

SECTION III (3)

RIGHTS AND RESPONSIBILITIES

303.0

DIOCESAN CHAPLAINS

N.B .: The chaplain, the respondent, the moral advisor, the diocesan director, the person responsible for ...

Competence

303.1 Diocesan chaplains have the competence conferred on them by the letter of appointment from the Bishop.

303.2 **Mandate**

Diocesan mandates, in agreement with the said organizations, will be 3 years renewable once and they will be revised every 3 years by the College of Consultors.

303.3 **Appointment**

The diocesan chaplain is proposed by the organizations concerned to the Bishop. The latter will make the appointment if he approves it.

303.4 **Reports**

The diocesan chaplain will report on his activities to the Bishop, to the executive of the Pastoral Council and to the movement of which he is the chaplain.

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309.0 DIRECTOR OF THE PASTORAL CARE OF VOCATIONS

Role and competence

309.1 He represents the Diocese abroad with regard to the area of vocations.

309.2 He receives documentation from vocational associations and clergy offices as well as everything the bishop wants to submit to him.

309.3 He works to make priests, religious, lay people aware of their role as vocation promoters.

309.4 He accompanies people on their journey according to the needs and mandate of the bishop, especially in pre-theology.

309.5 He (with or without a committee) works in collaboration with the Diocesan Pastoral Council to organize vocations week.

309.6 In due time, he presents to the bishop the students who wish to enter theology.

309.7 Committee of the Vocations

A committee will be added to the director of vocations ministry. This committee proposed by the person in charge of vocations will be approved by the Bishop. We will be attentive to the representativeness of the English sector of the diocese.

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315.0

FACULTIES GRANTED TO THE PRIESTS¹

ALL PRIESTS OF THE DIOCESE de HEARST-MOOSONEE

315.1

PREACHING

1. To preach the Word of God in churches and oratories throughout the diocese. (C. 764)
2. To preach the Word of God, occasionally and when invited to, in churches of other Christian communities, in keeping with approved ecumenical guidelines.
3. To expound Christian doctrine on radio or television, after consultation, if possible, with the local Ordinary.(C. 772.2)
4. To teach religion in the name of the Church. (C. 805)

315.2

BAPTISM

5. To confer solemnly the sacrament of baptism, after authorization of the parish priest. (C. 530.1)
6. To confer the baptism to the adults. (C. 863)
7. To celebrate, for some pressing pastoral reason, baptism in a private home, or in a hospital. (C. 860, 1,2)

315.3

CONFIRMATION

8. To confer the sacrament of confirmation when baptizing a person who has reached the age of reason, or on an already baptized person who is admitted into the full communion with the Catholic Church. (C. 883.2)
9. Any priest, by law, has the faculty to confer the sacrament of confirmation on those in danger of death. (C. 883,3)

1- These Faculties come from the CCCB and the Common Sheet of the ACBO - Approved by the Decree of the Bishop of Hearst dated on November 10th, 1984 -

315.4 **EUCHARIST**

10. To binate on weekdays and trinate on Sundays and holy days of obligation, if a just pastoral reason justifies it and when no other priest is readily available. (C. 905.2)
11. To take food or liquids between Masses when celebrating Mass more than once a day, even if a period of one hour does not intervene. (C. 919.1)
12. To accept an offering when celebrating a second or third Mass on the same day; this offering must be transmitted to the Episcopal Corporation of the Diocese. On Christmas day, the additional offerings may be retained by the celebrating priest. (C. 951.1) However, a priest who concelebrates another Mass on the same day cannot, under any title, receive an offering for it. (C. 951.2)
13. To celebrate two Masses on Holy Thursday, if there is an urgent pastoral need. (Roman Missal)
14. To celebrate the Eucharist outside a sacred place, for a just pastoral reason; in which case, the celebration must be in a fitting place, and other than on Sundays. (C. 932)The Bishop might permit for Sunday.
15. To celebrate the Eucharist in a place of worship of another Church or ecclesial community that does not have full communion with the Catholic Church, provided scandal is avoided. (C. 933)

315.5 **PENANCE**

16. To hear sacramental confessions of the faithful anywhere in the diocese. (C. 966.2) 969,1). By virtue of this faculty, priests may hear confessions anywhere in the world unless the local Ordinary, in a specific case, has denied this. (C. 967.2)
17. To commute or dispense from a private vow or a promissory oath, for a just reason and only in sacramental confession, provided that the dispensation or commutation does not violate the right of another. (C. 1196, 1203)
18. To remit a «latae sententiae» penalty established by law, which is not reserved to the Holy See (C. 1355.2; 1357.1), such as the cases of a

person who apostasizes from the faith, or who becomes a heretic or a schismatic (C. 1364); or of one who actually procures an abortion (C. 1398), and one's accomplice(s) in this offence (C. 1329.2).

