



# Romanian Catholic Diocese of Canton

Office of the Bishop

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## Decree of Promulgation

of the

# Pastoral Typikon

for the Eparchy of St. George in Canton

This seventh year of my episcopate has been an occasion of profound and long reflection and consultation as I prepare to follow the Lord, who is guiding the Eparchy into a new and fruitful direction. While I am grateful to God, as well as to His Holiness, Pope John Paul II, for having given me this duty, my gratitude is tempered by my very human concern that my personal shortcomings might somehow frustrate the design God or not reflect the mind of the Church in this place and time.

However, while my gratitude may be somewhat tempered, my faith is not, for I understand that when the Lord said to St. Paul, "My grace is enough for you, for in weakness power reaches perfection," (2 Cor. 12:9) he was teaching not only him, but all the apostles and their successors. Likewise, Christ's pledge of divine power to perfect human weakness has not been withdrawn from the Church.

Therefore, in taking this step of issuing the first installment of the *Pastoral Typikon for the Eparchy of St. George in Canton*, I am not only setting forth policies and regulations to be followed in all the parishes of the Eparchy, I am taking a step in faith together with you, with the hope that this legislation will be of some assistance on our walk together with the Master, Jesus Christ, the only and true Lord of the Church. While these regulations are necessary to bring the particular law of our Eparchy into conformity with the common law of the Eastern Catholic Churches, as codified in the *Code of Canons of the Eastern Churches*, promulgated by His Holiness on October 18, 1990, as well as civil law in some cases, the guiding principle has always been that maxim of canon law, *salus animarum suprema lex*: the salvation of souls is the supreme law.

It is also with this in mind that these regulations are published *ad experimentum*, i.e., with the understanding that, while they have the force of law, they are meant to be studied over time and ultimately re-written on the basis of our experience with them. The program of legislation for the Eparchy, then, will include much consultation at all levels for several years in anticipation of an Eparchial Assembly, or "Diocesan Synod," which, with both clerical and lay voice, will put together a collection of statutes to be submitted to the Holy See for approval.

Nevertheless, it is incumbent upon us to start somewhere, and I have chosen to start with a group of statutes that govern the life and duties of the priests of the Eparchy, as well as some aspects of parish administration. Further sections will have to do with the structure of the parish as articulated in various committees and councils, their rights and their responsibilities, the theological and pastoral basis for our particular law, the formation of core ministries in our



parishes, catechesis of the young (and the not-so-young), the administration of the sacraments, Christian stewardship, and so forth. All of these issues will be considered in due course, and other sections of the *Pastoral Typikon* will then be added until it is complete.

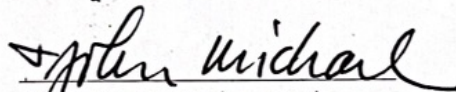
I pray that this Typikon will be a useful and welcome guide through the difficult transition to a new era, a transition which, like it or not, history has forced upon us. Whether this effort will succeed, however, is not for you or me to judge. It is Christ who will judge our efforts as well as our lack of effort, our successes as well as our failures, and it is He, and only He, who will declare the worth of what we do in this life.

In publishing and promulgating this Typikon, I wish to express my indebtedness to my honored predecessor, Bishop Louis Puskas, and to those bishops and eparchies who have assisted me in this task: Bishop Robert Moskal of the Ukrainian Eparchy of St. Josaphat in Parma, Bishop Nicholas Samra, Auxiliary Bishop of the Melkite Diocese of Newton, and Archbishop Francis M. Zayek, emeritus of the Maronite Eparchy of St. Maron in Brooklyn. Most especially, I would like to thank the Reverend Francis J. Marini, JD, JCOD, Chancellor of the Eparchy of St. Maron, whose professional guidance and support have made this work, and many others of this nature, possible.

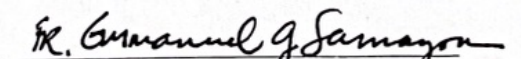
Thus, consistent with and in response to my duties as chief shepherd of the Eparchy of St. George, and having taken counsel with the Board of Consultors and the Presbyteral Council, I hereby promulgate this *Pastoral Typikon for the Eparchy of St. George in Canton*, directing that it obtain the force of law on and from October 1, 2003. This decree is to be published as soon as possible in *Uniren*, as well as at the beginning of every copy of the Typikon. All prior law and every conflicting custom is, with the promulgation of this decree, hereby abrogated, anything to the contrary notwithstanding.

Placing this Typikon and the entire Eparchy under the protection of the Mother of God, and asking the intercession of the Holy Great-Martyr George, our patron, I ask each member of the Eparchy to receive this instrument in the same spirit of love and trust as it is proffered. I especially call upon all our people to reflect upon and recognize that a thorough introduction of Catholic discipline in the care of souls is necessary for the fulfillment of our mission and for the sanctification of our lives.

GIVEN at the See of our Eparchy in Canton, Ohio, this twenty-fourth day of September, on the commemoration of the Holy Great-Martyr Thecla, Equal-to-the-Apostles, in the year of Our Lord the Two Thousand and Third (AD 2003).

  
✠ JOHN MICHAEL (BOTEAN)

BISHOP OF THE EPARCHY OF ST. GEORGE IN CANTON

  
VERY REVEREND FATHER EMMANUEL G. SAMAYOA

A SECRETIS



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## Eparchy of St. George in Canton

# Pastoral Typikon

### Chapter 1 – PARISHES AND CLERGY

#### *Parochial Administration*

1. The Eparchial Bishop is the superior, immediate legislative, executive and judiciary authority for all parishes in the Eparchy.
2. As stated in the *Code of Canons of the Eastern Churches*, c.279, “A parish is a definite community of the Christian faithful established on a stable basis in the eparchy, whose pastoral care is entrusted to a pastor.”
3. Likewise, a mission is a definite community of the Christian faithful which is in the process of being established in the eparchy, but which has not yet achieved stability or financial self-sufficiency. Its pastoral care is entrusted to an administrator.
4. The Pastor is the presbyter placed by the Bishop to minister to his flock as priest in charge of the worship of God, as teacher entrusted with transmitting the Gospel of Jesus Christ as taught by the Church, and as administrator of all spiritual and temporal affairs of the parish.
5. The administration of all affairs of the parish rests with the Pastor, under the supervision and direction of the Bishop, assisted by the cooperation and advice of parishioners, especially those associated with the Pastoral Advisory Council and the Stewardship Committee of the parish.
6. Where there is mention of the “Pastor,” reference is also made to that priest who, under some other title, such as Administrator, is placed in charge of a parish or mission.
7. Whatever is stated here of a parish applies also to a mission unless it appears otherwise.
8. It is the responsibility of the Pastor to maintain the following ecclesiastical registers:
  - **Register of Christian Initiation.** Depending on a parish’s individual history, this may include separate Registers for Election, i.e., admission to the Catechumenate, Baptism, Chrismation/Confirmation, and/or First Holy Communion. This register will also include baptized persons received into the Catholic Church and



indications of persons who have transferred to or from the Romanian Church *sui iuris*.

- **Marriage Register**
  - **Funeral Register**
  - **Liturgy Register** or register of requested Divine Liturgies and Prayer Services.
  - **Sick Call Register**
- a. Entries in the registers should be made in legible English.
  - b. Entries are never to be erased, defaced or destroyed. A correction is permissible if proved justified, e.g., by an authentic document, sworn testimony or the like. Any such correction is to be made by additional notations which leave the original entry clearly discernible and which include a brief description that is dated and signed by the priest making the correction.
  - c. The registers should include an index.
  - d. All registers should be the best quality, on acid free paper, permanently bound books. Qualified firms shall repair registers that are worn or damaged. The confidential nature of these books shall be protected and adequate protection against loss by fire or theft shall be required.
  - e. The use of individual cards in place of registers is prohibited.
  - f. The registers should be stored in the rectory in a fire-resistant safe.
  - g. Copies of records certifying the conferral of a sacrament or statements that no such record exists shall be supplied free of charge and only to the individual concerned or under circumstances that are not prejudicial to his/her interest. Copies of records shall be denied to all other parties except when they are permitted by ecclesiastical or civil law to have access to them.
  - h. When copies of records are subpoenaed by civil authorities, the Chancery is to be consulted before any action is taken.
  - i. When the record certifying the conferral of a sacrament has been destroyed or lost, an affidavit testifying that the sacrament was conferred shall be required, and thereafter the document shall be retained in the parish's permanent archive. An entry is to be made in the appropriate register indicating the affidavit as the source.
  - j. Copies of official records should be made only by the Pastor, or, with the permission of the Pastor, the parochial vicar, deacons, or authorized laypersons, keeping in mind the necessity of complete confidentiality. The records shall bear the personal signature of a cleric and the seal of the parish. Under no circumstances may unauthorized persons have access to official



parochial records, nor shall they be removed from the parish office or rectory without the written approval of the Eparchial Bishop.

