

**ISIFUNDABHISHOBHI
SASEMZIMKULU**

IMITHETHO YEMIKHANDLU YOKWALUSA

**NAMAKOMIDI EZIMALI ZAMAPERISHI-
IZIMISHINI**

ISANDULELO

Abelusi bezokomphefumulo mababone bathuthukise isibopho seBandla sabantu abangesibo abagcotshwa. Ngezinhliziyi ezivumayo mabemukele ubuhlakani nezeluleko zabo. Ngokubethemba mababethwese izibopho nemisebenzi yeBandla, bebanika inkululeko yokusebenza. Futhi, mabakhuthaze abantu abangamakholwa ukuze babambe iqhaza emsebenzini weBandla ngokuzicabangela nokuzisukela ngokwabo. Ngokukhuthala kuKristo mabacabange ngothando lobubaba amasu, iziphakamiso, imibono nezifiso eziphakanyiswa abantu abangesibo abagcotshwa. Nokho, ngenhlonipho abelusi bezomphefumulo mabakwemukele ukuthi inkululeko enobulungiswa ngeyawo wonke umuntu emhlabeni. (Lumen Gentium, Para 37)

Masinyane phambi kwemigqa engenhla isakhiwo esifanayo sebandla sithi “amakholwa” ngegunya lolwazi lwawo, nekhono lawo noma ukuqava kwawo athweswe amandla kwenye inkathi abophekile ukuba ayiveze obala imibono nezinto eziphathelele nobuhle beBandla. Uma sikhona isidingo sokwenza lokhu kufuneka kwenziwe ngezindlela iBandla elizimisele ngalokhu!!! Izindlela nezakhiwo ezimiswe yiBandla ukubhekana nalenhloso yilezi: Umkhandlu wokwalusa iPherishi/Mishini kanye neKomidi lezimali zePherishi/Mishini. Umthetho weBandla (Canon Law) owamenezelwa ngo 1983 wakubona kufanele ukufeza imfundiso yomkhandlu wesibili waseVatikani othi amakholwa akabambe iqhaza ekuthatheni izinqumo eBandleni ezingeni lempilo yePherish bebheka umthetho nombolo 536 no 537.

Uhlamvu lomthetho 536

Isigatshana 1: Uma emva kokubonisana nomkhandlu wabaphriste umbhishobhi wesifunda ebona kufanele, umkhandlu wokwalusa ipherish uyobekwa kuleyo naleyo perish/mishini. Kulomkhandlu owenganyelwe ngumpriste ophethe ipherish/mishini, amakholwa kanye nalabo abasebenza umsebenzi ophathelene nokwalusa nokunakekela ipherish/imishini, abasiza ngemisebenzi efeza ukwalusa ibandla bayohlangana bakhe umkhandlu wokwalusa.

Isigatshana 2: Umkhandlu wokwalusa ipherish/imishini uyinkundla yokubonisana eqondiswa yimigomo ebekwe nguMbhishobhi.

Uhlamvu Lomthetho 537

Kuleyo naleyo pherishi/imishini makube nekomidi lezimali elizosiza umpriste ophetheyo ukuba akwazi ukusingatha impahla yepherish ngaphandle kokuthikameza umthetho weBandla u532. Ikomidi liphethwe umthetho weBandla jikelele kanye neziqondiso. Imithetho ebekwe phansi nguMbhishobhi ophethe; lakhake amalunga angamakholwa akhethwe ngokulandela lemithetho.

Umthetho 532 uti: Kukhona konke okuphathelene nokusemthethweni umpriste ophetheyo okhuluma enze egameni lepherish ngokulandela umthetho. Kufanele enze isiqiniseko sokuthi izimpahla/amafa epherish/mishini aphethwe ngendlela ngokulandela imithetho yeBandla kusukela ku 1281 kuya ku 1288.

ISIGABA A: UMKHANDLU WOKWALUSA IPHERISHI/IMISHINI

1. INHLOSO, UMSEBENZI NAMANDLA OMKHANDLU

- (a) Umkhandlu wokwalusa ipherishi/imishini uyogquguzela ukubonisana nezenzo ezejwayelekile eziphatelene nokwakheka kwezokholo nokwalusa ipherishi/imishini.
- (b) Kuyoba umsebenzi womkhandlu wokwalusa ukusimamisa umgomo wezokwalusa isifundabhishobhi epherishini/emishini nakweminye imiphakathi yokwalusa emelwe kuwo. (ukwenza iziphakamiso kumpriste ophetheyo zokufeza umgomo wokwalusa isifundabhishobhi).
- (c) Umkhandlu wokwalusa nekomidi lezimali zepherish/zemishini ngokubambisana nokuvumelana bayohlala phansi bahlele kahle ngokuhambisana nesikhathi, umgomo wokwalusa kumbe umgomo wokuthunywa kwepherishi/mishini (mission statement). Akukho senzo esiyokwenziwa amakomidi amancane omkhandlu wokwalusa kumbe ikomidi lezimali kumbe elinye nje iqenjana lepherishi/lemishini senziwe siphikisane kumbe singahambisani nalo mbono wokwalusa ipherishi kumbe umgomo wokuthunywa. Noma ngabe sibonakala lesenzo siphikisana noma qha, sihambisana noma qha, umbono wokwalusa ipherishi/imishini kumbe umgomo wokuthunywa unqunywe umkhandlu wokwalusa ipherishi/imishini kuphela.
- (d) Ngaphandle kokuthikameza izigatshana a,b, kumbe c, ngenhla, umkhandlu wokwalusa ipherishi owuqhuba ngendlela umsebenzi wawo uyobhekana ngqo nemisebenzi elandelayo yokwalusa kodwa akusho ukuthi awuyukwenabela nakweminye:
- Ukuthuthukisa uhlangothi lwezinkonzo
 - Ukufundiswa ezokholo
 - Ukuma emgomeni omiyo nosetshenziswayo maqondana nokwamukeliswa kwamaSakramente
 - Ubuphostole bentsha
 - Abaphathi abangamakholwa angagcotshiwe (lay ministers)
 - Ukubamba iqhaza kwamakholwa emsebenzini wokwalusa
 - Umshado nobuphostole bomndeni
 - Amabizelo obupriste nempilo yobundela esigodlweni
 - Ubufakazi bobuKresto maqondana nezindaba zomphakathi njengoba zingavela ngobulungiswa, ukubuyisana noxolo
 - Ubudlelwane nabamanye amahlelo (Ecumenism)

