

Eparchial Policies 2009
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EPARCHIAL POLICY: Administrivia A-01-09

Certificates and Special Blessings

Application to the Bishop for a certificate and a blessing on special occasions such as anniversaries, birthdays, etc. are to be made through the pastor/administrator.

The pastor/administrator is to forward such requests to the Bishop.

The faithful are to be informed of this so that requests do not come directly to the Bishop from the family requesting the certificate and/or blessing.

Similar requests from the "Patriarch" are to be made through the pastor/administrator and through the Eparchial office. In these cases, the pastor/administrator must make direct contact with the Bishop and apprise him of the request and provide some detail about the prospective recipients of the certificate or blessing.

The pastor/ administrator shall consider whether or not to process the request or at the very least, provide information to the Bishop about the person(s) for whom this request is being made. A criterion used when processing such a request is whether the prospective recipients are upstanding parishioner who re involved in the spiritual and communal life of the parish..

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EPARCHIAL POLICY: Administrivia A-02-09

Eparchial Special Tax

Since, the Eparchy faces a significant annual levy of necessary membership dues for membership in various organizations such as the Synod of Ukrainian Bishops, the Canadian Council of Catholic Bishops, the Ontario Council of Catholic Bishops, etc.,

and

since, in order to defray the cost of these annual memberships fees,
the Eparchy can assess a special tax on each of its parishes.

The formula for the Eparchial special tax will be as follows:

(Number of envelop holders) x (the dollar amount set for the year)

The tax is to be added to the cathedraticum payment and is due within 45 days of the receipt of the levy.

The dollar amount of the levy is to be assessed on an annual basis.

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EPARCHIAL POLICY: Administrivia A-03-09

Closing Parishes 

In the event that a parish requests to be closed because of low attendance and/or financial difficulties the following procedures shall be followed:

Upon receipt of a letter by the Eparch from the priest and/or pastoral council of a parish requesting closure, the Eparch will implement the following procedures:

- The Eparch's designate(s) shall meet with the pastoral council and parish priest to discuss the situation and possible alternatives.
- The dean of the parish shall be invited to participate in the meeting.
- The situation shall be thoroughly discussed. A plan of action shall be drawn up at this meeting. This may plan of action for the immediate future or an outline of procedures toward closure or an alternate.
- A general meeting shall be called to inform the parishioners of the proposed plan of action and to listen to their concerns. A new plan of action may emerge from this meeting.
- Depending on the urgency of the situation a second general meeting shall be called some time within 3 months to follow-up on previous discussions and actions.
- The Eparch will receive input from his consultors prior to a final decision regarding closing the parish in question. A distinction is to be made whether it is the closing of the church of worship of the parish or the closing of the parish.

Closing of a parish church and retaining the parish:

When the decision has been made to close the parish and retain the parish:

- The pastor/administrator shall be immediately informed, in writing, of the decision.
- The pastor/administrator shall communicate this information to the pastoral council and to the whole congregation as soon as possible.
- A general meeting called by the Eparch's designate, to which the dean is invited, at the earliest possible occasion to discuss the issues of closing the church and of continuing the parish.
- Priority shall be given to the current active parishioners and their spiritual well-being.
- Alternatives for their worship and sacramental needs shall be planned.
- A closing liturgical service will be held in the church. The bishop will preside over the liturgical service. In the event that the bishop is not able to be present the dean or a bishop's designate will lead the service. The dean should be present at this service. Other clergy are encouraged to participate in this service, to honour

the worship place, the prayers and the good works of the parishioners past and present.

- Arrangements for the removal and relocation of liturgical items shall be at the discretion of the Eparch.
- A decision shall be made regarding the property (land, church and buildings)
- Depending of the continued operation of the parish, existing parish funds and any funds obtained from the sale of some or all of the property may continue to be handled by the pastor/administrator with his pastoral council or may be turned over to be operated by the Eparchial office.
- The usual cathedraticum shall be paid to the Eparchy.
- The holder of the funds, whether parish or Eparchy shall
 - provide for the spiritual needs of the parishioners.
 - maintain the buildings and property that have not been sold.
 - carry the necessary insurance on the property.
 - assume the liability for the property.

Closing a parish;

When the decision has been made to close the parish:

- The pastor/administrator shall be immediately informed, in writing, of the decision.
- The pastor/administrator shall communicate this information to the pastoral council and to the whole congregation as soon as possible.
- A general meeting called by the Eparch's designate, to which the dean is invited, at the earliest possible occasion to discuss the issues of closing the parish.
- Priority shall be given to the current active parishioners and their spiritual well-being.
- Alternatives for their worship and sacramental needs shall be discussed and planned.
- A closing liturgical service will be held before the closing date. The bishop will preside over the liturgical service. In the event that the bishop is not able to be present the dean or a designate of the Bishop will lead the service. The dean should be present at this service. Other clergy are encouraged to participate in this service to honour the worship place, the prayers and the good works of the parish and parishioners past and present.
- Arrangements for the removal of liturgical items shall be made.
- The relocation of liturgical items shall be at the discretion of the Bishop.
- A decision shall be made regarding the property (land, church and buildings)
- Existing parish funds and any funds obtained from a possible sale of the property shall revert to the Eparchy:
- The Eparch in determining the needs of the faithful of the closed parish shall use the funds:
 - to assist Eparchial parishes receiving qualifying* parishioners from the closing parish.
 - to assist, where necessary, in the transportation of the qualifying* parishioners to their new church for worship services.
 - to maintain the buildings and property that have not been sold.
 - to carry the necessary insurance on the property.
 - to assume the liability for the property.

*Qualifying parishioner is:

- an individual, or couple, or family who have been active in the closing parish for, at least, the previous 3 years.

and

- is formally registered and attends worship services regularly for at least six months in the receiving parish

and

- the pastor/administrator of the receiving submits to the Eparchial office the names of all such "qualifying" parishioners after the six month period.

Closing/Amalgamating parishes initiated by the Eparch

The Eparch in becoming aware of a parish being in dire financial straits and/or that a certain parish has very few active parishioners, he shall bring the information to his College of Consultors.

The consultors will discuss the situation and offer suggestions for an appropriate course of action.

In the event that consultors recommend to the Eparch that the parish be closed or parishes be amalgamated, even though the parish itself does not wish to close,

and

in the event that the Eparch makes the decision to close or amalgamate the parish, the procedures outlined above for "**Closing a parish**" shall be followed:

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EPARCHIAL POLICY: Administrivia A-04-09

Computerization of Parish Offices
Facilitating Effective Communication

Since, it is the responsibility of the pastor/administrator to provide an efficient system of communication between the Parish Office and the Eparchial Office,

and

since, it is the responsibility of the pastor/administrator to ensure that the administration of the Parish Office is conducted in an effective and efficient manner;

and

since, current technology has enabled both communication and record keeping to be efficient,

parish offices are to be computerized.

Each pastor/administrator shall provide a current e-address (e-mail address) to the Eparchial office. Communications from the Eparchial office to the clergy and/or to the parishes will be conducted electronically (by e-mail).

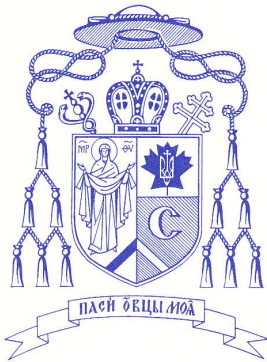
Eparchial clergy who wish to receive communication from the Eparchy directly should provide a current e-address to the Eparchial office.

Parish financial records are to be computerized with hard copies of monthly reports kept on file.

Sacramental Records may be computerized but a hand recorded hard copy in ledgers specifically for the purpose of recording Baptisms, Marriages, Funeral shall be maintained.

A copy of all sacramental records (baptisms, marriages, funerals) shall be forwarded to the Chancery office annually. These may be a hard copy or an electronic copy.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

Eparchial Policy A-04-09

**Computerization of Parish Offices
Facilitating Effective Communication**

Addendum 2014

Policy A-04-09 states *"A copy of all sacramental records (baptisms, marriages, funerals) shall be forwarded to the Chancery office annually. These may be a hard copy or an electronic copy."*

All pastors/administrators are required to submit a copy of the record annually.

The page(s) for the year for each of the registers for Baptism, Marriage and Funerals is/are to be photocopied and submitted to the chancery by January 31 of the following year.

By January 31, 2014 the records for 2012 and 2013 are to be submitted.

At the Chancery these are to be transcribed onto an appropriate electronic programme.

Effective January 1, 2014

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Eparch



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EPARCHIAL POLICY: Clergy C-01-09

Election of the Presbyteral Council
and
Appointment of Consultors

Can. 264

A presbyteral council must be established in the eparchy, that is a body of priests representing the presbyterate, and which, according to the norm of the law, assists the eparchial bishop by its advice in those things which regard the needs of pastoral work and the good of the eparchy.

Can. 266

The following are to be observed in regard to the constitution of the presbyteral council:

- 1. an appropriate portion of the members are to be elected by the priests themselves according to the norm of the particular law of their Church sui iuris;*
- 2. Some priests, according to the norms of the statutes, must be ex officio members who belong to the council in virtue of their offices;*
- 3. it is the right of the eparchial bishop to freely appoint other members.*

In the Eparchy of Toronto and Eastern Canada:

- the election of members to the presbyteral council will be conducted according to the Eparchial Statutes.
- the Council will consist of 13 members,
- six will be elected by the priests.
- the Eparch will appoint 5 additional members to the Council.
- the Protosyncellus (Vicar-Genral) and the Chancellor become ex-officio members of the council by virtue of their respective offices.

The term of office for the members of presbyteral council is 5 years.

Consultors

Can. 271

- 1. The eparchial bishop must establish a college of eparchial consultors to which belong the functions determined by law.*
- 2. The college of eparchial consultors is to be constituted for a five-year period but upon the expiration of the term they continue in the exercise of their functions until a new college is established.*

3. *The members of the college of eparchial consultors must not be less than six nor more than twelve in number ...*

- The Eparch will appoint 6 members from within the presbyteral Council to be his consultors. The Protosyncellus (Vicar-Genral) and the Chancellor become ex-officio members of the Council by virtue of their respective offices.

The term of office for the members of the college of eparchial consultors is 5 years.

Priests eligible to be elected to the Presbyteral Council

Priests:

who have ministerial functions within the Eparchy
and
who reside within the Eparchy

Elections:

1. Elections will be conducted by secret mail-in (or delivered) ballot.
2. Each priest may vote for six (6) candidates only.
3. Any ballot receiving more than six votes will be deemed a spoiled ballot.
4. The Chancellor and the Vicar-General will act as scrutineers. They will count the votes, tabulate the results, and provide the results to the Eparch. If there are no irregularities and with the Eparch's approval, the ballots will be destroyed.

The Eparch will have the names of all the members of the new presbyteral council and of the college of consultors published on the eparchial website and in the eparchial newspaper.

Priests eligible to vote:

1) Priests:
who have ministerial functions within the Eparchy
and
who reside within the Eparchy

2) Priests:
who have retired from service in the Eparchy
and
who reside within the Eparchy

Priests who have taken a leave of absence from service in the Eparchy do not have a vote.

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EPARCHIAL POLICY: Clergy C-04-09

Federal, Provincial and Municipal Elections

It is good to remind the faithful of their civic duty to vote during elections.

Cleric may preach on moral and social justice issues, such as issues of abortion and same sex marriage, expounding the position of the Church. They are to encourage the faithful to vote according to their conscience but shall refrain from referring to any candidate and the position that he/she holds on these or any other issues.

No priest or deacon is to present himself as a candidate for election to any public office.
(Can. 383 -1)

No campaign literature for any candidate is to be distributed in the church or on church property nor any campaign posters or signs or literature to be put on church property. Clerics are to refrain from putting up campaign signs on their personal property.

Clerics shall not make any public endorsement, written or oral, for any candidate for any political office and no endorsement shall be uttered from the pulpit.

Clerics shall not make any public statements, written or oral, in opposition to any candidate for any political office and no such statements shall be uttered from the pulpit.

Clerics are not to have an active part in political parties unless, in the judgement of the Eparch, there exists a need to protect the rights of the Church or to provide for the common good. (Can. 384-2)

In cases where parish property is used as polling booths, the pastor/administrator shall first obtain a certificate of insurance from the officials renting the property.

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EPARCHIAL POLICY: Deans D-01-09

The Role of the Dean

ADMINISTRATIVE ACT

Can. 276

§1. The protopresbyter is a presbyter who is placed over a district consisting of several parishes so that, in the name of the eparchial bishop and in the same district, he may fulfill the functions determined by law.

§2. It belongs to the eparchial bishop, after consulting the presbyteral council, to establish, change and suppress this type of district according to the needs of pastoral action.

By the power invested in me I, hereby, declare as policy in the Eparchy of Toronto and Eastern Canada, the responsibilities of the dean as outlined in the document, the *Role of the Dean*, presented to the clergy at a clergy conference on December 13, 2006.

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EPARCHIAL POLICY: Deans D-02-09

The Role of the Dean

Forward

The position of “Dean (protopresbyter)” is a long standing position in our Church and in our Eparchy. According to Canon Law the dean is the Eparch’s representative in the parishes assigned to him (deanery) and he is required to fulfill the duties outlined by law and/or assigned by the Eparch. It has often been the experience of newly assigned deans that they were vague on their responsibilities. As a result there has been lack of consistency in the work being undertaken by different deans. Often the position has become an honorary title, with priests in the eparchy either working independently or dealing directly with the Eparch on all individual matters.

His Grace, Most Reverend Bishop Stephen, has expressed a desire to revive the position of dean so that pastoral work, the material administration and the special needs of all our parishes be addressed with consistency. It is physically impossible for the Eparch to be in close contact regarding all matters in all the parishes and to help with their individual issues. With this manual of responsibilities, it is his intention to revive the role of the dean. The dean, by appointment, receives the authority to represent the Eparch in matters outlined in this document and must accept the responsibilities outlined below. Along with the responsibility comes the expectation that many of the matters with which he will deal in his capacity are of a confidential nature and are to be discussed only with the appropriate authorities: e.i. Eparch and Chancellor.

The Role and Responsibilities of the Dean or Protopresbyter

“When the Church evolved to the point that it was no longer a religion of the city and the bishop no longer exercised direct pastoral care over the faithful, the eparchy and the parish evolved into two distinct entities, and the need arose for an intermediary supervisory authority between the bishop and the pastors. This task was fulfilled through the creation of such institutions as the protopresbyter or dean. While such offices have now become more or less honorific titles in some Eastern Churches, the need for intermediate pastoral coordination in the eparchy is nonetheless present.”

*Eastern Catholic Churches
Constitution and Governance
John D. Faris*

Code of Canons of the Eastern Churches

PROTOPRESBYTERS

Can. 276

- §1. *The protopresbyter is a presbyter who is placed over a district consisting of several parishes so that, in the name of the eparchial bishop and in the same district, he may fulfill the functions determined by law.*
- §2. *It belongs to the eparchial bishop, after consulting the presbyteral council, to establish, change and suppress this type of district according to the needs of pastoral action.*

Can. 277

- §1. *The office of protopresbyter, with due regard to the particular law of his own Church sui iuris, must not be joined in a stable manner to the office of pastor of a certain parish; the eparchial bishop, having heard, if he considers it opportune, the pastors and parochial vicars of the district in question, is to appoint a presbyter especially among the pastors, outstanding for his doctrine and apostolic fervor.*
- §2. *The protopresbyter is to be appointed for a term determined by particular law.*
- §3. *For a just cause, the eparchial bishop can remove a protopresbyter from office.*

Can. 278

- §1. *Besides the powers and faculties bestowed upon him by particular law it is the right and obligation of the protopresbyter to:*

1° coordinate and promote common pastoral action;

2° see to it that clerics lead a life in harmony with their own state and that they diligently fulfill their obligations;

3° see to it that the Divine Liturgy and the divine praises are celebrated according to the prescriptions of the liturgical books, that the good appearance and condition of the churches and sacred furnishings are carefully maintained especially in the celebration of the Divine Liturgy and custody of the Divine Eucharist, that ecclesiastical goods are carefully administered and, finally, that the parish house is properly cared for.

- §2 *In the district entrusted to him the protopresbyter:*

1° is to see that clerics attend meetings which the local hierarch judges appropriate for promoting the sacred sciences and pastoral affairs;

2° is to take care that clerics have ready access to spiritual helps, and be particularly concerned about those who are found in more difficult circumstances or are beset with problems.

§3. The protopresbyter is to take care that the pastors and their families, if they are married, whom he knows to be seriously ill, do not lack spiritual and material assistance and that the funerals of those who have died are celebrated with dignity. He is also to provide that when they are sick or have died, the books, documents, sacred furnishings and other things which pertain to the Church are not lost or removed.

§4. The protopresbyter is bound by the obligation of visiting the parishes according to the determination made by the eparchial bishop.

Role and Responsibilities of a Dean
in the
Eparchy of Toronto and Eastern Canada

Section 1

Co-ordinating common pastoral action

- 1) The Eparch disseminates a variety of policy statements, directives, calls to action, rubrics for celebrating services, etc. It is the responsibility of the dean to meet with the pastors/administrators of the deanery either as a group or individually to discuss the new policies and/or directives etc. to ensure that each pastor has a clear understanding of the material and the work entailed to accomplish all according to expectation. In some cases this could be successfully achieved through e-mail or by telephone.
- 2) The dean shall contact each pastor/administrator after a suitable time has lapsed and discuss the implementation of the above policies, directives, etc. Where further help is needed by any pastor/administrator, the dean is to provide such help or arrange for the necessary resources to resolve the difficulties. (Appendix I - 1.2)
- 3) Should the dean feel that a particular policy or directive is not being followed, either through neglect or inability of the pastor/administrator, the dean shall discuss the matter with the Chancellor or the Eparch for further direction. In all other cases indication of compliance in the annual report to the Eparch will suffice.
- 4) From time to time there will be certain expectations expressed by the Eparch that certain events be celebrated in common to the greatest degree possible within the deanery. The dean is to meet with the pastors/administrators of the deanery and co-ordinate the common action.
- 5) The dean should encourage pastors/administrators to share information regarding special liturgical services, religious programmes, cultural and social events taking place in their parishes and to seek one another's assistance when required, for example helping with confession before Christmas and Easter. Such fraternal sharing among priests and parishioners will help to promote unity among the faithful.
- 6) In the event that a pastor/administrator is to be away from the parish for vacation or other personal needs, he should inform the dean of his absence and what arrangements have been made to cover for him. Pastors/administrators are reminded that visiting clergy must have clearance from the Eparch's office to serve in the Eparchy.

“In his efforts to coordinate the pastoral activities of the presbyteral district, the protopresbyter should take care that the autonomy of the parishes and other institutions located in the district is respected. The concern for pastoral activity is not restricted to the clergy, but should also address the pastoral activity carried out by the religious and laity in areas such as catechesis and social programs (cf. cc. 289, 1, 401, 408-409).”

Faris *p.566*

Section 2

Maintenance of the Deanery

Liturgical life, property, special needs

2° see to it that clerics lead a life in harmony with their own state and that they diligently fulfill their obligations;

3° see to it that the Divine Liturgy and the divine praises are celebrated according to the prescriptions of the liturgical books, that the good appearance and condition of the churches and sacred furnishings are carefully maintained especially in the celebration of the Divine Liturgy and custody of the Divine Eucharist, that ecclesiastical goods are carefully administered and, finally, that the parish house is properly cared for.

- 1) The dean shall meet with each pastor/administrator of his deanery at least once a year to discuss various topics with the pastors.

Items to be discussed shall include:

Celebration of the Divine Liturgies

Availability and use of antimimension – especially for Divine Liturgies away from the church.

Other services that are celebrated on a weekly or yearly basis.

Problems that the priest faces in the parish.

Remuneration, allowances, benefits, and pension plan, paid by the parish.

Financial difficulty

Supporting a family

Other sources of income.

Conditions of the church.

Conditions of the furnishings

Condition of the sacristy items, chalices, vestments, Gospel

Special needs of the parish.

If the pastor/administrator also ministers in a mission parish, a similar discussion should take place relative to each of the mission parishes.

Special needs of the pastor/administrator and/or his family, if married.

Health of the pastor/administrator and his family, if married.

Pastor's tenure in the parish - whether a reassignment is preferred.

Financial record keeping – computerization

In whose name are the parish accounts?

In whose name are the accounts held by parish organizations?

Who has signing authority of parish accounts?

Application for GST rebates.

Charity Return

All monies generated by parish organizations and all their expenses must be included in the annual return.

Sacramental record keeping

The dean shall date and initial the sacrament records if they are up to date. If they are not, the priest/administrator shall be instructed to update them.

It is particularly important to stress to the priests/administrators:

- that accurate financial records are extremely important. Improperly kept financial records and/or incomplete or inaccurate financial reporting to the government have serious implications for the parish and the Eparchy. Eparchial Statutes state that *“the pastor/administrator is the principal signing officer. The signature of the pastor/administrator is always required on all properly approved financial transactions. (6.8.5)* This also places the sole responsibility of the stewardship of parish property and finances on the pastor/administrator. Hence, he becomes answerable for any and all improprieties.
- that sacramental records form the basis for legal documents and must be kept accurate, up to date and complete.
- that priests should share their problems with the deans. Problems especially those which have impact on the priest’s ability to minister, eg his health, health of family members, specific financial difficulties are important matters to bring to the attention of the Eparch.