- k. If a person requests for a record to be modified for reasons such as adoption, the Pastor must consult the Chancery.
9. It is the responsibility of the Pastor to maintain the following administrative and historical records:
  - Sick and elderly parishioners
  - Current parish census
  - Cemetery records
  - The updated version of *The Pastoral Typikon*
  - Chancery correspondence
  - Premarital investigations and all pertinent documentation
  - Parish bulletins
  - Parish advisory Committee minutes
  - Parish correspondence
  - Financial records of the parish, its agencies and organizations
10. All ecclesiastical, administrative, and historical registers and records are the property of the parish and may not be removed from the rectory or parish office without the written permission of the Eparchial Bishop, by whom or by whose delegate they may be inspected at any time without prior notice.
11. **Original copies** of all deeds, abstracts of title, and other legal instruments relating to churches, schools, rectors, convents, halls, cemeteries, and all other church property in the parish shall be forwarded to the Economos (Eparchial Finance Officer). These documents are to indicate the place, date, volume, and page number of the record in the civil offices.
12. The archive of the parish shall preserve the original or notarized copies of all documents, both those which prove the right of ownership and those which in any manner affect the property of a the parish, e.g., mortgage notes, insurance policies, etc.
13. In parishes where state law requires a corporate charter, the parish archives should also preserve the original or authentic copies of this document as well as documents relating to any amendments of the charter or the election of corporate officers. Copies of these documents are to be forwarded to the Economos. Where a corporate charter is not required by state law, separate incorporation shall not be sought for the parish.
14. Every parish is to have a seal, which is to be kept in good condition by the Pastor. The seal shall be used only by the Pastor or other authorized persons. When not in use, it shall be kept in the safe with the parish registers.



15. The Pastor is to inform the Eparchial Finance Officer of the names of all persons who have keys that permit access to the church, rectory, hall and any other facilities of the parish.
16. Every parish is to have a fire-resistant safe in which all civil and ecclesiastical records are to be stored. The location and combinations of all parish safes are to be recorded in the Chancery.
17. Inasmuch as the Internet has become an integral part of the life of the Church as well as an indispensable tool in the work of the priest, each parish is to have a computer with an internet account, broadband if at all possible. For his part, each priest is to strive to achieve basic competence in the use of the Internet.
18. The name of the civil corporation of the Eparchy, registered with the Secretary of State of the State of Ohio, is "The Romanian Catholic Diocese of Canton." Entities of the Eparchy are to be organized in conformity with local state laws regarding religious not-for-profit organizations or corporations (if required) in a manner approved by the Eparchial Finance Officer and Eparchial Bishop.
19. According to the annual group ruling of the Internal Revenue Service, inclusion in the P. J. Kenedy *Official Catholic Directory* accords federal tax-exempt status to an entity.
20. It is the responsibility of the Pastor to apply for and maintain a state tax exemption status.
  - a. This tax exemption can be used only for the benefit of the respective institution and not for any individual.
  - b. In accord with canon 384 §2 CCEO, and in order to maintain the tax exemption of the parish, federal regulations regarding political activities are to be strictly observed.
  - c. Neither the Pastor, parish organization or parishioner acting on behalf of the parish can endorse a political candidate in the name of the parish
  - d. The Pastor may not encourage votes for or against any candidate by means of a sermon, parish bulletin, or sample ballot.
  - e. Use of parish facilities for political activities is not to be construed as an endorsement. The facilities must be rented for the normal fee; the fee may not be waived or donated since these services might be construed as a donation to the political candidate or function.
  - f. Campaign posters may not be distributed on parish property. Campaign literature may not be distributed on parish property except in conjunction with the rental of the hall, and then not by a cleric or anyone employed by the parish.



- g. The appearance of an incumbent political candidate at the parish in conjunction with a social function is not to be construed as a "meeting."
- h. Improper involvement in political activities could result in the revocation of tax exempt status.
  - i. The Pastor is responsible for filing all applications and reports with regard to tax exemptions on property.
  - ii. The Internal Revenue Service requires tax-exempt entities to write a letter of acknowledgment of receipt of an amount in excess of \$250.00 at the time of the donation. By federal statute, a canceled check no longer suffices as proof of a donation.
  - iii. Each parish is to have its own Employer Identification Number. Use of the Employer Identification Number with regard to any property or account creates the presumption that said property or funds pertain to and are for the exclusive benefit of the relevant ecclesiastical entity and not for the benefit of any individual.
- 21. All entities of the Eparchy will operate on a fiscal year beginning on July 1 for budgeting and reporting purposes.
- 22. By August 15 of every year, the Pastor will submit to the Eparchial Finance Officer an annual report according to the form approved by the Eparchial Bishop.
- 23. All parish finances are to be administered in conformity with civil and ecclesiastical law.
- 24. The Pastor is to be advised and assisted by the duly constituted Parish Stewardship Committee. In addition, he is to be assisted by a competent person (the Financial Secretary) in fulfilling acts of financial administration, especially day-to-day bookkeeping, but he is fully responsible for the following areas of ordinary financial administration:
  - a. Maintenance of financial records (financial reports, budgets, canceled checks, bank statements, etc.) for the period required by the statutes of limitations or as otherwise directed by the Eparchial Finance Officer.
  - b. Preparation of a budget and an annual financial report.
  - c. Consultation with the Stewardship committee of the parish regarding the budget, cash flow, and annual financial report.
  - d. Paying on a timely basis all bills of the parish by check, indicating the name of the payee.



- e. Depositing all revenues of the parish on a timely basis.
  - f. Maintenance of all parish properties, autos, equipment and furnishings.
  - g. Maintenance of an inventory of all parish property and personal property located in parish facilities.
25. The Pastor is to comply with all federal, state and local requirements of law with regard to the employment of persons, especially in the areas of Social Security and Workers' Compensation.
26. The Pastor is to provide financial remuneration for employees that conform to local practice, social justice and equity.
27. It is the responsibility of the Pastor to provide for adequate insurance coverage for property, autos, and liability in the manner approved by the Eparchial Bishop.
- a. In all cases, the insured is to be the parish; additional insured's are to be the Romanian Catholic Diocese of Canton and the Eparchial Bishop.
  - b. The Pastor must report all incidents or possible violations that may lead to litigation to the Eparchial Finance Officer on a timely basis.
  - c. Any claims in excess of five hundred dollars (\$500.00) are to be reported to the Eparchial Finance Officer.
  - d. The Pastor shall
    - i. See that ample lighting is provided at night around the public areas of the church, rectory, hall and any other facilities.
    - ii. See that all windows and doors are adequately secure and that there be an operative alarm system if necessary.
    - iii. Take all reasonable measures to prevent accidents by seeing that the property is properly maintained and regularly inspected.
    - iv. Ensure the safety of the people and the assets of the parish, by seeing that the grounds are maintained in a safe condition, free of obstacles and hazards.
    - v. See to the prompt removal of snow in order to insure safe passage on sidewalks and stairs. The Pastor is to be aware of and comply with local ordinances in this matter.



28. The Eparchy is incorporated in the State of Ohio. The civil title of the corporation is to appear as a secondary title on all accounts of entities in the Eparchy. For example, "Saint George Church, Romanian Catholic Diocese of Canton."
29. Funds in an account under the name of the parish or using the Employer Identification Number or benefiting from the tax-exempt status of the Church in any way are the property of the Church.
30. A cleric or lay person is not permitted to deposit in a bank or retain in a safe deposit box or vault, or otherwise hold or retain in his own name or in the name of anyone other than the parish, any money, bonds, securities or other valuables belonging to the parish, nor may anyone deposit his or her own personal capital or valuables in the parish bank account, safe deposit box, or vault.
31. The Eparchial Bishop is to be a signer on all parish accounts, including accounts of auxiliary organizations and parish associations.
32. With due regard for the above, the Pastor is to be a signer on all accounts under the Employer Identification Number of the parish. In addition to the signature of the Eparchial Bishop, the Chairperson of the Parish Stewardship Committee is likewise to be a signer on all parish accounts. However, only the signature of the Pastor or the Eparchial Bishop will be required for any transaction involving the parish checking account. All other accounts, such as savings accounts, certificates of deposit, or investment accounts, shall require two signatures: the Pastor and the Chairperson of the Parish Stewardship Committee or the Eparchial Bishop.
33. The additional signer on accounts of parish associations, such as women's groups, shall be the duly elected president of the organization, rather than the Chairperson of the Parish Stewardship Committee.
34. Checking accounts for the ordinary operations of the parish should only contain an amount of money needed for the operations of a parish for a period not to exceed three months.
35. Under no circumstances will the Pastor sign a blank check.
36. Parish finds are to be deposited in institutions insured by the FDIC. The principal, interest, and accrued interest should never exceed \$100,000.00 (one hundred thousand dollars) in any one institution.
37. Expenditures or contracts in excess of \$5,000.00 (five thousand dollars) require the written permission of the Eparchial Bishop, who will not approve the expenditure without a written request by the Pastor, accompanied by the written and signed opinion of the Parish Stewardship Committee.