Ukuphathwa nokunakekelwa kwezimpahla zepherish ngokujwayelekile akuhlangene namandla okuphatha komkhandlu wokwalusa kodwa kusingethwe yikomidi lezimali zepherish.

Ukuphathwa kwempahla yepherishi nokho kuyothathwa njengomthwalo wesikhashana womkhandlu wokwalusa kuphela uma izenzo zekomidi lezimali ngokucabanga nokubona komkhandlu lingaziphathi lezi zimpahla ngendlela eyizinhloso nombono womkhandlu wokwalusa ipherishi kumbe ikomidi lezimali lenza okuphambene nesitatimende sokuthunywa komkhandlu wokwalusa njengoba sichazwa ngenhla ku c, ukuphathwa kwezimpahla zepherishi kuyoqondana kuphela nalezo mpahla zepherishi eziyophathwa ikomidi lezimali ngokucabanga komkhandlu wokwalusa ipherishi ezingaqondene kumbe ezingahambisani nemibono kumbe isitatimende sokuthunywa kokwalusa njengoba sichazwa esigatshaneni 1c ngenhla.

- (e) Okuyikhona kusemqoka umkhandlu wokwalusa ozihlupha ngakho ukuvuselelwa kwabantu bakaNkulunkulu kwipherish ngomgomo womkhandlu waseVatikani.
- (f) Umkhandlu wokwalusa uyofeza umsebenzi wawo ngokuxhumana nabanye kuvunyelwane nabo.

2. UKUSUNGULWA

- (a) Umkhandlu wokwalusa ipherishi uyosungulwa kuleyo naleyo pherish/mishini.
- (b) Uma ipherishi inemiphakathi eyahlukene engaphezu kowodwa inokukhetha kokubili okulandelayo

- I. Umphakathi/igatsha elilodwa lingaba nowalo umkhandlu wokwalusa
- II. Umkhandlu owodwa ungangamela yonke imiphakathi/amagatsha

(c) Uma kukhethwe okokuqala b (i) kuyakhuthazwa bonke abamele imikhandlu yokwalusa balokhu behlangana njengomkhandlu oxhumanisayo.

(d) Uma kukhethwa okwesibi b (ii) kuyodingeka ngezinye izimo ilowo nalowo mphakathi kumbe igatsha libe nelungelo lokuba nomkhandlu walo ozomelwa ngokulinganayo emkhandlwini wokwalusa ipherishi.

3. UBULUNGA

(a) Umpriste ophethe bonke abasizi bakhe (abangabapriste, amadikoni, amasistela namakholwa nje) abakhethwa basebenzela ipherish/igatsha lethu bayoba amalunga omkhandlu wokwalusa.

(b) Ubulunga bomkhandlu buyokwakhiwa abantu abamele ipherishi kumbe igatsha ngempela.

(i) Okungenani amalunga ayisithupha omkhandlu wokwalusa, kumbe ingxenye (50%) yamashumi amahlanu ekhulwini makube amalungu omkhandlu wokwalusa akhethwe iningi lamakholwa epherishi/egatsha.

(ii) Yilowo nalowo mphakathi, izindela, inhlango nje noma iyiphi yeBandla, izinhlangano zonke ezikhona epherishini/egatsheni, imiphakathi emincane yamakholwa, kumbe izigceme njengoba zichazwa izindawo mazikhethe ilunga elilodwa elizozimela emkhandlwini wokwalusa osukhethiwe nguquqaba lwamakholwa bheka isigatshana b (i) ngenhla.

(iii) Umpriste ophethe angazikhethele ngokukhululeka amalunga angezelele emkhandlwini kuphela nje uma angazokhetha inani elingaphezulu kwezingxenye (25%) ezingamashumi amabili nahlanu ekhulwini enanini lonke lamalunga omkhandlu wokwalusa, bheka isigatshana 3 (b) ngenhla. Abakhethiwe nguye

makungabi abangamalunga/ilunga leKomidi lezimali
zePherishi/zegatsha

- (iv) Amalunga omkhandlu wokwalusa asekhethelwe ekomidini lezimali (ngaphansi kwengxenywe b. Isigatshana 2 (a) I akufanele aqhubeke abe amalunga omkhandlu wokwalusa kodwa kufanele isikhundla sawo sithathwe amalunga akhethwe njengoba kukhomba isigatshana 3 (b) i ngenhla kumbe akhethwe ngesigatshana 3 (b) iii ngenhla.
- (v) Ikomidi lezimali liyokhetha ilunga elilodwa elizolimela emkhandlwini wokwalusa libe yisethameli lenze isiqiniseko sokuthi umkhandlu wokwalusa uchazelwa ngesimo sezimali zepherishi/zegatsha. Leli lungu kuyoba yilona lodwa eliyoba nesikhundla sokuba yilungu lomkhandlu wokwalusa nelekomidi lezimali zepherishi.
- (vi) Abaphathi zikhundla bekanye nompriste ophetheyo, kanti futhi uma kunesidingo amanye amalunga akhethelwa lenhloso angenza isigungu sekomidi.

