

Procedure Rules for the General Body and Parish Council

(Pothuyogam and Prathinidhiyogam)

English

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**PROCEDURE
RULES** FOR THE
GENERAL BODY AND
PARISH COUNCIL
(POTHUYOGAM AND PRATHINIDHIYOGAM)

**ST. THOMAS SYROMALABAR
CATHOLIC DIOCESE OF CHICAGO**



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Bishop,
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Prot. No. 1034/2012

September 14, 2012

DECREE PROMULGATING THE PROCEDURE RULES OF THE ST. THOMAS SYROMALABAR CATHOLIC DIOCESE OF CHICAGO

After having duly completed the discussion in the Priests' Conference of 2011 of the St. Thomas SyroMalabar Catholic Diocese of Chicago as well as in the other concerned forums the undersigned Bishop Mar Jacob Angadiath, the Bishop of the St. Thomas SyroMalabar Catholic Diocese of Chicago, hereby promulgates the Procedure Rules of the St. Thomas SyroMalabar Catholic Diocese of Chicago as attached herewith. These rules come into force with immediate effect.

All contrary dispositions notwithstanding.

Given from the curia of the St. Thomas SyroMalabar Catholic Diocese of Chicago on the fourteenth day of the month of September of the year of the Lord two thousand twelve, the feast of the Exaltation of the Holy Cross.

Sincerely yours,

+ *Jacob J. Angadiath*

Mar Jacob Angadiath
Bishop

ABBREVIATION

CCEO	Codex Canonum Ecclesiarum Orientalium (Code of Canons of the Eastern Churches)
AA	Apostolicam Actuositatem (Decree on the Apostolate of the Laity, II Vatican Council)
AG	Ad Gentes (Decree on the Missionary Activity of the Church, II Vatican Council)
CL	Christifideles Laici (The Lay Members of the Christ's Faithful People, Post-Synodal Apostolic Exhortation by His Holiness Pope John Paul II, 1988)

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GENERAL NORMS

I

1. These rules will be in force until the Statutes of the St. Thomas SyroMalabar Catholic Diocese of Chicago will be promulgated.
2. The eparchial bishop shall have the authority to revoke or to abrogate all or any of these rules, and to add, to remove, to amend these rules either in part or in full at any time in his discretion.

3. Any question on these rules or any provisions of these rules or matters that are vague or not said in these rules shall be directed to the eparchial bishop and his decision shall be final.
4. All the provisions in these rules stated as binding or affecting a parish are equally applicable in same force and nature to all missions unless specified otherwise in these rules.
5. These rules use the term ‘Pastor’ in consistent to the Code of Canons of the Oriental Churches (CCEO) to denote the title ‘vicar’ as used in our custom and tradition, and therefore these terms are to be understood as same. These rules also use the term ‘Eparchy’ in consistent to the Code of Canons of the Oriental Churches (CCEO) to denote the term ‘Diocese.’

DEFINITION OF THE TERMS

II

6. **Eparchy:** A portion of the people of God, which is entrusted to the pastoral care of a bishop with the co-operation of the presbyterium, so that adhering to its pastor and gathered by him in the Holy Spirit through the Gospel and the Eucharist, it constitutes a particular Church in which the one, holy, catholic and apostolic Church of Christ is truly present and operative (CCEO c. 177 §1).

7. **Eparchial Bishop:** A bishop who, as the vicar and legate of Christ, governs in his own name the eparchy entrusted to him for shepherding, with legislative, judicial and executive powers as per CCEO and Particular Laws of the Syro-Malabar Major Archiepiscopal Church (CCEO c. 178).
8. **Local Hierarchy:** The eparchial bishop, Protosyncellus (Vicar General), Syncellus and others mentioned in CCEO c.984 §2.
9. **Region:** Different parishes grouped and designated as such by the eparchial bishop.
10. **Parish:** A certain community of Catholic-faithful established by the eparchial bishop as part of his eparchy with a definite territory and entrusted to the pastoral care of a Pastor appointed by the eparchial bishop (CCEO c. 279, 280).
11. **Parish Church:** A building consecrated and dedicated exclusively for divine worship of the parish community (CCEO c. 869).

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12. **Pastor:** A priest appointed by the eparchial bishop to whom the care of the faithful in a given parish is entrusted as to its own pastor; he is the representative of the eparchial bishop in the parish under the authority of the same eparchial bishop (CCEO c.281, 284).
 13. **Assistant Pastor:** A priest appointed by the eparchial bishop, to assist the pastor in the proper pastoral care of the parish, under the authority of the pastor and if need arises, to substitute for the pastor (CCEO c. 301, 302).
 14. **Family:** Person or persons, residing within the territory allotted to each parish and registered as a family in the Parish Member Register maintained in the parish. A bachelor or a spinster having individual membership is also considered equivalent to family, unless the context indicates otherwise.
 15. **Head of the Family:** That senior member of the family, male or female, who is responsible for the running of the family

and who has attained 21 years of age, or a bachelor or spinster who has attained 21 years of age and has an individual membership in the parish.

