

DECREE ON THE PROMULGATION OF THE ROLES AND FUNCTIONS OF THE EPISCOPAL VICARS IN THE ARCHDIOCESE OF TRIVANDRUM.

Following the principles of decentralization, subsidiarity and efficiency in managing various apostolates such as Pastoral, Social, Educational and other ministries and forums in the Archdiocese of Trivandrum, Episcopal Vicars are appointed to co-ordinate, facilitate, strengthen and monitor various ministries and forums in the foranate/ foranates concerned. The following are the roles and functions and areas of concerns envisaged for the effective functioning of the Episcopal Vicars.

1. Primarily the Episcopal Vicar is a co-ordinator, animator and a facilitator who ensures the functioning of various ministries, forums and systems of the foranate.
2. He may facilitate and co-ordinate the vicar foranes/vicariates to evolve a team functioning among the priests of the vicariate concerned.
3. Facilitate/ ensure joint functioning of priests, religious and laity in the foranate to reach the objectives and goals of the forane apostolate i.e., build up an ecclesial community.
4. Facilitate/ ensure and oversee effective functioning of the forane council, forane co-ordinating body of various ministries, forane arbitration forum, finance council (to be worked out) and various other forane bodies such as BCC, Pastoral Ministry, Social Action Ministry, Education Ministry, Youth Ministry, Media and such other ministries, whose executive body and General body functions are ensured on regular basis.
5. Facilitate/ ensure and oversee the planning process of different ministries at the forane and parish level and ensure time bound implementation, monitoring and evaluation of the process and programme.
6. Facilitate/ ensure integral evangelization plan for the foranate, region concerned (mission plan, large parishes animation plan) and ensure and oversee the time bound implementation, monitoring and evaluation.

7. Ensure and oversee financial accountability by creating a finance council in each foranate and ensure the functioning of the finance councils and internal auditing committees and the timely submission of monthly abstracts.
8. Ensure and oversee accountability and transparency in the functioning of various ministries and forums in the vicariate.
9. Ensure efficiency through a process of performance appraisal of various Personnel, Forums and Ministries in the foranate.
10. Facilitate/ ensure the forane arbitration forum to resolve issues within the Parish, between Parishes etc.
11. Appeals of forane reconciliation and arbitration forum and those issues related with the parishes of the vicar forane may be facilitated by the Episcopal Vicars with the collaborators of the diocesan arbitrators and conciliation forum.
12. Facilitate intervention on the socio - economic - political, educational, pastoral and health related issues of the faithful.
13. Bi-Monthly reports of the vicariate, submitted to the Episcopal vicar may be brought to the attention of the Bishop/concerned forum for review, assessment and fresh decision making if needed.
14. Episcopal Vicar shall be a permanent member in the forane priests' conference concerned, conferences of the Priests and religious of the foranate, forane co-ordinating body, forane council and all such bodies where the presence of the Episcopal Vicar is necessary.
15. The Episcopal Vicar shall prepare an annual budget for the functioning of the office, program etc, of the Vicariate/Vicariates concerned and obtain approval of the Archbishop through the finance committee.
16. All issues pertaining to the parish or vicariate which need to be brought to the attention of the diocese/Archbishop has to be initially brought to the attention of the Episcopal Vicar and only if needed be brought forward to the diocese.
17. The Episcopal Vicar shall have the same ordinary, executive power as the Vicar General but for the determined part of the diocese. (Can. 476).
18. Encourage common life among the Parish Priest and assistants and between Parish Priests in the vicariates (550 §.2)

19. In a Christian spirit correct the persons who go against catholic discipline approved by the diocese (1339 §1)
20. In a Christian spirit correct and guide the persons who give scandal, create public disturbance, etc (c. 1339 § 2)
21. Initiate enquiry on complaints regarding aberrations of Christian faith and execute sanctions if needed (Can 1717 - 1722).
22. Grand dispensation of 2 banns of marriage.

Special Roles of the Episcopal Vicar, Thoothoor Forane

1. Link with the T.N. Conference of the Bishops in carrying out the different apostolates according to the regional design in tune with the cultural and civil realities.
2. Linking with various ministries, forums such as TASOSS (Tamilnadu Social Service Society), Corporate Education Body, Pastoral Ministry and such other Forums of the T.N. regional conference.
3. Enlivening the Thoothoor Development Trust.

This decree comes into effect from Sunday, 07th December 2008.

Given at Trivandrum from the Latin Archdiocesan Chancery on the 29th day of October 2008 in the 18th Year of my Episcopate.

Yours in Jesus and Mary,

Fr. Hyacinth M Nayakam
Chancellor.

† Soosa Pakiam M.,
Archbishop of Trivandrum