- 2) The dean shall synopsise the gist of the discussion and present a written report to the Eparch highlighting particularly those items that should alert the Eparch to any special circumstances or special needs. At the dean’s discretion, certain items may and should be brought to the Eparch’s attention long before the annual report is submitted. (Appendix II - 2.1)

”Supervision of the clergy - The protopresbyter is to see that their conduct conforms to their state of life and that they are diligently carrying out their duties. The role of supervision can be exercised most beneficially through good example, positive leadership and support of clerics experiencing difficulties. The responsibilities of the protopresbyter with respect to the supervision of the clergy are further specified in the second paragraph of the canon. ...

Faris p.566

“Liturgical life, administration and temporal goods - While the eparchial bishop is the moderator of the liturgical life in the eparchy entrusted to him (c. 199, 1), sometimes it is impossible for him to exercise vigilance over the celebration of liturgical functions. For that reason, the protopresbyter is to see that the Divine Liturgy and divine praises are celebrated according to the prescriptions of the liturgical books. He is also to see that the churches and furnishings are maintained properly and decorously and that the Blessed Sacrament is given appropriate custody. The common law also gives the protopresbyter the responsibility to see that the parochial records are accurately compiled and preserved. The protopresbyter is to exercise vigilance over the administration of the parochial goods and that the office and residence of the clergy is properly maintained.

Faris p.567

Section 3

Clergy conferences and retreats

§2 In the district entrusted to him the protopresbyter:

1° is to see that clerics attend meetings which the local hierarch judges appropriate for promoting the sacred sciences and pastoral affairs;

- 1) The dean shall encourage each priest to attend clergy meetings called by the Eparch. He shall inquire as to the reasons why a priest is planning not to attend. If a priest is unable to attend for a just reason, the dean shall provide him with all the information attained at the meeting and apprise him of any new work that is needed.
- 2) Deans are encouraged to call deanery meetings to discuss various church matters and also to have a time for social interaction. Social interaction among priests should not be considered as frivolous. The opportunity to interact under relaxed circumstances with brother priests has the potential of significant personal spiritual growth. Occasionally a common liturgical service could be spiritually empowering. Although the dean will deal primarily with the pastor/administrator of any given parish, all associate priests should be included in deanery meetings.

“While it is the responsibility of the local hierarch (i.e., eparchial bishop, protosyncellus, or syncellus) to formulate programs in the sacred sciences and pastoral matters, it is the responsibility of the protopresbyters to see that clergy attend the gatherings scheduled for the protopresbyteral district.”

Faris p.566

Section 4

Addressing specific concerns within parishes

2° is to take care that clerics have ready access to spiritual helps, and be particularly concerned about those who are found in more difficult circumstances or are beset with problems.

- 1) Any problems that the pastor/administrator encounters in the parish should surface at the annual meeting with the pastor. The dean shall strive to help resolve problems that beset the pastor/administrator and/or the parish. If an associate priest at the parish is having difficulty, the pastor/administrator should relay this to the dean. The dean, upon invitation from the pastor/administrator, shall discuss the issue with the priest in question.
- 2) If a parishioner of a particular parish approaches the dean with a problem regarding the pastor/administrator, or a priest in the parish, or a problem within the parish, the dean shall judge the validity of the issue. Convinced that the complaint has merit, the dean shall first discuss the issue with the pastor/administrator and try to effect a resolution. If this is a far reaching issue or a resolution cannot be readily reached, the dean shall report the matter to the Chancellor or the Eparch.

“In addition to intellectual support, the protopresbyter is given the responsibility to see that the clergy of the district are provided with spiritual and moral support; special attention should be paid to clerics who are in difficult circumstances or experiencing problems.”

Faris p.566

Section 5

Care and compassion

§3. *The protopresbyter is to take care that the pastors and their families, if they are married, whom he knows to be seriously ill, do not lack spiritual and material assistance and that the funerals of those who have died are celebrated with dignity. He is also to provide that when they are sick or have died, the books, documents, sacred furnishings and other things which pertain to the Church are not lost or removed.*

1) The dean shall require that an inventory of church books, vestments, sacred furnishings and other items that pertain to the church be updated annually and a copy submitted to the dean. The dean in turn will include a copy of the inventory with his annual report to the Eparch. (Appendix III - 5.1)

2) Should a pastor die, the dean shall:
Ensure that a proper and very dignified burial service takes place taking into account the expressed wishes of the deceased and of his family if he was married. (Appendix IV - 5.2)

Ensure that all office files are maintained in order and are not lost or removed.

Ensure that the priest's private belongings are separated from parish belongings.

Ensure that the family of the deceased, if he was married, is helped in every way possible, before, during, and after the funeral.

Ensure that the family is treated with complete respect and dignity and that the family's needs be considered when they are vacating the parish premises.

3) In the event of reassignment of a new pastor/administrator to a parish within the deanery:

the dean is to receive the financial and sacramental records, inventory (signed by the priest) and keys from the outgoing pastor/administrator and hand them to the incoming pastor/administrator.

the dean will conduct the public installation of the pastor/administrator if the Eparch is not available. If the Eparch is conducting the installation, the dean should be present at the service, if possible. (Appendix V – 5.3)

“Assistance for clerics and their families - The protopresbyter is also to see that clerics and their families, if they are or were married, who are sick, ill, or dying are provided with the necessary spiritual and material assistance; he is also to assist in the arrangements for the funerals of the clerics and members of their families. During an illness or on the occasion of a death, the protopresbyter is to see that the books, documents, sacred furnishings, or other things which belong to the Church are not lost or taken away. It would be beneficial if the pastors are required to maintain a current inventory of parish as distinct from personal property.”

Faris p.566-567

Section 6

At the Eparch's direction

4. *The protopresbyter is bound by the obligation of visiting the parishes according to the determination made by the eparchial bishop.*
- 1) The dean is expected to make one canonical visit to each pastor/administrator annually
 - 2) The dean shall call at least two deanery meetings annually.
 - 3) The dean is to follow-up on any other expectations and/or directives that the Eparch may assign to him during his tenure. This will include working with pastors/administrators to effect Risk Management Policies and Procedures.
 - 4) The dean shall submit a written report to the Eparch on an annual basis. This report is to be submitted to the Eparch by December 15, of every year.
This report is to contain:
 - A synopsis of his own activities as dean.
 - A summary of his annual visit with each pastor/administrator.
 - His concerns and his recommendations to the Eparch regarding matters of importance in his deanery.
 - 5) The dean is to use his discretion and bring to the attention of the chancellor or the Eparch matters of urgency as they arise. Any written reports submitted to the chancellor or Eparch should be copied to the pastor/administrator.

“The eparchial bishop is to establish the manner and frequency in which the protopresbyter is to visit the parishes in his district. The eparchial bishop is obliged to conduct a canonical visitation of the entire eparchy within a five-year period either personally, or through the protosyncellus, syncellus or another priest e.g., the protopresbyter (c. 205, 1). The visitation is canonical and should include an inquiry into all those areas for which the protopresbyter is given responsibility. However, the visitation should also be pastoral with an emphasis placed on fostering the spiritual and pastoral life of the community. Although the canon makes no mention of the matter, one must infer that protopresbyter will submit a detailed report of the visitation. (It should be noted that the phraseology of Cleri Sanctitati c. 487 presumed the visitation and treated only the report.) Some eparchies provide the protopresbyter with detailed instructions in the form of questions on all matters which he is to investigate.”

Faris p.567

Appendix I - 1.2

Implementation of Policy

Policy: _____

Difficulties experienced by pastor/administrator: _____

Further help or intervention needed : _____

Appendix II - 2.1

Annual Meeting with Pastor/Administrator

Date: _____

Name: _____

Church: _____

Section A Particulars about Parish

Number of registered parishioners: _____

Approximate number of active parishioners _____

Approximate number of parishioners actively involved in the work of the parish:

Number of full-time priests associated with the parish: _____

Number of deacons: full-time: _____ **Part-time** _____

Times of Sunday Divine Liturgies: _____

Common weekday liturgies: _____

Common seasonal liturgies:

Advent: _____

Lenten: _____

Other: _____

Appendix II - 2.1 cont'd

Priest's Financial Status:

Remuneration: _____

Allowances: _____

Benefits: _____

Pension Plan: _____

Other sources of income: _____

Financial Obligations: _____

Summary _____

Condition of buildings:

Church: _____

Rectory: _____

Parish Hall: _____

Other Buildings _____

Condition of Furnishings:

Church: _____

Rectory: _____

Condition of sacristy (liturgical) items: _____

Special needs of parish: _____

Appendix II - 2.1 cont'd

Special needs of pastor: _____

Health of pastor and family: _____

Priest's preference for reassignment: _____

Section B Financial and Sacrament Records

Annual Financial Report:

Major sources of income:

_____	_____
_____	_____
_____	_____

Major Expenditures

_____	_____
_____	_____

Investments with supporting documents

_____	_____
_____	_____
_____	_____

Real Estate Holdings with address and assessed value:

Charity Return

Date of submission _____

Was copy submitted to chancery _____

Check supporting documents _____

Amount of income tax receipts issued: _____

Amount of donations to church _____

Amount of receipts issued "in kind" _____

Nature of parish financial record keeping:

Who does the record keeping?

How are the records kept? _____

(If financial records are in order the dean is to sign them. If the records require updating or correcting, arrangements must be made to return within a short time to sign the corrected records.)

Status of sacramental record keeping: Baptism, Marriage, Funeral

(If sacramental records are in order the dean is to sign them. If the records require updating or correcting, arrangements must be made to return within a short time to sign the corrected records.)

Section C [This section to be effective January 1, 2008](#)

Risk Management

Police checks and clearance are necessary for all individuals:

- **working with children, youth and the elderly.**
- **treasurer**
- **secretary**
- **individuals who are involved with major money transactions**

Preventative measures taken:

Priest holding private conference or counselling sessions (especially with children, and youth): Priests will need some help in this area. We must all be aware that sadly, priest are very vulnerable to being accused of inappropriate behaviour if they have private sessions with individuals in secluded spaces or behind closed doors. Somehow we must strive to be there for our people and yet not endanger ourselves.

Catechetical or small children classes _____

Work with youth: _____

Work with elderly: _____

Handling Sunday Collections: _____

Handling Parish Funds: _____

Organizations within parish – handling funds: _____

Section D Other issues:

Appendix III- 5.1

Church Inventory

Opposite each item indicate the condition of the item.

Sets of vestments: _____

Chalice sets: _____

Gospels: _____

Hand crosses: _____

Other items: _____

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EPARCHIAL POLICY: Deans D-03-09

The Term of the Dean

As recommended at the Presbyteral Council Conference in November, 2008, a dean is appointed for a 5 year (renewable) term.

Effective January 1, 2009, all deans of the Eparchy of Toronto and Eastern Canada will begin a new 5 year term.

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EPARCHIAL POLICY: Deans D-04-09

The Role of the Vicar of Deans

Forward

In an ongoing effort to assist the dean in his demanding role within the Eparchy, the position of vicar of deans is being established. The vicar of deans is the Eparch's delegate with responsibilities dealing with the deans of the Eparchy of Toronto and Eastern Canada.

Responsibilities of the Vicar of Deans

- 1) It is understood that every dean has an open and direct line to the Eparch. The vicar of deans, however, shall be a liaison between the Eparch and the deans of the Eparchy in general matters.
 - He is to ensure that the deans are familiar with all new policies and guidelines so that such policies and guidelines would be consistently implemented throughout the Eparchy.
 - He is to receive reports from the deans indicating to what degree the policies and guidelines are being implemented in the parishes.
 - Should there be a need for in-service with regard to a particular policy, the vicar of deans should arrange for such in-service for the deans.
- 2) He shall facilitate communication between the deans and the Eparch.
- 3) Deans who have a particular problem should contact the Eparch in that matter. The Eparch may choose to instruct the vicar of deans to provide assistance (or arrange for such assistance) to the dean experiencing the problem.
- 4) The vicar of deans shall receive and review the annual reports from the deans and report to the Eparch the highlights of these reports.
- 5) He shall call at least one meeting of deans per year to discuss various issues pertaining to the Role of the Dean. Whenever possible, the Eparch should be present at this meeting.
- 6) The vicar of deans is to make a formal visit to the parish of each dean to discuss particularly the matters of the parish where the dean is pastor. Such a meeting should occur at least once every 3 years or at any time at the request of the Eparch or at the request of the dean himself.

- 7) In cases where a new dean is appointed, the vicar of deans shall meet with the new appointee to discuss the Role of the Dean. The vicar of deans shall arrange the formal installation of a new dean. The Eparch or his delegate will conduct the installation.
- 8) In case of the death of a dean, the vicar of deans shall assume the role of the dean for the order of burial of the priest. The vicar of deans will remain interim dean of that deanery until a new dean is appointed.
- 9) The vicar of deans shall undertake any other assignments at the direction of the Eparch.

The vicar of deans shall be appointed for a 5 year (renewable) term effective January 1, 2009

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EPARCHIAL POLICY: Deans D-05-09

Communication: For urgent contact

In cases when information must be spread throughout the eparchy ASAP the following method is to be used:

- Vicar of Deans contacts all the deans
- Deans contact all their pastor/administrators within their deanery.
- Pastor/administrators contact all the clerics within their parish.
- Where feasible, information will be sent to each cleric by e-mail.

In order that this process be effective each cleric should provide to the person who is to call him; the office phone number, the home phone number, and his cell phone number.

Deans and pastors are to make this communication top priority on such occasions.

All clerics are to ensure that their current e-mail addresses are provided to the chancery.

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EPARCHIAL POLICY: Risk Management RM-01-09

Risk Management Policy Manual

The manual, entitled “Risk Management Policies and Procedures”, developed for Risk Management Procedures in Ontario, is the Eparchial policy on Risk Management.

The policy covers the requirements for insurance coverage in Ontario.

Even though the Eparchial Insurance coverage is limited to Ontario parishes, this policy is extended to parishes within our Eparchy, beyond Ontario.

Hence parishes in Quebec and in the Maritimes shall follow the procedures outlined in the manual.

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EPARCHIAL POLICY: Risk Management RM-02-09

Repair and Remodeling Parish Property

Since it is the responsibility of the pastor/administrator to maintain church property in a safe and good condition,

and

since it is the responsibility of the parish to be in a position to finance any needed repair to the church, rectory, parish hall or any other property that the parish may have built or purchased,

no pastor/administrator and/or pastoral council shall begin any work on any property estimated to cost more than \$ 15 000.00 without a complete disclosure of all pertinent information to the Eparch and without the expressed written consent of the Eparch to do so.

In presenting the plans for the project to the Eparch, the pastor/administrator and pastoral council shall include the specifications laid out in tendering for the work to be done and shall include at least 3 tenders submitted by independent contractors for the completion of the project.

The pastor/administrator and Pastoral Council shall also provide a detailed accounting of how the cost of said project will be covered.

No pastoral council may undertake any projects without the involvement of the pastor/administrator.

In anticipation of major projects, contact should be made with the Eparch prior to starting preliminary work.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

Memo To: Pastors/Administrators
From: Rt. Rev. Bohdan Bilinsky
Syncellus
Date: February 6, 2014, 2014
Subject: Policy RM-02-09 Update
Policy A-04-09

Policy RM -02-09 Repairing – Remodelling

“In presenting the plans for the project to the Eparch, the pastor/administrator and pastoral council shall include the specifications laid out in tendering for the work to be done and shall include at least 3 tenders submitted by independent contractors for the completion of the project.”

At a recent meeting the following motion was accepted by the Presbyteral Council.

“Pastors/administrators are to be reminded that written permission from the Eparch MUST be obtained for projects estimated to cost \$15 000.00 or more.

Projects are not to be sub-divided into a series of small sections in order to avoid submitting the information to the Eparchial Office.

This procedure is part of sound Risk Management.”

Upon receiving permission for a specific project, significant changes, increases or extension to the work is not to be made without further consultation with the Eparchial office.

Policy A-04-09 Addendum

Due to the lateness of this addendum, the deadline for submitting the copies of the registers for 2012 and 2013 is being extended to March 15, 2014

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EPARCHIAL POLICY: Risk Management RM-03-09

Purchase – Sale of Property

No pastor/administrator and/or Pastoral Council shall buy, sell, finance, refinance, or encumber any property on behalf of the parish or the Eparchy without complete disclosure of all pertinent information to the Eparch and without the expressed written consent of the Eparch to do so.

There shall be no attempt to procure any severance of any property without the expressed written consent of the Eparch.

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EPARCHIAL POLICY: Risk Management RM-04-09

Initiating Legal Action at the Parish Level

No pastor/administrator and/or pastoral council shall initiate any form of litigation without complete disclosure of all pertinent information to the Eparch and without the expressed written consent of the Eparch to do so.

Should a pastor/administrator and/or the parish be sited as defendants in any litigation, the pastor/administrator shall immediately inform the Eparch of the matter and submit a written report to the Eparch providing all pertinent details.

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EPARCHIAL POLICY: Risk Management RM-05-09

Power of Attorney, Executor, Trustee

Since it is the responsibility of clergy (priests and deacons) to provide personal spiritual care for all parishioners and particularly those who are no longer able to come to church regularly,

and

since providing such care often requires visits to the person's home or place where the person may be institutionalized,

and

since the priest may be asked for additional help with the individual's personal affairs such as power of attorney or to act as an executor or a trustee,

a member of the clergy of the Eparchy of Toronto and Eastern Canada, including priests and deacons, active, retired, or on leave of absence and residing within the boundaries of the Eparchy of Toronto and Eastern Canada,

shall NOT enter into any contract or commitment either orally or in writing with respect to accepting a position of Power of Attorney for Property and/or Personal Care, executor of the person's will or a trustee to the person's estate of any parishioner registered in a parish within the Eparchy of Toronto and Eastern Canada.

Furthermore, members of the immediate family of the cleric (as referred to above) shall NOT enter into any such arrangements.

Exceptions to this may include accepting a position for power of attorney etc. for a blood relative (his own or his wife's). This exception extends only to the cleric's parents, children, siblings and siblings of parents. Also a cleric may act in the capacity of Power of Attorney etc. for another cleric.

Where some special circumstances exist where the cleric feels that he or a member of his immediate family must act in such a position, the expressed written consent of the Eparch must first be obtained.

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EPARCHIAL POLICY: Risk Management RM-06-09

Handling Parish Funds

Sunday Collections

Sunday Collections should be conducted by at least two unrelated people. At least one of the collectors shall have a police check. The collector with the police check assumes responsibility for the collected money.

Both collectors are to ensure that the money is placed in a safe place to which only certain individuals have access.

Money shall not be counted during the Divine Liturgy or during other liturgical services.

Counting Sunday Collections

Money from Sunday collections shall be counted and recorded by at least two unrelated individuals.

Counters are required to have a police clearance check.

The record slip shall be signed by at least two counters.

The treasurer or the person making the deposit into the bank shall ensure that the amount of deposit is reconciled with the amount listed on the record slip.

The person recording donations shall reconcile the amount of enveloped donation with the record slip. Should there be a discrepancy, the counters shall be called to explain the discrepancy and sign any adjustment.

Receiving Donations outside of Sunday Collection.

The following people only shall be authorized to receive donations to the parish:

- parish priest,
- treasurer,
- office personnel
- someone specifically authorized by the parish priest.

All donations are to be recorded with a temporary receipt being given to the donor and a copy retained for the office files.

Each donation shall have shall have a paper trail showing that it has been deposited.

Each donation shall be recorded crediting the donor for income tax purposes.

Parish Financial Transactions

All parish disbursements shall be paid by cheque.

The parish priest shall be a signatory on each cheque.

A second signatory shall be the pastoral council treasurer or the pastoral council chairperson.

Cheques should not be pre-signed by either signatory.

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EPARCHIAL POLICY: Risk Management RM-08-09

Screening Priests – New to the Eparchy

Any priest who wishes to serve in the Eparchy of Toronto and Eastern Canada must first receive the consent of the Eparch in order to do so.

Before consent is given, the priest must provide the Eparch with the following:

- A certificate of his ordination to the diaconate so that his Eparchy of ascription be known.
- A copy of the documents attesting to the transfer of ascription to another Eparchy if such a transfer has taken place.
- A copy of his Celebrat as presbyter.
- A letter of release from his Eparch specifying the period of time for which the priest is being released.
- If it is the intent of the priest to be ascribed into the Eparchy of Toronto and Eastern Canada, then the letter of release shall indicated that this release is for purpose of ascription into the Eparchy of Toronto and Eastern Canada.
- A current statement from his Eparch that he is not under any restriction.
- A statement from the priest addressed to the Eparch of Toronto and Eastern Canada describing the reasons for his wish to serve in the Eparchy.
- A copy of his visa, if applicable
- If married, a marriage certificate.
- A list of the names and dates of birth of his children.
- A copy of his wife's and children's visas, if applicable.
- A statement from his wife that she is supportive of this action.
- If his wife is not accompanying him to this Eparchy, a statement of explanation as to why not and how long this "separation" is intended to last.
- A statement of support for this "separation" from his wife.

Upon receipt of the above documents, the Eparch will follow-up with further screening by contacting the Eparch of the priest in question.

The Eparch shall ascertain from the releasing Eparch:

- The character of the priest.
- His fiscal management skills, reliability and sense of responsibility
- Whether he has been involved in any fiscal malfeasance or other problems

- The pastoral skills of the priest
- Whether he has been involved in any scandal
- Whether he had been alleged to have abused anyone.
- Whether he had at any time been suspended or had some or all his faculties restricted.

Having ascertained the suitability of the priest, the Eparchy may then receive the priest for temporary service or for service with the intent to ascribe him into the Eparchy.