16. **Members of a Parish:** The Christian faithful belonging to the same eparchy having domicile or quasi-domicile within the territory of the parish (CCEO c. 912, 916) or those who have obtained membership through special orders by the eparchial bishop.
17. **Registered Member of a Parish:** A practicing Catholic faithful of the age of 21 years or above, and resides and duly registered in the particular parish, and is actively participating in and supporting the church activities including the financial commitment to the parish.
18. **Active Member of a Parish:** A registered member of the parish having domicile in the parish for at least a period of one year and who has a proven record of regular financial support to the parish and eparchy and regular attendance and participation in Sunday Masses and other spiritual services of the parish.

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19. **General Body:** A body of all practicing and resident Catholics of the age of 21 years or above duly registered in the particular parish (ref. no. 32).
 20. **Parish Council:** A body approved by the local hierarch for a definite term of office consisting representatives of the units of the parish and others duly nominated or ex-officio as members (ref. no. 32).
 21. **Kaikkaran:** An active and registered member of the parish selected by the Parish Council, or by the General Body in special circumstances, or the Pastor in reference to no. 121 of this rules and confirmed and appointed by the eparchial bishop, or appointed directly by the local hierarch in special circumstances, for a specific term of office determined by the eparchial bishop, to assist the pastor in the temporal administration of the assets, liabilities, income, and expenditure of the parish and in the conduct of programs and affairs of the parish as well as to work in collaboration with the pastor in the pas-

toral care of the parish according to the norms of the ecclesiastical law.

21.1 The use of the term ‘kaikkaran’ is to be maintained as it holds the tradition and custom of our Church. However, for technical, civil and legal reasons and purposes the term ‘Trustee’ shall be used, provided the use of the term ‘Trustee’ neither adds nor removes any rights, privileges, duties, and/or meaning other than that of ‘kaikkaran.’

22. **Accountant:** A person, appointed by the pastor in consultation with the Kaikkarans and the Parish Council, to keep the accounts and do other office works of the parish regularly under the supervision of the pastor and kaikkarans, with or without receiving an allowance or remuneration.
23. **Liturgy Coordinator:** An active and registered member of the parish, appointed by the Pastor as per eparchial statutes and approved by the local hierarch and serves in the church assisting the sacred minis-

ters at divine worship and other functions, with or without receiving an allowance or remuneration.

24. **Budget:** The official financial statement of the proposed program of the parish showing the estimated income and expenditure for the ensuing fiscal year.
25. **Annual Financial Reports:** This includes all statements of all accounts, and audit reports of the fiscal year.
26. **Half-yearly Financial Reports:** This is the same as above but covers half of the fiscal year.
27. **Monthly Financial Statement:** Monthly statement of accounts of the parish.
28. **Parish Register (*Athmastithi*):** The official register kept in the custody of the Pastor, and maintained in each parish, to record particulars relating to the members of that parish.
29. **Journal:** The book containing a record of financial transactions entered in chronological order.

30. **Ledger:** The book in which the item-wise entries based on the journal relating to income and expenditure are made.
31. **Church Property of the Parish:** All movable and immovable properties, including that of all institutions belonging to the parish as a juridic person, subject to the provisions of cc. 920, 1007, 1008, 1009 and other relevant canons of the CCEO.

STRUCTURE, FUNCTIONS AND DUTIES OF GENERAL BODY

III

32. **General Body or *Palliyogam* has two forms: *Pothuyogam* and *Prathinidhiyogam*.** The word ‘General Body’ is used in these Procedure Rules to denote the *Pothuyogam*. The term ‘Parish Council’ is used to denote the *Prathinidhiyogam* in these Procedure Rules.
33. General Body or *Palliyogam*, as an expression of the commu-

nion of the people of God in the parish, is intended to advise and help the pastor and to work under his guidance and in collaboration with him, in exercising the pastoral ministry and administering financial matters of the parish.