38. A priest may not lend any personal funds to a parish or ecclesiastical institution without the written permission of the Eparchial Bishop. Otherwise, any transaction is to be considered as a donation to the parish or ecclesiastical institution on the part of the priest.
39. In the administration of church property, the Pastor is the authorized agent, but does not possess legal power of attorney without a special mandate of the Eparchial Bishop and a properly executed Power of Attorney document. For all legal and administrative purposes, the Eparchial Bishop is to be listed as the President of the parish, the Protosyncellus as Vice-President, and the Pastor as Secretary-Treasurer.
40. After consultation with the Parish Stewardship Committee, the Pastor is to deposit excess funds in a money market, certificate of deposit, Treasury bill, or a similar instrument issued by the United States Government. Other investments may be permitted by the Eparchial Bishop, subject to the following requirements:
  - a. Without the written permission of the Eparchial Bishop, parish funds may not be invested in anything that does not have an AAA rating.
  - b. Parish investment practices are to conform to the doctrine and mission of the Church.
41. No parish or Pastor shall accept or establish a pious foundation without the prior consent of the Eparchial Bishop.
42. Special collections within the parish for its own needs can be made at the discretion of the Pastor after consultation with the Parish Stewardship Committee.
43. Collections for non-parochial purposes can be made only with the written permission of the Eparchial Bishop.
44. Funds collected in the name of the Church or parish are to be controlled by the Pastor.
45. Parish societies and organizations using the Employer Identification Number may designate, in their approved statutes, that one of their officers or members be empowered to sign checks along with the Pastor, in which case the signatures of both the Pastor and the officer/member will be required for transactions.
46. Parish organizations are to submit an annual report to the parish, a copy of which is to be submitted to the Eparchial Finance Officer attached to the parish financial report.
47. At the time of a transfer of administration, the outgoing Pastor is directed to update all ecclesiastical and financial records. These records are to be signed by both the outgoing and the incoming Pastors. The outgoing Pastor is also to prepare an inventory of parish property and a report about any building projects. These reports are to be signed by both the outgoing and incoming Pastors.

48. It is desirable that the Protopresbyter oversee the transfer of administration, but distances often make it difficult for the Protopresbyter to be present. Another priest can therefore be charged by the Protopresbyter to oversee the transfer. If difficulties should arise, the Chancery is to be contacted.

*The Parish Stewardship Committee and Its Role in Parochial Administration*

49. The Parish Stewardship Committee, past practice notwithstanding, does not exist to establish the plans and priorities of the parish and therefore it is not meant to be in control of the allocation of parish resources. Rather, it is to be the first mechanism for internal review of parish financial records and for the reporting of the critical management information needed by the Pastor and the Pastoral Advisory Council in the fulfillment of their duties. In particular, it is to devise and implement a program of parish stewardship according to diocesan guidelines, as these are published, to animate and support a spirit of sacrificial giving among members, and to administer the planned giving program(s) of the parish.
50. The committee is to be composed of a minimum of four (4) or a maximum of five (5) members, in addition to the Pastor, who is a member *ex officio*. Two (or three, if there are to be five on the committee) are to be elected at large by the parish membership. Two are to be appointed by the Pastor. One of the persons appointed by the Pastor will serve the function of Financial Secretary, whose duties are enumerated below.
51. Each member, other than the Financial Secretary and Pastor, will serve a term of three (3) years, and will be eligible for an additional three-year term, thereafter, at which time the member will be ineligible to serve until after the next term, that is, until three (3) more years have elapsed.
52. At the first meeting of its three-year term, the members of this committee will choose one of their number for the position of Chairperson and another as Recorder. The remaining members of the committee will serve as Auditors. The pastor will serve as Moderator.
53. The duty of the Chairperson is to chair the meetings of the Stewardship Committee, to prepare an agenda before each meeting, after consultation with the Pastor, and to be the second signer on all parish accounts. Likewise, he or she is to have access to all safe-deposit boxes, safes, or other secure storage. She or he will also, in collaboration with the Pastor and Chairperson of the Pastoral Advisory Council, oversee the development of the annual parish budget, and, therefore, should be chosen for this position, if possible, on the basis of some expertise in finance and accounting, rather than general business experience.
54. The Pastor and Stewardship Committee Chair, like all parishioners who have access to parish funds, are to be bonded.
55. The Recorder is to maintain the archives of the Stewardship Committee, accurately recording the minutes of each meeting and seeing to it that they are typed, printed, and



distributed to the membership of the Committee within ten (10) days after each meeting. They are also to be posted in a public place or printed and distributed to the members of the parish.

56. The Financial Secretary is the appointed or hired delegate of the Pastor who is responsible for day-to-day bookkeeping under the Pastor's supervision. This person need not be a member of the parish, and may, indeed, be a parish employee. He or she will, among other duties, prepare invoices for payment and checks and other financial documents for the required signatures, and will prepare monthly statements for review by the Parish Stewardship Committee.
57. The other two (or three) members of the committee will be responsible for a quarterly audit of the parish finances. This audit is for the purpose, not only of ascertaining the accuracy of the records, but also to compare current and year-to-date financial activity to the approved budget. This quarterly statement is to be submitted to the Chancery, along with the parish's quarterly assessment payment, and posted in a public place or printed and distributed to the members of the parish.
58. The Parish Stewardship Committee will meet as often as necessary, but by no means less frequently than once per month. At its regular monthly meeting, it is to review the statements prepared for this purpose by the Financial Secretary. These statements must include, but are not limited to:
  - Statement of assets and fund balances.
  - Statement of cash receipts and disbursements.
  - Statement of changes in cash position.
59. At the end of each fiscal year, the Stewardship Committee will compile the annual financial report which is to be submitted to the Bishop and distributed to the membership at large. This report will be signed by the Pastor and all the members of the committee, and the chairperson is to attach a narrative summary on the financial condition of the parish.
60. At the same time, an audit of the parish insurance will be prepared, together with recommendations for any needed changes in coverage. The report of the insurance audit, together with its recommendations, is to be submitted to the Pastor and a copy forwarded to the Bishop together with the annual financial report.
61. The Stewardship Committee will investigate with due diligence the various investment options and instruments available to the parish, following diocesan guidelines in this manner, and is to submit its recommendations to the Pastor for review by the Eparchial Finance Commission.

### *Real Property and Construction*

62. Eparchial and parochial properties are to be held according to the norms of local law and

in accord with any specific directives of the Eparchial Financial Officer, the Eparchial Bishop, the respective state Catholic Conference, and the United States Conference of Catholic Bishops (USCCB).

63. The Pastor shall consult with the Parish Stewardship Committee and with local legal counsel concerning the purchase of property. Factors to be taken into consideration regarding the purchase are:
- a. The necessity of the property to the parish.
  - b. The market value of the property.
  - c. The ability of the parish to pay for the purchase of the property or to borrow the money.
  - d. The ability of the parish to maintain the property.
  - e. Tax issues relating to the property.
64. The Pastor is authorized *ex officio* to enter into non-binding negotiations regarding the purchase and sale of properties and alienation of parish property. However, any sale or alienation without the express, written permission of the Eparchial Bishop is explicitly forbidden.
65. In order for a property to be purchased by the parish, it must be free from all liens, burdens and environmental hazards.
66. All these issues, in addition to the written opinion of the Parish Stewardship Committee, signed by its members, are to be presented to the Eparchial Bishop in the written request to purchase the property.
67. The Eparchial Bishop is exclusively competent to sign or to authorize another to sign on his behalf contracts on behalf of any entity of the Eparchy. Such authorization must always be in writing and may never be presumed.
68. After the property has been purchased, the Pastor shall send to the Eparchial Finance Officer a copy of all pertinent documentation.
69. Real property to be given to a parish can be accepted only by the Eparchial Bishop.
70. Prior to the acceptance of any real property, a study will be made to determine if the property is encumbered by any liens or any other burdens, e.g., environmental hazards, and conforms to all federal, state, and local environmental requirements.
71. The Eparchial Bishop will generally not accept real property encumbered by liens.