c. Isikhathi Sokuba Sesikhundleni

- i) Isikhathi sokuba sesikhundleni sawo wonke amalunga omkhandlu wokwalusa noma ekhethiwe eceliwe kumbe ebekiwe kuyoba iminyaka emithathu.
 - ii) Akukho muntu oyoba sesikhundleni somkhandlu wokwalusa iziwombe ezingaphezulu kwezimbili zilandelana; emva kwesiwombe sesibili akayukulungenela ukhetho lomkhandlu wokwalusa.
 - iii) Isikhathi sokuba sesikhundleni sawo wonke amalunga singelulwa kumbe sifinyezwe kanye ngonyaka ngamavoti amabili kwamathathu kwamalunga omkhandlu wokwalusa njengoba echazwa esigabeni 7 (e) ngezansi uma iningi libona kufanele selulwe isikhathi sezikhundla.
- d) Uma kwenzeka ilunga lomkhandlu wokwalusa lishiya isikhundla salo phambi kokuphela kweminyaka emithathu kufanele leso sikhala sigcwaliswe njengoba kuchaza isigatshana 3 (b) i kumbe 3 (b) ii ngenhla.
- e) Uma umpriste ophethe ebona ukuthi ilunga lomkhandlu wokwalusa alisawuqhubi ngendlela umsebenzi wesikhundla salo ngendlela efanele emva kokuxhumana nomkhandlu wonke wokwalusa angalicela lelo lungu libuhoxise ubulunga balo emkhandlwini wokwalusa.

4. ABAPHATHI ZIKHUNDLA (Office Bearers)

- a) Umengameli womkhandlu wokwalusa ipherishi ngumpriste ophethe ipherishi.
 - i) Usihlalo, isekela nonobhala womkhandlu wokwalusa bayokhethwa ngamalunga omkhandlu wokwalusa kuphela kulawo malunga ayekhethwe esigatshaneni u 3 (b) i.
 - ii) Abaphathi zikhundla asebekhethiwe bayogunyazwa umengameli ukuba babe abaphathi zikhundla.
 - iii) Abaphathi zikhundla abakhethiwe bayoba sezikhundleni isikhathi esinqunyelwe umkhandlu wokwalusa.
 - iv) Umuntu oyedwa akanakukhethelwa isikhundla esifanayo isiqubu sesithathu

5. AMAKHOMISHANI, AMAKOMIDI AMANCANE, NAMAQEMBU ASEBENZAYO

- (a) Umkhandlu wokwalusa unelungelo lokusungula amakhomishani amakomidi amancane namaqembu asebenzayo ehlose ukufeza izinjongo nezinhliso ezahlukene zomkhandlu wokwalusa abeke amalunga omkhandlu wokwalusa kuwona. Umkhandlu ungakhetha futhi amalunga athile okungesiwona amalunga omkhandlu ukuba abe kulawamakomidi. Amalunga akhethelwe kulawa maqembu kumbe amakomidi ayophatha isikhathi esingekho ngaphezulu kwesikhathi somkhandlu wokwalusa.
- (b) Kuyoba semandleni omkhandlu wokwalusa ukukhetha abaphathi zikhundla kumbe ukugunyaza ukuba lamakomidi azikethele abaphathi zikhundla.

6. UHLELO NOMBIKO

Umkhandlu wokwalusa ngokubambisana nomengameli uyokwenza uhlelo lokuzokwenziwa iwona umkhandlu ekuqaleni konyaka unike umbiko ekupheleni konyaka.

7. IMIHLANGANO

- (a) Umkhandlu wokwalusa mawuhlangane okungenani kanye ngenyanga.
- (b) Amaminithi ayo yonke imhlangano ayogcinwa anikwe onke amalunga omkhandlu wokwalusa; anikwe noma yiliphi ilunga lebandla uma liwacela
- (c) Ukungabibikho emhlanganweni makwenziwe ngezixoliso. Amalunga enziwe izithunywa emkhandlwini wokwalusa, bona isigatshana 3(b)

makathumele elinye ilunga uma wona engekho.

- (d) Ilowo nalowo mhlango mawandulelwe amaxoxo nokwakhiwa kohlelo nomengameli nosihlalo. Loluhlelo kufanele lutholwe yiwo wonke amalunga omkhandlu wokwalusa okungenani izinsuku ezintathu phambi komhlangano womkhandlu wokwalusa.
- (e) Isibalo sabantu abalingene ukuxoxa siyobakhona uma ingxenywe yamalunga omkhandlu wokwalusa eyakhethwa ngokulawula kukanombolo 3(b) ngenhla ikhona.
- (f) Ngemvume kamengameli kanye nosihlalo, umkhandlu wokwalusa ungawamema amakholwa nabanye abayizethameli ukuba babekhona engxenyeni ethile yomhlangano kumbe kuwona wonke umhlangano womkhandlu wokwalusa. Isimemo esinjalo asifanele sibe esivulelekile yonke imihlangano kodwa makube esemihlangano ethile ehlose okuthile kumbe esinenjogo ethile.
- (g) Uma kukhona isidingo esiphocayo, ungabizwa omunye umhlangano womkhandlu wokwalusa emva kokubonisana phakathi kukamengameli nosihlalo.

INGXENYE B: IKOMIDI LEZIMALI ZEPHERISHI

1. INJONGO, UMSEBENZI NEKHONO

- (a) Ikomidi lezimali zepherishi liyosiza ekuxhumaneni kahle nasekuthatheni izinyathelo ezimaqondana nokuphathwa kwezimpahla zepherish.
- (b) Kuyoba umsebenzi wekomidi lezimali ukusiza umpriste kuzona zonke izindaba eziphathelene nokuphathwa kwezimpahla zepherishi.
- (c) Ikomidi lezimali kanye nomkhandlu wokwalusa ngokubambisana nokuvumelana bayokwenza, balungise bavuselele umbono wokwalusa kumbe isitatimente sokuthunywa kwepherishi. Akukho zenzo, zinyathelo eziyothathwa ikomidi lezimali kumbe eziyothathwa amakomidi alo amancane kumbe noma iliphi iqembu lepherishi eziyophikisana kumbe eziyongahambisani nombono wokwalusa ipherishi kumbe isitatimente sokuthunywa kwepherishi. Noma ngabe siyavumelana kumbe asivumelani lesenzo siyocutshungulwa sivunye umkhandlu wokwalusa ipherishi.