34. Every parish shall have both General Body and Parish Council.
35. Parishes and Missions with a small number of registered and active members may function with only General Body, with due prior and written permission of the local hierarch (ref. no. 60).
36. Parishes and missions with a large number of registered and active members may function with only Parish Council with due prior and written permission of the local hierarch; in such circumstances the General Body is to be convened at least once in a fiscal year (ref. no. 124).
37. The pastor of the parish appointed by the eparchial bishop shall be the President of both the General Body and Parish Council of that parish. (ref. no. 96, 97 ,98)

A. THE CONSTITUTION OF THE GENERAL BODY

38. The following persons shall be the members of the General Body.
 - 38.1 Pastor
 - 38.2 Assistant Pastor(s)
 - 38.3 Resident priests of the same eparchy serving the institutions of the parish by appointment from the eparchial bishop
 - 38.4 Priests from the parish incardinated in the same eparchy and present in the parish at the time of General Body
 - 38.5 Superiors of the Houses of the Institutes of Consecrated/Apostolic life within the boundary of the parish
 - 38.6 Kaikkarans of the year
 - 38.7 Members of the Parish Council
 - 38.8 All registered members as stated in No. 17 in these Procedure Rules

B. DISQUALIFICATION AND DISPUTES

39. The following persons cannot be member of any of the meetings of the General Body.
 - 39.1 Those who stand publicly against the faith and teachings of the Catholic Church
 - 39.2 Those who are under any ecclesiastical censure
 - 39.3 Public sinners
 - 39.4 Persons convicted of offences involving moral turpitude, until reformed and certified by the pastor
 - 39.5 Persons who have defaulted annual paschal duties
 - 39.6 Persons who are of unsound mind
 - 39.7 Willful defaulters of Church laws
 - 39.8 Willful defaulters of regular financial support to the parish

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- 39.9 Those who are subject to a public scandal
- 39.10 Those who willfully and deliberately engage in activities that are slandering the ecclesiastical authorities
40. Members under the influence of alcohol, drugs or any such substances are not permitted to participate in the meeting of the General Body.
41. The president of the General Body (ref. no. 37) shall decide whether a person has to be excluded from a meeting of the General Body in accordance with these rules, and the meeting shall be conducted according to the decision of the president.
42. If any dispute arises as to whether a person is a member of the parish or whether he/she is entitled to exercise any right in a meeting of the General Body, the matter shall be referred to the administrative tribunal of the eparchy through the eparchial curia.

C. FUNCTIONS AND DUTIES OF GENERAL BODY

43. The General Body is consultative in its nature.
44. The General Body shall exercise the following functions in conformity with the general pastoral plan of the eparchy.
 - 44.1 To make the parish community conscious that pastors' work will not become fully effective without the apostolate of the laity formed in the teachings and customs of the Church (AA 10) and that the Church will not be truly established or fully alive or become a perfect sign of Christ among people unless there is a laity working along with the hierarchy (AG 21).
 - 44.2 To prepare a time-bound or yearly pastoral plan with a comprehensive vision of promoting the spiritual, biblical, liturgical, catechetical, social, and cultural renewal of the whole parish.

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- 44.3 To arrange to teach catechism to the children, youth and adults and to help the pastor and the responsible persons to implement the catechetical program efficiently and effectively (AA 10, CL 33, 34).
 - 44.4 To foster active participation in the liturgy of the Church (AA 10).
 - 44.5 To assist the pastor in arranging for the effective faith formation of all the members of the parish (AA 10; CL 33,34).
 - 44.6 To assist the pastor in promoting vocations to priestly and religious life.
 - 44.7 To help those members who went away from a life in the Church (AA 10; CL 33).
 - 44.8 To help the pastor in forming and arranging ward or family unit meetings in the parish in an efficient and effective manner (CL 26).

- 44.9 To help the pastor in promoting various Catholic apostolates, movements, pious associations and organizations recognized in the Church according to the statutes of the eparchy and in ensuring that all the members, especially the youth of the parish become active members of these apostolates, movements, and associations (AA 29, CL 30).
45. General Body has the following duties.
- 45.1 To help the pastor, kaikkarans, Parish Council members, volunteers, and all other persons responsible of different ministries and services in the parish in their efforts for the efficient and effective functioning of the ministries entrusted to them.
- 45.2 To support the efforts of the pastor and the administration of the parish in implementing the pastoral plan and priorities of the parish in accordance with the guidelines of the local hierarch and the practices of the Church.

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- 45.3 To pass the audited (internal audit) annual statements of accounts and the annual report of the parish for submitting to the local hierarchy for approval.
 - 45.4 To discuss and pass the budget of the parish and to propose priorities of items of expenditure.
 - 45.5 To develop and help execute plans for fundraising and to propose amounts or level of contribution by the parishioners for ordinary expenses and/or special projects, subject to eparchial rules.
 - 45.6 To propose the fees for the use of the church facilities.
 - 45.7 To pass resolutions regarding construction of church, chapels, and buildings for any of the parish institutions and buying, selling, borrowing, gifting of movable or immovable properties, subject to the provisions of eparchial

statutes, and to entrust the pastor to seek the approval of the local hierarch towards the same.

