

Delegation of an Individual to Assist with Sacramental Registers

Whereas the Pastor is responsible for insuring that parish books, registers and records are “accurately inscribed and carefully preserved”, and that these documents do not come into the hands of outsiders (cc. 535 §1, §4);

Whereas the Pastor can delegate individuals to certify certain documents on his behalf (c. 535 §3);

Whereas _____ is of unimpaired reputation, above all suspicion, will uphold appropriate confidentiality, and has the requisite capabilities to accurately maintain the sacramental registers;

Therefore, I hereby delegate _____ to assist me in the upkeep, preservation, and protection of the sacramental registers of _____, and authorize _____ to issue authentic certificates on my behalf.

The delegate is to attentively follow the prescripts of canon law, including any particular law issued by the Diocese of Fargo. **[The delegate is to be familiar with the best practices regarding sacramental archives, as periodically updated by the Diocese of Fargo.]**

This delegation expires _____, or upon the conclusion of my pastorate, whichever occurs first.

A copy of this decree is to be maintained in the parish archives.

Pastor,