



OFFICE OF THE CARDINAL
1011 FIRST AVENUE
NEW YORK, NY 10022

CANONICAL STATUTES OF THE PERSONAL PARISH OF SAINT JOHN HENRY NEWMAN FOR THE PASTORAL CARE AT COLUMBIA UNIVERSITY, NEW YORK

PREAMBLE

These Canonical Statutes are the ecclesiastical norms governing the personal parish of Saint John Henry Newman, erected by decree of September 28th, 2023, for the pastoral care at Columbia University in New York City, hereafter called “The Parish.”

CHAPTER 1 – NATURE, CIRCUMSCRIPTION AND MEMBERSHIP OF THE PARISH

Article 1 – Nature of the Parish.

- §1. The Parish is a community of the Christian faithful stably established by the Archbishop of New York in accord with the provisions of canon law.
- §2. The Parish is entrusted to a Pastor as its proper ecclesiastical shepherd and juridical executive and steward under the authority of the Archbishop of New York (canon 515 §1).
- §3. The Pastor exercises the functions of his ecclesiastical office according to the prescriptions and within the limits defined by the Code of Canon Law and particular law of the Archdiocese of New York.
- §4. A legitimately erected parish is a public juridic person in accord with canon 515 §3 and has all the rights and obligations of a public juridic person as provided in the universal law of the Catholic Church and the particular law of the Archdiocese of New York.

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

Article 2 – Personal circumscription

According to the norm of canon 518, the Parish is personal and aimed at providing pastoral care at Columbia University in New York.

Article 3 – Membership

§1. The following Christian faithful, that is, those persons who “have been incorporated in Christ through baptism” (canon 204 §1), are members of the Parish:

- (a) Students matriculated at Columbia University in New York City;
- (b) Faculty who are full time or part time employed by Columbia University in New York City;
- (c) Staff members who are full time or part time employed by Columbia University in New York City.

§2. Members of the Parish do not lose their membership in the territorial parish in which they have a domicile or quasi-domicile.

§3. Proof of membership is given through a valid university ID and other supporting documents that may be necessary to establish membership and jurisdiction of the Pastor.

CHAPTER 2 – GOVERNANCE

SECTION 1 – PARISH LEADERSHIP

Article 4 – The Pastor

§1. The Pastor is the proper shepherd of the Parish, under the authority of the Archbishop of New York (canon 515 §1).

§2. The Pastor, who must be a priest, is freely appointed by the Archbishop of New York according to the norms and procedures of the Archdiocese of New York, without prejudice to the provisions of the Code of Canon Law.

§3. Within the Parish, and for all parish property, ministries, apostolic works, and programs, the Pastor “carries out the functions of teaching, sanctifying, and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law” (canon 519; see also canons 528–530).

§4. The Pastor enjoys all rights and obligations found in universal and particular law, including those articulated in these Statutes.

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

§5. The Pastor represents the Parish in all juridic affairs according to the norm of universal and particular law (canon 532).

§6. The Pastor obtains and loses office according to the norms of canon law.

Article 5 – The Parochial Administrator

§1. A Parochial Administrator is freely appointed by the Archbishop of New York when the office of Pastor of the Parish becomes vacant or the Pastor is unable to exercise his office (canon 539).

§2. The Parochial Administrator, who must be a priest, is ordinarily appointed without a term of office.

§3: The Parochial Administrator possesses the same rights and duties as the Pastor, unless the Archbishop of New York determines otherwise (canon 540 §1).

§4. In accordance with canon 540 §2, a Parochial Administrator is not to “do anything which prejudices the rights of the pastor or can harm parochial goods.”

Article 6 – Title “Pastor”

The title “Pastor” shall be construed within this document as pertaining to a Pastor or Parochial Administrator only.

SECTION 2 – CONSULTATIVE GROUPS IN THE PARISH

Article 7 – Parish Pastoral Council

§1. The Parish is to have a Parish Pastoral Council over which the Pastor personally presides (canon 536 §1).

§2. The Parish Pastoral Council functions under the authority of the Pastor in accordance with the universal law of the Catholic Church and the particular law of the Archdiocese of New York. It is the principal advisory or consultative group regarding the pastoral works and ministries of the Parish.

§3. The Parish Pastoral Council possesses no authority other than to advise the Pastor in matters concerning the pastoral works and ministries of the Parish. The Parish Pastoral Council shall not function in any manner apart from the Pastor.

§4. During a vacancy of the office of Pastor, the Parish Pastoral Council does not cease to exist, but cannot function in any manner and is not to meet, unless a duly-appointed Parochial Administrator convenes the council and personally presides at its meetings.

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

§5. When a new Pastor is appointed, he is ordinarily to convene a meeting of the Parish Pastoral Council at his earliest opportunity, and at a time not to exceed 60 days after his installation as Pastor.