If there is an intent to ascribe, the date at which the ascription process is to begin will be agreed to by the two Eparchs in question and the priest notified of this date. .

The Eparchy may accept the priest into service under the following conditions:

- The priest shall endeavour to learn spoken and written English.
- Apart from any remuneration that he may receive for his services, the Eparchy will not at any time be financially responsible for him and/or his family.
- That the priest familiarize himself with the Eparchial Statutes especially should he be assigned as administrator of a parish.

In the ascription process:

In the event that a priest is not in full time service within the Eparchy, i.e he holds a job outside the parish, ascription will be delayed until at least 3 consecutive years of full time service. The ascription process will then begin.

If there is a concern about the service of the priest, then the Eparchy and/or his designate(s) meet with the priest to discuss the concerns in detail. At that time a plan detailing steps for improvement should be established, giving the priest a two year period to exhibit the improvement.

The concerns and the plan of action shall be written and signed by both the priest and the Eparchy with each retaining a copy with original signatures.

A 2nd meeting shall be held within a year to discuss the implementation of the plan.

Given that the plan is being carried out and improvement shown, the priest may be ascribed into the Eparchy after that two year period.

If improvement is not evident, the Eparchy shall refuse to ascribe the priest or shall take other appropriate measures.

The Eparchy is not obliged to ascribe the priest at the end of the process.

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EPARCHIAL POLICY: Risk Management RM-09-09

Ascription of Clerics to the Eparchy of Toronto and Eastern Canada

CAN. 357 §1. *Every cleric must be ascribed as a cleric either to an eparchy, ... a religious ...*

Every cleric in this eparchy is ascribed to some eparchy or a religious institution.

CAN. 358 *Through diaconal ordination, one is ascribed as a cleric to the eparchy for whose service he is ordained, unless in accord with the norm of particular law of his own Church sui iuris, he has already been ascribed to the same eparchy.*

Every cleric ordained to the diaconate in the Eparchy of Toronto and Eastern Canada is ascribed to this eparchy unless he has been specifically ordained for another eparchy at the written request of the Eparch of that eparchy or unless he has validly transferred.

Clerics ordained to the diaconate outside this eparchy, for example all priests and deacons ordained in Ukraine are ascribed to the eparchy of their ordination unless they have been formally ascribed to another eparchy or to this eparchy.

Clerics ascribed to another eparchy but are serving in the Eparchy of Toronto and Eastern Canada may seek to be ascribed to the Eparchy of Toronto and Eastern Canada if they so desire.

Therefore, any cleric who is ascribed outside of the Eparchy of Toronto and Eastern Canada but wishes to be ascribed to this eparchy shall apply in writing to his original eparchial Eparch and to the Eparch of Toronto and Eastern Canada stating that he wishes to be ascribed to the Eparchy of Toronto and Eastern Canada.

This written request is to be delivered personally to the Eparch of Toronto and Eastern Canada.

CAN. 359 *For a cleric already ascribed to an eparchy to transfer validly to another eparchy, he must obtain from his eparchial bishop a dimissorial letter signed by the same and also a letter of ascription signed by the eparchial bishop of the eparchy in which he wishes to be ascribed.*

For a cleric ascribed to another eparchy to validly transfer and be ascribed to this eparchy, he must:

- request, in writing, permission from his eparchial Eparch to be released for the purpose of ascription in this eparchy
- request, in writing, from the Eparch of this eparchy, to be ascribed in this eparchy.
- obtain from his eparchial Eparch a dimissorial letter signed by that Eparch.
- obtain from the Eparch of this eparchy a letter of ascription signed by the Eparch of this eparchy.

CAN. 360 §1. *Retaining his ascription, a cleric may move to another eparchy for a specified time, which is renewable more than once by means of a written agreement between both eparchial bishops in which the rights and obligations of the cleric or of the parties are determined.*

A cleric from another eparchy may move to this eparchy to serve for a specified length of time, which is renewable more than once with agreement of both Eparchs. The cleric still remains ascribed to his original eparchy.

CAN 360 §2. *Five years after a legitimate move, a cleric is ascribed by virtue of the law itself in the host eparchy, if, after his desire was manifested in writing to both eparchial bishops, it was not objected to by either of them in writing within four months.*

A cleric, who has legitimately moved to this eparchy for temporary service and has served in this eparchy at least 5 years and after having expressed in writing to both Eparchs his desire to be ascribed to this eparchy, is, by law, ascribed if neither Eparch objects within four months of the completion of the five year period.

Such request is to be delivered personally to the Eparch of Toronto and Eastern Canada.

The Eparch of Toronto and Eastern Canada will respond by registered mail or will summon the cleric to the chancery and personally hand him the written response.

CAN. 364 *The ascription of a cleric to some eparchy does not cease except by valid ascription to another eparchy or by loss of the clerical state.*

The ascription to the original eparchy ceases only after a valid ascription to this eparchy.

CAN. 365 §1. *For a licit transfer or move to another eparchy, just causes such as the advantage of the Church or the good of the cleric himself are required; however, permission is not to be denied except for serious reasons.*

For a licit transfer or move to this eparchy just cause must be shown. Just cause could be: for the good of the eparchy, or for the good of the cleric.

CAN. 366 §1. *The eparchial bishop is not to ascribe an extern cleric to his eparchy unless:*

- 1° *the needs or advantage of the eparchy require it;*
- 2° *he is convinced that the cleric has the aptitude to carry out the ministry, especially if the cleric came from another Church sui iuris;*
- 3° *he is convinced by a legitimate document that the cleric has obtained legitimate dismissal from his eparchy; and he has obtained from the dismissing*

eparchial bishop, secretly if appropriate, suitable testimonials concerning the background and morals of the cleric;

4° the cleric has declared in writing that he is devoting himself to service of the new eparchy in accord with the norm of law.

The eparchial Eparch will not ascribe any cleric from another eparchy unless:

- there is a need in the eparchy for the service of the cleric
- the Eparch is convinced that the cleric can carry out the needed ministry
One of the basic requirements for ascription to the Eparchy of Toronto and Eastern Canada is fluency in spoken and written English.
- the Eparch has obtained suitable testimonials attesting to the moral character of the cleric. The Eparch will seek his own references rather than relying solely on those provided by the cleric.
- the cleric has provided a written declaration devoting himself to the service of this eparchy as required by the Eparch.

Service in this eparchy according to the norm of the law will require the priest to serve in whatever capacity the Eparch will assign to him. This means that the cleric should not expect to serve only in urban centres such as Toronto with the exclusion of service in outlying areas.

The Eparch of this eparchy is not obliged to ascribe a cleric from another eparchy regardless of how long he many have served within the eparchy.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

The Ukrainian Catholic Eparchy of Toronto and Eastern Canada

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EPISCOPAL DECREE

EPARCHIAL POLICY

Sacramental-Liturgical SL-01-09

General Confession and General Absolution

Can. 720 - §1. Individual and integral confession and absolution constitute the ordinary way by which the Christian faithful who is aware of a serious sin is reconciled with God and the Church; only physical or moral impossibility excuses one from confession of this type, in which case reconciliation can take place in other ways.

§2. Absolution of many penitents at the same time without prior individual confession cannot be imparted unless:

1° the danger of death is imminent and there is not time for the priest or priests to administer the sacrament of penance to the individual penitents;

2° there is a grave necessity, that is, when in light of the number of penitents, a supply of priests is not available to administer the sacrament of penance to the individual penitents within a suitable time so that, through no fault of their own, they are forced for a long time to be deprived of sacramental grace or reception of the Divine Eucharist; it is not considered a sufficient necessity if confession cannot be readily available only because of the great number of penitents as can occur on the occasion of some great feast or pilgrimage.

§3. The eparchial bishop is competent to decide when such grave necessity exists and can determine such a case of necessity with general prescriptions having taken counsel with the patriarch and eparchial bishops of the other Churches sui iuris exercising power in the same territory.

With concern for the spiritual well-being and the salvation of souls, on the basis of Canon 720 # 1,2, 3 of the Code of Canons of the Eastern Churches, I, hereby, forbid the practice of General Confession and General Absolution in our Eparchy.

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EPARCHIAL POLICY: Sacramental-Liturgical SL-02-09

The Order of the Burial of a Priest

In the event that a priest in the Eparchy should die, the following procedures are to be put in effect. In the case of a priest belonging to an Order, the procedures set by the Order will supersede the procedures outlined below.

Responsibilities of the dean on the occasion of the death of the pastor/administrator.

From the "Role of a Dean" Section 5, #2

2) Should a pastor/administrator die, the dean shall:

- *Ensure that a proper and dignified burial service takes place taking into account the expressed wishes of the deceased and of his family if he was married.*
- *Ensure that all office files are maintained in order and are not lost or removed.*
- *Ensure that the priest's private belongings are separated from parish belongings.*
- *Ensure that the family of the deceased, if he was married, is helped in every way possible, before, during, and after the funeral.*
- *Ensure that the family is treated with complete respect and dignity and that the family's needs be considered when they are vacating the parish premises.*

Responsibilities of the dean on the occasion of the death of an associate priest .

Should an associate priest die, the dean, in conjunction with the pastor/administrator, shall:

- Ensure that a proper and dignified burial service takes place, taking into account the expressed wishes of the deceased and of his family if he was married.
- Ensure that the family of the deceased, if he was married, is treated with complete compassion and concern and that the family's needs are considered when they are vacating parish premises.

Responsibilities of the dean on the occasion of the death of a retired priest or a priest on a leave of absence.

Should a retired priest or a priest on a leave of absence die, once it has been determined at which church the burial rites shall take place, the chancery shall inform both the dean and pastor of that parish.

The dean shall:

- Ensure that a proper and dignified burial service takes place taking into account the expressed wishes of the deceased and of his family if he was married.
- Ensure that the family of the deceased, if he was married, is treated with compassion and concern.

In all cases the dean, being in close contact with the Bishop, the family and the pastor/administrator (in the case of a death of an associate priest) and taking into consideration the deceased's written burial wishes, provided that the wishes do not offend the Canon Law of the Church, is to arrange for the burial services.

The dean (and the pastor/administrator, where applicable) shall meet with the family to explain the *Order of a Burial of a Priest* and solicit from the family the degree to which the family can or wishes to be involved.

- Family provide the vestments in which the priest is to be buried
- Family may have input regarding the date of the funeral.
- Family may choose the vestments and hand cross to be used for the priest's burial.
- Family may select priests who will be pallbearers.
- Family may select cleric(s) to deliver the eulogy/eulogies.
- Family may select someone to do the Epistle readings.
- Family may select clergy to share in the reading of the Gospel during the viewing times.
- Family may have input regarding the language of service.

The dean is to ensure that the *Order of a Burial of a Priest* as outlined below is followed:

The Order of the Burial of a Priest

*Based largely on the work of Isabel Florence Hapgood
"Service Book of the Holy Orthodox-Catholic Apostolic Church"*

"When one of the secular clergy departs unto the Lord, the mortician is to be instructed to rub the body with pure olive oil and dress him in his customary clothes.

The dean and at least two other priests come and array the body of the priest in his priestly vestments. One priest reads the prayers of vesting during this time.

A chalice veil is placed beside the head of the priest, as is the custom. The veil denotes that he was a minister of the Mysteries of God, most especially the Holy Eucharist.

A Holy Gospel Book is placed on his breast. The Gospel Book is placed because he proclaimed the Good News to the people of God.

A cross, the symbol of salvation, is placed in his hand.

The priests, vested in their priestly vestments, led by the bishop, if he is present, if not , by the dean, pray the Panachyda.

When it is time to take the body to the church, the priests who have been selected by the family (or junior priests present) carry the body of the priest into the narthex of the church. The book of the Holy Gospels is carried in procession before the body.

At the entrance of the church, the Gospel is proclaimed and then the body is led to the place in the church where it will remain for the duration till its removal for burial. The Gospel Book is again laid upon the breast of the deceased.

During the procession into the church, the Trisagion is sung.

The body is brought in feet forward. Once in the church, the body is placed, according to custom, facing the people.

The Panachyda is prayed for the deceased.

During the entire time that there is visitation, except when services are being conducted, the gospel should be read aloud by clerics.

Concelebrating clergy shall wear bright vestments.

The Order of the Burial of a priest may be divided into two sessions, over two evenings, the first through the Epistle and Gospel readings, with a concluding Panachyda, and the second beginning with Psalm 50, to the end, excluding the Final Kiss.

By custom, on the day of the funeral, the Divine Liturgy is served. The Divine Liturgy is served as usual concluded with the rite of the Final Farewell and a Panachyda at the end.

At the conclusion of the Panachyda, two priests hold up a chalice veil shielding the face of the deceased from view while the Bishop pours blessed olive oil in the form of a cross over the face of the deceased priest. The veil is placed to cover the face of the deceased. The Bishop reads the prayer of absolution.

If the Bishop or a bishop is not present, the dean will perform the concluding rites.

As the casket is being covered, the assembled clergy wait till all is ready and then proceed in procession leading the casket to the narthex. At the narthex the Bishop pronounces the Gospel.

Priests carry the body of the deceased to the waiting coach.

It is customary to carry the body of the priest around the church. This may be done where it is feasible. However, there should be a sufficient number of priests to help in the performance of this ritual. (Laities may be used to assist.) During the reading of the Prayer of Absolution and during the escorting of the body to the coach the church bells are rung.

At the cemetery, the Panachyda is sung.

If it is the wish of the family that lay people be involved with carrying the casket, this could be done from the coach to the grave site.

The last burial rites are performed as for a lay person.

Eternal memory is sung.

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EPARCHIAL POLICY: Sacramental-Liturgical SL-03-09

**Policy on Cases of Serious Need in which
the Sacraments of Penance, Divine Eucharist, and Anointing of the Sick
may be Administered to Orthodox, Anglicans and Protestant Christians**

Since, the Divine Eucharist is a profound mystery which is both a sign of unity and a source of grace,

and

since, as a rule, Catholic canon law restricts the reception of the Eucharist and other sacraments to those who are full members of the Catholic Church, thus the central place of the Eucharist as the source and the fullest expression of the Church's visible unity,

and

since, the Catholic Church recognizes that the participation of other Christians in the sacraments under certain circumstances is permissible because it is a source of grace for all the baptized,

canon law admits the Christian faithful of Eastern Churches who do not have full communion with the Catholic Church and members of like churches to receive the sacraments of penance, Most Holy Eucharist, and anointing of the sick from a Catholic minister whenever they ask on their own for it and are properly disposed.

Anglican and Protestant Christians may receive the same three sacraments when in danger of death and in other cases of grave need (as determined by the eparchial bishop or the synod of bishops of the patriarchal church in accord with canon 671, §4 of the Code of Canons of the Eastern Churches).

This policy specifies circumstances of grave need:

1. In accord with canon 671, §4, Catholic ministers may lawfully administer the sacraments of penance, Holy Eucharist, and anointing of the sick to Anglican and validly baptized Protestant Christians who are in danger of death or in any of the following circumstances of grave need:

- In areas where they do not have access to their own minister.
- In institutions where they stay day and night and do not have regular access to their own minister, including prisons, hospitals, nursing homes, orphanages, or military.
- In other cases of grave need, permission must be obtained from the Eparch or his delegate.

2. An Anglican or validly baptized Protestant party in a mixed marriage who has a serious spiritual need for the Eucharist may receive the Eucharist on special occasions, such as principal anniversaries, funerals of family members, on Christmas and Easter if the family attends the Divine Liturgy together, and other occasions of ecclesial or familial significance. The Anglican or validly baptized Protestant party may also receive the sacrament of penance from a Catholic minister before receiving the Eucharist on these same occasions.
3. The Anglican or validly baptized Protestant faithful who receive a sacrament from a Catholic minister when they cannot approach their own minister must be validly baptized, ask for the sacrament on their own, manifest Catholic faith in the sacrament, and be properly disposed.
4. Doubtful cases are to be referred to the Eparch or his delegate.

+ Stephen Chmilar
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EPARCHIAL POLICY: Administrivia A-01-10

Parish Inventory of Liturgical and Non-Liturgical Items

Each pastor/administrator shall maintain an inventory of liturgical and non-liturgical items.
The inventory shall be dated and updated annually.
The copy of the inventory shall be submitted to the dean at his annual visit.

It is suggested that each priest keep a separate inventory of personal items kept in parish premises.

Date of Inventory: _____

Compiled by: _____

Clergy Vestment sets:

<u>Colour</u>	<u>Quantity</u>	<u>Condition</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Chalice sets	_____	_____
Hand Crosses	_____	_____
Gospel Books	_____	_____
Language	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other liturgical Items

_____	_____	_____
_____	_____	_____

Non Liturgical Church Items (non-fixed, non-consumable)

**Framed hanging icons, special pieces of furniture, service books, etc.
The priest's private materials shall not be listed with this inventory.
Those materials should be listed separately and retained as reference when the priest is leaving the parish..**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office Inventory

Furniture, computer equipment, library, etc.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

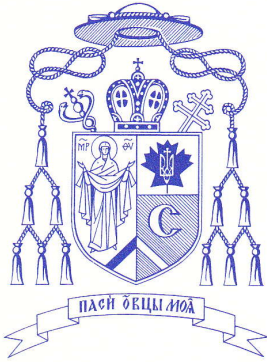
Rectory Inventory

Furniture, appliances, household items, etc.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This inventory may be supplemented with photographs or video.

+Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

Eparchial Policy A-01-10

Parish Inventory of Liturgical and Non-Liturgical Items

Addendum 2014

The inventory update is to be submitted to the Chancery every 3 years rather than annually.

Inventory statements are to be submitted by July 31, 2014, 2017 and 2020.

It is recommended that for simplicity a photo inventory be submitted on a disc.

It is further recommended that separate inventories be created for church (parish) materials and personal materials.

Such inventories provide good evidence for insurance purposes, should a theft occur.

Effective January 1, 2014

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Eparch



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EPARCHIAL POLICY: Administrivia A-03-10

Cathedraticum

The Cathedraticum is a primary source of funds for the administration of the eparchy. It is established in Canon law and every parish has an obligation to forward its proper share of funds to the eparchy in a timely manner.

A Cathedraticum is to be paid on all receipted donations that are made to the parish.
A Cathedraticum is to be paid on all funds received from the sale of any real property sold by the parish. Please note that no property may be sold without the expressed written consent of the Eparch.

Exemptions No parish is exempt from paying the cathedraticum and doing so on a regular basis. A pastor/administrator may request, in writing, a full or partial exemption for a particular purpose and/or for a limited time. This exemption does not take effect unless there is written consent from the Eparch to stop or defer payment.

The cathedraticum levy, effective January 1, 2010, to each parish is set at 10% (ten per cent).

The payment is to be accompanied by the following information:

Parish Name:

Pastor/Administrator's Name:

Month for which money is being sent:

The amount being sent:

If the cathedraticum is from the sale of real property indicate the sale price:

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EPARCHIAL POLICY: Administrivia A-04-10

Collecting Funds through the parish

A prime source of funds for every parish comes from the generosity of its parishioners. This money comes in through Sunday collections and through various other donations.

The parishioners are encouraged to be good stewards of the parish to ensure its continued operation. The pastor/administrator, from his part has the responsibility to manage these funds with wisdom and prudence and accountability.

Parishioners are also encouraged to extend their generosity beyond the parish and support worthy causes.

Several worthy causes are initiated from the Eparchy.

The following special collections are authorized and each pastor/administrator is required to conduct them and to forward all the money donated to the Eparchial office for distribution to the organization for which it was intended.

February:	Andrew's Pence
March:	Eparchial Clergy Benevolent Fund
May:	Eparchial Needs
June:	Peter's Pence
September:	Eparchial Youth Programme
October:	Seminary Fund

November

Fund for Patriarch of the Ukrainian Greek Catholic Church

1 of 2

On occasion there may be special needs arising in the parish that require a compassionate and generous response. Pastors/administrators are encouraged to be sensitive to such needs and to call upon the faithful to help out financially. In such cases the pastor/administrator shall obtain the written consent of the Eparch. Donations made through the church are eligible for an income tax receipt. Income tax receipts are not to be issued for donations made directly to the "cause".

No person may conduct any collection or solicit funds at or through the parish for any purpose with or without the pastor's knowledge.

Organizations wishing to collect funds must obtain the expressed written consent from the Eparch and present that letter to the pastor/administrator and receive the permission of the pastor/administrator before they solicit any funds.

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Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

Memo To: Pastors/Administrators
From: Rt. Rev. Bohdan Bilinsky
Syncellus
Date: February 6, 2014
Subject: Policy A-04-10 **UPDATE**

Andrew's Pence

This money is forwarded to the Patriarchal office to aid the growth and development of the Church in Ukraine.

In 2014 this collection will be replaced by a special collection for Patriarch Sviatoslav's formal visit to this Eparchy. This special collection is to be conducted on February 23, 2014

Clergy Benevolent Fund

Money to assist clergy who are in dire financial straits.

Eparchial Needs

Money used by the Eparchy to support charitable organizations.

Peter's Pence

Money forwarded to the Vatican for Papal Charities

Youth Programme

Money to help develop a programme involving the youth of the Eparchy.

Seminary

Money to help offset the costs of running a seminary for the studies and formation of candidates to the priesthood.

Patriarchal Fund

Money needed for the Patriarch to administer his office, the offices of the Patriarchal curia, the initiating and development of programmes and materials for the growth and development of the Ukrainian Catholic Church.

*** Each parish is to report to its faithful in the annual statement the amount of money that was collected for each purpose and the amount of money that was forwarded to the Eparchy for that purpose.