(d) Ngaphandle kokulimaza izigatshana 1(a, b) kumbe (c) ngenhla amandla ekomidi lezimali ayoba ukubhekana nokulandelayo kwePherishi kodwa kungesikhona ukubhekana nakho kuphela.

- Ukufundisa amakholwa maqondana nelungelo lawo ngokwazi maqondana nezimpahla nezidingo zeBandla nesibopho sawo sokunikelela kulezo zidingo.
- Ukuqoqwa okulungile nokuhle komnikelo kuyona yonke iPherishi ngezindlela ezifaneleyo
- Ukugcinwa kahle, ukubalwa, nokulotshwa kahle phansi zonke izimali eziqoqwe emakholweni nokufakwa kwazo ebhange esikhwameni sePherishi.
- Ukuholela masinyane izisebenzi nokukhokhela izikweletu zezimpahla ezimukeliwe yipherishi nemisebenzi eyenzelwe iPherishi.
- Ngokubambisana nokuvumelana nompriste ophethe nomkhandlu wokwalusa ikomidi liyolungiselela ibhajethi yonyaka ilungiselela unyaka ozayo wepherishi yonke kuhambisane nombono nesitatimente sokwalusa ipherishi, ukubamba kwayo iqhaza nezidingo zayo ngobukhona bengcebo.
- Ukusiza umpriste ophethe ngokulungiselela izitatimente **zanyanga zonke** zezimali ezingenile nezindleko ukuze zethulwe kwisifundabhisobhi ngendlela eyiyo, kukanye nomnikelo oya esikhwameni sesifundabhisobhi njengensonyama yesifundabhisobhi.
- Ukulungiselela umbiko wezimali ezingenile neziphumile zepherishi yonke ekupheleni konyaka zethulelwe ipherishi kanye nesifundabhisobhi.
- Ukulungiselela kancane ukuba ekugcineni indaba yezimali icutshungulwe ngobuchwepheshe ukwenza isiqiniseko sokuthi ukukholeka okuphelele nobufakazi kutholakale.
- Ukwamukela iminikelo ecelwe yisifundabhisobhi, inhlango yababhisobhi baMakhatholika eMzansi Africa kanye neminikelo yeBandla lonke liyethule kusifundabhisobhi.
- Ukugcinwa kahle kwempahla yeBandla, izindlu namathuluzi.
- Ukuthola ukulinganiswa okuyikho ngezimpahla zeBandla okumele zigudluzwe.
- Ukuthola amanani amaqondana nemigomo yepherishi yohulumeni basekhaya okuphathelene nentuthuko ezindaweni ekuhlalwa kuzo bese kwenziwe izincomo emkhandlwini wokwalusa ipherishi nomkhandlu wesifunda ngesikhathi ukuze kwenziwe isicelo seziza zesonto.
- Ukunika, ukuhlela nokwakha izakhiwo ezifanele.
- Ukuhlela nokubambisana nompriste ophethayo iholo, nezinga leholo (salary level) labasebenzayo kwipherishi nokucabanga kuhlelwe ukwenyuswa kweholo lezisebenzi ngonyaka kuncike ekuthini iyatholakala yini imali yokuziholela.

- i) Ukuphathwa kwempahla yepherishi ngokujwayelekile kusezandleni zekomidi lezimali ayi umkhandlu wokwalusa. Ukuphathwa kwezimpahla sepherishi, nokho kuyoba sezandleni zomkhandlu wokwalusa ipherishi okwesikhashana, kuphela uma izenzo zekomidi lezimali yepherishi zikhombisa ukuphathwa kwalezozimpahla ngokubona komkhandlu wokwalusa kuphambana kumbe kungahambisani nombono kumbe isitatimende sokuthunywa komkhandlu wokwalusa njengoba uchaziwe esigabeni 1(c) ngenhla. Ukuphathwa kwezimpahla zepherishi ngokubona komkhandla wokwalusa ukuthi uma ziphethwe yikomidi lezimali kuyoqondana kuphela nalezompahla zepherishngokubona komkhandlu wokwalusa ukuthi amaziphethwe ikomidi lezimali kungahambisani nombono kumbe isitatimende sokuthunywa njengoba sichaziwe esigabeni 1 (c) ngenhla.
 - ii) Umpriste ophethe kufanele azise ikomidi lezimali zepherishi maqondana noma yiziphi izenzo zokuphatha. Lezi zenzo kufanele zifezwe ngokuvumelana phakathi kompriste ophethe nekomidi lezimali zepherishi.
 - iii) Umpriste ophethe akadingi ukuphikiswa yikomidi lezimali zepherishi phambi kokuba athintane neziphathimandla zesifundabhishobhi maqondana nemvume edingekayo yokuthatha izinyathelo zokuphatha okuthe thuthu. Izinyathelo zokuphatha okuthe thuthu ziyohlaziywa ngumbhishobhi omkhulu ngezikhathi ezithile.
- (e) Ikomidi lezimali zepherishi liyofeza umsebenzi walo ngendlela yokubonisana nokuxhumana.

