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Circular 05/2018

19 March 2018

PROPOSED PARISHES/MISSIONS

Requirements and Guidelines

“The zeal of the Lord of Hosts will do this” (Is. 9,7)

Dear Brothers and Sisters in Jesus Christ,

I write this circular in continuation with my previous circulars and letter (Circular No. 18/2017, Circular No. 19/2017 and Prot. No. 30/2017) regarding the formation of Parishes/Missions of our Eparchy. The Syro-Malabar Eparchy of Great Britain proposes the following plans to erect Parishes/Missions by grouping the existing 173 Holy Qurbana Centres, already working in Eight Regions. The progress of preparation of these proposals could be summarised as follows:

1. Primary consultations were conducted at the Regional level, animated by the Regional Co-ordinators, together with the Priests and Representatives from different Holy Qurbana centres of each Region.
2. I appointed a fourteen member Commission with Very Rev. Fr. Thomas Parayadyil MST, the Proto Syncellus as the Chairman, on the 21st of July, 2017. The commission met on 2nd of October 2017 to create a first draft of guidelines and requirements and a list of possible Parishes/Missions.
3. The ‘Eparchial Gathering for Pastoral Plan 2017-2022’ from 20–22 of November 2017 held at Cefn Lea Park, Mid Wales had serious discussions at Regional level on the proposed guidelines, requirements and the list of possible Parishes/Missions proposed by the commission. Before the conclusion of the Eparchial Gathering on the 22nd of November 2017 I, with the Curia members, also had a consultation with the Regional Coordinators on the same matter.
4. The Presbyteral Council held on 8th February 2018 met together at the Divine Retreat Centre Ramsgate, evaluated the progress and suggested a three-phased process towards the formation of the Parishes/Missions.
5. In consultation with the Presbyteral council and the joint meeting of the priests and *Kaikkarans*/representatives of the Holy Qurbana Centres held on 19th March 2018, on the Feast of St. Joseph, and with the approval of the curia I put forward the following requirements and guidelines as well as the list of proposed Parishes/Missions.

We aim to complete the Process of the formation of Parishes /Missions by 2nd December 2018. This will provide more opportunities for regular liturgical services, pastoral care and catechetical formation, so that the four constituent elements of our *sui iuris* Church namely liturgy, theology, spirituality and discipline will be well preserved and introduced to our next generation. It is only through living our ecclesial identity that we are able to contribute to the life and mission of the Holy Catholic Church, of which the Bishop of Rome, the Pope, presides in charity. I have also received a letter from Mar Mathew Moolakkatt, Metropolitan Archbishop of Kottayam, requesting the establishment of ecclesial structures for the pastoral and spiritual care of the Knanaya Catholics in the Syro-Malabar Eparchy of Great Britain. Considering his request and in accordance with CCEO Canon 280 § 1, fifteen Knanaya Personal Missions are also proposed.

The formation of the Parishes/Missions will be guided by a spirit of communion and pastoral sensitivity to the local needs and concerns. Wherever there is a genuine concern about the proposed mission the Eparchial Curia will be ready to sort it appropriately

A parish is a definite community of the Christian faithful established on a stable basis in the eparchy, whose pastoral care is entrusted to a pastor. as its proper pastor under the authority of the Eparchial Bishop (CCEO Canon 279 and CIC Canon 515 §1). A mission is an interim state of a community until that community has its own church building.

Declaration of the Missions/Parishes shall be executed in three phases.

Phase I: From 19 March on the Feast of St. Joseph to 2nd July 2018 on the eve of *Dhukrana*

Phase II: From 3rd July, on *Dhukrana* (Feast of St. Thomas the Apostle) to 8th October 2018

Phase III: From 9th October, the second anniversary of the Inauguration of the Eparchy to 2nd December 2018, the first Sunday of the Liturgical Year.