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EPARCHIAL POLICY: Administrivia A-05-10

Offering for Holy Chrism

Holy Chrism is supplied annually by the Eparch to each pastor/administrator. Pastors/administrators are to dispose properly of the previous Holy Chrism.

Each pastor/administrator is required to make an offering of one hundred dollar (\$100.000) for the Holy Chrism. Payment of this offering is due upon receipt of the Holy Chrism.

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EPARCHIAL POLICY: Clergy C-02-10

Stipends

The stipend presented along with a request for the celebration of a Divine Liturgy, panachyda, parastas or other ritual prayers, does not represent payment for the celebration of the divine services but rather is an alms for the partial livelihood of the priest.

Money received as stipends for Divine Liturgy or other sacramental services shall not be used by the priest until the Divine Liturgy or other sacramental liturgy for which it was intended has been celebrated.

When a priest is transferred away from the parish or when he retires, he shall provide a list of services that have been requested but not yet served and the stipends associated with them to the incoming priest.

It is absolutely forbidden to make any kind of payment a condition for the administration of a sacrament.

The pastor/administrator is obliged to offer the Divine Liturgy for his parishioners without any separate remuneration on all Sundays and Holy Days of obligation. (CCEO Can. 294)

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EPARCHIAL POLICY: Clergy C-03-10

Lending and Borrowing Money Between Priests and Parishes

Since it is expected that the parish is to provide a fair salary to its priest(s),

Since it is expected that the parish provide an appropriate residence along with the maintenance of that residence or an appropriate housing allowance:

Since it is expected that the parish pay the salary on time;

- the priest shall not request and the parish shall not give any payments of salary in advance of the regularly scheduled pay period.
- the priest shall not borrow any money from the parish for any purpose and hence, the parish shall not lend any money to the priest for any purpose.
- the parish shall not receive any money from the priest as a loan. Any money received from the priest shall be considered a donation to the parish and an income tax receipt shall be issued.
- the priest shall not request to have his salary deferred and the parish shall not defer a priest's salary at any time.

The pastor/administrator and the parish shall not lend money to any group or individual without the expressed written consent of the Eparch.

The pastor/administrator shall not encumber the parish with a commitment of continued donations to another entity beyond his tenure of office in that parish.

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EPARCHIAL POLICY: Clergy C-04-10

Duties of Pastors/Administrators

The ministry of the Word is carried out in many ways according to the various needs of those who hear and the special gifts of those who preach. Pastor/administrators or appointed others e.g. deacons and religious shall give a homily at each scheduled Divine Liturgy on Sundays and Holy Days of obligation throughout the year.

As the pastor/administrator, the priest should strive:

- To build a Faith Community;
- To organize parish work, and to assign and supervise it in an effective manner, while promoting teamwork and co-ordination among the pastoral staff (if there is one), and among parish volunteers and organizations;
- To make decisions based on his own reflection and the input of others in view of the particular needs of the community;
- To keep the sacramental register and parish census current

The pastor/administrator shall be responsible for administration of the finances, physical plant, real estate, and legal issues in conformity with all ecclesiastical and civil laws.

The financial obligations of the pastor/administrator shall include:

- Keeping accurate financial records;
- Managing cash flow;
- Managing the parish assets;
- Complying with all requirements, both ecclesiastical and civil law.
- Complying with all requirements of the Eparch and his office.

The pastor/administrator shall manage the physical maintenance of the parish property by ensuring that all facilities are in working order and that the buildings are in proper repair.

The pastor/administrator is solely responsible for:

- Initiating recommendations to the Eparch regarding sale, acquisition or lease of real estate
- Filing for property tax exemptions on qualified property and timely payment of taxes on non-exempt parish properties.
- Ensuring the safety of the people and assets of the parish

- Ensuring all properties are insured and that the parish adheres to all occupational health and safety standards.
- Ensuring that there is adequate insurance coverage, including public liability.
- Ensuring that there is adequate insurance coverage for professional liability as mandated by the Risk Management Policy.
- Reporting all accidents, involving injury or death, to the proper agencies and to the chancery.

The pastor/administrator has the responsibility of maintaining the proper legal status of the parish with due regard to all federal, provincial and local laws including those affecting personnel.

He shall report promptly to the chancery and insurer all incidents of probable violations that may lead to litigation.

He shall refer news media to the chancery office in the event of threatened litigation of a public and potential scandalous nature.

The pastor/administrator shall ensure that health and safety issues are addressed in relation to all parish properties. A non-smoking environment is to be provided at all times. There shall be strict monitoring of any alcoholic beverage consumption at all parish functions.

Record Keeping

The records of the parish are the means of recording important events in the life of individuals within the parish and the life of the parish itself. Therefore, the pastor/administrator has a major responsibility to preserve and update the books and documents of the parish.

He shall maintain the following:

- The sacramental register containing, Baptism, Chrismation, Solemn Holy Eucharist and reception into the Church by profession of faith, and marriage; Copies of these records shall be forwarded to the Eparchial Office annually.
- Death register
- A file for each marriage with the proper documentation
- A file with chancery protocol correspondence pertaining to the life of the parish
- A file of official letters from the pastor/administrator to the parishioners as well as letters from the parishioners to the pastor.
- Sunday bulletins
- All documents pertaining to real estate and property of the parish
- A file containing minutes of all parish council meetings
- All financial records and reports
- The current parish/mission inventory; a copy of which shall be forwarded to the Eparchial Office

- The parish census – a current list of names, addresses and phone numbers of parishioners
- Copy of the Code of Canons for the Eastern Churches
- Copy of the Eparchial Statutes
- A list of liturgical intentions to be celebrated.
- A file of all Eparchial Policies
- A file of all Eparchial Guidelines

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

The Ukrainian Catholic Eparchy of Toronto and Eastern Canada

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EPARCHIAL POLICY

Clergy C-05-10

Living Accommodations

All priests (pastors/administrators and assistant priests and their families) are expected to reside in the presbytery or designated house supplied by the parish.

Priests are to be provided with comfortable and private living quarters that are functional, clean and properly furnished.

The clergy residing in the presbytery are to oversee its cleanliness and upkeep.

The parish shall ensure that regular maintenance is performed on the parish house, which includes painting, replacing carpeting, replacing furnishings when needed, etc.

The parish shall cover the cost of taxes, utilities, (exclusive of a personal phone line and TV cable or satellite service) and all regular maintenance.

When a priest is transferred, he is to see that his successor will have all the necessary amenities in the residence and ensure that he receives it clean and orderly.

Should the priest (and his family) wish to live at another domicile, he shall first obtain the expressed written consent of the Eparch to do so.

In cases where a priest, servicing the parish, (and his family) live in a private residence the parish shall provide the priest with an appropriate living allowance.

If there is no priest living in the parish rectory, the parish may choose to rent or sell the property or maintain it for future use by a priest. Selling or renting may be done only with the expressed written consent of the Eparch

In the case of death of a married priest/deacon, his family shall move out of the parish residences into their own residence as soon as possible, but no later than three (3) months after the death of the priest. The priest's previous financial arrangements should take care of their immediate needs. The family shall relinquish the office and the office phone as soon as another priest is assigned to the parish.

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EPARCHIAL POLICY: Clergy C-06-10

Bi- Ritual Faculties

Serving with Bi-ritual Faculties

A priest who already enjoys bi-ritual faculties and who offers to use them to serve as a visiting priest within the Eparchy shall present a copy of the rescript directly to the Eparch. If the Eparch is convinced that the priest is knowledgeable in the rite and traditions of the Eastern Ukrainian Catholic Church and approves his offer, the priest is free to serve in the Eparchy according to the assignment given him by the Eparch and until his faculties lapse or he is notified that his services are no longer required.

A priest who does not yet enjoy bi-ritual faculties, but who wishes to obtain them through this Eparchy, shall apply, with the permission of his own diocesan Bishop, to the Eparch who shall see that he is properly trained for service. Bi-ritual faculties will be granted only if there is a specific need for the services of the priest applying for the faculty. Bi-ritual faculties will not be granted for private devotion or personal ministry, such as a house of prayer.

A priest of this Eparchy wishing to apply for Bi-Ritual faculties with the Roman Rite must receive expressed written permission from the Eparch of this Eparchy before applying to the Bishop of the Diocese where he wishes to serve.

All Bi-Ritual faculties are deemed expired in 5 years of being granted unless the priest receives written confirmation from both the Eparch of this Eparchy and the Bishop of the Diocese that the Bi-ritual faculties have been renewed.

Bi-ritual faculties are granted by the Eparch and not by the office. Hence the succeeding Eparch shall approve or deny the continued permission of the Bi-Ritual faculties.

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EPARCHIAL POLICY: Clergy C-08-10

Clergy on Leave of Absence

Clergy (priests and deacons) on Leave of Absence and Living within the Eparchy

All clergy who are not active in parish ministry and who reside within the boundaries of the Eparchy are required to have written release from the Eparch outlining the conditions of their leave.

Clergy wishing to take a leave of absence from parish ministry shall apply, in writing, to the Eparch for permission to do so.

The request shall outline:

- The reason for the request
- The duration for requested the Leave of Absence
- Any outstanding personal financial obligations
- How the priest (or deacon) expects to finance himself during the Leave of Absence.
- Whether the leave will encumber anyone.

Permission may be given with the conditions that:

- The priest (or deacon) will not necessarily return to his current placement at the end of the leave.
- The return to active ministry shall be approved by the Eparch and shall be on a “needs” basis.
- The Eparchy will not provide any financial assistance to the individual during the term of the Leave of Absence.
- The Eparch may set a time limit for the Leave of Absence.

A priest (or deacon) on a Leave of Absence shall continue to conduct himself in a manner that reflects his status as a clergyman in good standing with the Church.

A priest (or deacon) on Leave of Absence shall contact the Eparch at least once a year and brief him on the situation. This is to be accompanied by a written statement.

Clergy (priests and deacons) on Leave of Absence and Living outside the Eparchy

Eparchial clergy ascribed to the Eparchy of Toronto and Eastern Canada wishing to apply for a Leave of Absence and reside outside the Eparchy shall make application in writing to the Eparch.

A priest (or deacon) on Leave of Absence, living outside the Eparchy, shall send a written report annually to the Eparch outlining his situation and plans for the coming year(s).

A priest (or deacon) on a Leave of Absence shall continue to conduct himself in a manner that reflect his status as a clergyman in good standing with the Church.

Clergy no longer in “good standing” with the Church.

Should the circumstances in the life of a clergyman change so that he is no longer in good standing with the Church

or

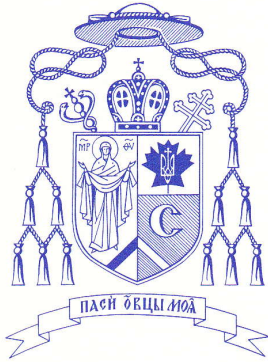
if the clergyman has abandoned life with the Church

he shall contact the Eparch to discuss his situation and set plans to re-establish his good standing or apply for laicization

If a clergyman in such circumstances does not contact the Eparch, or if he does not respond to attempts by the Eparch or his designate to contact him, the Eparch may:

- follow-up with a suspension of clergy faculties
- have his provincial registration to perform marriages revoked
- initiate laicization proceedings

+Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

Eparchial Policy C-08-10

Clergy on Leave of Absence

Addendum 2014

All future Leaves of absence will be given for a maximum of 3 years (renewable)

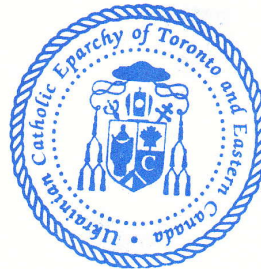
A priest (or deacon) on Leave of Absence shall contact the Eparch at least once a year and brief the Eparch on his situation. This is to be accompanied by a written statement.

The attached forms (2) are part of this policy addendum and are to be used for providing a written annual report to the Eparch and applying for an extension.

Clergy on Leave of Absence are required to contact the Eparch and submit a report by February 15 of each year.

Effective January 1, 2014

+Stephen Chmilar
Eparch



Annual Report To The Eparch From A Priest On A Leave Of Absence

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of report: _____

In what year did the leave begin? _____ For how long was the leave granted: _____

What was the purpose of the leave? _____

Do you wish to continue the leave? _____

If yes, Why? _____

If your leave was granted for an indeterminate period, then you are required to re-apply within 3 years of being granted the leave. Your leave terminates at that time. If your leave is for a specific period of time then you must re-apply for an extension prior to the conclusion of the current leave if you wish an extension. This report does not constitute a re-application.

The Eparch will determine whether you will receive an extension based on your submission and interview with him.

Do you have any formal connection with any parish? _____

Name of parish: _____

Nature of involvement in parish life: _____

If not, explain why not: _____

If you are not connected with a parish, describe your connection and work with Church and/or with the Eparchy:

To what degree do your personal finances affect your "need" for a leave?

Additional Comments: _____

Signature

Application for an Extension of the Leave Of Absence

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of application: _____

When did your current leave begin? _____

What was the purpose of the leave? _____

How was your current leave helpful to you? _____

For how long do you wish to extend your leave (max.3 yrs.)? _____

How will this extension, if granted, benefit you? _____

How do intend to fulfil your obligations as a priest? _____

In what way would you be able to continue to serve the Eparchy? _____

Will your domicile be within the Eparchy? _____

If not, please specify. _____

Additional Comments: _____

Signature

**Eparchy of Toronto and Eastern Canada
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EPARCHIAL POLICY: Clergy C-09-10

Retired Clergy

Retired Clergy residing within the Eparchy

In recognition of the many years of service to the faithful of the Eparchy, the Eparch wishes to maintain contact with priests (and deacons) who have retired from active parish ministry.

The dean of the parish where the priest (or deacon) last served shall make an effort to maintain occasional contact with the retired clergy:

- to show that we remember and care.
- to inquire about his health and living situation.
- to ascertain whether he has any particular needs with which the Eparchy could help.

The dean shall encourage the pastor/administrator of the parish where the clergyman last served to invite the retiree to special parish celebrations (eg. praznyk). Depending on the health and strength of the person, he might be invited to concelebrate or simply to be present.

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EPARCHIAL POLICY

Laity L-01-10

Lay Organizations

Given that the faithful are free to associate and to form associations, no cleric, nor any parish may establish a society of a religious nature or allow such a society to be established without the written consent of the Eparch.

The pastor/administrator is to oversee Catholic organizations affiliated with the parish. He is also to take an active part in the in their activities and foster the spiritual growth and development of the members.

Every organization must include within its executive the pastor/administrator or a parish priest designated by the pastor/administrator.

All books, documents and files are to be made available to the spiritual director who shall review the books and files at least once every 2 years.

The organization shall have its financial books audited by competent people.

Each organization is subject to the Eparchial Risk Management policy.

No statute, by-law or other pertinent document of the organization may contravene any Canon Law, Eparchial Statute or Eparchial Policy.

Catholic faithful are not to join organizations that contradict the teaching of the Church and/or work against the values of the Church.

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Eparchial Policies

Parish Councils

- 6.1 *Role of Laity*
- 6.2 *Membership in the parish*
- 6.3 *Aims and Objectives of Parish Council*
- 6.4 *Authority of Parish Council*
- 6.5 *Parish Council Membership*
- 6.6 *Ex Officio Members*
- 6.7 *Elected Members*
- 6.8 *The Pastor/Administrator as President*
- 6.9 *Chairperson of Parish Council*
- 6.10 *Vice- Chairperson*
- 6.11 *Recording Secretary*
- 6.12 *Treasurer*
- 6.13 *Formation of Committees*
- 6.14 *Youth Committee*
- 6.15 *Property Maintenance Officer*
- 6.16 *Audit Committee*
- 6.17 *Annual General Meeting*
- 6.18 *Nominating Committee*
- 6.19 *Regular Parish Council Meetings*
- 6.20 *Special Parish Council Meetings*
- 6.21 *Special General Parish Meetings*
- 6.22 *Quorum*
- 6.23 *Voting*
- 6.24 *Fiscal Year*

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EPARCHIAL POLICY

Parish Council PC-01-10

PARISH COUNCIL

6.1 The Role of the Laity

- 6.1.1 The Christian faithful belong to the family of God, because they are incorporated into Christ through baptism and thus constitute the People of God. By Divine institution and by virtue of sacred ordination there are in the Church, bishops, priests and deacons. The terms “lay persons” or “laity” is applied to the Christian faithful whose natural state is secular. They also participate in the mission of the Church.
- 6.1.2 By divine institution, a bishop is entrusted with the parish care of a group of People of God called the Eparchy, which comprises of a number of Parish communities.
- 6.1.3 The Bishop entrusts each established parish community to a pastor/administrator to administer the spiritual and material needs of the parish.
- 6.1.4 The faithful members of the parish communities, as taught by the second Vatican Council, have assumed a greater responsibility in the mission of the Church. They offer their experience and competence in different areas of human activities and undertake various tasks and offices for the renewal and development of the Church.
- 6.1.5 Every parish community needs organization and guidance to accomplish its work so that all the people and resources dedicated to the task can be used to best advantage.
- 6.1.6 In every parish a Parish Council is to be set up to assist the pastor/administrator to organize and lead the faithful to carry out these responsibilities.
- 6.1.7 Through reflection, planning, administration and action Parish Council, in assisting the pastor/administrator, must carefully consider the needs of the faithful and search within the parish community for the means that will adequately respond to these needs.

6.1.8 The responsibility of the Parish Council does not take away the continued mission and responsibility of the parish as a whole. Therefore, each baptized parish member remains responsible in his/her own way for the mission of the parish. In this way, the Parish Council, assisting the pastor/administrator, is a means for better implementing the responsibilities of the whole Parish community.

6.2 Membership of a Parish

6.2.1 Members of a parish are those faithful of the Church who are registered with the parish office, make contributions, or substantial service for the maintenance of the parish, and participate regularly at the Divine Liturgies. Such members have a right to participate in the deliberations, voting and elections of the Parish Council at General Meetings.

6.2.2 The term Parishioner signifies Christian faithful who are on the parish register and who manifest their willingness to be a member of the parish by worshipping with the parish community and by participating and contributing to the support of the parish and its activities.

6.2.3 Parishioners of a given parish are obliged to maintain and care for the financial welfare of the pastor/administrator, the assistant priests and the religious working within the parish. The levels of fiscal care are to be in accordance with the norms laid down by the Eparchy. All pastor/administrators, the assistant priests and the religious working within the parish shall be assured an appropriate standard of living.

6.2.4 All faithful enjoying an income from any source whatsoever are obliged to contribute a just portion of their income towards the support of the works of religion and charity of their parish, and an acceptable livelihood for its clergy and religious.

6.2.5 The expected contribution is a voluntary donation given into the collection during the Sunday Liturgy or as a special Church donation.

6.2.6 It shall be looked upon as a fair contribution to the parish, that an amount equivalent to one (1) hour's gross pay per week be donated weekly. In case of salaried income earners or pensioners this is 1/40 or 2.5% of the gross salary.

6.2.7 With some exceptions, the contribution of substantial services of a parish member, who does not contribute monetarily, can be

recognized by the pastor/administrator and Council, and thus may consider such a member as a contributor to the parish.

6.3 Aims and Objectives of the Parish Council

6.3.1 The Parish Council brings together lay people and professed religious, who together with their pastor/administrator, work jointly to administer and develop the parish as a living Christian community.

6.3.2 Guided by the Pastor/administrator, the Parish Council shall:

- Foster the spiritual growth of all parish members, children and adults, following the Byzantine Catholic Church tradition;
- Care about parish life, co-ordinate all parish activities and programs;
- Review activities that individuals and organizations seek to undertake in the parish and support them if deemed worthy.
- Be concerned with the needs of the parish, of the Eparchy and also of the Universal Church;
- Support Eparchial fund raising that are established from time to time for the good of the Universal church and the Eparchy.
- Foster and further vocations to the clerical and religious life.
- Assist in the expansion of the mission of the parish and Church at home and in foreign lands.
- Maintain the physical properties of the parish.

6.3.3 The Parish Council may extend its actions beyond the parish, in keeping with existing Church laws and according to a mandate or specific request of the Eparch.

6.4 The Authority of the Parish Council

6.4.1 The Parish Council has the authority to participate in the decision-making process, but only as a consultative body according to canon law. In dealing with parish and economic matters of the parish, the pastor/administrator must ratify all proposals of the Parish Council.

6.4.2 The Parish Council, in consultation with the pastor/administrator, approves the annual Parish budget and supervises its implementation.

6.4.3 The pastor/administrator alone is responsible for and has to answer to the Eparchial Bishop and the parish community for Parish Council decisions. All final decisions shall be left to the pastor/administrator.

6.4.4 Neither the Parish Council nor the pastor/administrator has the authority to make decisions that would contradict the common-good of the parish, or be in conflict with Church laws or Eparchial policies and guidelines.

6.4.5 In the event of a substantial disagreement between the pastor/administrator and the Parish Council, the Council may appeal to the Eparch for a determination.

6.5 Parish Council Membership

6.5.1 The Parish Council must be representative of the faithful of the Parish and of the various parish-related organizations that exist within its boundaries.

6.5.2 Potential members of the Parish Council should possess key qualities and skills such as a keen desire to help, the ability to listen, reflect, and express themselves with care and respect.

6.5.3 The Parish Council shall comprise of elected members and ex-officio members.

6.5.4 Ex-officio members of the Parish Council shall not be included in determining the numerical membership of the Parish Council.

6.5.5 The number of members of the Parish Council, where feasible, shall be at a minimum of six (6) and a maximum of eighteen (18).