2. UBULUNGA

- (a) Ikomidi lezimali zepherishi liyokwakheka ngompriste ophethe kanye namalunga okungenani amathathu noma amane epherishi athembekile nanolwazi ngezimali ngokuphatha, ngebhizinisi kwezomthetho kumbe izindaba eziphathelene nempahla. Bakhethwa umpriste ophethe emva kokubonisana nomkhandlu wokwalusa ipherishi. Abasizi bompriste ophethe (abangabaPriste namadikoni) bayokhethwa nabo babe ngamalunga.
- (b) Ikomidi lezimali zepherishi liyoba nesithunywa salo njengesethameli emkhandlwini wokwalusa lenze isiqiniseko sokuthi ikomidi lezimali laziseka kahle ngezimfuno nezidingo zomkhandlu wokwalusa ipherishi ezisemqoka. Lelilunga kuyoba yilona lodwa eliyoba ilunga lekomidi lezimali kanye nelomkhandlu wokwalusa ipherishi.
- (c) Isikhathi sokuba sesikhundleni (Term of office)
 - Isikhathi sokuba sesikhundleni sawo wonke amalunga ekomidi lezimali zepherishi iminyaka emithathu.

- Akukho muntu oyoba sesikhundleni phezu kweziqubu ezimbili zokukhethwa (phezu kweminyaka eyisithupha). Emva kwesiqubu sesibili akayukuvunyelwa angenele ukhetho okungenani isiqubu esisodwa(esiyiminyaka emithathu)
- (d) Uma kuba nelunga lekomidi lezimali zepherishi elishiya isikhundla salo phambi kwesikhathi ikomidi ekhethelwe sona (iminyaka emithathu) leso sikhala siyogcwaliswa ngokulandela umthetho wesigaba 2 (a) ngenhla.
- (e) Uma ngokubona kompriste ophethe, ilunga elithile lekomidi lezimali sehlulekile ukufeza umsebenzi walo ngendlela efanele kumbe ngokugculisayo uyolicela lelo lungu ukuba liphume ngendlela esikhundleni sokuba yilunga lezimali zepherishi emva kokubonisana nomkhandlu wokwalusa iPherishi.
- (f) Izihlobo zompriste ophetheyo nabasizi bakhe (abapriste namadikoni) abasoze baba amalunga ekomidi lezimali zePherish.

3. ABAPHATHI ZIKHUNDLA

- (a) Umengameli wekomidi lezimali kuyoba umpriste ophetheyo.
- (b) Usihlalo, isekela nomphathisihlalo nonobhala wekomidi lezimali bayokhethwa amalunga ekomidi lezimali bavunywe umengameli bayoba sesikhundleni isikhathi leso esinqunyelwe ikomidi lezimali. Ilunga okuyilona lona alisoze lakhethwa esiqutshwini sesithathu i.e emva kweminyaka eyisithupha elandelana.

4. AMAKHOMISHANI, AMAKOMIDI AMANCANE NAMAQEMBU ASEBENZAYO

- (a) Ikomidi lezimali liyoba nelungelo lokubumba amakhomishana, amakomidi kanye namaqembu asebenza imisebenzi ethile ukufeza izinjongo nezinhloso zekomidi lezimali zePherishi nokubeka amalungu ekomidi lezimali zePherishi kuwona. Ikomidi lezimali lingakhetha futhi amalunga okungesiwo ekomidi lezimali abe kulezo zakhiwo. Amalunga akhethelwe kulezo zakhiwo ayophatha izikhundla isikhathi esingayukuba ngaphezulu kwesikhathi sekomidi lezimali.
- (b) Kuyoba semandleni ekomidi lezimali ukukhetha abaphathi zikhundla balezi zakhiwo kumbe ligunyaze wona amalunga alezi zakhiwo ukuba azikhethele abaphathi zikhundla.
- (c) Ikomidi lezimali liyokhetha elinye ilunga lalo kumbe ikholwa nje elifanele libe umgcini mabhuku, umthwalo walo okuyoba:
- Ukubhala izincwadi ezidingekayo zezimali e.g. cash book, ledgers njll
 - Ukuhlola /ukuhlela imali egciniwe ngunobhala wepherishi (petty cash)

- Ukuqinisekisa ukuthi zonke izikweletu ezigunyaziwe ziyakhokhwa
- Ukulungisa incwadi esayiniwe umpriste ophetheyo yazisa umphathi zimalli wesifundabhishobhi ngoshintsho lwabasayinayo ilethwe kanye nonongo lokubonisa lwalowo nalowo osayinayo. Umphathi zimali zesifundabhishobhi yenake uyokwazisa ibhange ngokubhala phansi ngaloloshintsho.
- Ukuhlela ukugcinwa kwemali yepherishi ebhange nokubhekana nazo zonke izinguquko zegunya.
- Ukufeza yonke imisebenzi eyethulwe yikomidi kanye /kumbe ngumpriste ophethe.

5. IZINHLELO NOMBIKO

Ikomidi lezimali zepherishi liyohlela ngokubambisana nomengameli izinhlelo zezinto ezizokwenziwa ikomidi kusuka ekuqaleni kwalowo nalowo nyaka libike ekupheleni konyaka.

6. IMIHLANGANO

- (a) Ikomidi lezimali liyohlangana njalo uma kudingeka kodwa okungenani kanye emva kwezinyanga ezimbili.
- (b) Liyogcina amaminithi ayo yonke imihlangano athunyelwe kuwona wonke amalunga ekomidi lezimali zepherishi kuthi okumumethwe amaminithi kwaziswe onke amalunga eBandleni ngokutshelwa ngomlomo uma amalunga ewacela.
- (c) Ukungabibikho emhlanganweni makuthunyelwe izixoliso.
- (d) Ilowo nalowo mhlango mawandulelwe amaxoxo nokwenza uhlelo lomhlangano ngumengameli nosihlalo. Loluhlelo malutholwe iwona wonke amalunga ekomidi lezimali kusasele izinsuku ezintathu phambi komhlangano wekomidi lezimali zepherishi.
- (e) Isibalo sabantu abalingene ukuxoxa siyolandelwa uma ingxenye yamalunga ikhona.
- (f) Ngokuvumelana nomengameli nosihlalo ikomidi lezimali liyomema amalunga eBandla nabanye abayizethameli babekhona emhlanganweni wekomidi wonke noma ingxenye yawo. Lesi simemo akufanele kuba esivulekele yonke imihlangano kodwa ethile kuphela ngenhloso nenjongo ethile emqondweni.