- 45.8 To propose on the mode of the celebration of main feast of the parish.
- 45.9 To perform such other duties specified in the eparchial statutes and/or as directed by the local hierarch.

PARISH COUNCIL

IV

D. THE COMPOSITION OF THE PARISH COUNCIL

46. The Parish Council shall have a minimum of 10 and maximum of 30 representatives.
47. In special cases the local hierarchy can mandate a lower or higher number. Only Active Members (ref. no. 18) are eligible to be included in the Parish Council.

48. The total number of the nominated members shall not exceed 1/3 (one-third) of the total members of the Parish Council.
49. In order to promote the young generation in the church administrative activities, a minimum of 10% of parish council members shall be from the youth. They may be selected or nominated to the Parish Council.
50. Thirty percent (30%) of the members shall preferably be women; but the percentage of representative women members shall not be less than 25% of the total number of members of the Parish Council.
51. The following persons shall be members of the Parish Council.
 - 51.1 Ex-officio Members:
 - 51.1.1 Pastor
 - 51.1.2 Assistant Pastor/s
 - 51.1.3 Kaikkarans of the year
 - 51.1.4 Members of the Eparchial Pastoral Council from the parish

51.2 Representative Members:

51.2.1 Representatives of the wards / units (no. 53-61)

51.2.2 One representative for the Institutes of Consecrated/ Apostolic life (no. 62)

51.2.3 One representative for all parish institutions (no. 63)

51.2.4 One representative for the CCD program (no. 64)

51.2.5 One representative for all the approved parish associations/organizations (no. 65)

51.3 Nominated members:

51.3.1 Persons of subject matter experts nominated by the pastor.

E. ELIGIBILITY CRITERIA

52. The members of the Parish Council shall meet the following requirements in addition to the requirements stated in the

disqualifications concerning the General Body as stated in no. 39.

- 52.1 Active and registered membership in that parish for at least 1 year
- 52.2 Completion of 21 years of age
- 52.3 A person who is faithful, honest, efficient, and service minded
- 52.4 Proven record of regular financial support to the parish
- 52.5 A person with no arrears of annual contribution to the parish
- 52.6 Both the husband and wife cannot be members of the same Parish Council.
- 52.7 Brothers and sisters residing in the same house cannot be members of the Parish Council.
- 52.8 A person who resigned his membership in the parish council is not eligible to be a candidate for the following two consecutive terms, unless exempt by the local hierarch.

F. FORMATION OF PARISH COUNCIL

53. The mode of getting members to the Parish Council shall be by selection.
54. The pastor shall, in consultation with the Kaikkarans, announce during a Sunday Mass the dates of nomination, dates of scrutiny of the nominations, and date of ward meeting or the General Body for the selection to the Parish Council. There shall be sufficient time gap between these processes according to the situation of the parish.
55. Any active member (ref. no. 18) meeting the eligibility criteria (ref. no. 52) shall be selected as a member to the Parish Council.
56. A desiring member from a ward/unit shall present his/her own nomination with his/her signature to the pastor before the nomination end-date published in the parish.
57. The pastor with the help of Kaikkarans and other administrative personnel of

the parish shall verify the nominations to make sure that the candidates meet the eligibility criteria. The candidates are to be notified the result of the scrutiny within the specified time.

58. The selection shall preferably be done in a ward/family unit meeting convened as announced in the parish, and presided by the pastor.
59. The presence and presiding of the pastor or assistant pastor duly commissioned by the pastor is mandatory to select the members to the Parish Council. This cannot be delegated to any other priest without the approval of the eparchial curia.
60. If found appropriate, considering the local situation of the parish, the selection shall be done in a General Body convened for this purpose, but with prior permission from the local hierarch (ref. no. 35).
61. Selection shall be by consensus. If a consensus cannot be reached, the pastor shall cast lot with names of all the eligible candidates to select the representative.

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62. The representatives of the Institutes of Consecrated/Apostolic Life for men and women are selected in consensus at a meeting, convened by the pastor, of the respective representatives of all the Institutes of Consecrated/Apostolic Life in the parish. If a consensus is not achieved in the meeting, the pastor shall find out the representative by lot.
 63. The representative of the parish institutions is selected in consensus at a meeting of representatives of all parish institutions convened and presided by the pastor. If a consensus is not achieved in the meeting, the pastor shall find the representative by lot.
 64. The CCD program staff, including both teaching and non-teaching persons, shall select in consensus a representative in a meeting convened and presided by the pastor. If a consensus is not achieved in the meeting, the pastor shall find the representative by lot.
 65. The pastor shall convene a meeting of the executives of all the associations of the

parish to nominate their representative to the parish council. If a consensus is not achieved in the meeting, the pastor shall find the representative by lot.

