19)
- c.) **IMPLEMENT** plans from the Archdiocesan Youth Ministry.

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**PARISH TREASURER**  
**Term & Qualification**

A **Parish Treasurer** is to be appointed in each parish by the parish priest after consulting the members of the Parish Pastoral Council and the Parish Finance Council.

a.) **TERM:** APPOINTED FOR FIVE (5) YEARS, subject to reappointment, unless removed for grave reasons.

b.) **DISQUALIFICATION:** Persons related to the Parish Priest up to the fourth degree of consanguinity or affinity are excluded from this office ( cf. Can 492, p. 3)

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**PARISH TREASURER**  
**Task and Responsibilities**

The **Parish Treasurer** acts as custodian of the money gathered from special or extraordinary collections or fundraisers in the parish; acts as co-signatory with the parish priest of all the accounts of the commissions.

a.) **DISBURSE** funds only with the knowledge and consent of the parish priest, with vouchers and receipts.

b.) **PREPARE, SUBMIT AND PUBLISH** annual financial report to the parish priest, PPC and PFC (cf. Can 494,p.4), or as often as the parish priest requires it.

c.) **OPEN** book of accounts for inspection any time by authorized officials from the curia.

d.) **SUBMIT** a terminal financial report to the new parish priest, specifically during the installation and turn-over rites, together with the canonical books and other pertinent records of the parish.

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**PARISH FUND**  
**Specific Provisions in the Statutes**

**ALL PARISH MONIES** should never be deposited under the personal name of the parish priest (much less, treasurer). see: Circular No.4, 1997

1.) Except for petty cash (revolving fund) with the treasurer, all monies should be deposited in the bank. The title of the deposit account should be: **THE ROMAN CATHOLIC ARCHBISHOP OF PALO,INC-** In trust for the Parish of ( complete NAME and ADDRESS of the Parish)

b.) The Parish Priest and Parish Treasurer are co-signatories for the parish bank account. Also, the archbishop should always be a lone-signatory of the parish deposits. This is for the purpose of easy withdrawal in cases of emergency.

c.) Bank books or documents should be placed in a steel cabinet provided for this purpose, in which case only the priest and the treasurer will hold the key to this cabinet.

d.) Strict rules of bookkeeping and accounting must be followed.

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**PARISH AUDITOR**  
**Term & Qualification**

A **Parish AUDITOR** is to be appointed in each parish by the parish priest after consulting the members of the Parish Pastoral Council and the Parish Finance Council.

a.) **TERM:** APPOINTED FOR FIVE (5) YEARS, subject to reappointment, unless removed for grave reasons.

b.) **DISQUALIFICATION:** Persons related to the Parish Priest up to the fourth degree of consanguinity or affinity are excluded from this office ( cf. Can 492, p. 3)

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**PARISH AUDITOR**  
**Task and Responsibilities**

The **Parish Auditor** must apply strict rules of bookkeeping and accounting.

a.) **MAKE** a periodic audit of the book of accounts of the treasurer.

b.)**MAKE PERFORMANCE AUDIT** periodically of parish projects.

c.) **SUBMIT** to the Archsbishop his audit report of the parish- whenever required.

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**PARISH FINANCE COUNCIL:**  
**Nature and Purpose**

In order to give form and stability to the assistance offered by Christ's faithful to the parish priest in the administration of the temporal goods of the parish, the Code of Canon Law requires that each parish in a diocese establish a Parish Finance Council which is governed by universal Church law and norms given by the Diocesan Bishop. (Can. 537)

1. Consultative: Recommends budgetary plans and fiscal policies to the Parish Priest-according to diocesan statutes.
2. Purpose: Development and management of the parish financial resources.
3. Pastoral: Help in fostering pastoral care/activity. (Canon 536.1)
4. Co-terminus: Ceases to Exist once the Parish Priest is transferred or removed. Once duly constituted, it cannot be dissolved without the written permission of the Diocesan Bishop.
5. Ad Experimentum- Three (3) Years.

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**PARISH FINANCE COUNCIL:  
Structure & Composition**

5 MEMBERS No Less, but No More Than Nine (9), excluding the parish priest, and to include *de officio*:

- a.) Chairman of the Commission on Temporalities.
- b.) Parochial Vicars may be invited to the meetings.

Other members will appointed by the parish priest after consultation with upright and serious-minded parishioners.

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**PARISH FINANCE COUNCIL:  
Term of Membership**

TWO-YEARS, Renewable, but not for a third consecutive term. However, after a lapse of a two-year period, they may be reappointed to the PFC.

