



Archdiocese of Cape Town



Property Department

TO: Parish Priests, Administrators and Assistants
Parish Finance Council Chairs

28 May 2026

PROPERTY CIRCULAR 2026-02

1. ANNUAL MAINTENANCE CHECKLIST AND 10-YEAR PLAN

2. UPDATED PROPERTY PERMISSION FORM

3. PROJECT COMPLETION

1. Annual Checklists and Maintenance Plans

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. This is a very important item and a pre-requisite for permissions and grants. The latest templates, as well as all other documents and forms relating to property matters, can be found on the Archdiocesan Website at the link in my signature below

2. Updated Property Permission Form

There is a slightly updated property form available on the website for all future requests. It now includes a few other governance checks to help parishes ensure that everything is in order, as well as spaces for signature of the PPC and PFC chairs when needed

3. Pontifical Mission Society Calendar 2027

The National Office is looking for photos for next year's calendar. The photos should fulfil the following criteria:

- Any aspect of parish or church life, creation, spirituality or an aspect of the missionary life of the church
- High resolution and landscape format with a 4:6 ratio
- If a photo features an image of a child or children, written consent from the parent or guardians must be obtained for both taking the photo and featuring it in the 2027 Pontifical Mission Societies Calendar
- Please include your name and the name of your parish or religious community, and a brief description of where the photos were taken.
- To be submitted to Fr Jerry Brown (director@missio-sacbc.org) by 17 June 2026

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