6.5.6 The number of Parish Council members may be altered by action of the Council by a two-thirds majority vote, at a regular or special meeting of the Parish Council.

6.5.7 The elected members of the Parish Council, where feasible, shall fulfill the following roles:

- Chairperson,
- Vice-Chairperson,
- Recording Secretary,
- Treasurer,
- Free Member(s)

Other members may assume the following roles (where feasible)

- Liturgical, Co-ordinator
- Religious/Educational Co-ordinator
- Vocations Co-ordinator
- Youth Activities Co-ordinator
- Social Activities Co-ordinator
- Public Relations Co-ordinator
- Finance Committee Chairperson
- Property/Maintenance Officer

6.5.8 In parishes where the membership is small there should be a minimal Parish Council consisting of three (3) individuals – a Chairperson, a Secretary and a Treasurer to assist the Pastor/administrator.

6.6 Ex Officio Members

6.6.1 The pastor/administrator of the parish shall be an ex-officio member the Parish Council. He is also the president of the Council.

6.6.2 Assistant pastor/administrator(s), deacon(s) and religious working within the parish may be ex-officio member(s) of the Parish Council.

6.6.3 The Superior or his/her representative of each Religious Order may be an ex-officio member of the Parish Council in the parish in which they have a residence.

6.6.4 The immediate past chairperson shall be member of the Parish Council to ensure continuity of Council activities.

6.6.5 Heads of parish organizations or their representatives, shall be ex-officio members of the Parish Council.

6.7 Elected Members

6.7.1 To be eligible to serve on the Parish Council, the members of the Parish Council must be practicing Catholics, free from canonical penalties, belonging to the parish for at least two (2) years, and attending Sunday Liturgies regularly.

6.7.2 No less than four (4) weeks prior to the Annual Meeting, the Parish Council shall appoint a Nominating Committee comprised of the pastor/administrator, past chairperson and two parishioners to choose possible members for elections to the new Parish Council.

6.7.3 Further nominations to the Council are to be invited from the floor at the Annual General Meeting.

6.7.4 Elections shall be held at the Parish Annual General Meeting.

6.7.5 Each Council member shall carry out his/her duties for a two (2) year term and be eligible for election to that office for another two year term. After four consecutive years of service at Council regardless of position, the member shall not stand for re-election for at least one (1) year. After a one year absence, the person may again seek election to Council.

- 6.7.6 For the benefit of continuity, approximately one-half (1/2) of the Parish Council membership shall be elected annually.
- 6.7.7 The tenure of office of members of the Parish Council shall be from the date of their election to the expiry of the term for which they are elected,
- 6.7.8 In the event that a Parish Council member cannot continue to serve on the Council, a letter or resignation indicating the reason(s) and date of termination shall be submitted to the pastor/administrator or chairperson of the Parish Council.
- 6.7.9 Parish Council elected member's office can be terminated only when there is a serious and deliberate breach of the ruling Church Statutes. The termination process will be exercised by the pastor/administrator with the written authorization of the Eparch.
- 6.8 **The Pastor/administrator as President of the Parish Council**
- 6.8.1 The pastor/administrator is designated by the Bishop to provide pastoral care for the parish (CCEO Can. 279 and 281) and he shall assume the role of President of the Parish Council. In all juridical affairs the pastor/administrator represents the person of the parish (CCEO Can. 290).
- 6.8.2 The pastor/administrator shall strive to delegate and co-ordinate the overall work of the parish, recognizing the ministries of others and supporting them.
- 6.8.3 Together with the Chairperson, the pastor/administrator is responsible for drawing up the agenda, and for calling Parish Council meetings.
- 6.8.4 In setting up the agenda, the pastor/administrator must be open to the legitimate desires and aspirations of all parishioners, as presented by the Parish Council members.
- 6.8.5 The pastor/administrator is the principal signing officer. The signature of the pastor/administrator is always required on all properly approved financial transactions.
- 6.8.6 In case of urgency, when the pastor/administrator is not available for more than ten (10) days, the signature of the chairperson and treasurer will be required for a properly approved financial transaction.
- 6.8.7 The pastor/administrator is an ex-officio member of all Parish Council committees.
- 6.8.7 The pastor/administrator has responsibilities to church laws and to the Bishop, which are his alone.
- 6.8.8 Given his special role, the pastor/administrator shall not participate in voting, except to break a tie vote.

6.9 Chairperson of the Parish Council

- 6.9.1 The chairperson of the Parish Council shall be elected at the Annual General Meeting and is included in the numerical membership of the Parish Council.
- 6.9.2 Together with the pastor/administrator the chairperson is responsible for drawing up the agenda, and for calling Parish Council meetings.
- 6.9.3 The Chairperson directs and chairs all meetings of the Parish Council.
- 6.9.4 The duty of the Chairperson is to see that the program of activities decided upon and ratified by the pastor/administrator is implemented.
- 6.9.5 The Chairperson is a signing officer, together with the pastor/administrator, for properly approved financial transactions.
- 6.9.6 The Chairperson is an ex-officio member of all Parish Council committees.
- 6.9.7 The Chairperson prepares the Chairperson's Report for presentation at the Annual Parish Meeting.

6.10 Vice-Chairperson

- 6.10.1 The Vice-Chairperson shall be elected at the Annual General Meeting and is included in the numerical membership of the Parish Council.
- 6.10.2 The Vice-Chairperson shall preside at all Meetings in the absence of the Chairperson.
- 6.10.3 The Vice-Chairperson shall carry out such duties as are assigned by the Parish Council, the Chairperson or Pastor/administrator.

6.11 Recording Secretary

- 6.11.1 The Recording Secretary shall be elected at the Annual General Meeting and is included in the numerical membership of the Parish Council.
- 6.11.2 The Recording Secretary shall keep the minutes of all Parish Council Meetings.
- 6.11.3 Together with the pastor/administrator and chairperson, the Recording Secretary signs the adopted minutes of the Parish Council.
- 6.11.4 The Recording Secretary shall, deliver the adopted minutes to the rectory office for inclusion into the parish archives.
- 6.11.5 The Recording Secretary shall maintain a duplicate set of adopted minutes for reference at Parish Council meetings.

6.12 Treasurer

- 6.12.1 The Treasurer shall be elected at the Annual General Meeting and is included in the numerical membership of the Parish Council.
- 6.12.2 Responsibility of the Treasurer is to monitor all funds received by the parish and ensure that all such funds are deposited in the parish bank account.
- 6.12.3 The Treasurer shall keep accurate records of all income and expenditure.
- 6.12.4 The Treasurer shall keep in order and preserve documents, records and books of parish finances.
- 6.12.5 The Treasurer is a signing officer, together with the pastor/administrator, for properly approved financial transactions.
- 6.12.6 The Treasurer is the ex-officio Chairperson of the Finance Committee.
- 6.12.7 The Treasurer shall present at the Annual General Meeting the Statement of income and expenditure, as well as the Balance Sheet, for the calendar year

6.13 Formation of Committees

- 6.13.1 The members of the Parish Council are to represent the various spheres of the life and parish activity of the parish, and thus, being entrusted with the parish and temporal care and development of the parish, may create various committees to perform duties as authorized and directed by the Council in conjunction with the approval and direction of the pastor/administrator.
- 6.13.2 The role of each committee, with the approval and direction of the pastor/administrator, is to plan and assist the Parish Council in implementing the activities of projects in the parish, within the area of its responsibility.
- 6.13.3 The chairperson of each committee shall report to Parish Council when called upon to do so or shall request that he/she be included on the Parish Council agenda when he/she needs to report certain issues to Council.
- 6.13.4 Committee chairpersons or activity co-ordinators are not members of council but may vote on matters pertaining to their report.
- 6.13.5 Committees may be formed by Parish Council to address the needs as envisioned by the pastor/administrator and/or Parish Council.
- 6.13.6 Committees may be "permanent" or "ad hoc" which cease to operate once their mandate is finished.
- 6.13.7 Parish Council shall provide the committee with a clear written mandate.

6.14 Youth committee

Each Parish Council shall strive to establish an active Youth Activities Co-ordinator or Committee

6.14.1 The Youth committee shall co-ordinate programs and activities that cater to the needs of the youth members of the parish.

6.14.2 The co-ordinator or committee shall undertake the following tasks:

- Assist the Ukrainian Catholic youth in the parish to organize its activities, thus introducing the youth to the activities of the parish community so that in the future they will be able to take over the leadership in the life of the parish.
- Make recommendations to the Parish Council on policy and action that would be beneficial to the youth ministry.
- Research and prepare programs for the improvement of the Youth Apostolate of the Eparchy.
- Work with various youth groups and encourage the formation of new ones, where needed, within the Parish.
- Speak on behalf of youth at various levels of activities in the Church
- Prepare and submit a report at the Annual General Meeting.

6.15 Property/Maintenance Officer

6.15.1 The property/maintenance officer shall assume overall responsibility for the functions listed below.

- Be responsible for maintenance of all parish buildings and properties in a good state of repair and operation.
- May not proceed with any major repairs or purchases without the approval of the Parish Council except in emergencies when the approval of the pastor/administrator is required. In such cases an emergency meeting of Parish Council should be called to discuss the matter.
- Parish Council may set a limit to which the maintenance officer is authorized to proceed without Council approval.

6.16 Auditing Committee

6.16.1 An auditing committee shall consist of three (3) parish members that are not members of the Parish Council.

6.16.2 Members of the auditing Committee shall be elected each year at the Annual General Meeting.

6.16.3 The role of the auditing committee is to review parish financial books for the fiscal year and confirm that the transactions were made according proper financial proceedings and present an auditor's report for the Annual General Meeting of the Parish.

6.17 Annual General Meetings

6.17.1 An Annual General Meeting of the parish shall be called annually by the end of March of the new calendar year.

6.17.2 The Annual General Meeting is for the purpose of reporting the activities of the Parish Council and its committees during the past calendar year, electing members to the Parish Council expressing the community's needs and transacting any other business that the Parish Council or pastor/administrator deems necessary.

6.17.3 Notice shall be published for at least three (3) Sundays immediately preceding the Annual Parish Meeting as to the place, date and time of such Meeting.

6.17.4 At the Annual General Meeting all parish members present shall constitute a quorum.

6.17.5 A list of candidates for the offices of the Parish Council, prepared by the nominating committee, shall be published at least two (2) Sundays before the Annual Meeting.

6.17.7 Any member of the parish present at the Annual General Meeting shall be entitled to vote in the elections.

6.18 Nominating Committee

6.18.1 The chairperson of the nominating committee shall chair that portion of the Annual General Parish Meeting dealing with nominations and elections.

6.18.2 Nominations for each officer's position, shall be called for from the floor prior to the ballot.

6.18.3 For every elected position, voting shall be by show of hands, or by secret ballot as decided by the nominating committee except when there is only one (1) candidate, who automatically assumes a position by acclamation.

6.19 Regular Parish Council Meeting

6.19.1 The Parish Council shall meet once a month with a minimum of nine (9) meetings annually.

6.19.2 All regular Parish Council meetings shall be open to all members of the parish and notice of such meetings shall be published in the Sunday parish bulletin, issued one (1) Sunday prior to the meeting.

6.19.3 Meetings of the Parish Council shall be held at a principal place in the parish or at any other suitable place convenient to the members, as may be designated by the pastor/administrator.

6.19.4 Each Parish Council member **may** suggest, additional items to be discussed during the meeting.

6.20 Special Parish Council Meeting

- Notice of a special meeting, indicating the time, place and purpose of the meeting, shall be given to each council member.
- Only those matters pertaining to the particular purpose of the meeting shall be discussed and acted upon at such a special Parish Council meeting.
- Parish meetings and Parish Council meetings are valid only when called by and/or approved by the pastor/administrator.

6.21 Special General Parish Meetings

6.21.1 A Special General meeting shall be called when a particular major matter concerning the whole parish is to be decided.

6.21.2 A Special General Meeting is valid only with the presence of the pastor/administrator.

6.21.3 Only those matters pertaining to the particular purpose of the meeting may be discussed and acted upon at such a Special General Parish Meeting.

6.21.4 A notice as to the place, date, time and agenda shall be published for at least two (2) Sundays immediately preceding the Special General Parish Meeting, except in emergency situations.

6.22 Quorum

6.22.1 At all Meetings of the Parish Council, **at least** one **half** of the voting Council members shall constitute a quorum for the transaction of business.

6.23 Voting

6.23.1 All elected members and ex-officio members of the Parish Council shall have the right to cast a vote at meetings of the Parish Council.

6.23.2 Members of the Parish Council may request that certain votes or elections be held by secret ballot

6.23.3 The decisions of the majority of the members present at the meeting of the Parish Council, at which a quorum is established, shall be decreed to be decisions of the Parish Council.

6.24 Fiscal Year

6.24.1 The fiscal year shall be from January 1 to December 31 inclusive.

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EPARCHIAL POLICY: Sacramental- Liturgical SL-01-10

Ministers of the Holy Mysteries (Sacraments)

Since the Holy Mysteries, are the same for the whole Church, even though the manner of celebrating them might differ from one faith community to another, the regulation of public worship is entrusted to competent authority. **No ecclesiastical person can add to, remove, or modify that which was established by this authority.**

Priests shall celebrate the Holy Mysteries (sacraments) and the Divine Liturgy according to the latest prescriptions of the Byzantine Ukrainian Catholic Church. No priest is empowered to appropriate customs and traditions from other liturgical traditions.

Every priest is obliged to follow the rules of the Byzantine Ukrainian Catholic Church confirmed by the Apostolic See and included in official liturgical books, and instructions of the Eparch, in the administration of the sacraments or in the other divine services. All members of the Eparchy have a right to what is officially approved in liturgical matters. Any deliberate and unapproved alteration of rules on the part of the clergy is an act contrary to established tradition.

Every priest is obliged to follow the approved text of the Divine Liturgy and in the service of the Holy Mysteries.

Divine Liturgy and the service of the Holy Mysteries are to be celebrated in Ukrainian and/or English and/or Hungarian and/or French according to the needs of the faithful.

The priests, deacons, and cantors are to take special care that the words of the services are recited or chanted or sung in a clear and dignified manner.

Priest and deacons are to wear the appropriate vestments for their position. The vestments should be kept clean and in good repair.

It is absolutely forbidden to set any kind of monetary payment as a condition for administering a sacrament. Clergy may, however, accept free-willed offerings.

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EPARCHIAL POLICY: Sacramental- Liturgical SL-02-10

Rite of Initiation

Baptism

In case of an emergency, Baptism may be administered by anyone anywhere provided that water and the proper formula is used.

The proper formula is: While pouring water over the head of the person being baptized the person performing the baptism says: "**The servant of God (name) is baptized in the name of the Father and of the Son and of the Holy Spirit. Amen**"

The person who administered the sacrament is to inform the parish pastor/administrator or the Chancery if the parish is not known. Should there be a doubt regarding the validity of the baptism, the person may then be baptized conditionally.

The Rite of Initiation (baptism) of a child must be requested by the parent(s) or the legal guardian(s) of the child.

The Rite of Initiation consists of 3 Holy Mysteries – Baptism, Chrismation and Holy Eucharist. Customarily, all three are administered at the same time.

Holy Water should be used for baptism.

Olive oil for the Oil of Gladness is to be blessed for each baptism. It is not to be kept from one baptism to another.

Sponsors

For the Rite of Initiation, at least one sponsor must be a Catholic.

A sponsor is qualified for this office if he/she:

- Is designated by the parents
- Has received the Rite of Initiation (Baptism, Chrismation, Holy Eucharist)
- Lives a life in harmony with the Catholic faith
- Is not under canonical penalty

Has the intention to fulfill the responsibilities of the office.
Is not the parent or spouse of the candidate
Is 16 years old or older.

Practicing members of other Christian churches may act as official or Christian witnesses along with the Catholic sponsor, provided that they are validly baptized.

A proxy may be used where necessary.

Chrismation

The Holy Chrism used should be the Chrism from the latest distribution by the Eparch. No other oil is to be used for the administration of this Holy Mystery. Holy Chrism is not to be used for any other purpose. Old Holy Chrism should be returned to the Chancery or disposed of with dignity by burning it.

Holy Chrism is to be kept in a honoured place such as the tabernacle.

Those entering into full communion with the Byzantine Ukrainian Catholic Church from the Eastern non-Catholic Church shall not be reconfirmed unless there is doubt regarding the validity of their Chrismation. They are admitted to the Byzantine Ukrainian Catholic Church, having received the Sacrament of Reconciliation, by reciting the Nicene Creed and by receiving the Most Holy Eucharist.

Those from other ecclesial bodies who are validly baptized, upon having received the Sacrament of Reconciliation, shall be Chrismated and shall receive the Most Holy Eucharist as part of their reception into the Church. Such converts should undergo a catechetical education before being accepted into the church

Holy Eucharist

Holy Eucharist is given to infants by offering a drop of the most precious blood on the lips of the child with the words “ The servant of God (*name*) receives the most Holy Body and Blood of our Lord God and Saviour Jesus Christ for life everlasting.”

Young children may receive the Most Holy Eucharist after they have received the Rite of Initiation. They may do so only if they come with a parent who is receiving Holy Eucharist. They should not come independently until after their Reception of the Solemn Holy Eucharist. The common expression when administering Holy Eucharist to a young child is: "Taste and see how good the Lord is."

Recording the Initiation

The pastor/administrator shall record the initiation, Baptism, Chrismation, and Holy Eucharist in the church register as soon as possible. This information is used for legal documents and must be recorded promptly and accurately.

The following information must be recorded accurately and legibly :

Legal name of the initiated

Father's surname and given names

Mother's maiden name and given names

In case of an adopted child, the names of the adoptive parents

The date and place of birth

The date of Initiation (Baptism, Chrismation, Holy Eucharist). If these were administered separately and if they were administered in different places, this should be noted.

The names of the sponsors

The name of the priest performing the Rite of Initiation. If baptism was administered by another person elsewhere that information is to be recorded.

In the case of a single mother, the name of the father may be omitted if the mother so wishes.

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EPARCHIAL POLICY: Sacramental-Liturgical SL-03-10

Sacrament of Matrimony

Pre-nuptial investigation

Each pastor/administrator or a parish priest assigned by the pastor/administrator shall conduct a pre-nuptial investigation of each member of the couple wishing to marry in the church. The investigation is to be conducted personally and confidentially. Priests shall not simply have the individuals fill out the forms and turn them in

In conducting the pre-nuptial investigation the form provided by the Eparchy is to be used..

Impediments to marriage require dispensation from the Eparch. Such dispensation shall be obtained before the marriage is solemnized.

The following require dispensation from the Eparch:

- Mixed marriage
- Disparity of cult ad cautelam
- Disparity of cult

In some cases a letter from the Eparch stating that the person is free to marry is required.

In case of a mixed marriage each of the couple must make a solemn promise regarding the Catholic faith according to CCEO Canon 314 (815)

Each couple to marry in the Eastern Catholic Church shall receive instruction prior to the marriage. The parish priest may conduct the pre-nuptial instruction programme or he may refer them to a pre-Nuptial programme in another Catholic Church.

Unless the baptism is recorded in the parish register, each of the individuals entering the marriage shall produce a certificate of Baptism. Catholics shall produce a certificate not older than 6 months.

Catholics must have received the Sacrament of Chrismation before receiving the sacrament of matrimony. A certificate of Chrismation shall be produced.

Prior to the marriage, the Catholic parties should receive the Sacraments of Reconciliation and Holy Eucharist.

The legal documents from the province in which the marriage takes place shall be filled out, signed at the conclusion of the ceremony and sent to the Office of the Registrar as soon as possible.

The marriage shall be recorded in the parish register stating the information required in the register.

The usual place for solemnizing a marriage is in the parish church. A priest shall not solemnize a marriage in any other place without the expressed written consent of the Eparch.

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EPARCHIAL POLICY

Sacramental-Liturgical SL-04-10

Sacrament of Anointing

The sacrament of Anointing may be administered to the same person several times. It is a sacrament for the spiritual and physical healing. Priests shall refrain from referring to it as the “Last Rites” and should dissuade others from referring to this Holy Mystery as the “Last Rites”.

When a priest is called to come to a grievously ill person, he shall respond to the call immediately.

On Holy Wednesday and during pilgrimages the service of anointing may be administered to the faithful in general.

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EPARCHIAL POLICY: Administrivia A-01-11

Irregular collections at church

As our church buildings age and require more maintenance and as utility costs are on a constant rise, pastors/administrators as well as Parish Councils strive to find new sources of revenue to offset the financial problems.

Priests may, for example, encourage their parishioners at a general meeting or through their weekly bulletin that when there is a death in the family, that the family place, in the obituary announcement, that “in lieu of flowers a donation to the parish church would be appreciated” or simply “in memory of the deceased a donation to the church would be appreciated”.

However, at no time should anyone be pressured to list the parish church as the beneficiary of such donations.

The occasion of the death of a parishioner and the funeral service that follows is a time of grief for the family of the deceased and as workers in Christ’s vineyard, priests should make every effort to minister to the family with compassion and to accommodate the family’s needs as much as possible.

This is an opportunity for a priest to exhibit Christ-like behavior in the presence of people who may have been estranged from the church and who may even be inspired to return.

**No collection of funds is to be conducted during a funeral service.
Any invitation to contribute to a special cause should be initiated by the family and conducted outside the church.**

By extension this ruling applies also to services such as marriages and baptisms.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

Eparchial Policies 2013
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Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Administrivia A-01-13

Installation of Sub-deacons

Upon successful completion of the Eparchial Diaconate & Sub-diaconate Formation Programme, or another programme, approved by the Eparchy, a candidate may request the Eparchial Bishop, in writing, his desire to be installed as a sub-deacon to serve in his parish.