72. Ordinarily, real property donated to the parish must be free of any donor-imposed restrictions.
73. If real property is accepted for a specific purpose, it is the responsibility of the Pastor to see that the conditions are observed. A report on the property is to be provided along with an annual report to the Chancery.
74. The Pastor shall meet with the Pastoral Advisory Council, the Parish Stewardship Committee, and, if he determines it appropriate, with the entire parish membership to discuss the necessity of any proposed construction or demolition project.
  - a. It will pertain to the Parish Stewardship Committee to determine the financial feasibility of the project, taking into account the financial situation of the parish, zoning requirements, city codes, etc. If necessary, experts such as engineers and architects can be consulted, but contracts may not be entered into for an amount exceeding that requiring permission from the Eparchial Bishop, i.e., \$5,000.00 (five thousand dollars).
  - b. This preliminary information is then to be presented in writing to the Eparchial Bishop for his written permission to proceed with the more specific details of the project. All contracts must be sent to the Chancery for the signature of the Eparchial Bishop. Unless specifically provided for in writing, no other person can act as the agent of the Eparchial Bishop. Any contract or agreement entered into otherwise is void and the Eparchy and parish are not responsible.
  - c. It is the responsibility of the Pastor to see that adequate construction insurance is obtained. "The Romanian Catholic Diocese of Canton" and the Eparchial Bishop are to be included as an insured party.
  - d. After the construction is completed
    - i. The architect must obtain all necessary inspection and certificates for occupancy from the local government
    - ii. During the contractor's one-year guarantee period, the architect shall conduct a ten-month inspection to determine if guaranteed items need attention, and see to their correction by the contractor or responsible party.
75. Remodeling which involves substantive physical construction must follow the procedure for new buildings even if individuals or organizations donate the material and/or services.
76. Remodeling or redecorating that changes the use of an area, or in any way involves worship space, requires prior written approval of the Eparchial Bishop.
77. Demolition that involves substantial changes in the physical construction of any church property must be carried out in conformity with the procedure for new buildings.

*Rights and Obligations of Presbyters*

78. Pastors and Parochial Vicars are to reside in the rectory or house supplied for the parish or ministry unless the Eparchial Bishop directs otherwise.
79. Priests are to be provided with comfortable and private living quarters that are simple, clean and properly furnished.
80. Priests are to be hospitable to brother clerics.
81. Priests are not to have unchaperoned minors in their living quarters at any time for any reason.
82. Priests are not to have minors other than blood relatives stay in the rectory overnight unless accompanied by parents.
83. When a priest is transferred, he is to see that his successor will have all the necessary amenities in the residence and ensure that it is clean and orderly.
84. By virtue of their divine calling and sacred ministry, which they exercise in and through our Lord Jesus Christ, presbyters have the sacred obligation to pray daily, frequent the Sacrament of Reconciliation, reverence the presence of Christ in the Blessed Sacrament, read and meditate upon Sacred Scripture, recite some portion of the *Liturgy of the Hours* (according to norms established in conformity with the CCEO and the *Instructions*) with attention and devotion, and celebrate the Sacred Mysteries with due preparation, reverence and thanksgiving.
85. Studies in spirituality and theology are some of the essential responsibilities of a priest; therefore, he should strive continuously to refresh and improve himself in the Sacred Scriptures, systematic and moral theology, papal encyclicals and documents. These studies should especially be included as part of his preparation for the homily. It is strongly recommended that a priest devote one day each month to recollection and spiritual meditation, either in private or, more commendably, in a group at an appropriate place away from the rectory.
86. Because of its inestimable spiritual value, priests shall make an annual retreat either with all the priests of the Eparchy or with the priests of his region.
87. Priests assigned to parishes or institutions are to participate in the retreat of the region in which the institution is located, in the event a regional retreat is planned in place of an Eparchy-wide retreat.
88. If for a serious reason, a priest may not participate in the retreat at the regional level, he is to submit his written explanation to the Protopresbyter. This explanation should include notification of the time and place when the priest will make the retreat. It is the



competence of the Protopresbyter to determine if the reason is adequate, approve alternate arrangements, and communicate the information to the Eparchial Bishop.

89. Expenses for the Eparchial, regional or alternate retreat approved by the Protopresbyter are to be paid by the parish or institution to which the priest is assigned.
90. Priests are required to wear attire that manifests their priestly calling. When appearing in public or receiving parishioners or guests in the rectory, the priest should always be dressed in a manner keeping with the dignity of his office.
91. All priests who habitually exercise their ministry in the Eparchy of Saint George are to attend the annual Clergy Conference.
92. If, for a serious reason, a priest may not attend the Clergy Conference, he is to submit a written explanation to the Eparchial Bishop, who will then determine if the priest is to be excused.
93. Expenses for the Clergy Conference and associated travel are to be paid by the parish or institution where the priest is assigned.
94. Retired priests are invited to participate in the Clergy Conference, although expenses are to be borne by the retired priests themselves.
95. Priests are not to leave the territory in which they have been assigned except for a just cause.
96. The priest is entitled to four continual or interrupted weeks of vacation. He must obtain the permission of the Eparchial Bishop and supply a substitute approved by the Eparchial Bishop. The priest is to receive his normal remuneration for this vacation time. Vacations may not be taken during the season of Great Lent or during the fast and feast periods in connection with the Feast of the Nativity (Christmas), i.e., from November 15 to January 13, inclusive.
97. Every priest is strongly encouraged to avail himself of time away from parochial duties, in order to ensure the preservation of his good health and to increase his ministerial effectiveness with a rejuvenated spirit.
98. If his absence will last longer than one week or on a Sunday, the priest must have the permission of the Eparchial Bishop and must provide a substitute priest approved by him.
99. For shorter periods of absence, the priest must leave word where he can be contacted or inform the faithful as to what priest they can contact in the case of an emergency.
100. A priest assigned to pastoral duties is entitled to one day off per week. The day off may not be taken on a Saturday or Sunday. The priest is strongly urged to maintain a regular schedule in this matter so that the faithful can accommodate themselves to it.

101. The amount of remuneration of substitute clergy is to conform to local custom or the minimum established by Eparchial policy.
102. A visiting secular or religious priest may be permitted to celebrate the Divine Liturgy in a church or a chapel and/or exercise his priestly ministry only if he has the proper credentials. If the priest is to be permitted to celebrate the Divine Liturgy for more than one week, the Chancery is to be notified in order to obtain the necessary permission.
103. A priest is entitled to a monthly remuneration in the amount of \$1200.00 per month and an additional \$10.00 per month for every year of priestly ministry in increments of \$50.00.
104. In addition to the above, a priest who is married is to receive an additional food stipend of \$100 (one hundred dollars) per month per dependent. A dependent is defined as the priest's wife or natural or adopted child who has not yet completed his or her twenty-first year.
105. A priest is to be considered an employee for tax purposes and is to be issued a W-2 form every year. Under current tax laws, a priest's salary may be exempt from withholding, at his option.
106. A priest and, if he is married, his immediate family, are entitled to adequate health insurance coverage in a manner to be determined by the Eparchial Bishop. Premiums for such coverage are to be paid by the parish or institution to which the priest has been assigned.
107. It is desirable that a Pastor be provided a suitable automobile by the parish to which he is assigned. However, if he is not provided such an automobile, he is entitled to reimbursement for all automobile insurance premiums paid. If he receives such reimbursements, however, the parish, the Romanian Catholic Diocese and the Eparchial Bishop are to be listed on the policy as additional named insured's.
108. A priest who has not collected his salary, benefits, or reimbursements for sixty days is to notify the Eparchial Finance Officer. Failure to do so results in the forfeiture of any right to the salary, benefits or reimbursements.
109. The priest is responsible for filing all income tax returns in conformity with applicable law, and for paying all taxes, including estimated taxes if these are not withheld from his salary.
110. Priests are not permitted to accept loans from the parish.
111. Priests assigned to a parish will not receive additional compensation for any additional roles or responsibilities.