Requirements to become a Parish/ Mission:

1. Parish/Mission should have at least 100 families within a radius of more or less 25 miles.
2. An ad hoc committee shall be formed to run the day to day activities and help the official establishment of each proposed Mission. It will be a body of representatives and *Kaikkarans* of each Qurbana centre with the Priest-coordinator as the chairman. This coordinating committee will continue till the Mission will be officially established with the Decree from the Bishop. The title of priest in charge will be 'Priest-coordinator' until the official establishment of the Mission/Parish and he will be appointed as Mission Director once the Mission is officially established. The ad hoc committee will arrange an effective means of functioning and prepare the Mission towards its full operation. At the third phase, the Bishop will appoint Mission Director/Parish Priest and Parish Council and *Kaikkarans* will be elected as per the norms.
3. Holy Qurbana is to be celebrated on all Sundays and on the days of obligation in the Parish/Mission.
4. Each Parish/Mission shall be divided into small ecclesial units called Family Units (Cf. Circular No. 06/2017 dated 04 April 2017 on Family Units) with 8 to 12 families. The Parish Priest/Mission Director shall be the pastoral head of this unit. One leader shall be elected from each Family Unit and his/her term of service shall be for two years and he/she will be the parish council member of the Parish/Mission. The Leader should be practicing and witnessing Syro-Malabar Faithful, male or female, aged 18 or above.
5. The ad hoc committee has to take leadership to make available a common Church/Centre for Sunday Holy Qurbana and Catechesis.
6. Finding resources and means of the maintenance of the Facility, Service and Persons (Church, Community building, Holy Services and Priest Maintenance)
7. Availability of a permanent priest to do the full-fledged ministry as a Parish priest/ Mission Director
8. Where there are different Holy Qurbana Centres in a proposed Parish/Mission Catechesis, Holy week and Christmas services, Annual retreat, Feast Celebrations, Accounts, the choir, various pious associations like Women's Forum, Mission League, Savio Friends, Syro-Malabar Youth Movement (SMYM) etc. shall be merged together.
9. An accountant must be elected for the Book Keeping.
10. Each proposed Mission is expected to submit a report of the First Phase with all necessary documents to the Eparchial office on or before 19th June 2018 to facilitate the process of the Second Phase to be announced on 3rd July 2018.

General Guidelines for Missions/ Parishes:

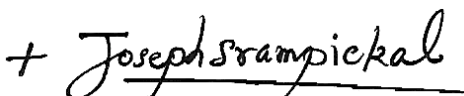
1. **Prathinidhi Yogam (Parish Council):** *Parish Council* shall be constituted with Parish Priest/ Mission Director, *Kaikkarans*, representatives of family units and nominated members. *Prathinidhi Yogam* shall function as a representative body of the whole community. The term of service of the *Prathinidhi Yogam* shall be 2 years. The names of the elected Parish Council members must be submitted to the Bishop/Curia for approval. One third of the parish council should be constituted of women. Further guidance and support will be provided in due course on this matter as well as the requirements necessary to be eligible for nomination.
2. **Kaikkarans (Custodians):** The *Pallyogam* (General Body of the Parish/ Mission)/ *Prathinidhi Yogam* shall prayerfully consider the candidates to be *Kaikkarans*. As their duty not only pertains to the societal commitments, they need to be scrutinized and evaluated on the grounds of their commitment to the people of God, the Church. They should function as the two wings of the Parish Priest/Mission Director, bearing in mind the good of the Body of the Church. *Kaikkarans* term will be for a period of two years, they will work together with the Parish Priest/Mission Director, as guided by the Eparchial regulations. They both will be signatories for bank transaction and on an alternate basis they shall exercise their duty with the Parish Priest/ Mission Director.
3. **Registers:** Once the Parish/Mission is established the following Registers, Records, Books and Files shall be maintained at the Parish/Mission:

Baptism (Sacraments of Initiation) Register, Betrothal Register, Engagement *Kuri* – Form A, Marriage Banns *Kuri*- Form B, Testimonial *Kuri*-Form C, Certificate of Marriage *Kuri*- Form D, Marriage Register, Death Register, Certificate of Marriage, Free State Certificate, Affidavit of Free State, Prenuptial Enquiry Form, Parish Register(*Atmasthanthi*) etc.
4. The Finance Committee of the Eparchy will publish shortly the guidelines on financial matters of the Parish/Mission.
5. Due to the shortage of priests in our Eparchy, a priest may have to assume the responsibility of up to two parishes/missions. Also, we would make available the service of the non-chaplains.
6. The need could arise of clustering the Holy Qurbana Centres in different Regions to form a Parish/Mission. In such situations re-organising the present Regions could be considered.