Prior to installation the following must be fulfilled:

1. Provide the Eparchial Bishop with a copy of each of the following:
 - Baptismal certificate (including Chrismation)
 - (If married) marriage certificate
 - (If widowed) death certificate of spouse
 - Transcript from post secondary studies
 - Transcript of Eparchial Diaconate & Sub-diaconate Formation Programme Studies or equivalent.

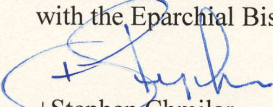
The vocations committee is to invite the candidate to one more interview and make its final recommendation to the Eparchial Bishop regarding the suitability of the candidate for installation to the sub-diaconate.

The candidate is to request a testimonial letter from his pastor. This is to be a confidential letter of reference, sent directly by the pastor/administrator to the Eparchial Bishop.

The candidate is to request a testimonial letter from at least one other parishioner who is not a family member. This is to be a confidential letter of character reference, sent directly by the person to the Eparchial Bishop.

The candidate, if married, must submit a letter from his wife giving her agreement to the installation. This letter must be signed by the wife.

The details of installation (date, time and location) shall be arranged by the pastor/administrator with the Eparchial Bishop.


+Stephen Chmilar
Eparch

Effective March 1, 2013

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Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: **Administrivia A-02-13**

Administrivia A-02-13 replaces A-02-10 (Revised March 1, 2013)

Financing Seminary Studies

The Eparchy of Toronto and Eastern Canada encourages vocations to the priesthood and is prepared to help its seminarians financially through their studies.

In order to receive financial assistance the candidate for seminary studies shall meet the following conditions.

- 1 The person shall seek an audience with the Eparch and share his desire to become a priest. This should be done several months in advance of the beginning of the seminary studies. It is expected that the person will have successfully completed at least one year of post secondary education.
- 2 He shall present the Eparch with the following:
 - a letter of intent to study at the seminary and subsequently seek ordination and to serve in the Eparchy of Toronto and Eastern Canada
 - a transcript of his previous studies
 - a letter of reference from his pastor
 - (if married) a letter of agreement from his wife
- 3 Upon the Bishop's willingness to consider the person as a candidate for seminary studies the person shall present himself to the Eparchial vocations committee for its recommendation to the Bishop.
- 4 **When the candidate is accepted into the seminary for formal studies, he shall pay the tuition, food and lodgings of his first year of studies.** This first year will provide the candidate an opportunity to discern more fully his calling as well as his ability to carry the necessary study load.
- 5 Should the candidate wish to continue his studies beyond the first year, he shall present to the Eparch and the Eparchial vocations committee:
 - a letter of recommendation from the rector of the seminary
 - a transcript of the marks of the first year's studies.
- 6 If it is the recommendation of the Eparchial vocations committee that the candidate continue seminary studies, then the Eparchy will finance the cost of his lodgings and food.
- 7 The candidate will be responsible for paying for the tuition and any supplementary costs (books etc.) for university studies and formation programme as required by the seminary.
- 8 After each year of studies the candidate shall present to the Eparch a letter of recommendation for continuance from the rector and a transcript of the marks.

+Stephen Chmilar
Eparch of Toronto and Eastern Canada

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Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Administrivia A-03-13

Administrivia A-03-13 replaces A-03-09 (Revised March 1, 2013)

Amalgamating Parishes

In the event that a parish requests to be amalgamated because of low attendance and/or financial difficulties the following procedures shall be followed:

Upon receipt of a letter by the Eparch from the priest and/or pastoral council of a parish requesting closure, the Eparch will implement the following procedures:

- The Eparch's designate(s) shall meet with the pastoral council and parish priest to discuss the situation and possible alternatives.
- The dean of the parish shall be invited to participate in the meeting.
- The situation shall be thoroughly discussed. A plan of action shall be drawn up at this meeting. This may be a plan of action for the immediate future or an outline of procedures toward amalgamation or an alternate.
- A general meeting shall be called to inform the parishioners of the proposed plan of action and to listen to their concerns. A new plan of action may emerge from this meeting.
- Depending on the urgency of the situation a second general meeting shall be called some time within 3 months to follow-up on previous discussions and actions.
- The Eparch will receive input from his consultors prior to a final decision regarding the amalgamation of the parish in question. A distinction is to be made whether it is the closing of the church building or the amalgamation/suppression of the parish. When a parish is being amalgamated/suppressed, the presbyteral council must be consulted.

When the decision has been made to amalgamate the parish:

- The pastor/administrator shall be immediately informed, in writing, of the decision.
- The pastor/administrator shall communicate this information to the pastoral council and to the whole congregation as soon as possible.
- A general meeting shall be called by the Eparch's designate, to which the dean is invited, at the earliest possible occasion to discuss the issues of closing the church building and of amalgamating the parish with another parish.
- Priority shall be given to the current active parishioners and their spiritual well-being.
- Alternatives for their worship and sacramental needs shall be planned.

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- A closing liturgical service shall be held in the church. The bishop will preside over the liturgical service. In the event that the bishop is not able to be present the dean or a bishop's designate will lead the service. The dean should be present at this service. Other clergy are encouraged to participate in this service, to honour the worship place, the prayers and the good works of the parishioners past and present.
- Arrangements for the removal and relocation of liturgical items shall be at the discretion of the Eparch.
- A decision shall be made regarding the property (land, church and other buildings)
- Depending on the continued operation of the parish, existing parish funds and any funds obtained from the sale of some or all of the property may continue to be handled by the pastor/administrator with his pastoral council or may be turned over to be operated by the Eparchial office.
- The usual cathedraticum shall be paid to the Eparchy.
- The Eparch, in determining the needs of the faithful of the amalgamated parish, shall ensure that the funds shall be used:
 - to assist Eparchial parishes receiving qualifying* parishioners from the closing parish.
 - to assist, where necessary, in the transportation of the qualifying parishioners to their new parish for worship services.
 - to maintain the buildings and property that have not been sold.
 - to carry the necessary insurance on the property.
 - to assume the liability for the property.

Amalgamating parishes initiated by the Eparch

The Eparch, in becoming aware of a parish being in dire financial straits and/or that a certain parish has very few active parishioners, shall bring the information to his Presbyteral Council

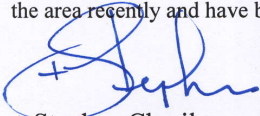
The members of the Presbyteral Council will discuss the situation and offer suggestions for an appropriate course of action.

In the event that the Presbyteral Council recommends to the Eparch that the parish be amalgamated with another parish, even though the parishioners do not wish to amalgamate

and

in the event that the Eparch makes the decision to amalgamate the parish, the procedures outlined above for "**Amalgamating a parish**" shall be followed.

* **qualifying parishioners:** Those parishioners who have regularly attended Divine Services and were involved with the life of the parish for at least 3 years before amalgamation or those who have moved into the area recently and have been attending Divine Services regularly.


 + Stephen Chmilar
 Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-01-13

Clergy C-01-13 replaces C-01-10 (Revised March 1, 2013)

Professional Conduct **Re: Children and Youth**

The Eparchy of Toronto and Eastern Canada is committed to keeping children and youth safe and at the same time protecting its priests from allegations of unprofessional conduct.

This code is established primarily for clergy (priests & deacons) but at the same time pastors/administrators of parishes are to implement similar procedures for *sub-deacons*, teachers and youth ministers through the Risk Management programme.

A priest:

1. Should avoid situations where he is alone with a child or a youth.
2. Shall never touch a minor or youth in a sexual or other inappropriate manner.
3. Shall report any suspicion of sexual abuse of a child or youth to the pastor immediately. He shall also report it to the Eparchial Officer responsible for immediate follow-up in these matters which will include contact with the Police.
4. If a priest has reason to suspect that the pastor is abusing a child or youth, he shall report it immediately to the Eparchial Officer. The person suspecting and reporting such behaviour shall document everything in detail and keep the record in his possession for future reference.
5. Shall report suspected physical abuse, that might have occurred at home, to Children's services immediately. This is required under the law. Failure to do so carries a \$1000.00 fine. The person suspecting and reporting such behaviour shall document everything in detail and keep the record in his possession for future reference.
6. Shall not allow any children or youth to be overnight guests in his place of residence unless they are members of the immediate family or if he is married with children of his own and these are invited for a sleepover by his child(ren).
7. Shall not give or allow the use of any alcohol or tobacco by any child or youth.
8. Shall never attempt to physically discipline a child or youth.
9. Shall never be alone with a child or youth in a residence, sleeping facility, locker room, dressing facility, or any other isolated area that is inappropriate to a ministry relationship.
10. Shall not take overnight trips alone with a child or youth who is not a member of his immediate family. An appropriate number of adult chaperones is to accompany children and/or youth on any trip organized through the parish.

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11. Shall not sleep in the same bed with a child or youth. Where an adult chaperone stays in a hotel or other sleeping facility with a group of children/youths, the chaperone should sleep in a separate bed.
12. Shall maintain clear professional boundaries between himself and children/youth at all times. Should a priest discover an inappropriate attraction or attention being shown to him by a child/youth, he shall make every effort to defuse the situation. This may require the involvement of another priest or adult. The priest shall maintain a detailed record of all actions and reactions.
13. When counseling children or youths, the priest shall avoid meeting in isolated environments. He should schedule meetings at times and use locations that can create accountability. He should limit the length and number of meetings and make outside referrals, if necessary. Parents should be advised of these meetings.
14. Should not drive a vehicle transporting children or youth. Any such transportation is entirely upon the individual's personal risk and liability. There is no eparchial or parish insurance coverage even if it is an organized parish event.
15. Shall not buy expensive or inappropriate gifts for children or youth nor shall he give a gift exclusively to one child or youth to the exclusion of others.
16. Shall not engage in any form of physical, psychological, sexual, be it written and/or oral harassment of any individual child, youth or adult. and shall not tolerate any such conduct by any other church personnel. This prohibition against harassment encompasses a broad range of physical, psychological, written, and/or oral behavior including but not limited to: physical or mental abuse; racial insults; derogatory ethnic slurs; unwelcome sexual advances or touching; sexual comments or sexual jokes; display of offensive materials; or requests for sexual activity or behavior of any kind for any reason.

Re: Elderly

Ministry to the elderly must receive special attention from the clergy. Clergy should be diligent in seeking out, visiting, and bringing Holy Eucharist to those who are in hospital, shut-in at home or live in a seniors' home or care centre.

This ministry is part of pastoral services and one must not ask for or expect any financial compensation.

It is completely forbidden for any clergyman (or sub-deacons and laity involved with this service) to solicit, in any way, directly or indirectly, by word or by action, any bequest or endowment from the person for whom he provides this pastoral service.

Re: Social Conduct Befitting Clerics

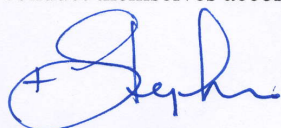
Priests and deacon must remember that they are clerics in the church, in the parish community and in public.

It is imperative that priests and deacons always conduct themselves, both in word and in action, in a manner that brings dignity to the position of ordained ministers.

Clerics must refrain from behaviour and speech that may demean the position of priest or deacon, or bring scandal to the Church.

Clerics have a position of high trust, both among the faithful of the parish and the general public. Every effort must be made to maintain that trust, especially among people who may be quick to turn on the Church because of perceived impropriety on the part of a priest or deacon.

This applies also to sub-deacons and seminarians who, although not ordained to the major orders, are also viewed by the faithful and the general public as representative of the Church and must conduct themselves accordingly.



+Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-02-13

Clergy C-02-13 replaces Clergy C-02-09 (Revised March 1, 2013)

Clergy Vacations

Code of Canons of Eastern Churches

Can. 292 #2

Unless there is a serious reason to the contrary, the pastor may be absent from the parish for a maximum of one continual or interrupted month per year for his vacation; the days which the pastor spends once a year in spiritual retreat are not counted as his vacation days; if the pastor wishes to be absent from the parish beyond a week he is bound to inform his own local hierarch of this.

Vacations for the purpose of rest, spiritual rejuvenation, and re-energizing are very important to all of us. If the clergy do not seek to re-vitalize themselves both physically and spiritually they become ineffective.

A priest up to 7 years of service may take up to 3 weeks (consecutive or cumulative) of paid vacation annually.

A priest up to 8-15 years of service may take up to 4 weeks (consecutive or cumulative) of paid vacation annually.

A priest with 16-20 years of service may take 5 weeks (consecutive or cumulative) of paid vacation annually.

A priest with 21 years or more of service may take 6 weeks (consecutive or cumulative) of paid vacation annually.

Vacation time may be taken in sections. A priest may not take more Sundays for vacation than there would be available to him if he took his vacation all together.

The priest should seek to have an appropriate substitute to celebrate Sunday Divine Liturgies and perform other necessary liturgical services such as funerals, scheduled marriages or scheduled baptisms for the time he is absent from the parish.

Each pastor/administrator is responsible for ensuring that there is sufficient and appropriate coverage from within the parish for any associates in his parish.

Associates shall not take their vacations at the same time as the pastor/administrator. Associates must get a release from their pastor/administrator for their vacation time.

In the case of the pastor's/administrator's coverage, the associates should be available to provide the necessary coverage. If there is no associate at the parish the pastor/administrator must seek a priest from another parish to provide the coverage.

Should the pastor/administrator not be able to find appropriate coverage, he should request assistance from the dean who is to find the appropriate coverage. Such a request must come with sufficient lead time. No priest, whether associate or pastor/administrator is to leave without the appropriate coverage in place.

The pastor/administrator is to provide to the dean a schedule of vacation for all the priests in the parish and outline the coverage arranged. Any coverage by a priest from outside the Eparchy is first to be cleared by the Eparch or his designate.

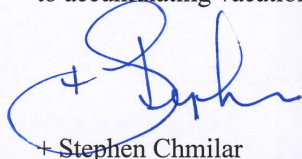
The dean upon receipt of the schedule is to ensure that the coverage is appropriate.

A pastor/administrator taking any portion of his vacation shall inform the dean of his pending absence.

Should a priest, whether pastor/administrator or associate, wish to take more than the allotted time for vacation, he must make application for such, to the Eparch. The priest shall provide a copy of the authorization to the dean before starting the holiday.

The parish is not expected to cover the cost of the additional vacation. Even if there is no replacement necessary, that portion of his salary shall be deducted.

Vacation time is not cumulative and cannot be transferred from one year to another. An exception may be made for just cause and with written permission from the Eparch prior to accumulating vacation time for the coming year.



+ Stephen Chmilar
Eparch of Toronto & Eastern Canada



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-03-13

Clergy C-03-13 replaces Clergy C-03-09 (Revised March 1, 2013)

Clergy Health Benefit and Life Insurance Programme

The Eparchy of Toronto and Eastern Canada is carrying a Health Benefit and Insurance Programme under the auspices of the Ontario Council of Catholic Bishops (ACBO).

According to ACBO, this programme pertains only to residents of the province of Ontario.

It is the policy of the Eparchy of Toronto and Eastern Canada that all of its active priests who are residents of Ontario shall be enrolled in the life insurance programme up to the age of eighty (80). Active priests who are not residents of Ontario shall have a life insurance policy of their own carrying at least a value of \$100 000.00 till the age of 65, and a value of at least \$50 000.00 after the age of 65.

It is the policy of the Eparchy of Toronto and Eastern Canada that all of its active priests up to the age of eighty (80) (with some exceptions) be enrolled in its health benefits programme, in the individual plan if he be single or in the family plan if he be married, with or without dependent children.

Active priests who are not residents of Ontario are to have a health benefit policy. They shall have an individual plan if he be single or in the family plan if he be married, with or without dependent children.

The following priests may be released from obligation to be enrolled in a health benefit programme:

- A priest who works outside his ministry within the Eparchy and has a health benefit policy that covers him and his family through his employment.
- A priest whose wife has a health benefit policy that covers the priest and the family through her employment.

A priest requesting to be excused from enrolment in the Eparchial Health Benefit Programme must provide written evidence that he and his family are covered by another insurance programme.

The bill for the insurance premiums, based on the number of priests and their requirements, will be forwarded to the parish. Where a priest serves more than one parish, the bill for the insurance premium is to be divided on a pro-rated basis.

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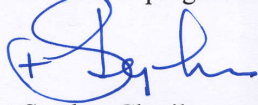
Payment of the premiums will be the responsibility of the parish and/or the priest(s) as agreed upon between the pastoral council and the pastor/administrator.

Priests who are not residents of Ontario should have the parish pay the premiums for the health benefit and life insurance policy or share the cost as agreed upon by the Parish Council and the priest.

Deacons are eligible to enroll in this programme if they wish to do so. Deacons are required to pay their own premiums.

Eparchial and parish employees are eligible for enrolment in this programme. They are required to pay their own premiums.

This ACBO programme terminates when the priest reaches the age of 80.



+ Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонто
The Ukrainian Catholic Eparchy of Toronto

The following form shall be used for priests ascribed to the Eparchy of Toronto and Eastern Canada

EPARCHIAL POLICY: Clergy C-04-13

Testimonial of Suitability for Temporary Ministry

To Whom It May Concern:

Re:

Name of priest

Nature of ministry to be served

Duration of ministry (Specify dates)

As required by Can 703-1 of the CCEO, this is to affirm:

- that _____ is a priest ascribed in the Eparchy of Toronto and Eastern Canada;
- that he is of good moral character and reputation;
- that to the best of my knowledge there is nothing which would in any way limit or disqualify him from ministering, as requested, during the time specified;
- that to the best of my knowledge there is nothing in his background which would render him unsuitable to working with minors, the elderly or other vulnerable individuals.

Yours in Christ,

Signature: _____

Date: _____

(name)

_____ seal

(title)

To be presented to the pastor/administrator of the parish where the ministry is to take place.

Copy to be sent to the Chancery of the Eparchy where the ministry is to take place.

Should this be for a temporary assignment or for training purposes then the correspondence and arrangements must take place between the Eparchs.

+Stephen Chmilar
Eparch



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-05-13

Testimonial of Suitability for Temporary Ministry

The following form shall be used for priests **not** ascribed to the Eparchy of Toronto and Eastern Canada but have been serving in the Eparchy.

To Whom It May Concern:

Re:

_____ *Name of priest*

_____ *Nature of ministry to be served*

_____ *Duration of ministry (Specify dates)*

As required by Can 703-1 of the CCEO, this is to affirm:

- that _____ has served in the Eparchy of Toronto and Eastern Canada for _____ years;
- that he is of good moral character and reputation;
- that to the best of my knowledge there is nothing which would in any way limit or disqualify him from ministering, as requested, during the time specified;
- that to the best of my knowledge there is nothing in his background which would render him unsuitable to working with minors, the elderly or other vulnerable individuals.

Yours in Christ,

Signature: _____

Date: _____

_____ *(name)*

_____ *seal*

_____ *(title)*

To be presented to the pastor/administrator of the parish where the ministry is to take place.

Copy to be sent to the Chancery of the Eparchy where the ministry is to take place.

Should this be for a temporary assignment or for training purposes then the correspondence and arrangements must take place between the Eparchies.

+Stephen Chmilar
Eparch

Effective: March 1. 2013

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Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-06-13

Inviting clergy from outside the Eparchy

Since it is good pastoral practice to invite priests from outside the parish to give a spiritual mission or retreat in the parish, pastors/administrators are encouraged to take advantage of the gifts and talents of priests who could enhance the spiritual life of the parishioners.

Before an invitation to a priest from outside the Eparchy is finalized, the following form is to be completed by his Eparchial Bishop. The inviting priest is to submit the completed form to the Eparch of Toronto and Eastern Canada before any of the services begin.

Testimonial of Suitability for Temporary Ministry

Re: _____

Name of priest

Nature of ministry

Duration of ministry

As required by Can 703-1 of the CCEO, this is to affirm:

- that _____ is a priest ascribed in the _____;
(name of Eparchy)
- that he is of good moral character and reputation;
- that to the best of my knowledge there is nothing which would in any way limit or disqualify him from ministering, as requested, during the time specified;
- that to the best of my knowledge there is nothing in his background which would render him unsuitable to working with minors, the elderly or other vulnerable individuals.

Yours in Christ,

Signature: _____

Date: _____

(name)

Seal

(title)

+Stephen Chmilar
Eparch

Page 1 of 1



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-07-13

Clergy C-07-13 replaces Clergy C-07-10 (Revised March 1, 2013)

Employment Beyond Parish Ministry

Employment outside of the parish.

Since, some small parishes are not able to adequately financially support a priest, it is understandable that some priests may be required to obtain employment outside the parish to provide for their livelihood.

Any priest wishing to enter into the work force outside the parish or initiate a private business shall apply for written expressed permission from the Eparch to do so before starting any such activity.

It is, however, important that any priest involved in employment outside the parish or any priest who is conducting a private business, maintain and appear to maintain his church ministry as a priority

The priest **MUST** fulfill his obligations to the parish and the parishioners that he is serving:

- *he shall celebrate Divine Liturgies on all obligatory Holy Days. Obligatory Holy Days may NOT be moved to a Sunday. They are to be celebrated on the actual day.*
- *he shall celebrate weekday Divine Liturgy when there is a request to do so*
- *he shall maintain a regular pastoral visitation programme.*
- *he shall meet with Parish Council on a regular basis.*
- *he shall provide necessary services such as baptism, marriages, funerals as required and hold the appropriate meetings with the people or family prior to the service.*
- *he shall attend Clergy Conferences and Retreats.*

At no time shall work outside a parish or job dilute the priest's obligations to the parish and the parishioners he is serving.