66. Complaints if any, about the selections shall be submitted to the pastor. In the event, the matter could be forwarded to the administrative tribunal through the eparchial curia.
67. The Accountant and Liturgy Coordinator may attend the meeting of the Parish Council if required, to explain the accounts of the parish and to make a report of the meeting and other such matters; however, they shall not be members of the Parish Council and therefore cannot exercise any right or privilege of the member of the Parish Council.
68. The term of the Parish Council shall be two years, unless it is extended by the local hierarch, in special circumstances.
69. Any member absenting himself/herself from three consecutive meetings without sufficient reason(s) in the judgment of the

pastor, shall lose his/her membership in the Parish Council. The pastor shall make reasonable attempt to inform the member regarding the loss of membership, before the formal removal is announced and recorded in the following Parish Council meeting.

70. If a member suffers from any of the disqualification mentioned in General Body/ Parish Council but known only after becoming a member, or suffers a disqualification during the term of membership, he/she shall cease to be a member of the Parish Council and the matter must be brought to the attention of the Parish Council by the president. If there is a dispute, the matter shall be referred to the administrative tribunal through the eparchial curia.
71. The disqualification or dismissal of any Parish Council member shall be done by the president.
72. A member may resign his / her membership with a written resignation letter sub-

mitted to the pastor, and the resignation becomes effective upon its approval by the pastor. Such a member shall be reinstated to the same parish council only with the approval of the eparchial curia at the recommendation of the pastor.

73. A resigned / removed member of the parish council, if not reinstated in the same Parish Council, is not eligible to be a candidate for the following two consecutive terms, unless exempted by the eparchial bishop.
74. Vacancies arising in the Parish Council as a result of the above may be filled by the pastor at his discretion according to the nature of the vacant seat, within a period of three months.

G. THE FUNCTIONS AND DUTIES OF THE PARISH COUNCIL

75. To elect one of them as secretary in its first meeting. The secretary shall prepare minutes and reports of the Parish Council, which are to be approved by the Pastor.
76. To propose to the pastor two or three Internal Auditors for the term of the Parish Council. The Internal Auditors shall be

active members (ref. no. 18) of the parish, meeting the requirements stated in numbers 39 and 52 of this rules. The Internal Auditors are appointed by the Pastor.

77. To impart leadership by initiating active and constructive roles with a view to foster, to facilitate, and to promote the spiritual, catechetical, pastoral, developmental, charitable, social, cultural activities, and youth formation in the parish, having due regard to the religious atmosphere of the parish.
78. To assist the pastor and kaikkarans in the daily affairs of the parish including up-keep and maintenance of the facilities.
79. To develop strategies and to execute plans under the guidance and leadership of the pastor for fundraising proposed by the General Body or otherwise.
80. To assist the pastor in collecting all the funds for the parish.
81. To pass the monthly, quarterly, half yearly statements of accounts.

82. To prepare annual accounts and budget and submit the same to the General Body. The Parish Council may propose a committee to the pastor for this purpose.
83. To propose the program of feasts and festivities and to help in conducting all such events and celebrations.
84. To propose guidelines on the general policies of administering the properties of the parish.
85. To help the pastor in constituting committees/commissions and to select members to them as and when needed and in dissolving them; without prejudice to the duties of the General Body.
86. To perform such other duties specified in the eparchial statutes and/or as directed by the local hierarch time to time.

**THE PROCEDURE OF
CONDUCTING
THE MEETINGS OF THE
GENERAL BODY AND
THE PARISH COUNCIL**



87. The meeting of General Body and Parish Council shall always be convened only by the Pastor of that parish.
88. The notification of the General Body meeting shall be announced at least on 3 consecutive Sundays or days of obligation in the Church during at least the main Holy Qurbana. The third Sunday

could be the day of General Body. In addition, the notification shall also be made through printed or digital media. The main items of the Agenda of the General Body also may be announced.

89. The Parish Council meetings shall be done with announcement on one Sunday or a day of obligation preceding the meeting.
90. In urgent situations where this announcement is impossible, the meeting of both General Body and Parish Council may be conducted on any day by notice through appropriate means by the pastor. The pastor has to notify the same to the eparchial curia.
91. If one-third (1/3) of the members of the General Body or the Parish Council request in writing the convening of the meeting of the respective body, specifying the subject/reason, the pastor shall there upon convene such a meeting within a period of three weeks (21 days) from the date of receipt of such notice. If the pastor is of the opinion that the conduct

of such meeting is prejudicial to the good of the parish, he shall report the matter to the eparchial curia and act according to the direction from the eparchial curia.