If a certain Holy Qurbana Centre needs to have more dialogue on its status and grouping, a meeting with the Bishop and/or one of the Curia members will be arranged with the Regional Coordinator, priests and people to find a solution. Even though the Parish/Mission establishment is envisaged as a three-fold procedure, whenever a proposed Parish/Mission fulfills the aforementioned requirements, the ad hoc committee can apply to the Curia for the decree of establishment.

Considering the urgency of the establishment of Parishes/Missions, I request all the priest coordinators, *Kaikkarans* and Committee members of all existing Qurbana centres to take the necessary steps as soon as possible for its realization. We trust in the Word of God: “The zeal of the Lord of Hosts will do this” (Is. 9,7). I invoke God’s abundant blessings upon all of you, especially on those who work hard for the realization of this plan through the intercession of the Blessed Virgin Mary, Mother of God and of the Church, St. Joseph, the Patron of the Universal Church, St. Thomas, the Apostle, our Father in Faith, St. Alphonsa of Immaculate Conception, the Patroness of our Eparchy and all the saints.

Yours in our Lord and our God,

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Mar Joseph Srampickal
Bishop, Syro Malabar Eparchy of Great Britain

I. Preston Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	St. Alphonsa of the Immaculate Conception	Blackpool Parish, Blackburn, Isle of Man, Preston Cathedral Parish	Fr. Mathew Jacob (Fr. Mathew Choorapoikayil)
2	St. Pius X Knanaya	Blackpool, Liverpool, Preston	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
3	Our Lady of Rosary	Chester-Ellesmere Port, Wirral (Birkenhead)	New Priest
4	St. Elizabeth	Darlington, Middlesbrough, Northallerton	Fr. James Antony Chundelikkat (Fr. Antony Chundelikkat)
5	Our Lady Queen of Peace	Fazakerly, Litherland, Liverpool, Southport	Fr. Jino Varghese Arikatt (Fr. Paul Arikatt MCBS)
6	St. Mary	Leeds	Fr. Benny Thomas (Fr. Mathew Mulayolil)
7	St. Stephen's Knanaya	Middlesbrough, Newcastle	Fr. Saji Lukose Thottathil (Fr. Simon Thottathil)
8	English Martyrs	Newcastle, Sunderland	Fr. Saji Lukose Thottathil (Fr. Simon Thottathil)
9	St. Euprasia	St. Helens, Warrington, Whiston, Wigan	Fr. Jino Varghese Arikatt (Fr. Paul Arikatt MCBS)

II. Bristol – Cardiff Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	Infant Jesus	Aberystwyth, Carmarthen, Morriston, Swansea	Fr. Jimmy Sebastian Pulickakunnel (Fr. George Pulickakunnel MCBS)
2	St. Maria Goretti	Barry, Cardiff, Newport	Fr. Tony Pazhayakalam (Fr. Mathew Pazhayakalam CST)
3	St. Thomas	Bristol, Bath, Western-Super-Mare	Fr. Biju Mathai Vettikattu (Fr. Paul Vettikattu CST)
4	St. John Bosco	Cheltenham, Gloucester, Hereford, Swindon	Fr. Tony Pazhayakalam (Fr. Mathew Pazhayakalam CST)
5	St. James	Exeter, Plymouth, Taunton, Torquay, Yeovil	Fr. Joy Vayalil Joseph (Fr. James Vayalil CST)
6	Holy Kings Knanaya	Gloucestershire, Hereford, Worcestershire	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
7	St. George's Knanaya	South West (Bristol, Cornwall, Devon, Swindon)	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
8	St. Anthony's Knanaya	Wales (Cardiff, Swansea)	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)