+Stephen Chmilar
Eparch of Toronto and Eastern Canada

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Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-07-13

Employment Beyond the Parish

Addendum 2014

Policy C-07-13 states *“Since, some small parishes are not able to adequately financially support a priest, it is understandable that some priests may be required to obtain employment outside the parish to provide for their livelihood.*

Any priest wishing to enter into the work force outside the parish or initiate a private business shall apply for written expressed permission from the Eparch to do so before starting any such activity.”

Therefore:

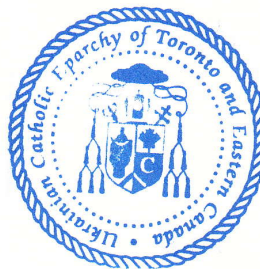
Each priest working outside the parish or running a private business is to annually submit a report to the Eparch regarding the work.

The following form is to be used for submitting the annual report.

The report is due each year by February 28th for the previous year.

Effective January 1, 2014

+Stephen Chmilar
Eparch



Annual Report To The Eparch
By A Priest With Employment/ Business Outside The Parish.

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of report: _____

Describe the nature of your work or business. _____

What is your time commitment to the work/ business outside the parish?

Number of hours per day: M ___ T ___ W ___ Th ___ F ___ S ___ Sun ___

Total number of hours per week: _____

Describe your work in the parish? _____

What Liturgical services do you celebrate on weekdays/evenings? _____

How do you deal with parish emergencies? _____

How are you able to visit the sick and shut-in? _____

Policy C-07-13 states "*At no time shall work outside a parish or job dilute the priest's obligations to the parish he is serving.*"

Comment on your ability to live up to your priestly obligations to the parish. _____

Other comments: _____

Signature



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-08-13

A Priest's Will Regarding His Funeral and Burial Services

Keeping in mind

- the common procedure of the burial of a priest as outlined in Policy SL-02-09
- the potential for family input regarding the funeral and burial services.

Priests are asked to submit to the chancery their will for any specific requests regarding their funeral and burial services. This statement should include any prearrangements that may have been made with a particular Funeral Home or burial plots that may have been prearranged at any particular cemetery.

This statement must be signed, witnessed and dated.

The signature may be witnessed by a family member.

It is important that the family, especially in the case of married priests, should be aware of the priest's wishes.

This statement should be forwarded to the chancery in a sealed envelop. It will be kept in the priest's file. It may be replaced by another revised statement given at a later date.

+Stephem Chmilar
Eparch

Effective March 1, 2013



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

Eparchial Policy: C-09-13

Clergy wishing to serve outside the Eparchy

From time to time there is a request from a clergyman to be released from the Eparchy in order to serve in another Eparchy.

The Eparch is usually willing to accommodate such a request. Such a release is a release for service in another Eparchy but is not an excription (excardination).

Henceforth, such releases, if granted, will be for a maximum of three (3) years. Following the 3 year period, the clergyman will be asked to return to the Eparchy or to apply for excription from the Eparchy of Toronto and Eastern Canada and ascription to the Eparchy of choice.

Extensions to the 3 year period may be granted under specific circumstances.

+Stephen Chmilar
Eparch

Effective: March 1, 2013



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-10-13

Clergy C-10-13 replaces Clergy C-10-10 (Revised March 1, 2013)

New Ordinations

The Eparchy of Toronto and Eastern Canada encourages all its young men to consider the priesthood as a way of growing spiritually and serving the Lord. We need young energetic men, who are passionate enough about their faith that they are prepared to share that faith with others.

Along with the Eparchial Diaconate Programme geared for candidates who, at this moment, are not aspiring to the priesthood, and the Seminary programme that are in place, the Eparch supports candidates to the diaconate and the priesthood from the Eparchy of Toronto and Eastern Canada, and sets up opportunities to help newly ordained deacons and priests to grow in confidence and effectiveness in their ministry.

Request for ordination to the Diaconate for candidates who are not aspiring to the priesthood.

Upon successful completion of the Eparchial Diaconate Programme, a candidate may request the Eparch, in writing, his desire to be ordained to the Diaconate.

Prior to ordination the following must be fulfilled:

1. Provide the Eparch with a copy of each of the following:
 - Baptismal certificate (including Chrismation) Can 769 -1 CCEO (if it not on file)
 - (If married) marriage certificate (Can 769-2)
 - (If widowed) death certificate of spouse
 - Transcript of post secondary studies (Can 769 -3)
 - Transcript of Eparchial Diaconate Programme Studies. (Can.769-3)
 - Copy of certificate of installation to the minor orders if not on file
2. The candidate is to arrange for a personal meeting with the Eparch to discuss the matter i.e. his calling, his desire to serve & and his expectation of the diaconate should he be ordained.
3. The candidate is to share with the Eparch he complete financial situation. Since there is no remuneration for the services of a deacon, the candidate must

Page 1 of 5

demonstrate that in the years to come he can provide for himself and, if married, for his family.

4. The candidate is to request a testimonial letter from his pastor. This is to be a confidential letter of reference, sent directly to the Eparch. (Can 769-4, 6 CCEO)
5. The candidate is to request a testimonial letter from at least one other person who is not a family member and who is an outstanding member of the parish. This is to be a confidential letter of reference, sent directly to the Eparch.
6. The vocations committee is to invite the candidate to one more interview and make its final recommendation to the Eparch regarding the suitability of the candidate for ordination. The Vocations Committee is also to have a short interview with the wife of the candidate (if he is married)
7. The candidate, if married, must submit a letter from his wife wherein she expresses her views on how this would impact on their married life and giving her agreement to take on the role as the wife of an ordained clergyman (deacon). This letter must be signed by the wife. (Canon 769-2 CCEO)
8. The candidate shall make a spiritual retreat, as outlined by the Eparch, prior to ordination. (Canon 772 CCEO)
9. The candidate is to be free of any impediment to ordination. (Canon 762 CCEO)

The name of the candidate for Holy Orders is to be announced in the parish where he was baptized, in the parish he has been serving and in the parish where he has lived the longest. The faithful are bound by obligation to disclose any impediments they know to the Eparch or the pastor before the ordination (Canon 771-1 CCEO)

The candidate will be made aware that with his ordination to the diaconate he is ascribed to the Eparchy of Toronto and Eastern Canada. He will be asked to make a solemn declaration signed in his own hand, in which he attests that he will, of his own accord and freely, receive the sacred order and accept the obligation attached to it and that he will devote himself perpetually to the ecclesiastical ministry. (Can 761)

Having received all the information noted above, the Eparch shall discern whether he will ordain the candidate. It must be made clear to the candidate that the Eparch has the final decision and if, in conscience, he considers the candidate unsuitable, he is not to ordain him. (Can. 770)

**Request for ordination to the Diaconate
for candidates who are aspiring to the priesthood.**

Upon successful completion of seminary studies, a candidate who is a lawful subject of the Eparchy of Toronto and Eastern Canada may approach the Eparch requesting ordination to the diaconate.

Prior to ordination the following must be fulfilled:

1. Provide the Eparch with a copy of each of the following:
 - Baptismal certificate (including Chrismation) Can 769 -1 CCEO (if such is not on file.)
 - (If married) marriage certificate (Can 769-2).
 - (If widowed) death certificate of spouse.
 - Transcript of theological studies (Can 769 -3)

- Certificate of completed studies from the seminary.
 - Copy of certificate of installation to the minor orders if he was installed to the minor orders by another Bishop.
2. The candidate is to arrange for a personal meeting with the Eparch to discuss the matter i.e. his calling, his desire to serve & and his expectation of the diaconate should he be ordained.
 - 3 The candidate is to share with the Eparch he complete financial situation. Since there is no remuneration for the services of a deacon, the candidate must demonstrate that in the years to come he can provide for himself and, if married, for his family.
 - 4 The candidate is to request a testimonial letter from the rector of the seminary. This is to be a confidential letter of reference, sent directly to the Eparch. (Can 769-4, 6 CCEO)
 - 5 The candidate is to request a testimonial letter from his pastor. This is to be a confidential letter of reference, sent directly to the Eparch. (Can 769-4, 6 CCEO)
 - 6 The candidate is to request a testimonial letter from at least one other person who is not a family member and who is an outstanding member of the parish. This is to be a confidential letter of reference, sent directly to the Eparch.
 - 7 The vocations committee is to invite the candidate to one more interview and make its recommendation to the Eparch regarding the suitability of the candidate for ordination. The Vocations Committee is also to have a short interview with the wife of the candidate (if he is married).
 - 8 The candidate, if married, must submit a letter from his wife wherein she expresses her views on how this would impact on their married life and giving her agreement to take on the role as the wife of an ordained clergyman (deacon). This letter must be signed by the wife. (Canon 769-2 CCEO)
 - 9 The candidate shall make a spiritual retreat, as outlined by the Eparch, prior to ordination. (Canon 772 CCEO)
 - 10 The candidate is to be free of any impediment to ordination. (Canon 762 CCEO)

The name of the candidate for Holy Orders is to be announced in the parish where he was baptized, in the parish he has been serving and in the parish where he has lived the longest. The faithful are bound by obligation to disclose any impediments they know to the Eparch or the pastor before the ordination (Canon 771-1 CCEO)

The candidate will be made aware that with his ordination to the diaconate he is ascribed to the Eparchy of Toronto and Eastern Canada. He will be asked to make a solemn declaration signed in his own hand , in which he attests that he will , of his own accord and freely, receive the sacred order and accept the obligation attached to it and that he will devote himself perpetually to the ecclesiastical ministry. (Can 761)

Having received all the information noted above, the Eparch shall discern whether he will ordain the candidate. It must be made clear to the candidate that the Eparch has the final decision and if, in conscience, he considers the candidate unsuitable, he is not to ordain him. (Can. 770)

A newly married man is advised to allow at least two years after his marriage before requesting ordination. This period of time would allow him to strengthen his marriage

commitment and build a strong foundation for marital and family life. Permission may be given to take the Pastoral Internship during this time.

Request for ordination to the Priesthood

Upon successful completion of the Pastoral Internship programme that is conducted in co-operation between the Seminary and the Eparchy, a deacon may request ordination to the priesthood.

As the first step in the process leading to ordination to the priesthood, the candidate shall arrange a personal meeting with the Eparch. This will provide an opportunity for a very important dialogue.

Prior to ordination the following must be fulfilled:

1. Provide the Eparch with a copy of each of the following:
 - Baptismal certificate (including Chrismation) Can 769 -1 CCEO) (if such is not on file.)
 - (If married) marriage certificate (Can 769-2).
 - (If widowed) death certificate of spouse.
 - Transcript of theological studies (Can 769 -3)
 - Certificate of completed studies from the seminary (if such is not on file)
 - Complete evaluation of the internship programme.
2. The candidate is to share with the Eparch he complete financial situation, outlining whether he feels that he will have to supplement his clergy salary with other sources of income. He is to show that he is not encumbered with unmanageable debt. If the candidate is married, he must demonstrate a realistic approach to supporting his wife and family.
3. The candidate is to request a testimonial letter from the Rector of the seminary. This is to be a confidential letter of reference, sent directly to the Eparch. Can 769-4, 6).
4. The candidate is to request a testimonial letter from his Pastor. This is to be a confidential letter of reference, sent directly to the Eparch. Can 769-4, 6)
5. The candidate is to request a testimonial letter from the Pastor where he did his Internship Programme. This is to be a confidential letter of reference, sent directly to the Eparch. Can 769-4, 6)
6. The candidate is to request a testimonial letter from the Supervisor of the Internship Programme. This is to be a confidential letter of reference, sent directly to the Eparch. Can 769-4, 6)
7. The candidate is to request a testimonial letter from at least one other person who is not a family member and who is an outstanding member of the parish where he served.. This is to be a confidential letter of reference, sent directly to the Eparch.
8. The vocations committee is to invite the candidate to one more interview and make its final recommendation to the Eparch regarding the suitability of the candidate for ordination to the priesthood. The Vocations Committee is also to have a short interview with the wife of the candidate if he is married.
9. The candidate, if married, must submit a letter from his wife wherein she expresses her views on how this would impact on their married life and giving her

agreement to take on the role as the wife of a priest This letter must be signed by the wife.(Canon 769-2 CCEO)

10. The candidate is to be free of any impediment to ordination. (Canon 762 CCEO)

11. The candidate shall make a spiritual retreat, as outlined by the Eparch, prior to ordination. (Canon 772 CCEO)

The name of the candidate for Holy Orders is to be announced in the parish where he was baptized, in the parish he has been serving and in the parish where he has lived the longest. The faithful are bound by obligation to disclose any impediments they know to the Eparch or the pastor before the ordination (Canon 771-1 CCEO and Can. 102 of Particular Law)

The candidate will be asked to make a solemn declaration signed in his own hand , in which he attests that he will, of his own accord and freely, receive the sacred order and accept the obligation attached to it and that he will devote himself perpetually to the ecclesiastical ministry. (Can 761)

The candidate will be made aware that he must be obedient to the Eparch, and be subject to him, that he may be required and must accept an assignment anywhere in the Eparchy where the Bishop requires his services.

Having received all the information noted above, the Eparch shall discern whether he will ordain the candidate. It must be made clear to the candidate that the Eparch has the final decision and if, in conscience, he considers the candidate unsuitable, he is not to ordain him. (Can. 770)

Pre-ordination

The candidate should familiarize himself with the Eparchial Statutes as well as with Eparchial policies and guidelines.

Post Ordination

Following ordination to the priesthood, the newly ordained priest will be assigned to a parish where he will have the opportunity to hone his pastoral and ministerial skills under the guidance of the Pastor. A newly ordained priest shall be assigned to a parish that is not his home parish and is not in the deanery where a member of his family is serving as a priest.

+Stephen Chmilar
Eparch of Toronto and Eastern Canada



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

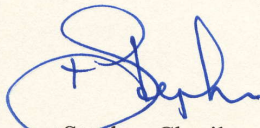
EPARCHIAL POLICY: Risk Management RM-01-13

RE: Extra Insurance for parish events when alcohol is served.

Our Insurance Management Board (IMB) has recommended that parishes obtain additional liability insurance to the amount of 2 million dollars at parish events where alcohol is served.

Presently, under the ACBO general liability programme for claims arising from liquor related incidents, the certificate of coverage includes the Bishop (Eparchy) and the employees and volunteers of the Eparchy (parish priest and workers). Parishioners enjoy no protection for claims arising from their negligence or for which they are legally liable under the certificate.

It is hereby stated that parishes in Ontario belonging to the Eparchy of Toronto and Eastern Canada are exempt from the above IBM recommendation.


†Stephen Chmilar
Eparch



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Risk Management RM-02-13

Freedom of Information – Privacy

Parishes require a certain amount of personal information about their parishioners. Such information is often compiled into parish lists of name, address, phone etc.

Personal information about parishioners is the property of the parish and it is the responsibility of the pastor/administrator to ensure that the privacy of the parishioners is maintained. Such information is not to be disseminated to anyone either individually or through public reports or documents.

Personal information gathered about parishioners is **for office use only**. It may be given to specific officers of the parish for specific parish use.

At no time is such information to be given or sold to anyone requesting it for any purpose that is not specifically for parish use.

** *** **

Baptismal certificates are to be issued only to the person named as the one baptized or to his/her parents. Such certificates are not to be given to a third party without the expressed written consent of the person baptized or his/her parents.

+Stephen Chmilar
Eparch

Effective: March 1, 2013



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Risk Management RM-03-13

Social Media

The Eparchy of Toronto and Eastern Canada recognizes that in today's world the internet is a very important tool of communication and dissemination of information. Whether through websites, Facebook, Twitter, blogs, etc. it is possible to reach people farther and faster than ever before. The Eparchy of Toronto and Eastern Canada encourages the use of the internet in evangelizing our faith to the world. This is part of the New Evangelization. This permits both parishioners and outside individuals to quickly gain information regarding the parish (such as service times, events, etc.).

However, with the privilege and convenience of using the internet comes a grave responsibility and a potential of serious repercussions and liability if the medium is not used properly.

It is important to remember that the content is visible to anyone in the world. Material posted on the internet is not of a temporary nature.

The following policy is intended to provide an framework for the correct use of the internet as a tool for evangelization. It is by no means exhaustive and users should be careful that messages placed on any cyberspace medium be done responsibly.

Parish/Organizational Websites (including pages on sites such as Facebook)

Parish Websites must first and foremost be representative of the values of our Catholic faith and reflect the teachings of the Catholic Church. As a result, all material placed on a parish website shall be supervised by the pastor/administrator. The website is to be used exclusively for promoting the Church, our faith and the parish.

The Parish website is to be protected by a password known only to the pastor/administrator and the person(s) appointed to be the webmaster. The webmaster must be an adult (i.e. at least 18).

One of the greatest responsibilities adults ever face is the protection of children under their care. That is a duty that falls heavily upon those who minister in the name of the Church because children are entrusted to us. This protection extends to the use of social media. Photos of individuals, (especially children) are not to be identified by name. The pastor/administrator must have the expressed **written** consent from parents before posting identifiable pictures of children. Minors should **never** be identified by name (and thus "tagging" should be disabled).

Photographs must be protected by “water-marking”

If any minors are appropriately contacted (ex., the EOYM Facebook page) this should be public, such as on the “wall”, not in a chat, so that all users are able to see it for transparency.

Personal information or information that is understood to be held in confidence shall not be posted on the parish website.

Lists of parishioners and their donations is not to be posted on the website. If the parish bulletin contains such information, the information is to be deleted before the bulletin is placed on the website.

Material of a political nature such as supporting or opposing a candidate or political party in Canada or abroad shall not be placed on the parish website.

The website shall not contain obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images which reflect discredit or cause embarrassment to the Church and/or the Eparchy.

The purposes of these official sites on social media pages should be for dissemination of information and for evangelization, not socializing (which is the function of personal sites).

Comments should be regularly monitored to ensure they reflect Catholic values. Material contrary to Catholic values is to be promptly deleted.

If individuals are being photographed or videotaped at services for the purpose of posting the photos and/or videos, they should at least be informed of such so they make arrangements not to be photographed (filmed) if they so desire.

Personal Websites, Emails, Facebook, Twitter, Blogs etc.

Clerics, parish employees, volunteers shall not post any material in any form on their personal social media that in any way negatively reflects upon the parish, and/or Church and/or Eparchy.

Clerics, parish employees and volunteers shall not communicate directly with children (minors) via social media. Any communication involving children (minors) shall be communicated through the parents.

Personal sites shall not be linked to Parish websites. The dynamic of personal relationships must be kept separately from professional relationships.

At no time should a cleric, parish employee, or volunteer post any material as a representative of the parish, the Church or the Eparchy unless he/she has written permission to do so.

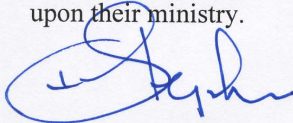
Reply comments to material being sent out to groups shall be made to the sender only. Email addresses should not be released without permission, and thus the bcc function should be used when possible.

Before forwarding material to other people, all e-addresses from the previous addressees shall be removed.

Under **NO** circumstances are any individuals, associated with the parish office, to engage in private (i.e. chat, private messages, etc.) online conversations with minors.

It is recommended that clergy not accept "friend" requests, on their personal accounts, from people they do not know. They also should never initiate a "friend" request with a minor, as they may feel unable to decline this request given the authority individuals possess.

Individuals should be vigilant that pictures posted of them online are appropriate and reflect well upon their ministry.



+Stephen Chmilar
Eparch

Effective: March 1, 2013



Українська Католицька Єпархія Торонта
The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Risk Management RM 04-13

Investing Parish Funds

Since, at times, a parish may accumulate funds in excess of current needs,

and since it may be prudent to invest such funds in order to have the funds earn some interest, the following conditions must be followed when investing parish funds.

1. Parish funds are to be placed in investments for a term not greater than 5 years.
2. Parish funds are to be placed in low risk investments such as:
 - Guaranteed Investment Certificates (GIC)
3. Investments must be made only in Canadian Deposit Insurance Corporation (CDIC) protected Canadian Financial Institutions.

Pastor/administrators along with Parish Councils are to keep in mind that funds in any one Bank or Credit Union are insured for not more than \$100 000.00 It is advisable to divide larger amounts and invest in different institutions.

It is absolutely forbidden to place parish money into Stocks or Mutual Funds or any other risk bearing instruments ex. gold.

+Stephen Chmilar
Eparch

Effective: March 1, 2013



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

Eparchial Policy Risk Management RM-01-14

Police Screening of personnel holding High-risk positions in the parish.

Since we receive liability coverage through Catholic Mutual

and

since we are required by our Risk Management policy and by Catholic Mutual to have all “high-risk” personnel screened by police,

the pastor/administrator is to identify all “high-risk” positions (volunteers and paid) in the parish and the individuals holding those positions are to be identified.

Individuals holding high-risk positions are to obtain a police check clearance certificate ASAP upon accepting the particular position.

Individuals whose certificates indicate that they are persons at risk are to be removed from the position immediately

- **High risk positions include:**
 - individuals who deal with children, youth or the elderly – catechists, those working with altar servers, those who provide regular services to seniors under the care of the parish, those who work with youth, etc.
 - all parish priests and deacons
 - sub-deacons
 - all who handle money, including Sunday collections, and/or have signing authority regarding parish funds.
 - all who handle funds and/or have signing authority for organizations within the parish,

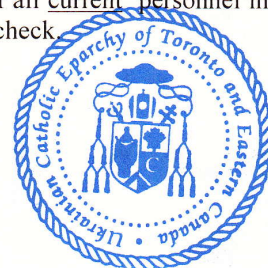
Police screening is to be submitted whenever a new person takes on a high risk position.