92. The local hierarch may at any time direct or prohibit the convening of any meeting of these bodies.
93. The General Body shall meet at least once a year or as needed at the discretion of the Pastor; the Parish Council preferably shall meet every month, but at least once in three months.
94. The General Body has no definite quorum. The quorum for the Parish Council shall be one third of the total number of members. Meeting the quorum requirement is not binding, if the Parish Council is reconvened due to lack of required quorum in the previous meeting.
95. An attendance register shall be kept for all the meetings and the members present shall sign it before the dispersal of the meeting.

96. The pastor is the president of the General Body as well as of the Parish Council. (ref. no. 37)
97. In the absence of the pastor, the assistant pastor with authorization from the pastor or any other priest, who has an office in the eparchial curia, can be the president of the meetings.
98. The local hierarch personally or through his delegate has the right to preside over the meetings.
99. There shall be a definite agenda for the meetings. Matters outside the agenda can also be discussed with the permission of the president.
100. Meetings shall begin and end with a prayer.
101. All members shall participate in the meeting with a spirit of co-operation, mutual respect, and service based on love of God and of the real progress of the parish.
102. Personal vendetta, groupism, family feud, political difference and such other mat-

ters shall in no way influence the deliberations of the meetings.

103. A discussion on a decision of a previous meeting already approved by the local hierarchy shall be opened for further discussion only after obtaining the prior permission of the local hierarchy.
104. Statement or decision against the orders and directives of the eparchial bishop, or against the official teachings and laws of the Church, is not and cannot be allowed in the meetings (ref. no. 116).
105. All shall maintain decorum and discipline in the meeting and shall obey the rulings of the president.
106. In case of any improper comments or misbehavior by any member in the meeting, the president shall immediately warn and correct the member concerned. If such erring member continues it or remain recalcitrant, the president may remove such member from that meeting. His attendance in the subsequent meetings requires

repair of the damage caused, written assurance of proper behavior and conduct, and prior permission of the president.

107. The resolutions in the General Body and that in the Parish Council shall be unanimous or at least by consensus. In situations where a unanimous decision or a consensus is not achieved after sufficient effort, the decision shall be taken by the opinion of the majority. Serious difference of opinion in the Parish Council may be referred to the General Body. If the General Body fails to make a decision it may propose and the pastor may appoint a committee to study the case in detail and recommend means to resolve the matter. If no solution is reached, the matter shall be referred to the administrative tribunal through the eparchial curia. In exceptional cases the president of the meeting can directly refer the case to the administrative tribunal.
108. The resolutions passed in the meetings of the General Body and Parish Council will become effective and binding only after

the approval of the president. If the resolutions at the meeting is unacceptable to the president of the meeting or the pastor, he can write his note of dissent, and he shall refer it to the direction or decision of the eparchial curia.

109. Members of the meeting having serious concern regarding the resolutions passed in that meeting, may bring the matter to the attention of the pastor and if a settlement is not achieved in due time make a written petition within seven days after the meeting to the eparchial curia.
110. All decisions by the Parish Council within its competence shall have the same force as the decisions of the General Body. (ref. no. 32)
111. The decisions of the meetings must be recorded in the book of decisions (*yoga-pusthakam*) and should be signed by the President.
112. The minutes of every meeting duly signed by the President and Secretary shall be maintained in the parish records.

113. One may leave the meeting only after obtaining the permission of the President.
114. If the meeting cannot be conducted peacefully to the judgment of the president, he shall dissolve that meeting.
115. The eparchial bishop has the right to accept, to reject or to amend any resolution passed in any of the meetings of the General Body and the Parish Council and his decision shall be final.
116. The General Body or Parish Council cannot take a decision or deliberation or pass a resolution that in some manner may adversely affect or that is derogatory to the dignity and powers vested in the eparchial bishop or the Major Archbishop or the Roman Pontiff or proper Synod of Bishops and/or Episcopal Conference according to the ecclesiastical laws. (ref. no. 104).
117. Resolutions passed in meetings on matters requiring the approval of the local hierarch shall have effect and shall be executed only after such approval is granted in writing by the local hierarch.
118. Matters that require the approval of the local hierarch/eparchial bishop/eparchial

curia (ref. CCEO cc. 1014, 1015, 1022, 1024, 1035, 1036, 1045 and 1046), other than those stated elsewhere in these rules, are

- 118.1 Buying, selling, gifting, mortgaging or otherwise transferring of the immovable properties of the parish of its institutions.
- 118.2 Construction, reconstruction, renovation of churches, filial churches, prayer halls, chapels, grottos and/or other buildings (ref. no. 45.7).
- 118.3 Establishing institutions to be run by the parish.
- 118.4 Demolishing of churches, filial churches, prayer halls, chapels, shrines and such erected for public worship.
- 118.5 Exchange, sale, gifting or altering of objects of antiquity. Antiques of historical value for no reason shall be destroyed.
- 118.6 Establishing of public library, recreation centers, stadium, play-

ground, and other public facilities on or attached to the land or assets of the parish.