112. Priests assigned to a parish will not carry out full- or part-time work in another position without the written permission of the Eparchial Bishop.
113. Priests are responsible for the costs of any personal telephone calls.
114. The priest is to keep his personal finances in good order and completely separate from any parish account.
115. Funds held in the name of the parish or under the Employer Identification Number of the parish are presumed to belong to the parish.
116. The priest is to avoid contracting debts and shall pay his debts promptly.
117. An inventory of personal property found in the rectory of the priest is to be updated and filed with the Eparchial Finance Officer annually.
118. Priests are required to participate in the federal Social Security Program. The priest is entitled to be reimbursed for his contribution to the program by the Parish; however, it should be borne in mind that this reimbursement is taxable remuneration under current law.
119. Within one month after ordination, the priest is to make his last will and testament in a form valid under civil law. He shall notify the Eparchial Bishop of the location of the will. The will should include the following provisions:
  - a. The fulfillment of undischarged obligations for the celebration of the Divine Liturgy, indicating clearly that there is no ownership of the stipends until the Divine Liturgies have been celebrated.
  - b. All arrangements for the funeral.
  - c. Bequests for works of religion and charity.
  - d. To insure the proper execution of provisions relating to religion and charity, it is recommended for the priest to include at least one priest among his executors.
120. Priests shall not write the last will and testament of any person not a member of their immediate family, and shall avoid all semblance of exercising undue influence on others who are making their last will and testament.
121. Without the written permission of the Eparchial Bishop, a priest shall not act as guardian, administrator, trustee or agent for anyone, children or adults; he shall not endorse notes, nor shall he post surety in any circumstances.

122. Without consultation with the Eparchial Bishop, a priest shall not institute a civil or criminal action or volunteer to give testimony, whether in personal or ecclesiastical matters.
123. If a priest is obliged to give testimony because of a subpoena, he is to notify the Eparchial Bishop in advance.

*Appointment of Priests Policy*

124. Priests are ordained for the service of the Eparchy of Saint George, not for any particular altar. Therefore, a priest must be ready to serve anywhere he is needed.
125. The needs of the Christian faithful in a specific area of the Eparchy of Saint George and the particular qualifications of an individual priest are given primary consideration in making the appointments
126. It is the right and responsibility of the Eparchial Bishop to appoint the Pastors and parochial vicars of the Eparchy for the good of the Christian faithful. With due regard for the exclusive right of the Eparchial Bishop to appoint priests, the Syncellus for Priests and the Board of Pastors will assist the Eparchial Bishop with regard to parochial appointments.
127. The Presbyteral Council shall select a Board of Pastors for a three-year term by from names proposed by the Eparchial Bishop (c. 1391). In addition to those functions delineated by the *CCEO*, the Board of Pastors will function as a consultative body for the Eparchial Bishop on matters of parochial appointments.
128. Once the priest has received his letter of appointment he is to fulfill the office in a true spirit of service and obedience.
129. When the priest communicates his appointment to his parishioners, he should encourage the Christian faithful to accept and respect the wishes of the Eparchial Bishop. He is to discourage any activities to the contrary.
130. A priest should feel free to manifest to the Eparchial Bishop and the Board of Pastors his desire to remain at his assignment or to be transferred to another.
131. Prior to the appointment of a priest to a Pastorate, there will be consultation with the priest himself and the Board of Pastors.
132. The Pastor ceases from office through resignation accepted by the Eparchial Bishop, expiration of his term, removal, or transfer (c. 297 §1).
133. After ordination, the newly ordained priest is ordinarily appointed Parochial Vicar by the Eparchial Bishop so that he might receive the valuable experience he will need to become an effective Pastor in the future.

134. Prior to the appointment of a Parochial Vicar, the Eparchial Bishop may consult with the Pastor of the parish to which he will be assigned, the Rector of the seminary of the newly ordained, and the Board of Pastors.
135. The parochial vicar will exercise his office in cooperating with, and under the authority of the Pastor and assist him the parochial ministry
136. At the request of the Eparchial Bishop, the Pastor may be obliged to submit a written report to the Eparchial Bishop regarding the priestly life and conduct of the parochial vicar.
137. When a priest is appointed by the Eparchial Bishop as a parochial administrator, he shall make no notable change in the administration of the parish and, if there are special instructions in his letter of appointment, he should follow them diligently.
138. When a priest is entrusted with the Pastoral care of a parish for the first time, he is ordinarily appointed as Parochial Administrator, an arrangement that usually extends for three years but may be prolonged indefinitely.

*Medical or Disability Leaves of Priests*

139. After having reviewed the medical records of any priest and the recommendations and diagnosis of a duly licensed physician acceptable to the Chancery, and upon proper request, the Eparchial Bishop, in his sole discretion, may grant to said priest a leave of absence for medical reasons for a period not to exceed ninety (90) days.
140. During any such period said priest may remain in his assignment and shall remain eligible for all salary allowances, or benefits including room and board at the assigned location, payable by the parish or institution to which he is assigned. Notwithstanding the above, if the priest is eligible to receive any benefits, salary or allowances from any other ecclesiastical institution or other employment with the exception of governmental or insurance benefits, then the above salary allowances and benefits shall be reduced or terminated to the extent they are duplicated by the other payments. Any such decision concerning the entitlement to or the amount of any benefits indicated herein shall be in the sole discretion of the Eparchial Bishop
141. Any assigned priest who is enrolled in the Eparchy of Saint George and who has been granted a medical leave may be granted a disability leave in the sole discretion of the Eparchial Bishop if the medical condition extends beyond ninety (90) consecutive days under the following conditions:
  - a. If the priest is unable to engage in priestly ministry, which includes, but is not limited to, activities such as preaching; teaching; counseling, administration of the sacraments; or in any other gainful employment.



- b. If a duly licensed physician approved by the Chancery states, in writing, that the priest is unable to engage in at least one of the above-mentioned activities of priestly ministry or any other gainful employment and indicates how long such a condition is expected to remain.
142. The Eparchial Bishop, in his sole discretion, will revoke the disability at any time when the priest is able to engage in priestly ministry. During the disability leave, the status of the priest will be reviewed by the Chancery every six months, beginning at the date of the disability leave.
143. Throughout the period during which the priest receives disability benefits from the Priests' Retirement Fund, he is not permitted to engage in any gainful ecclesiastical or secular employment either on a full-time or part-time basis. However, the priest is permitted to retain liturgical stipends, social security or any insurance benefits to which he is entitled.
144. Notwithstanding the above, if the priest is eligible to receive any benefits, salary or allowances from any other ecclesiastical institutions or other employment, with the exception of governmental or insurance benefits, then the above salary allowances and benefits shall be reduced or terminated to the extent they are duplicated by the other payments. Any such decision concerning the entitlement to or the amount of any benefits indicated herein shall be in the sole discretion of the Eparchial Bishop.
145. Every six months beginning at the date of the disability leave, the priest and a physician, approved by the Chancery, will submit a written report about the condition of the priest to the Chancery.
146. In its evaluation of the status of the priest, including physical examination by doctors chosen by the Chancery, the Chancery may request any additional information and/or documentation which includes, but is not limited to, psychiatric reports or income tax returns. All such material will be treated with appropriate confidentiality.
147. Failure to comply with any of the above-mentioned stipulations or any directives of the Eparchial Bishop can result in the revocation of the disability leave.
148. Subsidy for any medical expenses not covered by the priest's Group Health Insurance Plan will be considered on an individual basis.
149. The Eparchy will provide room and board at a location approved by the Eparchy.
150. The Eparchy will provide a maximum allowance of \$300.00 per month or any portion thereof to the disabled priest.

ROMANIAN CATHOLIC DIOCESE  
*Eparchy of St. George in Canton*



Prot. No. 2008/36.06

† *John Michael*

by the Grace of God and the Favor of the Apostolic See  
Bishop of the Eparchy of Saint George in Canton  
for the Romanians

**Clergy Remuneration Policy Revision**

WHEREAS, the Board of Consultors of the Romanian Catholic Diocese of Canton met and discussed changing in the clergy remuneration, and based on the discussions voted at that meeting, this past February 2008, the following of the Pastoral which had read:

"103. A priest is entitled to a monthly remuneration of \$1,200.00 per month..."

and

"104. In addition to the above, a priest who is married is to receive an additional food stipend of \$100 (one hundred dollars) per month per dependent..."

are hereby amended to read:

103. A priest is entitled to a monthly remuneration of **\$1,300.00 per month...**

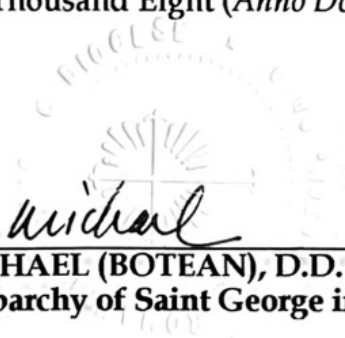
104. In addition to the above, a priest who is married is to receive an additional food stipend of **\$110 (one hundred ten dollars) per month per dependent ...**

Similarly, **paragraph 118 of the Pastoral Typikon is amended as follows:**

118. Priests are required to provide their retirement through participation in the Social Security by paying applicable Self-Employment tax as required by law. They are also strongly urged to invest in their own retirement through Individual Retirement Accounts (IRA's), annuities, and other instruments, as they see fit.

