



Archdiocese of Cape Town

Property Department

To: All Parish Priest and Parish Administrators
Parish Finance Council Chairs

2 May 2024

Dear Fathers

PROPERTY CIRCULAR 2023-04

- 1. ANNUAL CHECKLIST AND 10-YEAR PLAN**
- 2. PROJECT COMPLETION**
- 3. MUNICIPAL ACCOUNTS**
- 4. PONTIFICAL MISSION SOCIETIES**
- 5. HYMNALS ON OFFER**
- 6. PROPERTY INFORMATION ONLINE**

I hope that all is well in your parishes and that you have weathered all the recent storms. There are a few updates and other information that I need to share with you.

1. Annual Checklist and 10-year plan

Thank you to all the parishes who are up to date and making use of these documents in their efforts to be good stewards. I would be very grateful if those parishes who have not completed the checklist and updated the plan in the past 12 months could please do so as soon as possible. Should the parish not have the capacity to complete the annual survey and checklist, I can send someone around to assist for a small fee to cover the costs. This is a very important item and a pre-requisite for permissions and grants.

2. Municipal Accounts

We have received several disconnection warnings from the City of Cape Town for various parishes whose municipal payments are not up to date. It is vitally important for every parish to pay their municipal accounts timeously and in full every month. Should you not receive a bill from the City for any month, that does not mean that you are being given a free month, but rather that there is an administrative error. In this situation, you should contact the City to get the bill and pay at least the same amount as the previous month in the interim. Should you overpay, you will be credited the following month. This will prevent the accruing of interest and possible disconnection.

3. Pontifical Mission Society Membership Sunday Collection 11/12 May 2024

Next weekend is the optional second collection for Membership Sunday for the Pontifical Mission Societies. I urge all parishes to take up this collection. Each year the Pontifical Mission Societies assist in the work of evangelisation and care for the vulnerable in various ways in our Archdiocese. We always receive far more back than we contribute (6 time more in 2023). This collection goes towards running the National Office, Training and Formation and the production of materiel, such as the Holy Childhood Prayer Week ideas attached to this letter. Most importantly, on this day especially, please pray for the missions and encourage your parishioners to do the same.

4. Hymnals on offer

Sea Point Parish has 230 purple celebration hymnals, which they would like to donate to a parish that has a need for them. If your parish would like to take up this offer, please contact Fr Zane or the parish office directly.

5. Project Completion

Please remember to send a few photos of each property project to Desiré (desire@adct.org.za) as soon as the project is completed. If a project, for which permission has already been granted, is delayed or cancelled, please inform me directly.

6. Property Information Online

All of the documents and forms relating to property matters, as well as the property circulars, can all be found on the Archdiocesan Website at this address:

<https://adct.org.za/property>

Please make use of this resource to ensure that you always have the latest information.

Feel free to contact me if you have any queries on this or if there are any other matters with which I can assist you. I am always happy to come and visit and meet with priests, the Parish Finance Council and the Parish Maintenance Team.

Peace and Blessings



Fr Charles Prince
Episcopal Vicar: Property
Diocesan Director: Pontifical Mission Societies