Article 8 – Parish Finance Council

§1. The Parish is to have a Parish Finance Council over which the Pastor personally presides (canon 537).

§2. The Parish Finance Council functions under the authority of the Pastor in accordance with the universal law of the Catholic Church and the particular law of the Archdiocese of New York. It “assists the pastor in the administration of the goods” of the Parish (canon 537). The Parish Finance Council is the principal advisory or consultative group regarding the financial and property administration of the parish.

§3. The Parish Finance Council possesses no authority other than to advise the Pastor in matters concerning the financial and property administration of the parish. It always functions in a consultative or advisory manner, and shall not function in any manner apart from the Pastor.

§4. It is recommended that statutes be approved by the Pastor for the Parish Finance Council, which are to be carefully drafted to ensure conformity with all pertinent provisions of the universal law of the Catholic Church and particular law of the Archdiocese of New York.

If statutes are drafted for the Parish Finance Council, they shall include references to the Council’s size, composition of membership, method of selection, terms of office, leadership, meetings, and committees.

Such statutes lack all force insofar as they conflict with canon law, or any provision of law of the United States of America or the State of New York.

The existence or non-existence of such statutes, and any provision of such statutes, shall not give rise to any right or claim of right, or to a cause of action related to a right or claim of right.

§5. During a vacancy in the office of Pastor, the Parish Finance Council does not cease to exist, but cannot function in any manner and is not to meet, unless a duly-appointed Parochial Administrator convenes the council and personally presides at its meetings.

§6. When a new Pastor is appointed, he is ordinarily to convene a meeting of the Parish Finance Council at his earliest opportunity, and at a time not to exceed 60 days after his installation as Pastor.

Article 9 – Other consultative or advisory groups

The Pastor, but not a Parochial Administrator, may erect other consultative or advisory groups within the Parish, including but not limited to, a Parish Liturgy Committee or a Parish Social

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

Justice Committee, but no committee may exist without the explicit consent and authorization of the Pastor. No committee within the parish possesses deliberative or decision-making authority over any topic or matter of parish life and administration.

CHAPTER 3 – PARISH OPERATIONS AND ADMINISTRATION

SECTION 1 – TEACHING OFFICE

Article 10 – Ministries and programs

§1. The Parish is to conduct ministries and programs for Catholic education, under the authority of the Pastor, in accord with the provisions of the universal law of the Catholic Church and the particular law of the Archdiocese of New York.

§2. The Pastor is to assure that the Parish provides programs of Catholic religious formation and sacramental preparation for the young people of the Parish according to the guidelines of the Archdiocese of New York.

§3. The Pastor is to ensure that the Parish operates its programs of Catholic religious formation in conformity with the directives and policies of the Archdiocese of New York.

SECTION 2 – SANCTIFYING OFFICE

Article 11 – Parochial registers

§1. In accord with canon 535 §1, the Parish is to maintain appropriate sacramental registers or record books for recording the celebration of Baptism, Confirmation, and Marriage. The Parish may optionally maintain registers for the celebration of First Communion and Christian Funerals.

§2. It is the responsibility of the Pastor to see that the registers are meticulously maintained and safeguarded.

§3. The registers are to be kept in a locked and fire-retardant cabinet, safe, or closet.

§4. The Pastor is to make all sacramental registers available for the inspection of the Dean whenever requested by the Dean.

§5. The Pastor is to make all sacramental registers available to the Diocesan Archives upon request, for purposes of microfilming, photocopying, or other archival purposes.

§6. The Pastor is to ensure that all who regularly administer the sacraments within the parish are instructed in the proper manner of recording those sacraments within the appropriate registers.

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

§7. The Pastor may ask a person other than a priest or deacon (for instance, a parish secretary) to enter within the registers the information regarding the celebration of sacraments within the Parish, and of making annotations to records when necessary, but he is to ensure that the person is instructed in the proper manner of entering information and annotations, and he is to inspect the registers on a regular basis to ensure the completeness and accuracy of information.

Article 12 – Mass offerings

§1. Mass offerings, which are given to a priest by a member of the Christian faithful for the application of a specific intention, are not considered assets of the parish and are to be accounted for separately; they are never to be commingled with parish assets.

§2. The Pastor is to record “accurately the number of Masses to be celebrated, the intention, the offering given, and their celebration” in a book for this purpose. The Pastor is to maintain this record book in a safe and secure location. The Pastor is to make this record book available for the inspection of the Dean whenever requested by the Dean. (canon 958 §1).

§3. The norms of canons 945–958 pertaining to offerings given for the celebration of Mass are to be followed meticulously.

§4. The entire offering received for a specific intention is to be given to the priest who celebrated Mass for that intention.