Anything to the contrary notwithstanding.

Given at the See of our Eparchy in Canton, Ohio, this Twenty-Seventh day of May in the Year of Our Lord the Two Thousand Eight (*Anno Domini* MMVIII) and eleventh of our episcopate.



*John Michael*

✠ JOHN MICHAEL (BOTEAN), D.D.  
Bishop of the Eparchy of Saint George in Canton

*Rev. Ovidiu Mărginean*

Reverend Father Ovidiu Mărginean  
Chancellor



ROMANIAN CATHOLIC DIOCESE  
*Eparchy of St. George in Canton*



Office of the Bishop

May 27, 2008

To: Clergy of the Eparchy

RE: Decree for Clergy Remuneration Policy Revision

Reverend and dear brothers in Christ,

Enclosed please find the **Decree for Clergy Remuneration Policy Revision** which came in effect as of **January 1, 2008**. This new revision in clergy remuneration will replace the agreement existent in the Eparchy prior to this written policy which stated: "The parish priest will be reimbursed by the parish for one half of the Self-Employment tax paid by the pastor or administrator during the past year after his Income taxes were filed". Since most of our clergy were paying self-employment tax this new revision in the procedure will replace the old one.

Please make sure that you follow the procedures given in the Pastoral Typikon because they are given not only for the benefit of the church but also for your safe keeping. We are taking this step in modifying and amending some parts of the Typikon due to the fact that some of our parishes have received considerable penalties and interests to pay because of priests who failed to follow such procedures.

I trust you will communicate and make available these changes to the members of the Pastoral Council as well as the Stewardship Committee. **Please make sure that you place the enclosed decree in the Pastoral Typikon for future references.**

Assuring you of my prayers and blessings, I remain

Faternally yours in Christ-God,

Most Reverend John Michael (Botean)  
Bishop

†JMB/om  
Enclosure

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**MEMORANDUM**

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**DATE:** 10/2/2006  
**TO:** ALL CLERGY  
**FROM:** +JOHN MICHAEL  
**RE:** BISHOP'S PASTORAL VISIT REIMBURSEMENT POLICY



In order to avoid misunderstandings and to enable our parishes to budget appropriately, I am committing to writing what has been an unwritten policy until now regarding travel expense reimbursement and stipends for my travel to our parishes.

1. The parish is responsible for all expenses related to my travel to and from the visit, including travel fares, tolls, lodging, and meals en route and while visiting the parish.
2. When I travel by air or other common transportation, I will make every effort to obtain the least expensive fare possible. However, because of restrictions imposed by my schedule, I must make the final decisions and arrangements. Normally, the ticket will be initially paid for by the diocese.
3. When I travel by car, mileage is reimbursable at the standard federal business rate (currently \$0.445/mile).
4. Shortly *after* each visit, the parish will receive an invoice from the diocese detailing reimbursable expenditures (as well as mileage if applicable). This invoice will be due upon receipt (and your prompt payment, with a check made out to the Romanian Catholic Diocese, will be greatly appreciated).
5. The customary stipend for the bishop's visit is \$300. If I am accompanied by a priest, deacon, or other assistant or driver, it should be \$400 so I can share it with him in appreciation for his help. The check should be made out to me personally. The parish may choose to offer a stipend to my assistant separately, but I would appreciate knowing it if this is the case.
6. Because the amount specified as a "customary offering" is a *guide only*, inasmuch as the stipend should be a free-will offering from the parish, *I will regard any funds received by me personally in the course of the visit as your offering to me, and it will not be applied toward travel expenses.* The parish will still receive a detailed invoice from the Finance Office.

I hope these remarks will help avoid any confusion in the future, and I appreciate your attention to them. **Please place this memo in the *Pastoral Typikon* binder.**

+JMB

ATTACHMENTS: ANNOUNCEMENT FROM IRS WEBSITE



## IRS Announces 2006 Standard Mileage Rates

WASHINGTON — The Internal Revenue Service today issued the 2006 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning Jan. 1, 2006, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be:

- 44.5 cents per mile for business miles driven;
- 18 cents per mile driven for medical or moving purposes; and
- 14 cents per mile driven in service of charitable organizations, other than activities related to Hurricane Katrina relief.

The new rate for business miles compares to a rate of 40.5 cents per mile for the first eight months of 2005. In September, the IRS made a special one-time adjustment for the last four months of 2005, raising the rate for business miles to 48.5 cents per mile in response to a sharp increase in gas prices, which topped \$3 a gallon.

"The IRS took the extraordinary step of temporarily increasing the standard mileage rates in the aftermath of Hurricane Katrina," IRS Commissioner Mark W. Everson said. "We promised to continue closely monitoring the situation. The 2006 mileage rates reflect that gas prices have dropped."

The standard mileage rates for business, medical and moving purposes are based on an annual study of the fixed and variable costs of operating an automobile. Runzheimer International, an independent contractor, conducted the study for the IRS.

The mileage rate for charitable miles is set by statute.

For the first eight months of 2005, the standard rate for miles driven for medical or moving purposes was 15 cents per mile, and, except for special Hurricane Katrina rates, the standard rate for miles driven in service of a charitable organization was 14 cents per mile.

For the last four months of 2005, the agency raised the standard rate for miles driven for medical or moving purposes to 22 cents per mile. The standard rate for charitable miles remained at 14 cents per mile—except for charitable miles relating to Hurricane Katrina.

### Special Rates for Katrina-Related Charitable Miles

Congress this year also approved special rates in connection with miles driven in service of charities providing Hurricane Katrina relief.

For the period Aug. 25 to Aug. 31, 2005, the rate for miles driven for charities providing Hurricane Katrina relief is 29 cents, for deduction purposes, and 40.5 cents, for reimbursement purposes. For the months of September through December 2005, the special Katrina-related rates are 34 cents for deductions and 48.5 cents for reimbursements.

For 2006, these Katrina-related charitable rates will be 32 cents per mile for deduction purposes and 44.5 cents per mile for reimbursement purposes.

Revenue Procedure 2005-78 contains additional information and limitations on the use of the standard mileage rates.

**Link:** [Revenue Procedure 2005-78](#)

[Subscribe to IRS Newswire](#)



The following disclaimer must be displayed on the home page of all diocesan and parish websites:

*Throughout its website, the Romanian Catholic Diocese of St. George in Canton [or, Name of Parish/Mission] provides links to other websites solely for the user's convenience. By providing these links, the Diocese [or, Name of Parish/Mission and the Romanian Catholic Diocese of St. George in Canton) assume[s] no responsibility for, nor does it [or, do they] necessarily endorse, these websites, their content, or their sponsoring organizations.*

**ROMANIAN CATHOLIC DIOCESE**  
*Eparchy of St. George in Canton*



Prot. No. 2010/49.24

† *John Michael*

by the Grace of God and the Favor of the Apostolic See  
Bishop of the Eparchy of Saint George in Canton

**Decree of Promulgation  
of the  
Decrees 19, 20 and 21**

**Whereas**, the pastoral needs and care of the Romanian Catholic faithful, also known as Greek-Catholic, situated in the entire United States of America and the two existing parishes in Canada require the promulgation of the decrees release by the Synod of the Bishops of the Major Archbishopric Church regarding the calendar, fasting rules and liturgical celebrations vestments, and

**Whereas**, the pastoral care of said faithful require such practices to be implemented with great care and consideration by each faithful residing in the jurisdiction mentioned above,

**Now, therefore**, pursuant to the liturgical provisions that came in effect with the lifting in rank of our Metropolitan Church in Romania to the rank of Major Archbishopric Church, which brings our Church here in the United States and the two existing parishes in Canada closer to the liturgical aspect of the life in Romania, we hereby decree as follows:

- I. That the above mentioned decrees will be implemented and respected accordingly by both the clergy and the faithful of each parish and mission of the Eparchy of St. George in Canton with jurisdiction over the United States and the two established parishes in Canada.

