

Release Form for Pastors/Administrators Departing a Parish

Form 3.1.3.a

Canon 532 *In all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with Canon. 1281-1288. [See Canon 1284 for a full list of the duties and responsibilities which this entails.]*

Canon 535 §1. *In each parish there are to be parochial registers, that is, of baptisms, of marriages and of deaths, and any other registers prescribed by the Episcopal Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that registers are carefully preserved.*

In view of the foregoing provisions of Canon Law relating to the functions proper to the Pastor/Administrator of a Parish, before this Minister leaves the parish, the Finance Administrator of the Archdiocese shall audit the Parish records in relation to Canon 532, and the Chancellor shall audit the parish records in relation to Canon 535 §1. **The final stipends or salary payable to the Pastor/Administrator shall be issued by the Parish only after the signing of this form by the Chancellor and Finance Administrator**

I have examined the pertinent records of _____ and certify herewith that they are complete and in good order as of this date.

_____ Date: _____
(Finance Administrator)

I have examined the parochial register of _____ and certify herewith that it is complete and in good order as of this date.

_____ Date: _____
(Chancellor)

I have inspected the church and rectory building of _____ and have prepared an inspection report and forwarded it to the newly assigned priest,

_____ with a letter of instruction for follow up.

_____ Date: _____
(Chancellor)