§5. The Pastor is to ensure that no amount is requested for a Mass offering in excess of the established diocesan amount.

§6. No priest is to refuse to offer Mass for an intention if the person requesting the intention is unwilling or unable to make an offering.

SECTION 3 – TEMPORAL GOODS

Article 13 – Right to acquire, retain, administer, and alienate ecclesiastical goods

As a public juridic person in the Church (canon 515 §3), the Parish has the right to acquire, retain, administer, and alienate ecclesiastical goods in its own name, in accordance with universal and particular law. The Pastor is the administrator of the ecclesiastical goods belonging to the Parish (canon 1279 §1).

Article 14 - In addition to the prescriptions stated in these Statutes, all matters concerning the temporal goods of the Parish shall be governed by universal and particular law.

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

Article 15 – The acquisition of goods and offerings

§1. Offerings given to the Pastor are presumed to be given to the Parish, unless the contrary is clearly established by the donor (canon 1267 §1).

§2. Offerings made to the Pastor or Parish with an unusual or burdensome condition attached may be accepted only with the permission of the local ordinary (canon 1267 §2).

§3. The Diocesan Bishop is executor of all pious wills, that is, all bequests to the Parish (canon 1301 §1). Accordingly, no bequest or estate is to be handled by the Parish. The Pastor is to refer all bequests and estates to the Archdiocese of New York.

Article 16 – The administration of goods

While the administration of the ecclesiastical goods belonging to the Parish pertains to the Pastor, the Archbishop of New York exercises vigilance over all temporal goods belonging to public juridic persons subject to him (canon 1276 §1). To this end, the Pastor is bound to follow meticulously any “instructions within the limits of universal and particular law” (canon 1276 §2), including those that may be issued by the Archbishop of New York.

Article 17 – Pastor’s oath

Upon his appointment as Pastor of the Parish, the priest will take an oath before the local ordinary or his delegate that he will administer well and faithfully the goods of the parish (canon 1283, 1°).

Article 18 – Report to the faithful

At least annually, the Pastor is to report to the Christian faithful of the Parish a written account of the financial status of the parish, including a balance sheet and statement of revenues and expenses (canon 1287 §2). A copy of this report is to be sent to the Vicar General of the Archbishop of New York.

Article 19 – Annual budget

The Pastor shall prepare an annual budget of income and expenditures for the parish. After consulting the parish Finance Council, the Pastor shall implement the parish budget (canon 1284 §3). A copy of this budget is to be sent to the Finance Officer of the Archdiocese of New York.

Article 20 – Bank and financial accounts

The Pastor is to be a signatory to any and all bank or other financial accounts held by the parish and the parish school. If a Parochial Vicar is assigned to the Parish, he is to be the only other

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

alternate signatory. If no Parochial Vicar is assigned to the Parish, the Dean or a Priest assigned to residence in the parish Rectory is to be the only other alternate signatory.

Article 21 – Manner of proceeding in construction and renovation projects

The Pastor is to be aware of and observe the manner of proceeding in construction and renovation projects, in accordance with the procedures of the Archdiocese of New York.

Article 22 – Alienation of goods

The Pastor may validly alienate or transfer ownership of any real property of the Parish, provided the norms of universal and particular law are observed, especially the norms requiring permission from higher ecclesiastical authority prior to the alienation or transfer.

Article 23 – Litigation in a civil forum

The Pastor is neither to initiate nor to contest litigation in a civil forum in the name of the Parish without having received in writing the prior consent of the Archbishop of New York (canon 1288).

Article 24 – Obligation

Pastors and their agents or delegates are reminded of the strict obligation to fulfill the provisions of Canon Law in all matters of fiscal and temporal administration. Actions in violation of these provisions include, but are not limited to, the following:

- A. The use of property, assets or money for purposes which are not of benefit or which are detrimental to the parish.
- B. The use of property, assets or money for purposes of personal gain or benefit.
- C. Transactions outside the scope of the Pastor's authority or without proper consultation or proper prior consent of the diocesan bishop.
- D. Failure to comply with norms, policies, and programs offered by those offices and persons delegated by the diocesan bishop to assist in the financial, business, and professional operations of the parish.
- E. Holding oneself out to third parties with implied authority to transact business beyond the actual authority granted by universal or particular law.

Article 25 – Theft

Within the Archdiocese of New York, there is no tolerance whatsoever for theft of parish or school property, whether by misuse of funds, embezzlement, or outright taking. The Pastor is

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

bound to report any theft of parish property or monies to the Police and to the Archdiocese of New York. Any instance of theft is to be prosecuted insofar as it constitutes a prosecutable offense. In practice of the virtue of mercy, the Pastor may wish to petition the court for clemency in sentencing following prosecution, if the situation so warrants.

