

**PLEASE NOTE THAT THESE POLICIES ARE PROVIDED
FOR HISTORICAL REFERENCE
AS UPDATED POLICIES ARE BEING DEVELOPED
UNDER BISHOP BRYAN.**

*The applicability of these policies should be verified
with the Vicar General of the Eparchy, as newer policies and practices
have already been put in place.*

**It should be noted that in the absence of a “Vicar for Deans”
his responsibilities fall to the Vicar General of the Eparchy.**

**Also, Canonical Visitations are undertaken at the initiative of the
chancery office, with the dean invited to assist
on a case-by-case basis.**

The Ukrainian Catholic Eparchy of Toronto and Eastern Canada

940 The East Mall Suite #201

Toronto, ON M9B 6J7

Ph: 416 746 0154 Fax: 416 746 6003

eparchto@bellnet.ca

ucet.ca

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.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

The Ukrainian Catholic Eparchy of Toronto and Eastern Canada

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Toronto, ON M9B 6J7

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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).”

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.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

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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

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada

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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.

+ Stephen Chmilar
Eparch of Toronto and Eastern Canada