INGXENYE C: UKULUNGISA (AMMENDMENTS)

Umkhandlu wokwalusa isifundabhishobhi nebhodi lezimali zesifundabhishobhi ngokubonisa nokuvumelana ndawonye ungayibukeza imithetho ebhalwe lapha ngaleso naleso sikhathi, uyilungise ukuze ihambelane nesikhathi. Umkhandlu wokwalusa isifundabhishobhi ungacela umkhandlu wokwalusa ipherishi nekomidi lezimali zepherishi ukuba kulungiswe (amendment) lemithetho.

DIOCESE OF UMZIMKULU

STATUTES

OF

THE PARISH PASTORAL

COUNCIL

AND

**PARISH FINANCE
COMMITTEE**

February 2011

PREAMBLE

“Let the spiritual shepherd recognise and promote the dignity as well as the responsibility of the laity in the Church. Let them willingly employ their prudent advice. Let them confidently assign duties to them in the service of the Church, allowing them freedom and room for action. Further, let them encourage lay people so that they may undertake task on their own initiatives. Attentively in Christ, let them consider with fatherly love the projects, suggestions and desires proposed by the laity. However, let the shepherds respectfully acknowledge that just freedom which belongs to everyone in the earthly city.” (Lumen Gentium, para. 37).

Immediately before the above lines, the same constitution on the Church declares, “(The Laity) are by reason of the knowledge, competence or outstanding ability which they enjoy, permitted and sometimes even obliged to express their opinions on those things which concern the good of the Church. When occasion arises let this be done through the organs erected by the Church for this purpose.”

The organs erected by the Church for this purpose are the **Parish Pastoral Council** and the **Parish Financial Committee**. The Code of Canon Law, promulgated in 1983, has seen fit to give effect to the Vatican II teaching on the participation of the

laity in the decision-making processes of the church at the level of parish life, in canons 536 and 537:

Canon 536

Para 1: If, after consulting the council of priests the diocesan Bishop considers it opportune, a pastoral council is to be established in each parish. In this council, which is presided over by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.

Para 2: The pastoral council has only consultative vote and it is regulated by the norms laid down by the diocesan Bishop.

Canon 537

In each parish there is to be a finance committee to help the priest in administration of the goods of the parish, without prejudice to Canon 532. It is ruled by the universal law and by the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful selected according to these norms.

(Canon 532: The pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of Canon 1281 to 1288.)

SECTION A: THE PARISH PASTORAL COUNCIL (PPC)

1. PURPOSE, FUNCTION AND COMPETENCE

- (a) The PPC shall facilitate proper consultation and common action in matters concerning religious formation and pastoral action in the parish.
- (b) It shall be the function of the PPC to:
 - (i) promote diocesan pastoral policy in the parish and in other pastoral communities represented on it;
 - (ii) make proposals to the parish priest for the implementation of the diocesan pastoral policy.
- (c) The PPC and the Parish Finance Committee, in collaboration and consensus with each other, shall draw up and from time to time shall modify or update, one pastoral vision or mission statement for the parish. No activity by any PPC sub-committee, or the Parish Finance Committee, or any other parish groups, is to be conducted which is contrary to or not in keeping with, this parish pastoral vision or mission statement.

Whether or not in keeping with, the parish pastoral vision or mission statement shall be determined by the PPC.

(d) Without prejudice to para. (a), (b) or (c) above, the competence of the PPC shall be, but not necessarily limited to the following concerns of the parish:

- the promotion of liturgy;
- catechetics;
- consistent policy and practice in regard to sacramental participation;
- the youth apostolate;
- lay ministers;
- lay participation in pastoral responsibilities;
- marriage and the family apostolate;
- vocations to the priesthood and religious life
- Christian witness in regard to social concern, especially as evidenced in justice, reconciliation and peace;
- Ecumenism.

NOTE: The administration of the goods of the parish normally falls completely outside the competence of the PPC and normally falls completely within the competence of the Parish Finance Committee. The administration of the goods of the parish, however, shall be deemed to fall temporarily within the competence of the PPC only when the actions of the Parish Finance Committee in the administration of those goods is perceived by the PPC to be contrary to, or not in keeping with, the parish pastoral vision or mission statement as described in par. 1 (c) above. The administration of parish goods shall be limited to those goods of the parish whose administration by the Parish Finance Committee is deemed by the PPC to be contrary to, or not in keeping with, the pastoral vision or mission statement, as described in para.1 (c) above.

(e) The overriding concern of the PPC is the renewal of the People of God in the parish according to the mind of Vatican II.

(f) The PPC shall exercise its function by means of a consultative vote.

2. ESTABLISHMENT

(a) A Parish Pastoral Council shall be established in each parish.

(b) In the case of a parish with more than one geographically separate community, there shall be two options.

- (i) Each such community may have its own PPC.
- (ii) One PPC may represent a number of communities.

(c) In the case of the first option, it is recommended that representatives of the PPC meet from time to time as a co-ordinating council.

- (d) In the case of the second option and in other comparable situations each community shall be entitled to its own community council with equitable representation on the parish council.