- 118.7 Leasing or construction on and/or use of the land or building of the church for any public or private utilities.
- 118.8 Receiving of stipend for pious foundation, foundation masses, endowments and scholarships with liability, etc.
- 118.9 For any expenditure above the sum of dollars twenty thousand (\$ 20,000.00) cumulative (ref. Finance Manual no. X. 78-81).
- 118.10 Fixing of donations from parishioners with the obligation to pay arrears and to write off such obligations.
- 118.11 Donations or gifts from the parish funds to persons or institutions above the sum of dollars five thousand (\$5,000.00).
- 118.12 Other matters determined by the local hierarch time to time.

GENERAL ADMINISTRATION

VI

H. KAIKKARAN, SECRETARY & AUDITORS

119. There shall be at least two kaikkarans for one parish. The pastor may decide a higher number up to four according to the size of the parish with the permission of the local hierarch.
120. A person shall fulfill the following to be a kaikkaran.

- 120.1 Active membership (ref. no. 18) in that parish for at least a period of one year
- 120.2 Completion of 21 years of age
- 120.3 A person who is faithful, honest, efficient, and service minded
- 120.4 Proven record of regular financial support to the parish
- 120.5 A person with no arrears to the parish
- 120.6 A person not having major commitments in other socio-political and organizational levels
- 120.7 A person not having any of the disqualifications mentioned under the title of General Body (ref. no. 39) and one who meets the eligibility criteria for Parish Council (ref. no. 52).
- 120.8 The accountant cannot be the kai-kkaran at the same time.
- 120.9 Both husband and wife cannot be kaikkarans during the same term of office.

120.10 Brothers and sisters residing in the same house cannot be kaikkarans during the same term of office.

I. THE SELECTION OF KAIKKARAN

121. One half of the number of kaikkarans shall be selected from the Parish council (ref. no. 21). The selection of the Kaikkarans from the Parish Council shall be unanimous or by consensus, as far as possible. In the absence of such a decision, the pastor shall cast lot with the names of all the eligible candidates.
122. The other half of the kaikkarans shall be nominated by the pastor. Any member of the parish, meeting the eligibility criteria (ref. no. 120) could be nominated as the kaikkaran.
123. The names of the selected kaikkarans are to be announced in the General Body.
124. In special circumstances like, the number of families of the parish is very small, or the nature of the existing situation of the

parish demands so in the discretion of the pastor, the kaikkarans may be selected by the General Body, only after the pastor obtains written permission from the eparchial curia (ref. no. 36).

125. The kaikkarans are selected for a term of two years and can be re-selected for a second term; but not for a third consecutive term. The local hierarch may, however, grant exceptions to this.
126. The pastor shall forward the eparchial curia the names of the kaikkarans for approval of the local hierarch. The kaikkarans after being confirmed and appointed in office by the local hierarch, shall take charge on the date as announced by the local hierarch, by receiving the keys from the pastor at the sanctuary steps after making an oath of office, as stipulated from the eparchial curia in front of the parish congregation.
127. The newly appointed kaikkarans shall take over the day to day operations from the outgoing kaikkarans from this date. However, the outgoing kaikkarans shall

work towards completing the contribution letters to be mailed out to the parishioners and the prior year accounts and reports. The internal audited yearly report approved by the Parish Council shall be submitted to the eparchial curia before February 28th of the year, and also be presented in the General Body before March 15th (ref. Finance Manual no. V 31-32). At the completion of their term of office and after settling the accounts and the conduct of the General Body, the outgoing kaikkarans shall entrust the keys and the account books, any passwords, codes, or any other information deemed necessary, to the pastor at his office.

128. A kaikkaran may resign from the office with a written resignation letter submitted to the pastor, and the resignation becomes effective upon its approval by the pastor and/or the local hierarch.
129. It is the right of the local hierarch to accept the resignation of the kaikkaran, or to remove a kaikkaran for reasons of negligence of duty, dishonesty, disability,

financial misconduct, commission of offences involving moral turpitude, and/or any such reason, after giving him an opportunity for being heard.

130. In ordinary circumstances, the questions on the removal of a kaikkaran shall be referred to the administrative tribunal through the eparchial curia.
131. That kaikkaran whose resignation is accepted by the pastor and/or the local hierarch will automatically loose his membership in the Parish Council also.
132. Such a member shall be reinstated to the office of the Kaikkaran or only to the Parish Council but not as the kaikkaran, only with the approval of the local hierarch at the recommendation of the pastor.
133. A resigned/removed kaikkaran, if not reinstated during the term of office, is not eligible to be a candidate as kaikkaran or as a member of the Parish Council for the following two consecutive terms, unless exempted by the local hierarch (ref. no. 73).