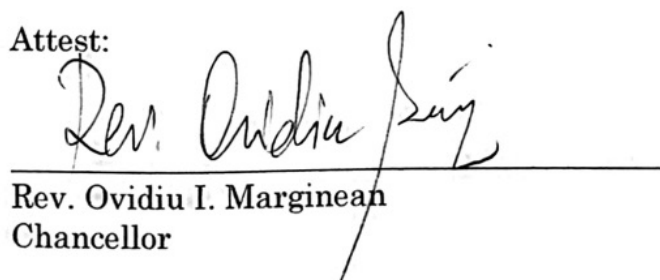
- II. That each Pastor/Administrator should take proper care that the said decrees should be made available to all parishioners of their parish/mission, and promote the decrees carefully so that our faithful may more and more grow in the understanding of the liturgical unity of our churches both in the United States and Romania.
- III. That all prior practices and customs that have been in effect in this Eparchy prior this decree promulgating our new regulations regarding calendar, fasting and abstinence, and the proper use of clergy vestments at liturgical celebration for specific times of the year, are hereby abrogated, anything to the contrary notwithstanding.
- IV. The provisions of this Decree promulgating the new Decrees 19, 20 and 21 regarding the specifics of the liturgical life mentioned in the paragraph III, came into force on the Feast of the Exaltation of the Holy Cross, the Fourteenth (14<sup>th</sup>) day of September, A.D. 2010.
- V. *Servatis tamen ceterum de iure servandis.*

**Given** at Canton, Ohio, at the Chancery of the Eparchy of Saint George in Canton, this Twenty Ninth (29<sup>th</sup>) day of October in the Year of Our Lord the Two Thousand Tenth.



✠ John Michael Botean  
Bishop of the Eparchy of Saint George in Canton

Attest:



Rev. Ovidiu I. Marginean  
Chancellor



DRAFT

Romanian Catholic Diocese of Canton  
Finance Office  
Procedures Notice 1

Cash Receipts

Issued January 31, 2006

Effective Date February 1, 2006

The purpose of this notice is to outline cash receipts procedures for the Romanian Catholic Diocese of Canton. While the positions of Finance Officer and Accounting Assistant are used in this notice it is assumed that if a particular person is not available or the position is vacant then anyone performing the functions of that position shall follow the procedures outlined in this notice. At the appropriate time this notice shall be incorporated into the Diocesan accounting manual.

1. All monies received, in whatever form, to the extent possible will be given directly to the Finance Officer.
2. The Finance Officer will make a copy of all checks, cash and backup documents.
3. The Finance Officer will make a deposit at the appropriate financial institution as soon as possible after receipt of the cash, preferably within 24 hours
4. Copies of the checks, the originals of the backup documents and the deposit ticket will be forwarded to the Accounting Assistant as soon as possible after the deposit is made, preferably within 24 hours.
5. The accounting assistant will enter the deposit as soon as possible after receipt.
6. For any cash received that does not have an invoice, or for which an invoice is not going to be produced, the Accounting Assistant shall prepare a sales receipt, within QuickBooks, & backup documentation.
7. Cash received for items already invoiced shall be recorded through the receive payments function of the customer module of QuickBooks. Each receipt must be applied to an invoice.
8. Cash received for the diocesan tax is to be invoiced to the parish or mission upon receipt of the cash. The invoice is created after the fact and cash is received and applied to the invoice at the same time. These invoices are internal only and are not sent to the parishes.
9. All deposit data for each deposit (check copies, backup data, deposit receipt) is to be maintained in a file accessible to both the Finance Officer and the Accounting Assistant. '
10. All bank statements are to be given directly to the finance officer, unopened.
11. The finance officer will reconcile each account and give the completed reconciliation to the Accounting Assistant to review and file.

*do need to create deposit summary to attach to deposit*

Romanian Catholic Diocese of Canton  
Finance Office  
Procedures Notice 2

**DRAFT**

Accounts Payable

Issued January 31, 2006

Effective Date February 1, 2006

The purpose of this notice is to outline accounts payable procedures for the Romanian Catholic Diocese of Canton. While the positions of Finance Officer and Accounting Assistant are used in this notice it is assumed that if a particular person is not available or the position is vacant then anyone performing the functions of that position shall follow the procedures outlined in this notice. At the appropriate time this notice shall be incorporated into the Diocesan accounting manual.

1. All bills from whatever source are to be recorded and paid through the accounts payable module of QuickBooks.
2. When a bill or invoice is received the Accounting Assistant will enter it into each vendor's account. There shall be an account for each vendor, including credit card vendors, unless the vendor is a one-time vendor in which case a common account for one time vendors is used. The finance officer shall approve all entries to the one time vendor account. *Jim will review 1x/mo.*
3. At least once each week, and more often if necessary, the Finance Officer will review the accounts payable listing and approve bills for payment. During this process the Finance Officer will review the documents of origination and note approval on the document in a permanent manner. The Finance Officer will mark each bill to be paid in the QuickBooks bill payment screen.
4. The Accounting Assistant will print the necessary checks, attach the related documents, and forward the checks to the Finance Officer for ~~final payment and approval~~ *signature.*
5. The Finance Officer will sign the checks and return them to the Accounting Assistant for mailing and filing of original documents.
6. All payments are to be made from invoices and not vendor statements. Vendor statements should be reviewed for accuracy and filed in the vendors file. *-or can reconcile*
7. The Accounting Assistant will review credit card statements, attach documentation or an explanation for all charges and reconcile the credit card through QuickBooks. A check shall be entered for payment. The credit card statement and all backup documentation is give to the Finance Officer for approval.
8. It is the policy of the Finance Office that all credit cards be paid in full when due unless otherwise approved by the Finance Officer.
9. The Accounting Assistant will review all expense reports for accuracy and documentation. The reports and documentation will be given to the Finance



Office of the Bishop  
Prot. No.: 1059839/2012

### MEMORANDUM

Date: 12-12-2011  
To: All Clergy of the Romanian Catholic Diocese of Canton  
From: Most Reverend John Michael Botean  
Re: Diocesan Record Retention Policy

In order to have clear and uniform standards for records of various types, a Record Retention Policy has been established by the Diocese.

Please start filing according to these standards.

I hope this policy will help with appropriate safeguarding of parish and diocesan documents. I appreciate your attention to them. **Please place this memo in the *Pastoral Typikon* binder along with the copy of the Romanian Catholic Diocese of Canton Records Retention Policy.**

+JMB

Attachment: Romanian Catholic Diocese of Canton Records Retention Policy



# Romanian Catholic Diocese of Canton

## Records Retention Policy

### INTRODUCTION

The records retention guidelines for diocesan/parish records were prepared to assist dioceses' and/or parishes' needs to establish control over routine records and to preserve records of permanent value. The list of records included is lengthy but not definitive. Each diocese/parish may have a series of records not mentioned here. Retention periods were devised based on canon law, state and federal statutes, and practical diocesan/parish realities. If questions arise regarding records-related issues, please contact the appropriate office at your diocese for additional information.

### RECORDS RETENTION SCHEDULES

Records retention schedules represent the period of time that records must be kept according to legal and/or organizational requirements.

This document covers retention schedules for seven different groups of diocesan/parish records:

- Administrative
- Personnel
- Financial
- Property
- Cemetery
- Publications
- Sacramental
- Canonical

Within each group, different series are listed followed by a retention period. Records older than the retention period should be destroyed. Those of permanent value should be stored appropriately. We have tried to list the majority of types of records that dioceses/parishes produce. If a series of records is not listed here, locate a similar record series in the list and apply that retention period.

### Administrative Records

These records are produced in the course of the management of the affairs of the diocese/parish.

Records Type	Retention Period
Abstracts, deeds (property)	Permanent
Annual reports to Chancery ( <i>Status Animarum</i> )	Permanent
Annual reports to the diocese/parish	Permanent
Articles of incorporation and bylaws	Permanent
Bequest and estate papers ( <i>wills</i> )	Permanent
Census records	Permanent
Contracts, inactive	7 years after end of contract
Correspondence, legal	Permanent
Correspondence, official ( <i>regarding diocesan/parish policies, diocesan/parish directive, etc.</i> )	Permanent
Correspondence, routine	Review, discard biannually
Donor lists	Permanent
Endowment decrees	Permanent
Finance Committee minutes	Permanent
Historical file ( <i>newspaper clippings, photos, etc., related to diocese/parish</i> )	Permanent
Insurance policies	Permanent
Inventories of property and equipment	Permanent



Leases	Destroy 7 years after expires
Liturgical minister's schedules ( <i>altar servers, ushers, lectors, etc.</i> )	Retain until suspended
Mass intention books	2 years
Office files, subject	Selective retention: retain those that document diocesan/parish administration and activities
Parish council constitutions	Retain until superseded
Parish council minutes	Permanent
Diocese/parish organization records ( <i>minutes, correspondence, publications, etc.</i> )	Permanent
Diocese/parish organization records ( <i>minutes, correspondence, publications, etc.</i> )	Permanent
Photographs ( <i>relating to diocesan/parish history, clergy, parishioners</i> )	Permanent
Policy statements	Permanent
Religious education reports ( <i>for the diocesan offices</i> )	Permanent
Rosters of parishioners	Permanent
Subject files ( <i>correspondence, memos, rules, schedules, etc.</i> )	Annual review; destroy superseded files biannually
Will, testaments, codicils	Permanent

## Personnel Records

A personnel file should be maintained for each active diocesan/parish employee. That file should contain the following:

- Employee application
- Resume
- Eligibility verification form (I-9)
- Salary information
- Sick leave taken and accrued
- Vacation record
- Performance evaluations
- W-4 form

These records are *confidential* and should be made available only to diocesan/parish representatives with a legitimate right to know, unless their disclosure is compelled by some legal action. In many states, employees and former employees have the right to inspect their own personnel files. The diocese/parish/organization/employer has the right to require that the request be in writing and has a stated number of working days to comply with the request.