3. MEMBERSHIP

- (a) The parish priest and all assistants (priest, deacons, religious and lay), duly appointed to our parish, shall be members of the PPC.
- (b) Member of the PPC shall be truly representative of the parish:
 - (i) At least six members of the PPC, or if possible at least 50% of the members of the PPC, shall be elected by simple majority from the general body of the parishioners;
 - (ii) Each community, religious institute, secular institute, lay confraternity, sodality, society, parish group, geographically-based Small Christian Community (or ward), as defined and approved by Canon 298 to 329 and elsewhere, should designate one of their members to be a representative on the PPC. If possible, this designated representative should not be a member of the PPC who has already been elected by the general body of parishioners in para. 3(b) (i) above;
 - (iii) The parish priest may freely appoint members to the PPC at his discretion provided that: his appointment(s) do not number more than 25% of the total number of elected PPC member in para. 3 (b) (i) above; and that his appointment(s) do not include members of the Parish Finance Committee;
 - (iv) Members of the PPC who are duly appointed to the Parish Finance Committee (under Section B. Para. 2 (a) (i) should not remain members of the PPC and should be replaced by members who are elected in para. 3 (b) (i) above, or appointed in para. 3 (b) (iii) above;
 - (v) The Parish Finance Committee shall delegate one representative to the PPC who shall have observer status and shall ensure that the PPC is informed of the financial situation of the parish. This member shall be the only member of the PPC who is also member of the Parish Financial Committee.
 - (vi) The office bearers with the parish priest and if necessary, other members elected for the purpose may constitute an Executive Committee.
- (c) Term of Office
 - (i) The term of office of all members of the PPC whether elected, designated or appointed, is three years.

- (ii) No person may serve on the PPC for more than two consecutive terms of office after which he or she is not eligible for one term of office.
- (iii) A term of office for all the members of the PPC may be extended or diminished once by only one year by a simple two-thirds majority of a quorum of the members of the PPC (as defined in para. 7 (e) below) if the quorum deems it necessary to extend the term of office.
- (d) In the event of any member of the PPC relinquishing membership before the end of a term of office a replacement will be made as in para. 3(b) (i) or para. 3(b) (iii) above.
- (e) If, in the opinion of the parish priest, a member of the PPC is no longer able to carry out his or her duties satisfactorily or adequately, he may, after consulting the PPC ask such a member to relinquish his or her membership of the PPC.

4. OFFICE BEARERS

- (a) The President of the PPC shall be the parish priest of the parish.
- (b) (i) The chairperson, vice-chairperson and secretary of the PPC shall be elected by the members of the PPC only from those members who were elected in para. 3 (b) (i).
- (ii) The elected office bearers shall be ratified by the President.
- (iii) The elected office bearers will hold office for the term of office of office of the PPC.
- (iv) The same person may not be elected for a third consecutive time to the same office.

5. COMMITIONS, SUB-COMMITTEES AND WORKING-GROUPS

- (a) The PPC shall be entitled to set up commissions, sub-committees and working-groups for various purposes and aims of the PPC and to appoint members of the PPC and to appoint members of the PPC to them. The PPC may also appoint some members who are not members of the PPC to these bodies. The members are appointed to these bodies for not longer than one term of office of the PPC.
- (b) It shall be at the discretion of the PPC to appoint office-bearers for those bodies or to authorise their election by members of these bodies.

6. PROGRAMME AND REPORT

The PPC shall draw up, in collaboration with the President, a programme of activities for the PPC at the beginning of each year and report thereon at the end of the year.

7. MEETINGS

- (a) The PPC meet at least once a month.

- (b) Minutes shall be kept of all meetings and copies shall be submitted to all members of the PPC and shall be available to all members of the congregation on request.
- (c) Absences should be made by apology. Members delegated to the PPC in para. 3 (b) (ii) should send an alternative delegate in their absence.
- (d) Each meeting should be preceded by a discussion and drawing up of an agenda by the President and the chairperson. This agenda is to be received by all members of the PPC at least three days before the meeting of the PPC
- (e) A quorum shall exist when more than half of the members of the PPC elected in para. 3 (b) above, are present.
- (f) With the agreement of the President and the chairperson, the PPC may invite parishioners and other observers to be present during part or all of a PPC meeting. Such an invitation should not be general but for particular aim or objective in mind.
- (g) If the need warrants it, an extra ordinary meeting of the PPC may be called only by the chairperson after consultation with the President.

SECTION B: THE PARISH FINANCE COMMITTEE (PFC)

1. PURPOSE, FUNCTION AND COMPETENCE

- (a) The PFC shall facilitate proper consultation and common action in matters concerning to the administration of the goods of the parish.
- (b) It shall be the function of the PFC to assist the parish priest in all matters relating to the administration of the goods of the parish.
- (c) The PFC and the Parish Pastoral Council, in collaboration and consensus with each other, shall draw up, and from time to time shall modify or update, one pastoral vision or mission statement for the parish. No activity by the PFC or its sub-committees, or any of the parish groups, is to be conducted which is contrary to, or not in keeping with, this parish pastoral vision or mission statement. Whether or an activity is inappropriate shall be determined by the Parish Pastoral Council.
- (d) Without prejudice to para. 1 (a), (b) or (c) above, the competence of the PFC shall be, but not necessarily limited to, the following administration concerns of the parish:
 - the education of the parishioners regarding their right to information about the material and financial needs of the Church and their duty to contribute to those needs;
 - the fair and equitable collection of contributions from the whole parish by the appropriate means;
 - the safe-keeping, counting, recording of all amounts collected from parishioners and its deposit in the parish bank account;
 - the prompt payment of staff wages and salaries and debts incurred for goods received by, and services rendered to, the parish;