To remit in the internal sacramental forum a «latae sententiae» censure of excommunication or interdict which has not been declared, including one that is reserved to the Holy See, provided it is hard for the penitent to remain in a state of serious sin, with the obligation, however, to have recourse within one month to the competent Superior. (C. 1357)

N.B.:

The following excommunications are reserved to the Holy See:

- Desecration of the Sacred Species. (C. 1367)
- Physically assaulting the Roman Pontiff. (C. 1367)
- Absolution of an accomplice. (C. 1378.1)
- Ordination of a bishop without a pontifical mandate. (C. 1382)
- Direct violation of the seal of confession. (C. 1388)

315.6 MARRIAGE

19. To assist at marriages within the confines of the Diocese; this general delegation cannot be subdelegated. (C. 1111)

315.7 ANOINTING OF THE SICK

20. To bless within the celebration of the sacrament the oil required for the anointing of the sick. (C. 999)
21. Any priest, by law, has the faculty to carry the oil of the sick with him when circumstances make it advisable. (C. 1003.3)

315.8 DIVINE WORSHIP

22. Any priest, by law, has the faculty to impart all blessings except those reserved to the Roman Pontiff or to a bishop. (C. 1169.2)
23. To delegate temporarily lay people, to exercise the ministry of acolyte, preside the ministry of the Word, preside the liturgical prayers, distribute Holy communion, where the needs of the Church require it and ordained or instituted ministers are not available. (C. 230.3)

TO PARISH PRIESTS OF THE DIOCESE - or the priests with the same faculties.

315.9 EUCHARIST

- 24. To delegate an extraordinary minister of holy communion to bring the blessed Eucharist to the sick as Viaticum, when circumstances make it advisable. (C. 230)
- 25. To allow, in special circumstances, an acolyte, or an extraordinary minister of holy communion, or another person to expose and to depose the Blessed Sacrament, but without the blessing. (C. 943)
- 26. To fulfill, when lawfully impeded, the obligation of applying the Mass for the people on a day other than Sunday, or to have another priest apply the Mass in their stead. (C. 534.1)
- 27. To dispense, for a just reason and in individual cases, from the obligation of attending Mass on Sundays and holy days of obligation. (C. 1245)

315.10 MARRIAGE

- 28. To delegate specific priests or deacons without ordinary jurisdiction in the diocese, to assist at marriages within the territory of their parish. (C. 1111)
- 29. To allow, by virtue of their office, celebration of mixed marriages within the territory of their parish, providing that provisions of C. 1125 were observed.

If there is doubt as to whether a non-catholic person was baptized or whether a baptism was conferred validly, you shall refer to the chancery office. Refer to the chancery office the cases of disparity of cult and other impediments.

315. 11 PAROCHIAL PRIESTS

- 30. The Parochial priests have the same canonical jurisdiction and the same faculties that the law and the diocesan legislation grant to parish priests (C. 530). Except for the Mass pro populo which is the duty of the parish priest.

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323.0

THE PARISH ANIMATOR

DEFINITION:

323.1 The animator of the parish is a person mandated by the diocesan Bishop, under the terms of canon 517.2, to animate in collaboration with the "moderating" priest and the laity engaged in the different councils the Christian life of the parish and to promote in a special way the life of faith in this environment.

By virtue of her mandate "the parish animator" is called to share in the pastoral function of the Bishop and must therefore be in communion with him and the presbyterium.

FUNCTION:

323.2 The main activity of the ward leader is:

- to discover the needs of the community with the C.P.P. of which he (she) is, by his function, president (e).

323.3 - to "do-with" the people engaged in pastoral works to come, little by little, to "make do" so that the baptized manage to take charge of the growth of the Christian community.

323.4 - either in its prophetic function to build a community of faith, v.g. Bible course, catechesis, S.P.M. etc ...

323.5 - either in its worship function to build the community of worship, v.g. prayer training, liturgy committee, celebrations of the Word and the sacraments, etc.

