

**Turnover Meeting
Circular 2013-07**

To: All Parish Priests who are part of the General Re-Shuffle

Greetings!

As agreed upon during our Last Clergy Meeting in OMI, Mapayapa Village, the formal meeting of outgoing and incoming Parish Priests will be held from May 17 to May 30, 2013. This is in preparation for the actual transfer to our new parishes in June 4 or 5, 2013. The purpose of the meeting is to discuss important matters dealing the transition so that we may clarify to one another which of them needed our attention, and which issues are to be addressed. The presence of the Vicars General and the *Oeconome* will be to facilitate the meeting of the concerned parish priests and at the same time for the signing of bank certificates and board resolutions for change of signatories in the parish accounts.

Along with this Circular please refer to the schedule provided by Fr. Marlou V. Lemaire, *Oeconome*, attached to this circular. Another Circular for the Guidelines on the Transfer of Parish Priest will be given later.

May I also ask the outgoing Parish Priests to bring the following documents during the turnover meeting. These are namely:

1. *Approved Budget Proposal for the Year 2013*
2. *Financial Statements for the Year 2012*
3. *Statements of Assets and Liabilities (as of April 2013)*
4. *Passbook of All Accounts of the Parish (Parish, Construction, and Columbarium Funds)*
5. *Inventories of Parish Properties*
6. *A Copy of the Parish Profile Submitted to the Pastoral Office*
7. *List of Pastoral Council Members*
8. *Copy of any Contracts signed on behalf of RCBN*
9. *Land Titles (CTCs), if available*
10. *Those other items which may be relevant to the turnover sessions*

It is impractical to bring a lot of documents, which may be handed over during the transfer itself that is why only those that are pertinent and necessary are provided. I also expect that the outgoing Parish Priests will bring their Parish Pastoral Council Chairpersons along with their Parish Secretary for the said meeting.

Please be guided accordingly.

Given at the Chancery, 2nd Floor, Good Shepherd Center, Regalado Avenue, this 12th day of April 2013.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Jerome U. Rosalinda
Chancellor