- only in collaboration and consensus with the Parish Priest and the Parish Pastoral Council, to prepare an annual budget for the coming year for the whole parish in accordance with the parish's pastoral vision or mission statement, the parish's commitments and its needs, with due regard to the resources available;
- to assist the parish priest with the preparation of the **monthly** statements of income and expenditure to be submitted to the diocese in the prescribed format, together with the ordinary and special contributions to the diocesan funds, as levied by the diocese;
- the preparation of the statement of income and expenditure for the whole parish at the end of each year and its presentation to the parish and the diocese;
- the gradual preparation to the eventual auditing of the parish financial accounts to ensure the goal of maximum credibility through certified accounts is ultimately;
- the taking up of prescribed special collections of the Diocese and of the SACBC and the Universal Church and the submission of amounts collected to the diocese;
- the proper upkeep and maintenance of the church properties, buildings and equipment;
- obtaining accurate valuations of the church goods to be alienated;
- obtaining quotations in respect of parish machinery, equipment and vehicle to be purchased and construction work to be undertaken;
- obtain up-to-date information regarding the policy of the local authority in respect of residential development and make recommendations to the Parish Pastoral Council and the Regional Pastoral Council in good time, for the acquisition of church sites;
- the provision, planning and construction of suitable buildings.
- to determine, in collaboration with the Parish Priest, the wage, salary levels of the staff and to consider annual staff increments, with due regard to the resources available.

- (i) The administration of the goods of the parish normally falls completely within the competence of the PFC and normally falls completely outside the competence of the Parish Pastoral Council. The administration of the goods of the parish, however, shall be deemed to fall temporally within the competence of the Parish Pastoral Council only when the action of the PFC in the administration of those goods is perceived by the Parish Pastoral Council to be contrary to, or not keeping with, the parish pastoral vision or mission statement as described in para. 1 (c)

above. The administration of parish goods shall be limited to those goods of the parish whose administration by the PFC is deemed by the Parish Pastoral Council to be contrary to, or not in keeping with, the pastoral vision or mission statements described in para. 1 (c) above.

- (ii) The Parish Priest must inform the PFC in regard to any ordinary acts of administration. Such acts should be carried out in terms of an arrangement agreed to by the parish priest and the PFC.
 - (iii) The Parish Priest requires the nihil obstat (no objection) of the PFC before he approaches the diocesan authorities for the necessary permission to perform acts of extraordinary administration. Acts of extraordinary administration will be specified from time to time by the Bishop.
- (e) The PFC shall exercise its function by means of a consultative vote.

2. MEMBERSHIP

- (a) The PFC shall comprise the parish priest and at least three or four members of the parish who are trustworthy and experienced in financial, administrative, business, legal or property matters. They are appointed by the parish priest after consulting with the Parish Pastoral Council. Assistants (priests and deacons) shall also be appointed as members.
- (b) The PFC shall delegate one representative to the Parish Pastoral Council who shall have observer status and shall ensure that the PFC is fully informed of the pastoral requirements and priorities of the parish. This member shall be the only member of the PFC who is also a member of the Parish Pastoral Council.
- (c) Term of Office:
 - (i) The term of office of all PFC members is three years;
 - (ii) No person may serve on the PFC for more than two consecutive terms of office after which he or she is not eligible for one term of office.
- (d) In the event of any member of the PFC relinquishing membership before the end of a term of office a replacement will be made as in para. 2 (a) above.
- (e) If, in the opinion of the Parish Priest, a member of the PFC is no longer able to carry out his or her duties satisfactorily or adequately, he may, after consulting the Parish Pastoral Council ask such a member to relinquish his or her membership of the PFC.
- (f) Relatives of the Parish Priest and assistants (priests and deacons) shall not be appointed as members of the PFC.

3. OFFICE BEARERS

- (a) The President of the PFC shall be the Parish Priest of the parish.
- (b) The chairperson, vice-chairperson and secretary of the PFC shall be elected by the members of the PFC and ratified by the President. They will hold office for the term

of office of the PFC. The same person may not be elected for a third consecutive time to the same office.

4. COMMISSIONS, SUB-COMMITTEES AND WORKING GROUPS

- (a) The PFC shall be entitled to set up commissions, sub- committees and working groups for various purposes and aims of the PFC and to appoint some members who are not members of the PFC to those bodies. The members are appointed to those for not longer than one term of the office of the PFC.
- (b) It shall be at the discretion of the PFC to appoint office-bearers for these bodies or to authorise their election by members of those bodies
- (c) The PFC shall appoint a member of the PFC or a suitable parishioner as bookkeeper, whose specific responsibilities shall be:
 - To write up the necessary books of account such as cash books ledger etc.
 - To supervise the petty cash held by the parish secretary;
 - To ensure payment of all approved accounts;
 - To arrange for a letter signed by the Parish Priest, notifying the Diocesan Financial Administrator of any change in signatories, together with two specimens of each person's signature. The Financial Administrator to then notify the bank in writing of such changes
 - To operate the Parish savings account and to attend to any changes to the mandate (both to have the prior approval of the Parish Priest)
 - To carry out other specific duties assigned by the committee and /or Parish Priest.

5. PROGRAMME AND REPORT

The PFC shall draw up, in collaboration with the President, a programme of activities for the PFC at the beginning of each year and report at the end of the year.

6. MEETINGS

- a) The PFC shall meet as often as required but at least once every two months.
- b) Minutes shall be kept of all meeting and copies shall be submitted to all members of the PFC and that the contents of the minutes are made available verbally to all members of the congregation on request.
- c) Absences should be made by apology.

- d) Each meeting should be preceded by a discussion and drawing up of an agenda by the President and the Chairperson. This agenda is to be received by all members of the PFC at least three days before the meeting of the PFC.
- e) A quorum shall exist when more than half of the members of the PFC are present.
- f) With the agreement of the President and the Chairperson the PFC may invite parishioners and other observers to be present during part or all of a PFC meeting. Such an invitation should not be general but for particular meetings and with a particular aim or objective in mind.

SECTION C: AMENDMENTS

The Diocesan Pastoral Council and the Diocesan Finance Board, in collaboration and consensus with each other, may from time to time review, make amendments or update the statutes here recorded. The Diocesan Pastoral Council can call for amendments from both the Parish Pastoral Council and Parish Finance Committee.