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134. In case where a Kaikkaran resigns arbitrarily from the office without the approval of the local hierarch, that member disqualifies to be a candidate as kaikkaran or as Parish Council member in that parish of any other parish of the eparchy, until the local hierarch dispenses that member.
135. Vacancies arising as a result of the above may be filled by the pastor at his discretion according to the nature of the vacant seat, within a period of two months.

J. THE FUNCTIONING OF KAIKKARAN

136. The kaikkarans have to make arrangement among themselves in consultation with the pastor so that one of them shall act as the 'Principal Kaikkaran' (*Nadathukaikkaran* - Principal Trustee) for a portion of their term of office, so that all of them get a chance to be Principal Kaikkaran within their term of office.
137. The *Nadathukaikkaran* (Principal Trustee) shall be responsible for recording

all financial transactions of the parish and shall keep daily cash book and proper ledger and shall keep inventory of all assets of the parish.

138. The *Nadathukaikkaran* will also be authorized to be a co-signor in the bank accounts with the pastor. However, the primary signor will always be the pastor.
139. He shall issue receipts for all money received and shall maintain proper accounts for all expenses, according to the financial policy promulgated by the local hierarch.
140. He shall present the monthly statement of accounts in the Parish Council and also prepare Annual Income and Expenditure Account and the Balance Sheet to be presented in the General Body.
141. Kaikkarans shall prepare the Annual Working Report of the Parish Council and get it approved by the Parish Council, and submit to the General Body.
142. The pastor may depute, in addition to kaikkaran, a person or persons of his choice to represent the parish or its institutions

before courts, tribunals, and other such bodies after obtaining permission from the local hierarch.

143. The kaikkarans shall not receive remuneration or allowance. However, on days on which their presence is required for a longer time, they are entitled to meet their daily expenses from the parish funds during the duration of such engagement. A budgetary provision may be made for the same.

VII

INTERNAL AUDITORS

144. The Parish Council shall propose to the pastor two or three Internal Auditors for the term of office of the Parish Council (ref. Finance Manual, no. XXVII 181-194).
145. The term of each of the internal auditors shall be a maximum of two years and the term shall be extended for a second time, but not a third consecutive term.

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146. The Internal Auditors shall be active and registered members of the parish meeting the requirements stated in Numbers 39 and 52 of this rule.
 147. The Internal Auditors are appointed by the Pastor.
 148. The Internal Auditors have no supervisory role on the functioning of the pastor or kaikkarans of the parish. However they shall bring to the attention of the pastor or kaikkaran or accountant their findings for the efficient and effective implementation of the financial policies of the parish, eparchy, Church, and other civil laws.
 149. The Internal Auditors shall audit faithfully the books of financial transactions of the parish and shall prepare the audit statement and present it to the pastor in due time.
 150. The Internal Auditors shall furnish any and all the reports only to the pastor and no body else. However, they shall furnish any and all the reports to the eparchial curia as and when directed by the curia.



VIII

ADMINISTRATION OF THE TEMPORALITIES OF THE PARISH

151. The administration of the finance and other temporalities of the parish are to be done by the pastor and the kaikkaran with mutual understanding and co-operation and as per the norms of common and particular laws, as well as that of the Eparchial Rules and Statutes.

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152. The *nadathukaikkaran* (Principal Trustee) and the pastor shall maintain bills, vouchers and receipts regarding income and expenditures. He shall make available the accounts as and when required by the pastor.
 153. It shall be the responsibility of the pastor and the *nadathukaikkaran* (Principal Trustee) to maintain journals, ledger, and the annual statement of accounts of the parish. Monthly and half yearly statements of accounts shall also be maintained.
 154. If any discrepancies in the account or shortage of money are noticed resulting in loss to the parish, the same shall be recovered from the respective kaikkaran or the pastor whoever is responsible for the loss. However, as among them one shall not be responsible for the losses caused by the other.
 155. The financial administration of the parish is to be done according to the provisions of the Finance Manual of the eparchy.

APPENDIX A

APPROVED ASSOCIATIONS / ORGANIZATIONS IN THE EPARCHY

- ▶ Society of St. Vincent De Paul (SSVP)
- ▶ Cherupushpa Mission League (CML)
- ▶ Catholic Mothers Association (CMA)
or Women’s Forum.
- ▶ SyroMalabar Catholic Congress (SMCC)
- ▶ Jesus Youth (JY)
- ▶ Third Order Regular
- ▶ Legion of Mary
- ▶ Youth Apostolate
(CYM, SMYO or any such youth association
of the parish)
- ▶ Knights of Columbus