Every four years the pastor/administrator is to submit to the chancery the list of all current personnel in high-risk positions and a confirmation that they have been cleared with a police check.

This submission to the Chancery is due by September 30, 2014, 2018, 2022

Effective January 1, 2014

† Stephen Chmilar
Eparch



Eparchial Policy A-04-09

**Computerization of Parish Offices
Facilitating Effective Communication**

Addendum 2014

Policy A-04-09 states *“A copy of all sacramental records (baptisms, marriages, funerals) shall be forwarded to the Chancery office annually. These may be a hard copy or an electronic copy.”*

All pastors/administrators are required to submit a copy of the record annually.

The page(s) for the year for each of the registers for Baptism, Marriage and Funerals is/are to be photocopied and submitted to the chancery by January 31 of the following year.

By January 31, 2014 the records for 2012 and 2013 are to be submitted.

At the Chancery these are to be transcribed onto an appropriate electronic programme.

Effective January 1, 2014

+Stephen Chmilar
Eparch

Memo To: Pastors/Administrators
From: Rt. Rev. Bohdan Bilinsky
Syncellus
Date: February 6, 2014
Subject: Policy A-04-10 **UPDATE**

Andrew's Pence

This money is forwarded to the Patriarchal office to aid the growth and development of the Church in Ukraine.

In 2014 this collection will be replaced by a special collection for Patriarch Sviatoslav's formal visit to this Eparchy. This special collection is to be conducted on February 23, 2014

Clergy Benevolent Fund

Money to assist clergy who are in dire financial straits.

Eparchial Needs

Money used by the Eparchy to support charitable organizations.

Peter's Pence

Money forwarded to the Vatican for Papal Charities

Youth Programme

Money to help develop a programme involving the youth of the Eparchy.

Seminary

Money to help offset the costs of running a seminary for the studies and formation of candidates to the priesthood.

Patriarchal Fund

Money needed for the Patriarch to administer his office, the offices of the Patriarchal curia, the initiating and development of programmes and materials for the growth and development of the Ukrainian Catholic Church.

*** Each parish is to report to its faithful in the annual statement the amount of money that was collected for each purpose and the amount of money that was forwarded to the Eparchy for that purpose.

Eparchial Policy A-01-10

Parish Inventory of Liturgical and Non-Liturgical Items

Addendum 2014

The inventory update is to be submitted to the Chancery every 3 years rather than annually.

Inventory statements are to be submitted by July 31, 2014, 2017 and 2020.

It is recommended that for simplicity a photo inventory be submitted on a disc.

It is further recommended that separate inventories be created for church (parish) materials and personal materials.

Such inventories provide good evidence for insurance purposes, should a theft occur.

Effective January 1, 2014

+Stephen Chmilar
Eparch

Memo To: Pastors/Administrators
From: Rt. Rev. Bohdan Bilinsky
Syncellus
Date: February 6, 2014, 2014
Subject: Policy RM-02-09 Update
Policy A-04-09

Policy RM -02-09 Repairing – Remodelling

“In presenting the plans for the project to the Eparch, the pastor/administrator and pastoral council shall include the specifications laid out in tendering for the work to be done and shall include at least 3 tenders submitted by independent contractors for the completion of the project.”

At a recent meeting the following motion was accepted by the Presbyteral Council.

“Pastors/administrators are to be reminded that written permission from the Eparch MUST be obtained for projects estimated to cost \$15 000.00 or more.

Projects are not to be sub-divided into a series of small sections in order to avoid submitting the information to the Eparchial Office.

This procedure is part of sound Risk Management.”

Upon receiving permission for a specific project, significant changes, increases or extension to the work is not to be made without further consultation with the Eparchial office.

Policy A-04-09 Addendum

Due to the lateness of this addendum, the deadline for submitting the copies of the registers for 2012 and 2013 is being extended to March 15, 2014

Eparchial Policy C-08-10

Clergy on Leave of Absence

Addendum 2014

All future Leaves of absence will be given for a maximum of 3 years (renewable)

A priest (or deacon) on Leave of Absence shall contact the Eparch at least once a year and brief the Eparch on his situation. This is to be accompanied by a written statement.

The attached forms (2) are part of this policy addendum and are to be used for providing a written annual report to the Eparch and applying for an extension.

Clergy on Leave of Absence are required to contact the Eparch and submit a report by February 15 of each year.

Effective January 1, 2014

+Stephen Chmilar
Eparch

Annual Report To The Eparch From A Priest On A Leave Of Absence

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of report: _____

In what year did the leave begin? _____ For how long was the leave granted: _____

What was the purpose of the leave? _____

Do you wish to continue the leave? _____

If yes, Why? _____

If your leave was granted for an indeterminate period, then you are required to re-apply within 3 years of being granted the leave. Your leave terminates at that time. If your leave is for a specific period of time then you must re-apply for an extension prior to the conclusion of the current leave if you wish an extension.

This report does not constitute a re-application.

The Eparch will determine whether you will receive an extension based on your submission and interview with him.

Do you have any formal connection with any parish? _____

Name of parish: _____

Nature of involvement in parish life: _____

If not, explain why not: _____

If you are not connected with a parish, describe your connection and work with Church and/or with the Eparchy:

To what degree do your personal finances affect your "need" for a leave?

Additional Comments: _____

Signature

Application for an Extension of the Leave Of Absence

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of application: _____

When did your current leave begin? _____

What was the purpose of the leave? _____

How was your current leave helpful to you? _____

For how long do you wish to extend your leave (max.3 yrs.)? _____

How will this extension, if granted, benefit you? _____

How do intend to fulfil your obligations as a priest? _____

In what way would you be able to continue to serve the Eparchy? _____

Will your domicile be within the Eparchy? _____

If not, please specify. _____

Additional Comments: _____

Signature

EPARCHIAL POLICY: Clergy C-07-13

Employment Beyond the Parish

Addendum 2014

Policy C-07-13 states “Since, some small parishes are not able to adequately financially support a priest, it is understandable that some priests may be required to obtain employment outside the parish to provide for their livelihood.

Any priest wishing to enter into the work force outside the parish or initiate a private business shall apply for written expressed permission from the Eparch to do so before starting any such activity.”

Therefore:

Each priest working outside the parish or running a private business is to annually submit a report to the Eparch regarding the work.

The following form is to be used for submitting the annual report.

The report is due each year by February 28th for the previous year.

Effective January 1, 2014

+Stephen Chmilar
Eparch

Annual Report To The Eparch
By A Priest With Employment/ Business Outside The Parish.

Name of Priest _____

Current Address: _____

Current Phone contact: _____ E-address: _____

Date of report: _____

Describe the nature of your work or business. _____

What is your time commitment to the work/ business outside the parish?

Number of hours per day: M ___ T ___ W ___ Th ___ F ___ S ___ Sun ___

Total number of hours per week: _____

Describe your work in the parish? _____

What Liturgical services do you celebrate on weekdays/evenings? _____

How do you deal with parish emergencies? _____

How are you able to visit the sick and shut-in? _____

Policy C-07-13 states *"At no time shall work outside a parish or job dilute the priest's obligations to the parish he is serving."*

Comment on your ability to live up to your priestly obligations to the parish. _____

Other comments: _____

Signature

Eparchial Policy Risk Management RM-01-14

Police Screening of personnel holding High-risk positions in the parish.

Since we receive liability coverage through Catholic Mutual

and

since we are required by our Risk Management policy and by Catholic Mutual to have all “high-risk” personnel screened by police,

the pastor/administrator is to identify all “high-risk” positions (volunteers and paid) in the parish and the individuals holding those positions are to be identified.

Individuals holding high-risk positions are to obtain a police check clearance certificate ASAP upon accepting the particular position.

Individuals whose certificates indicate that they are persons at risk are to be removed from the position immediately

- **High risk positions include:**
 - individuals who deal with children, youth or the elderly – catechists, those working with altar servers, those who provide regular services to seniors under the care of the parish, those who work with youth, etc.
 - all parish priests and deacons
 - sub-deacons
 - all who handle money, including Sunday collections, and/or have signing authority regarding parish funds.
 - all who handle funds and/or have signing authority for organizations within the parish,

Police screening is to be submitted whenever a new person takes on a high risk position.

Every four years the pastor/administrator is to submit to the chancery the list of all current personnel in high-risk positions and a confirmation that they have been cleared with a police check.

This submission to the Chancery is due by September 30, 2014, 2018, 2022

Effective January 1, 2014

+Stephen Chmilar
Eparch

Notes Regarding Policies

The following policies are to be removed from the Binder. They have been replaced by a modified version.

Administrivia	A-03-09
Clergy	C-02-09
Clergy	C-03-09
Administrivia	A-02-10
Clergy	C-01-10
Clergy	C-07-10
Clergy	C-10-10
Risk Management	RM-07-09

The following policies have addenda that are an integral part of the initial policy

A-04-09 Addendum 2014

Copies of Sacramental Registers MUST be submitted to the Chancery by March 15. This year copies for 2012 and 2103 Ordinarily to be submitted by January 31

A-01-10 Addendum 2014

Inventory to be submitted every 3 years. Next inventory due by July 31, 2014

C-08-10 Addendum 2014 Leaves of Absence

C-07-13 Addendum 2014 Employment or business

RM-01-14 New Police checks List of all high-risk positions and persons holding those positions with a copy of their police checks to be submitted to the chancery every 4 years

First list is due by September 30, 2014

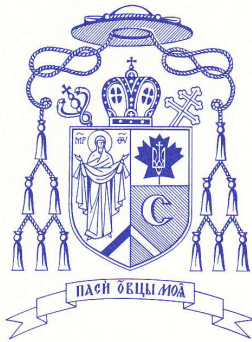
Notes:

RM -02-09 Repair and remodeling

Presbyteral Council emphasizes that this policy is to be adhered to.

RM -04-13 Investing Parish Funds

Low risk (zero risk) investments only!
No mutual fund or Stock market investments!



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Clergy C-01-15

Clergy Vacations • Revised June, 2015

Code of Canons of Eastern Churches

Can.292 #2

Unless there is a serious reason to the contrary, the pastor may be absent from the parish for a maximum of one continual or interrupted month per year for his vacation; the days which the pastor spends once a year in spiritual retreat are not counted as his vacation days; if the pastor wishes to be absent from the parish beyond a week he is bound to inform his own local hierarch of this.”

Vacations for the purpose of rest, spiritual rejuvenation, and re-energizing are very important to all of us. If the clergy do not seek to re-vitalize themselves both physically and spiritually they become ineffective.

- ❖ A priest with up to 14 years since his ordination to the priesthood may take a maximum of 3 weeks (consecutive or cumulative) of paid vacation annually.
- ❖ A priest with 15 to 24 years since his ordination to the priesthood may take a maximum of 4 weeks (consecutive or cumulative) of paid vacation annually.
- ❖ A priest with 25 or more years since his ordination to the priesthood may take 5 weeks (consecutive or cumulative) of paid vacation annually.

Vacation time may be taken in sections. A priest may not take more Sundays for vacation than there would be available to him if he took his vacation all together. No priest may take more than 4 Sundays annually for his vacation.

The priest is to ensure that there an appropriate substitute to celebrate Sunday Divine Liturgies and to perform other necessary liturgical services such as funerals, scheduled marriages or scheduled baptisms for the time he is absent from the parish.

Each pastor/administrator is responsible for ensuring that there is sufficient and appropriate coverage from within the parish for any associates in his parish.

Associates shall not take their vacations at the same time as the pastor/administrator. Associates must get a release from their pastor/administrator for their vacation time.

In the case of the pastor's/administrator's coverage, the associates should be available to provide the necessary coverage. If there is no associate at the parish the pastor/administrator must seek another priest to provide the coverage.

Should the pastor/administrator not be able to find appropriate coverage, he should request assistance from the protopresbyter (dean) who is to find the appropriate coverage. Such a request must come with sufficient lead time. No priest, whether associate or pastor/administrator is to leave the parish without the appropriate coverage in place.

The pastor/administrator is to provide to the protopresbyter a schedule of vacation for all the priests in the parish and outline the coverage arranged. Any coverage by a priest from outside the Eparchy is first to be cleared by the Eparch or his designate.

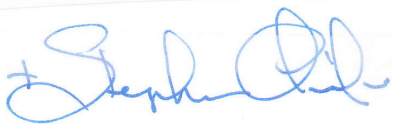
The protopresbyter, upon receipt of the schedule is to ensure that the coverage is appropriate.

A pastor/administrator taking any portion of his vacation shall inform the protopresbyter of his pending absence.

Should a priest, whether pastor/administrator or associate, wish to take more than the allotted time for vacation, he must make application for such, to the Eparch. The priest shall provide a copy of the authorization to the protopresbyter before starting the holiday.

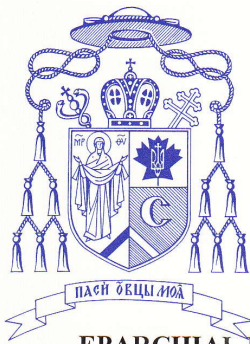
The parish is not expected to cover the cost of the additional vacation. Even if there is no replacement necessary, that portion of his salary shall be deducted.

Vacation time is not cumulative and cannot be transferred from one year to another. An exception may be made for just cause and with written permission from the Eparch prior vacation time for the coming year.



+Stephen Chmilar
Eparch of Toronto & Eastern Canada

June 9, 2015



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY: Risk Management RM-01-15 Inviting priests to the parish Replaces Risk Management RM-07-09 Screening Visiting Priests

There are occasions when our clergy wish to invite a priest from outside the Eparchy to conduct a spiritual mission or for other church related matters. In order to ensure that risk management practices are consistent through the Eparchy, the following practices must be in place:

Any priest from our Eparchy wishing to invite a priest from outside the Eparchy to perform some priestly duties at the parish must obtain written permission from the Eparch.

The request must be submitted to the chancery office well in advance of extending the invitation.

The attached form is to be used for the purpose of soliciting permission from the Eparch.

Once permission is granted, the invitation may be extended.

The invited priest is to be notified that he is to provide a letter from his Bishop or Superior stating that:

- he is a priest in good standing with the Church
- there is nothing which would in any way limit or disqualify him from ministering, as requested, during the time specified;
- that to the best of the Bishop's (or Superior's) knowledge there is nothing in his background which would render him unsuitable to working with minors, the elderly or other vulnerable individuals.

The Bishop or Superior should direct a copy of this statement to the Eparch of Toronto and Eastern Canada (eparchto@bellnet.ca) and the priest should bring a copy of the statement with him. Upon receipt of such a statement, the Eparch may give his consent for the visiting cleric to perform the requested duties.

Further, the priest is to be notified that neither the Eparchy nor the Parish will provide medical insurance for him during his stay in the Eparchy. In case of a need of any medical attention he is to have his own insurance or pay the bills on his own.

The priest will not be allowed to do any fund-raising or engage in any solicitation of funds while visiting in the Eparchy.

On occasion priests from outside the Eparchy visit in the area and wish to celebrate or concelebrate a Divine Liturgy. Should a priest from outside the Eparchy arrive at a parish and wish to concelebrate Divine Liturgy, the pastor/administrator may allow him to do so provided that he presents a document from his Bishop attesting to the fact that he is a priest in good standing. The pastor/administrator should ensure that the statement is current. Should the priest wish to concelebrate a series of Divine Liturgies then the pastor/administrator is to seek permission from the Eparch who will require the following information:

- the purpose of his visit
- the length of time of his visit
- his visitor's visa (if applicable)

+Stephen Chmilar



Українська Католицька Єпархія Торонта The Ukrainian Catholic Eparchy of Toronto

EPARCHIAL POLICY:

Sacramental-Liturgical SL-01-16

Sacrament of Matrimony

Ontario civil law has legalized matrimonial union of any two people. The Church, on the other hand, recognizes only the marriage between one male and one female, as they were identified at birth.

Our faith is based on the teaching of the Church and Holy Scriptures, both Old and New Testaments, which we believe to be God inspired.

We are all creations of our God, Who created us male or female according to His plan for us.

“So God created humankind in his image, in the image of God he created them; male and female he created them. God blessed them, and God said to them, ‘Be fruitful and multiply.’” (Genesis 1: 27-28)

“Have you not read that the one who made them at the beginning ‘made them male and female,’ and said, ‘For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh’? (Mt. 19: 4-6)

Since it was God Who decreed that the union of one male and one female be “fruitful and multiply”

and

since there are many scriptural references which specify that any sexual union other than that of a married male and female is against God’s will; (*Exodus 20:14, Leviticus 20:13, 1Corinthians 6:9-10, Jude 7*)

and

since the Code of Canons for Eastern Churches states:

Can 776 By the marriage covenant, founded by the Creator and ordered by His laws, a man and a woman by irrevocable personal consent establish between themselves a partnership of the whole of life; this covenant by its very nature ordered to the good of the spouses and to the procreation and education of children.

and

since the Code of Canon Law (RC) states:

Can. 1055 §1 The marriage covenant, by which a man and a woman establish between themselves a partnership of their whole life, and which of its own very nature is ordered to the well-being of the spouses and to the procreation and upbringing of children, has, between the baptised, been raised by Christ the Lord to the dignity of a sacrament.

1057 §2 Matrimonial consent is an act of will by which a man and a woman by an irrevocable covenant mutually give and accept one another for the purpose of establishing a marriage.

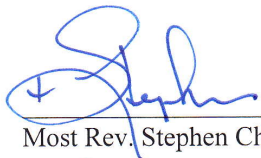
.....it is therefore the stated and written policy of this Eparchy that:

No priest shall officiate at any marriage except that between one male and one female as they were identified at birth.

No clergyman, priest or deacon, may be present at any so called "same-sex" marriage or any combination other than one male and one female as they were identified at birth. Such presence, even as a non-participating guest is not allowed since his presence will appear to condone or even bless the marriage.

Likewise no clergyman (priest or deacon) may attend a reception of such a marriage lest that too appear to support the union.

Dated this 19th day of October, 2016



Most Rev. Stephen Chmilar
Eparch





Ukrainian Catholic Eparchy of Toronto and Eastern Canada
Українська Католицька Єпархія Торонто й Східної Канади

Prot. # YYZ 2021-09-29-1

To All Clergy and Faithful of Ukrainian Catholic Eparchy of Toronto and Eastern Canada

DECREE

To All Clergy and Faithful of Ukrainian Catholic Eparchy of Toronto and Eastern Canada

With due regard for the Code of Canons of the Eastern Churches (c.295) and the canons of The Particular Law of Ukrainian Greek-Catholic Church regarding parish governing structures (Art.II c.41 §1 and §2), and having broadly consulted with the College of Eparchial Consultors; the Presbyteral Council and the clergy of this Eparchy, I, Bryan Bayda CSsR, Apostolic Administrator of the Ukrainian Catholic Eparchy of Toronto and Eastern Canada, in accordance with the norm of law do hereby decree the promulgation of **Statutes of the Parish Pastoral Council** and **Statutes of the Parish Finance Council**, effective September 29, 2021. These documents replace and completely abrogate any previous policy on parish councils in line with canon 1502 of the *Code of Canons of the Eastern Churches*.

Pastors and parochial administrators of our Eparchy have **until October 1, 2022** to patiently and properly work through the implementation process with their parish communities.

Signed at the chancery, in the city of Toronto
On the feast of the Great-Martyr Euphemia,
on this 29th (16th) day of September, in the Year of our Lord 2021.



Notary



Ukrainian Catholic Eparchy of Toronto and Eastern Canada
Українська Католицька Єпархія Торонто й Східної Канади
Éparchie Catholique Ukrainienne de Toronto et de l'Est du Canada
4 Bellwoods Ave., Toronto, ON M6J 2P4 Office: 647-351-9526 Fax: 416-746-6003
Eparchy@ucetec.org www.ucet.ca Ukrainian Catholic Episcopal Corporation of Eastern Canada - UCECEC

Ref YYZ-2023-C-ZW-078

Eparchial Clergy Remuneration Policy

effective August 22, 2023*

"The labourer deserves his wages" (1 Timothy 5:18)

The Eparchy recognizes the right of its priests serving in pastoral ministry to be fairly and justly remunerated. As a result, it is committed to regularly review the level at which priests assigned to parishes are remunerated and the process by which that occurs (the first review shall take place in 2024).

Further, the Eparchy commits to the following principles:

1. The level of remuneration for full time priests (pastors or administrators) shall be at or exceed the living wage for the locale where the priest is assigned;
2. Arrangements to ensure an adequate level of remuneration are the responsibility of the Parish Finance Council with guidance from the Eparchial Finance Officer;
3. When a priest is being transferred to a new parish, the Eparchial Chancery will normally ensure the level of remuneration is consistent with the cleric's prior remuneration;
4. Annual salary shall receive a cost of living adjustment annually. The level of that adjustment shall be determined by the Eparchial Finance Officer;

5. The clergy will be informed of the recommended remunerations levels after each review in form of the Addendums to this Policy.

With prayers and blessings,

+ *Bryan*

+ Bishop Bryan Bayda CSsR, Eparch
of Ukrainian Catholic Eparchy
of Toronto and Eastern Canada

Notary: *RZO*

Rev. Zenon Walnyckyj - Chancellor



Given in the City of Toronto,
On the Feast of Holy Apostle Matthias,
On the 22nd day of August, 2023rd Year of our Lord

* Motion to support this policy and recommendation to promulgate it by His Excellency Bishop Bryan was passed by the Eparchial Presbyteral Council on June 1, 2023.