Within six (6) months after his installation, the new parish priest must establish the Parish Finance Council. The new parish priest may reappoint to the PFC only those who served under the former parish priest their FIRST TERM, regardless whether they completed or not their two-year first term; such reappointment is considered the second term.

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**PARISH FINANCE COUNCIL:  
Functions**

By law, the parish priest is entrusted with the administration of the temporal goods of the parish. He is in-charge of all its funds and properties. As proper pastor, he represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of cann.1281-1288. (See, Can. 632)

1. HELP the parish priest prepare the Parish Annual Budget.
2. ASSIST commissions to submit Annual Budget Request.
3. PLAN to fund necessary repairs, renovations, equipment purchases, and other important projects.
4. DEVISE means and methods, aside from Mass collections, to support parish on-going programs.
5. HELP MEET all financial obligations of the parish.

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**PARISH FINANCE COUNCIL:  
Membership Qualifications**

- a.) Parishioners known for their spiritual maturity and love for Christ and the Church.
- b.) Endowed with special competence in financial matters and of prudent judgment.
- c.) Committed in time and talent to develop parish financial resources.
- d.) Other applicable qualifications for PPC members.

Members may not be related to the parish priest up to the fourth degree of consanguinity or affinity. Names are to be communicated to the archbishop at the time of their appointment or reappointment.

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**PARISH FINANCE COUNCIL:  
Duties of Officers**

- a.) CHAIRPERSON of the PFC shall be the parish priest. He convokes the council, presides over its meetings and receives its proposals.
- b.) A VICE-CHAIRMAN shall be appointed by the parish priest, to assist him in coordinating the work of the council. The vice-chairman may perform other tasks delegated to him, including, if the parish priest so decides, presiding over the regular meeting of the council.
- c.) A SECRETARY shall be appointed from among the members of the Parish Finance Council. He/she is responsible for recording meetings, keeping them, even furnishing copies to the Diocesan Finance Council on a quarterly basis.
- c.) The PPC meets every two months EXCEPT in special cases where these meetings can be called outside of the regular schedule.

Records of the meetings must be well kept at the parish office.

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**PARISH FINANCE COUNCIL:  
Acts of Administration**

- a.) Amount of Php 100,000 -Php200,000, the Finance Council shall be CONSULTED by the parish priest for acts of administration like sale, lease, loan, giving of donation, or any project.
- b.) Amount more than Php 200,000- Php 500,000, the Finance Council must GIVE CONSENT to the parish priest for acts of administration like sale, lease, loan, giving of donation, or any project- to be VALID.
- c.) Amount more than Php500,000, the parish priest needs not only the consent of the Parish Finance Council, but also CONSENT of the Diocesan Bishop who may consult the college of consultors or the archdiocesan finance council.

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**PARISH FINANCE COUNCIL:**

**Meeting and Voting**

- a.) The Finance Council shall meet at least four (4) times a year, or more frequently as deemed necessary by the parish priest.
- b.) Quorum is established by mere presence of the parish priest or of his duly delegated representative, and the majority of the members.
- c.) When voting is necessary for the parish priest to get the mind (sensus) of the council, council members enjoy a consultative vote, unless otherwise provided for by these statutes.
- c.) SECRETARY: record faithfully in writing minutes of the meeting; gather and safeguard records of information from the commissions; give notices to meetings; receive and distributes correspondences; perform duties incidental to his/her office.

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**PARISH FINANCE COUNCIL:**

**How related to Pastoral Council & to Temporalities**

- a.) The Finance Council collaborates with Pastoral Council in financing the pastoral needs of the parish. The parish priest determines the method of collaboration by consulting both councils.
- b.) Neither council is to usurp the constituted responsibilities of the other. Two distinct councils are assumed to be formed in each parish. This does not preclude the presence of a delegate from one council participating in the other.
- c.) With the Commission on Temporalities, the Parish Finance Council makes the financial plans and policies, and it is the Commission on Temporalities which implements them.

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**PARISH FINANCE COUNCIL:**

**Ammendment**

- a.) Any ammendment, change or addtion to the present statutes may be caused by a motion made by a member of the presbyterium, confirmed by a two-thirds vote of the presbyterium meeting when such motions hshall have been expressed and seconded.
- b.) Effectivity of an ammended provision shall require the approval of the Diocesan Bishop.
- c.) Members of the Finance Council in the parish may express their suggestions for ammendments to their respective parish priests, who in turn, may make a motion to the presbyterium of of the diocese for proper action.

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**VERBA LEGIS  
NON EST RECEDENDUM.**

*From the words of a statute there should be no departure.*

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**Thank you!**

Ric Marpa

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