

Archdiocesan Permissions and Procedures

A synopsis of sections 1276.4, 1277.1, 2, 3, 5, 1279.8 of the Directives for Clergy, SACBC Decrees no. 8, 9 and 18, and the Code of Canon Law §532, 1276-1281.

Ordinary Administration

1. Priests may act alone or, preferably, in consultation with the Parish Finance Council when they perform **Acts of Ordinary Administration**, as defined in the Parish Finance Council Statutes of the Archdiocese of Cape Town.

Note 1: Throughout this document, the word PRIEST denotes parish priest or parish administrator in the case of parishes; and the priest responsible for all other institutions.

Extraordinary Administration (Archdiocesan)

2. The permission of the Vicar General is required for any **expenditure on a single item** costing **more than the Archdiocesan Prescribed Limit**, other than those related to property, motor vehicles, leases and loans (See 3, 4, 6 and 8 below). The total cost of the item, if paid in instalments, must be used to determine whether it is more than the Archdiocesan Prescribed Limit.
3. The permission of the Vicar for Property is required for all **property expenditure**¹ over the Archdiocesan Prescribed Limit, as well as in the following cases, even where the amount involved is less than the Prescribed Limit:
 - 3.1. Effecting of structural changes to any structure, including where such changes are as a result of repairs or maintenance;
 - 3.2. The erection of any structure.

Upon completion of any works requiring permission, a report with photos should be sent to the Vicar for Property.

4. Applications to purchase, trade-in or sell new or second-hand **motor-vehicles** require the permission of the Financial Administrator of the Archdiocese, who will consult the Archbishop. The purchase price of the new vehicle may not exceed the Motor Vehicle Limit (including the trade-in value of the old vehicle).

Note 2: The requests in 2, 3 and 4 must be made in writing, including the details of the prior and formally recorded consent of the Parish Finance Council, and the consultation with the Parish Pastoral Council as required.²

Note 3: Requests should be accompanied by at least 3 quotes and a motivation from the Parish Priest and Parish Finance Council about which quote is preferred and the reasons.

¹ Should repairs be part of an insurance claim and only involve the exact restoration of what was lost, damaged, or destroyed and the amount be below the SACBC Limit, the Vicar for Property should be informed and supplied with a short report, including photographs, of the work done. Should such work exceed the limit or include any expenditure of parish funds, permission must be sought in the usual way.

² The terms PARISH FINANCE COUNCIL and PARISH PASTORAL COUNCIL also denote the equivalent body for institutions other than parishes.

5. Any alterations involving the **altar, sanctuary or liturgical art** require the prior consent of both the Vicar for Property and the Archbishop or his delegate(s).
6. Parishes may not enter into **property lease agreements** without the consent of the Vicar for Property and adhering to the Archdiocesan Permissions and Procedures with regards to property leases. All **other leases** require the consent of the Archbishop or his delegate, the Financial Administrator of the Archdiocese.

Extraordinary Administration (SACBC)

7. Acts of Extraordinary Administration, as described below, and determined by the SACBC according to Canon 1277 also require the consent of the College of Consultors and the Archdiocesan Finance Council.
 - 7.1. The **purchase of immovable property**.
 - 7.2. The **sale, exchange, mortgage or pawning of immovable Church property** or the subjection of it to any other servitude or burden.
 - 7.3. The **building, demolition or rebuilding** in a new form of a building belonging to the Church, or effecting extraordinary repairs upon such a building, subject to the provision that the value for insurance purposes of the building to be demolished or the cost of the extraordinary repairs be in excess of the amount determined by the SACBC, and the building or rebuilding project involve an expenditure in excess of the amount determined by the SACBC.
 - 7.4. The sale, exchange, mortgage or diversion in any other way from the place for which they were destined of **objects of art, historical documents** or other **movable property of great importance**.
 - 7.5. The **erection of a cemetery** (including a garden of remembrance/memorial garden)
 - 7.6. Acts involving **civil litigation**.
 - 7.7. The **leasing of ecclesiastical property**, when the lease extends over a period of two years.

Note 4: This consent will be sought by the Financial Administrator, Vicar for Property or Vicar General on behalf of the priest, according to the nature of the permission sought as detailed above.

Note 5: Where property is owned by Religious Orders, they may choose to make use of the process described above, except in the case of 5, where the consent of the Archbishop' appointed liturgist is also required, and in 7.5 where the consent of the Archbishop is required. It is nonetheless requested that the Vicar for Property be informed of any major building work on such properties.

Loans

8. Priests **may not put a parish into debt, by lending it money** or by advancing it money in order to pay parish expenses. Priests may also **not borrow money** on behalf of a parish, whether directly or by means of a bank overdraft or credit facility, **nor may they lend parish money** to another parish or to any person (including parishioners), without the written permission of the Archbishop. In exceptional circumstances, a parish employee may be given a salary advance up to a limit of one month's salary, on condition 1) the employee sign an acknowledgement which allows the parish to deduct the advance in one or more instalments from the employee's salary and 2) the advance is repaid within at most four months.³
9. Applications **for loans from the Archdiocese** to a Parish for whatever reason must be addressed to the Financial Administrator, who will seek the permission of the Archbishop.

Given at Cape Town, on this 14th day of July 2026



+Sithembele Sipuka
ARCHBISHOP OF CAPE TOWN



Robert Bissell
JUDICIAL VICAR

³ see Directives for Clergy 1279.8