III. Cambridge Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	Sacred Heart	Boston, King's Lynn	Fr. Philip John (Fr. Philip Panthamakal)
2	Our Lady of Fathima	Burry St. Edmonds, Colchester, Clacton-on-Sea, Ipswich	Fr. Terin Thomas Mullakara (Fr. John Mullakara)
3	Our Lady of Walsingham	Cambridge, Haverhill, Papworth, Huntingdon	Fr. Philip John (Fr. Philip Panthamakal)

4	St. Faustina	Corby, Kettering, Rushden, Raunds	Fr. Wilson Thuruthumaul Sebastian (Fr. Philip Kottam MSFS)
5	St. Teresa of Calcutta Knanaya	East Anglia	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
6	St. Andrew, the Apostle	Gorleston, Norwich	Fr. Terin Thomas Mullakara (Fr. John Mullakara)
7	Our Lady of Lourdes	Peterborough, Spalding	Fr. Philip John (Fr. Philip Panthamakal)

IV. Coventry Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	Good Shepherd	Banbury, Oxford	Fr. Sebastian Namattathil
2	Our Lady of Perpetual Help	Bearwood (Part of Northfield mass centre), Oldbury, Sedgley, Telford, Walsall	Fr. Jaison Karippai Kurian (Fr. Mathew Karippai)
3	Christ The King Knanaya	Birmingham	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
4	St. Gabriel	Burton-on-Trent, Derby	Fr. Biju Joseph (Fr. Cherian Kunnackattu)
5	St. John	Clay Cross (Chesterfield), Mansfield, Nottingham, Worksop	Fr. Biju Joseph (Fr. Cherian Kunnackattu)
6	St. Jude Knanaya	Coventry, Kettering, Leicester	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
7	St. Philip, the Apostle	Coventry, Nuneaton	Fr. Sebastian Namattathil
8	St. Rita	Crewe, Stafford, Stoke-On-Trent	Fr. Jaison Karippai Kurian (Fr. Mathew Karippai)
9	St. Michael's Knanaya	Derby, Nottingham, Sheffield	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
10	St. Sebastian	Leicester	Fr. George Thomas (Fr. George Chelackal)
11	St. Benedict	Northfield (Part of mass centre), Stechford, Wamley	Fr. Jaison Karippai Kurian (Fr. Mathew Karippai)
12	St. Francis Assisi	Redditch, Worcester	Fr. Sebastian Namattathil

V. Glasgow Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	St. Vincent De Paul	Aberdeen, Inverness	Fr. Joseph Joseph Pinakkattu (Fr. Joseph Pinakkattu)
2	St. Therese of Lisieux	Dundee, Perth	Fr. Jhoney Raphael (Fr. Antony Anmoora CST)
3	St. Raphael	Edinburgh, Livingston	Fr. Sebastian Thuruthippillil
4	St. Mathew	Falkirk, Kirkcaldy	Fr. Sebastian Thuruthippillil
5	St. Bernard	Glasgow, Isle of Arran	Fr. Binu Sebastian (Fr. Cyriac Kizhakeelamthottam CMF)
6	Our Lady of Assumption	Hamilton	Fr. Joseph Vembadamthara VC
7	Holy Family Knanaya	Scotland	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)