323.6 - either in its socio-cultural function to build the community of charity, v.g. numerous services with attention to the poorest such as the elderly, the poor, the disabled, through awareness-raising rings, etc.

323.7 - either in its hotegetic function to promote, animate and / or support parish movements.

MANDATE

- 323.8** The parish animator receives, by special mandate, the powers, rights and obligations necessary in the field of pastoral care so that it can achieve its purpose. She (he) is, by the same fact president of the parish pastoral council.
- 323.9** By virtue of canon 230 # 3 and decree # 24 of the CCCB, the animator has the power to confer baptism according to the ritual in force, to exercise the ministry of the Word, to preside at liturgical prayers, to distribute the community and bring it sick and dying.
- 323.10** By virtue of canon 766 and decree # 6 of the C.E.C.C., the animator has the power to preach and teach in the parish for which he (she) is responsible and in the churches of the diocese upon request. The homily of the Mass is ordinarily reserved for the priest and deacon (can. 767)
- 323.11** By special mandate only, in accordance with canon 1112 and decree # 3 of the C.E.C.C., presiding over marriages, civil requirements having been observed.
- 323.12** They can preside over funerals in the parish entrusted to them.
- 323.13** They also receive the mandate to give the blessings listed in the ritual, page 207, Volume III, in the parish which is entrusted to them.
- 323.14** Preside over any other office which does not, by the nature of things, require the ministerial priesthood.
- 323.15** According to the mandate received, the parochial animator becomes the respondent before the bishop of the financial administration of the parish and is, by the same token, president of the parish council for Economic Affairs.

REQUIREMENTS

The main provisions required for the function of parish animator are:

- 323.16** - the ability to support people with kindness and respect; to support the growth of the baptized in their faith;
- 323.17** - the ease of working and praying with a group; to work closely with the moderator priest and each of the parish councils.

- 323.18** - understand and define its role with its boards and their members; be able to plan and evaluate.
- 323.19** - know how to integrate their work and that of the parish into the overall pastoral work of the diocese and, to this end, make themselves available to participate in the planned regional and diocesan meetings.

IMPLEMENTATION

- 323.20** The appointment of the parish animator is made by the Bishop. The hiring of concerned (community superiors, if it was a nun - the parish pastoral council and the parish council for business economic.
- 323.21** The whole must be sanctioned by mandate from the diocesan bishop and who will inform the parish concerned.

TERM

- 323.22** The term of office is "until dismissed by the Bishop" or specified on the contract or letter of appointment.

THE MODERATOR PRIEST ROLE:

- 323.23** In order for the ministerial priesthood to be present in the community, the bishop will appoint a priest "moderator of the pastoral charge", according to canon 517 # 2 who will perform the functions reserved for the ministerial priesthood.
- 323.24** The moderating priest will favor among the faithful "the go-to" the animator of the parish.
- 323.25** This priest will be attentive to the planning of the animator with regard to the pastoral needs of the People of God, so that his teaching is in line with the pastoral orientations taken by the animator and his advices.
- 323.26** This priest must ensure "pro populo" mass, if he is not the parish priest of another parish. If this is the case, canon 534 # 2 will apply, unless the bishop provides otherwise in his letter of appointment.

- 323.27** He will have as essential quality the ease of working with another person and having a sense of co-responsibility and sharing of functions.
- 323.28** He will also have a great pastoral sensitivity to respect the decisions made by the animator with his advice even if some of them were contrary to his own ideas or his policies in his own parish.
- 323.29** It is the moderating priest who has the power to delegate another priest to attend a wedding in this parish.

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329.0**PASTORAL AGENTS****DOCTRINAL FOUNDATIONS**

329.1 The Christian, «in virtue of the gifts he has received from the Holy Spirit, is the witness and living instrument of the Church's mission» but some of them may be called to collaborate more closely with the bishops and priests and be called by the bishop to apostolic work in the Lord's vineyard.¹

329.2**FIELD OF ACTION**

The fields of action of the pastoral agent called by the bishop may be classified according to four of the pastor's responsibilities:

- »»> government of the community
- »»> proclamation of the Word
- »»> celebration of faith
- »»> implementation of charity

CHOICE CRITERIA

329.3 Criteria which may guide the choice of pastoral agents. Consequently, the pastoral agent should, as much as possible:

329.4**at the personal level**

- »»> be a person of sound judgement, having solid basic knowledge
- »»> be responsible, well balanced, mature and creative
- »»> demonstrate some competence both in theory and in practice