Several items likely to be in a personnel file are specifically excluded from mandatory inspection in many states;

- Investigation of criminal offenses
- Reference letters
- Test documents
- Materials dealing with staff management planning
- Personal information concerning another employee that could, if released, be an invasion of privacy
- Records relating to a pending legal claim that would be discoverable in court

Records Type	Retention Period
<b>BENEFITS</b>	
Disability records	Permanent
Pension vesting files	Permanent
Retirement benefits	Permanent
Service records	Permanent
<b>GENERAL</b>	
Permanent earnings and records	7 years after benefit termination
Attendance records	7 years after termination
Employee contracts	7 years after termination
Employee salary schedules	7 years after termination
<b>HEALTH AND SAFETY</b>	
Accident/injury reports	7 years
Employee medical complaints	7 years
Employee medical records	30 years from termination
Environmental test records/reports	Permanent
Hazardous exposure records	Permanent
Toxic substance exposure reports	Permanent
Workers' compensation records	12 years after injury (filing), death, or last compensation payment
<b>PERSONNEL ACTIONS</b>	
Applications rejected	1 year
Employee evaluations	2 years after termination
Personnel files, terminated	7 years
Termination records	7 years
<b>SALARY ADMINISTRATION</b>	
W-2 forms	7 years from date of filing
W-4 forms	7 years from date of filing
Time cards	3 years from date of filing
Time sheets	3 years from date of filing
I-9 form	7 years

## Financial and Accounting Records

Records Type	Retention Period
<b>FINANCIAL</b>	
<b>BANKING</b>	
Bank deposits	7 years
Bank statements	7 years
Cancelled checks	7 years
Check registers/stubs	7 years
<b>GENERAL</b>	
Audit reports	Permanent
Balance sheets, annual	Permanent
Balance sheets, mnthly/quarterly	Destroy after 1 year
Budgets, approved, revised	7 years

Financial reports, annual	Permanent
Financial reports, monthly	Destroy after 1 year
Financial statements	Permanent
<b>INVESTMENT/INSURANCE</b>	
Bonds, cancelled	7 years from date of cancellation
Certificates of deposit, cancelled	3 years after redemption
Insurance policies/ active	Permanent
Insurance policies/ cancelled	Permanent
Letters of credit	7 years
Mortgage records	Permanent
Securities sales	7 years
Stock investment	7 years after sale
<b>ACCOUNTING</b>	
Accounts payable invoices	7 years
Accounts payable ledgers	7 years
Accounts receivable ledgers	7 years
Credit card statements /charge slips	7 years
Invoices and paid bills, major building construction	Permanent
Invoices and paid bills, general accounts	7 years
Cash books	Permanent
Cash journals	Permanent
Cash journal, receipts on offerings, and pledges	Permanent
Receipts	7 years
Mortgage payments	7 years
<b>OTHER RECORDS</b>	
General ledger/ annual	Permanent
Journals, general and specific funds	
Journal entry sheets	
Ledgers, subsidiary	
Payroll journals	
Payroll registers, summary schedule of earnings, deductions and accrued leave	7 years
Pension records	Permanent
Pledge registers/ledgers	Permanent
<b>TAX RECORDS</b>	
Employment taxes, contributions, and payments, from date of filing including taxes withheld, FICA	7 years from date of filing
W-2 forms	7 years from date of filing
W-4 forms	7 years from date of filing
IRS exemption determination letters, for Permanent organizations other than those listed in <i>The Official Catholic Directory</i>	Permanent
Form 990	Permanent
State tax exemption certificates ( <i>income, excise, property, sales/use, etc.</i> )	Permanent

## Property Records

Records Type	Retention Period
Architectural records, blueprints, building designs, specification	Permanent
Architectural drawings	Permanent
Deeds files	Permanent
Mortgage documents	Permanent
Property appraisals	Permanent
Real estate surveys/plots, plans	Permanent
Title search papers and certificates	Permanent

## Cemetery Records

Records Type	Retention Period
Account cards ( <i>record of lot ownership and payments</i> )	Permanent
Annual report	Permanent
Bank statements	7 years
Board minutes	Permanent
Burial cards ( <i>record of interred's name, date of burial, etc., alphabetically</i> )	Permanent
Burial record ( <i>record of interred's name, date of burial, etc.</i> )	Permanent
Contracts documenting lot ownership	Permanent
Correspondence	Selective retention: keep if item has historical, legal, fiscal value
General ledger	Permanent
Lot maps	Permanent

## Publications

Records Type	Retention Period
Anniversary books	Permanent
Annual reports to the diocese/parish	Permanent
Newsletters of the diocese/parish or affiliated organizations	Permanent
Other diocese/parish-related publications	Permanent
Parish bulletins	Permanent

## Sacramental Records

Records Type	Retention Period
Baptismal register	Permanent
Confirmation register	Permanent
First Communion register	Permanent
Death register	Permanent
Marriage register	Permanent
Marriage case files	Permanent



## **Code of Canons of the Eastern Churches Requirements**

In addition to the above, the following apply to records of the diocesan Curia:

- Archive for diocesan Curia
  - Documents pertaining to canonical acts – permanently – reserved for Bishop, Protosyncellus and Chancellor
- Secret Archive – reserved only for the Bishop
  - Penal acts
  - Clergy personal and confidential files
- Parish registers
  - Kept along with letter from hierarchs and other documents useful to preserve
- Property records
  - Originals of ecclesiastical property – kept in Eparchial Curia archive – if it can be done conveniently
  - Copies kept in the parish permanent files
  - Inventories of ecclesiastical goods – copy in permanent archive of the church and another copy in the Eparchial curia

**ROMANIAN CATHOLIC DIOCESE**  
*Eparchy of St. George in Canton*



Office of the Bishop

**MEMORANDUM**

Date: September 22, 2014

To: All Clergy of the Romanian Catholic Diocese of Canton

From: Most Reverend John Michael Botean

Re: Official Policy Regarding Snow and Ice Removal

Winter weather brings hazards which must be properly addressed both for the good of parishioners, the general public and the environment. Those parishes affected by ice and snow during the winter months should follow the guidelines contained in this policy for the benefit of all.

1. Loss prevention should be pursued through the use of anti-icing measures such as the use of salt in anticipation of the arrival of ice and snow.
2. Public areas such as walkways and driveways are to be cleared promptly before Liturgical celebrations and social events.
3. Only those who are physically able to use snow blowers should do so due to the hazards associated with such machinery.
4. Removing ice is more difficult than removing snow and snow blowers are not usually effective in doing so. Hand tools are recommended; however, pavement damage can result from the use of picks and other metal tools.
5. Contractors may be utilized to remove ice and snow, but only those who are insured should be engaged to perform such work. A certificate of insurance evidencing liability limits of \$1,000,000 and naming the Romanian Catholic Diocese and the parish as an additional insureds should be obtained from the contractor in advance of any work.
6. Parking lot perimeters should be marked with snow poles or snow staking in order to avoid damage or destruction of landscaping.
7. The choice of treatment may include consideration of the effects on vegetation, pets and other animals as well as the watershed. Minimize the use of salt in order to reduce damage to the environment. It can also be toxic to plants and aquatic life. De-icing chemicals should be selected with due caution. Some chemicals corrode steel and aluminum. Sand, which is sometimes used during the winter months, can be ground up by vehicle tires into fine particulate matter and then contribute to air pollution.

These guidelines are to be followed at all diocesan facilities in addressing snow and ice removal.

(Most Reverend) John Michael Botean, DD  
Bishop  
Eparchy of St. George

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