VI. London Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	Mar Sleeva	Ashford Inter., Broadstairs, Canterbury, Chestfield,	Fr. Hans Puthiakulangara (Fr. Augustine Puthiakulangara MST)
2	Our Lady of Dolours	Aylesbury, Hemel Hempstead, Hounslow, Slough, Watford	Fr. Sebastian Chamakala John (Fr. Sebastian Chamakala)
3	St. Peter	Basildon, Chelmsford, Southend-on-Sea	Fr. Shijo Alappadan Chakku (Fr. Varghese Alappadan)
4	St. Mary Magdelene	Bedford, Milton Keynes, Northampton	Fr. Benny Joseph (Fr. Benedict Valiyaveettil MSFS)
5	St. Mark	Bromley, Catford-Lee, Dartford, Thornden Heath (Part of)	Fr. Tomy Adattu Chacko (Fr. Thomas Adattu)
6	St. Clare	Crowborough, East Grinstead, Haywards Heath, Horsham, Redhill	Fr. Binoy Nilayattungal Thomas (Fr. Paul Nilayattungal)
7	St. Monica	East Ham, Hornchurch	Fr. Joseph Anthiamkulam John (Fr. Joseph Anthiamkulam MCBS)
8	Bl. Kunjachan	Enfield, Edmonton, Harlow, Walthamstow	Fr. Joseph Anthiamkulam John (Fr. Joseph Anthiamkulam MCBS)
9	St. Padre Pio	Gillingham, Maidstone, Southborough	Fr. Hans Puthiakulangara (Fr. Augustine Puthiakulangara MST)
10	St. Dominic Savio	Harefield, Hayes, High Wycombe	Fr. Sebastian Chamakala John (Fr. Sebastian Chamakala)
11	St. John Paul II Knanaya	Kent	Fr. Baby Kattiyangal Uthup (Fr. Mathew Kattiyangal)
12	St. Xavier	Leagrave – (Luton), Stevenage, Ware	Very Rev Fr Thomas Paradyil Thomas (Fr Thomas Paradyil MST)
13	St. Joseph's Knanaya	London	Fr. Baby Kattiyangal Uthup (Fr. Mathew Kattiyangal)
14	St. John Maria Vianny	Morden, Thornden Heath (Part of), Tolworth,	Fr. Saju Pinakkattu Thomas (Fr. Thomas Pinakkattu Ofm Cap.)
15	St. Chavara Kuriakose	Wembley	Fr. John Menonkari CMI

VII. Manchester Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	St. Martha	Aston-Oldham, Central Manchester, North Manchester, Stockport	New Priest
2	Our Lady of Mount Carmel	Bangor, Colwyn Bay, Hawarden	Fr. Kurian Kottakupuram Varkey (Fr. Kurian Kottackapuram SdV)
3	St. Anne	Bolton, Rochdale	New Priest
4	St. Luke	Bridlington, Chesterfield, Scarborough, York,	Fr. James Antony Chundelikkat (Fr. Antony Chundelikkat)
5	Bl. Mariyam Thresia	Doncaster, Rotherham, Sheffield	Fr. Benny Thomas (Fr. Mathew Mulayolil)
6	St. Ephrem	Hull, Scunthorpe	Fr. James Antony Chundelikkat (Fr. Antony Chundelikkat)

7	Bl. Rani Maria	Macclesfield, Northwich, Wythenshawe	New Priest
8	St. Mary's Knanaya	Manchester	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)
9	St. John XXIII	Salford, Trafford	New Priest
10	St. Thomas Knanaya	Yorkshire (Leeds, York & Humberside).	Fr. Saji Lukose Thottathil (Fr. Simon Thottathil)

VIII. Southampton Region

Sl. No.	Name of the Parish/Mission	Qurbana Centres according to the alphabetical order	Priest Co-ordinator
1	St. Bernadette	Aldershot, Frimley, Guildford, Woking (West Byfleet)	Fr. Roy Joseph (Fr. George Muthumakkal MST)
2	St. Augustine	Andover, Basingstoke, Reading	Fr. Tomy Chirackalmanavalan (Fr. Thomas Chirackalmanavalan)
3	St. Thomas More	Bexhill-on-Sea, Brighton, Eastbourne, Hailsham, Hastings	Fr. Joy Alappat (Fr. Joseph Alappat CMI)
4	St. John the Baptist	Boscombe, Bournemouth, Dorchester, New Milton, Poole	Fr. Chacko Panathara CM
5	St. Catherine	Chichester, Littlehampton, Worthing, Yapton	Fr. Joy Alappat (Fr. Joseph Alappat CMI)
6	St. Theresa of Avila	East Leigh, Hedgert, Salisbury, Southampton,	Fr. Tomy Chirackalmanavalan (Fr. Thomas Chirackalmanavalan)
7	Our Lady of the Immaculate Conception	Portsmouth, (Petersfield, Farham, Gosport, Northend Cosham, Waterloo Wille, Havant)	Fr. Rajesh Abraham (Fr. George Anathil)
8	St. Paul Knanaya	South East (Basingstoke, Bournemouth, Chichester, Littlehampton, Pool, Portsmouth, Southampton)	Fr. Sajimon Kuriakose (Fr. John Malayilputhenpurayil)