329.5**at the interpersonal level**

- »»> be able to listen, be open-minded and available
- »»> be able to work with others and assume leadership

329.6**faith engagement**

- »»> have strong faith in God and in prayer
- »»> be able to express and share his or her faith
- »»> be aware of Church, diocese, parish as living and nurturing environments

1- The Bishop's letter of appointment. - Ecumenical Council Vatican II, Lumen Gentium, 33,41

329.7

practical level

- »> be free to work in this field
- »> be approved (accepted) by the pastor and P.P.C.
- »> be paid by the parish or diocese; in the case of volunteers, baby sitters, telephone calls and travelling expenses should be assumed by the parish or diocese
- »> work full time or part time
- »> be dependable and work regularly

APPOINTMENT

329.8

The bishop may designate as pastoral agents those candidates whose names have been submitted by the pastor after consultation with the P.P.C.

The bishop's letter of appointment will be countersigned by the chancellor if the person is to work for the diocese or by the pastor if the person is to work for a parish.

329.9

The faithful will be informed of these appointments at the Sunday celebration.

MANDATE

329.10

Pastoral agents are appointed for a period of three¹ years which may be renewed.

329.11

The mandate ends automatically when the person ceases to perform the function for which he or she has been designated.

COMPETENCE

329.12

The responsibilities imparted by a letter of nomination are added to the person's own competence. These responsibilities and competence are used in communion with the pastor and under his jurisdiction for the specific ministry.

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335.0

**DIOCESAN COORDINATOR
OF PASTORAL ACTIVITIES:**

Job description

335.1

I - Services to the Bishop

The Coordinator of Pastoral Activities takes part in a special way in the ministry of the Bishop. Consequently, through his (her) mandate, he (she) is the bishop's right hand in terms of diocesan pastoral activities, in the same manner as the diocesan bursar is in terms of the financial administration of the diocese.

In order to do so, he (she) keeps in constant dialogue with the bishop; he (she) keeps him informed of latest developments; he (she) listens to him and makes propositions and suggestions in the best interest of the pastoral life of the diocese.

At the end of each pastoral year, around the month of July, he (she) presents an evaluation to the bishop on the pastoral activities of the diocese. Aside from presenting the successes and the deficiencies, he (she) presents his outlook about the future.

He (she) assists the bishop in the redaction, the study and the preparation of pastoral documents for the diocese.

He (she) studies the pastoral documents from sources such as the CCCB, OCCB and other dioceses. He (she) evaluates them and makes recommendations to the bishop.

335.2

II - Services to the priests and pastoral workers

He (she) coordinates the various pastoral activities of the diocese (e.g. Vie Montante, Liturgy, Vocations, etc...) by bringing together the directors of these sectors of activities.

He (she) meets with them periodically to find out about their activities, projects, successes, difficulties, evaluations, valuable suggestions, etc... in an effort to achieve a better coordination and complementarity among them. Through reflection, planning, coordination, facilitation and action, he (she) tries to make

sure all these initiatives serve the best interest of the pastoral life of the diocese. In fact, he (she) must promote their respective activities and services and see to their coordination and harmony in a common mission.

In a spirit of service and mutual aid, he (she) keeps in touch with the persons responsible of the parishes and pastoral zones to listen, share, strengthen, and to follow-up on the decisions previously agreed upon, either at the zone or parish level. If needed, and agreed upon by the priests and pastoral workers concerned, he (she) might be invited to assist and/or to conduct a meeting at the parish or pastoral zone level.

He (she) calls together the members of the Executive bureau of the Diocesan Pastoral Council to share, revise, develop projects and pastoral initiatives. He (she) also puts together the agenda for the Diocesan Pastoral Council. He (she) presides over these meetings.

On behalf of the bishop, he (she) calls and preside the meetings of the Diocesan Pastoral Council.

In a spirit of efficiency, and to bring about the on-going projects, he (she) may put together a working group, either French or English, or bilingual, in order to respect the mentality and linguistic reality of our diocese.

335.3 III- Service outside of the diocese

So that our Church may be in communion with the Canadian Church, he (she) participates in the provincial and national conferences dealing with pastoral issues, while keeping in touch with the pastoral research centers.

335.4 IV - Continuing Formation

He (she) sees to his (her) own on-going formation through various means, e.g. visits, contacts with other dioceses, sessions or pastoral courses, readings,

335.5 V - Mandate

He (she) is mandated by the bishop for a three year term, renewable.
