



Archdiocese of Cape Town

Property Department

To: All Parish Priests and Parish Administrators

6 January 2023

PROPERTY CIRCULAR 2022-01

1. MAINTENANCE PLANS

2. LEASES

3. ADVENT APPEAL

Dear Fathers

I hope that you all had a joy-filled Christmas season and that 2023 is filled with many blessings for you and your parishes. There are a few important issues that I need to bring to your attention at the start of the year. I would be grateful if you could also share these with your Parish Finance Council and whoever is responsible for these.

1. Maintenance Plans

Thank you to all of those who have completed their annual maintenance check-lists. I know that it sometimes seems like a never-ending burden but making sure that these are updated (and used for the ongoing planning and oversight of maintenance in the parish) is a vital part of being good stewards of our churches and other properties. Please remember that permissions and access to the Parish Building Fund, as well as receiving assistance from the Advent Appeal, are contingent on the approval of the annual updates of these documents.

2. Leases

All leases in parishes need to be countersigned by me and on the Archdiocesan template. Draft leases should be sent to me for checking and approval before being signed by any tenants. Please ask me for the template when you need it

I know that we receive many letters and circulars, so I have attached the latest procedures and permissions documents for ease of access

3. Advent Appeal

Some funding is available from the Advent Appeal for medium-sized projects for which parishes need assistance. It is important that the parish make some contribution to a project funded in this way, so please bear that in mind when asking.

Feel free to contact me if you have any queries on these or if there are any other matters with which I can assist you. I am continuing to visit parishes and look forward to seeing you all at some point!

Peace and Blessings

Fr Charles Prince
Episcopal Vicar: Property