NB: The content of the circular should be announced in all Qurbana Centres of our Eparchy on or before 22nd April 2018

Eparchial Finance Council's guidelines for the Parish/Mission Finance

Aim : To maintain Accuracy, Transparency & Accountability (ATA) in parish finance

Catholic Syro Malabar Eparchy of Great Britain is registered in Great Britain as a charity under Charitable Incorporated Organisation ('CIO').

We are committed to upholding the values of charity, responsibility, accountability and transparency as the hallmarks of our stewardship.

Our financial resources are managed in the best interest of the Parish/Mission.

All bank accounts of the Eparchy and Parishes/Missions will be operated under the CIO structure.

All existing bank accounts of individual Holy Qurbana centres will, therefore, be transferred to designated Parish/Mission sub accounts.

No other separate bank accounts apart from the sub-accounts allocated from the CIO shall be operated for the Parish/Mission activities.

All the Parish /Mission level Accounts shall be operated by the Parish Priest/Mission Director and the Custodians/*Kaikkaran* elected at Parish/Mission level under the supervision and control of '*Prathinidhi Yogam* and '*Pothuyogam*' in accordance with the particular law of Syro Malabar Eparchy of Great Britain.

All Accounts shall be operated in accordance with the particular law of Syro Malabar Eparchy of Great Britain and the law of the land.

Accurate and proper accounting records shall be maintained at each Parish/Mission by a responsible person and reported to the Eparchial Finance Office at the regular interval. All accounts shall be subject to audit at Parish level auditors and Eparchial level auditors.

Responsible accountant of the Parish/Mission shall use the prescribed format and prescribed head of accounts.

Receipts

Offertories collected in the church shall be recorded in a Sunday Collection Sheet and shall be deposited into the Bank Account in Gross without any delay. (Not after meeting the expenses of the day, expenses shall be paid out by cheque or using separate petty cash).

Periodic contributions shall be made directly into the Parish Account preferably by Standing order. All other collections shall be made by issue of proper receipts.

All other receipts like fundraising activities shall be recorded using a Collection Sheet and authenticated by the signatories and deposited into the Bank Account in Gross without any delay. (Not after meeting the expenses of the day, expenses shall be paid out by cheque or using separate petty cash).

Payments

All payments shall be made from the parish/ mission bank account using prescribed payment procedure.

For expenses above £3,000, an approval from the Eparchial finance office must be obtained.

Payments below £50.00 may be paid from Petty Cash account maintained by accountant using prescribed petty cash payment procedure at each Parish/ Mission level.

Budgets

Each Parish/Mission shall prepare a budget on an annual basis.

Payment Procedures

All expenses shall be approved by Parish Priest/Priest Co-ordinator/the custodian based on invoice/bill or expense claim form and forwarded to the accountant for payment. The accountant shall appropriately record the expense and prepare the payment and pass it for signatures from the signatories.

The expenditure necessary for the day to day worship and catechetical formation can all be incurred by the Parish Priest/Priest Co-ordinator without discussion in '*Prathinidhi Yogam* and '*Pothuyogam*'. (Cf. Procedure Rules).

The expenditure necessary for essential furniture of the Parish/Mission including those provided to the Parish Priest/Priest Co-ordinator and for the maintenance of the church properties and their improvements can all be incurred by the Parish Priest/Priest Co-ordinator and the *Kaikkaran* without discussion in '*Prathinidhi Yogam* and '*Pothuyogam*' (Cf. Procedure Rules).

Petty cash

Petty cash will be maintained by the accountant with a float of £200.00. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the amount spent, summarised and analysed as required.

Cheque Signatures

Each cheque will be signed by the parish priest/Priest Co-ordinator (from signatory list A) and one of the two custodians(*Kaikkarans*) (from signatory list B) for transactions up to & including £3,000.00.