Article 26 – Parish organizations and programs

§1. Any organization which uses the parish name in its title, or which conducts programs and events using the parish name, using parish property of any kind, or in fulfillment of a parish ministry, is expected to undertake all activities with attention to prudent fiscal management and practices.

§2. Any organization or program which functions in the name of the Parish or in fulfillment of a parish ministry is understood to be a constituent part of the Parish itself. Such organizations and programs are to observe all norms of canon law and of the Archdiocese of New York regarding fiscal operation and management.

§3. All assets, funds, and property of such organizations are considered the property of the Parish, without exception, and are fully subject to oversight as determined by the Pastor.

§4. The parish office is to be the sole mailing address for all financial statements of such organizations. The Pastor and his delegates are understood to possess full authority to open and review account statements, and to oversee or undertake the regular reconciliation of account activity and statements.

§5. The Pastor is always to be a signatory to any bank or financial account related to such organizations, although with the prior approval of the Pastor, one or more officers of the organization may serve as signatory(ies) as well. Ordinarily, two signatures are to be required for checks or other financial actions of parish organizations, and a detailed record of account activity, together with original documentation for all expenses, is to be kept by the Parish staff or, with the prior approval of the Pastor, by the organization, so long as the Pastor is always afforded access to this information and documentation upon request.

§6. Limits on expenses and financial acts pertain to such organizations, as provided by the Archdiocese of New York. The Pastor may impose other restrictions, conditions, and procedures in the manner of fiscal controls.

§7. The financial operations of such organizations are to be included in any financial or management audit of the parish.

§8. Any organization which is regularly hosted by the parish and which involves parishioners, but which is not a constituent part of the parish – that is, an organization which does not function in the name of the parish or in fulfillment of a parish ministry – must upon request by the pastor

CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

present an accounting of its financial operations, including all account balances, identities of signatories to all accounts, and detailed description of financial operations.

Such an organization will ordinarily possess a charter or other founding document issued by an organization recognized by the Church at the universal, national or diocesan level (such groups may include, among others, the Knights of Columbus or St. Vincent DePaul Society).

An organization which for its meetings or programs either (a) leases or rents parish property, or (b) is permitted infrequent access to or use of parish property at no cost, is exempt from this obligation, provided all the following are fulfilled:

- i. it does not represent itself as Catholic;
- ii. it does not use the parish name in its title, purpose, or literature;
- iii. the majority of its members or event participants are not parishioners;
- iv. any solicitation of funds or gifts will not be used for the benefit of a parish program, group, ministry, or function.

Assets, funds, and property of such organizations are considered the property of the organization and not of the parish, unless otherwise explicitly documented.

Gifts and donations of any kind which are made by such an organization to the parish are considered to be in the full possession and ownership of the parish from the moment the gift is accepted by the diocesan bishop or the pastor or a delegate of either, unless explicitly documented otherwise in writing at the time of the gift.

Article 27 – Audit

It is desirable that the financial operations of the Parish and all affiliated organizations and programs be audited by an external professional auditing firm on a regular basis. When this occurs, a copy of the audited financial statements and audit report is to be sent to the Vicar General of the Archbishop of New York.

CHAPTER 4 – SAFE ENVIRONMENT

Article 28 – Safe environment

The Charter for the Protection of Children and Young People of the United States Conference of Catholic Bishops, the Safe Environment Policies of the Archdiocese of New York, the Policy on Sexual Misconduct of the Archdiocese of New York, and any other universal or particular law or policies related to the safeguarding of minors and young people shall equally apply to the Parish, the Parish Leadership, anyone associated with the Parish and any volunteers in and of the Parish.

CHAPTER 5 – FINAL DISPOSITIONS

Article 29 – Proposed amendments

Amendments to these Statutes may be proposed in writing to the Archbishop of New York by the Pastor of the Parish. The approval of any amendment to these Statutes by the Archbishop of New York shall be in writing.

Article 30 – Amendments by the Archbishop of New York

The Archbishop of New York may at any time amend or replace these Statutes of the Parish on his own initiative in accord with the Code of Canon Law.

Article 31 – Interpretation of the Ecclesiastical Statutes

The Archbishop of New York has the exclusive competency to interpret these Statutes.

Article 32 – Other Applicable Norms

Everything that is not covered by the current Statutes is governed by the Code of Canon Law, other universal law, and the particular law of the Archdiocese of New York.


CANONICAL STATUTES PERSONAL PARISH AT COLUMBIA UNIVERSITY

These Statutes of the Parish shall become effective immediately. A notarized copy of these Statutes will be sent to the Pastor of the Parish. These Statutes are subject to the provisions of the *Code of Canon Law* and other universal law, complementary norms of the United States Conference of Catholic Bishops for the dioceses in the United States, and particular law promulgated by the Archbishop of New York.

Given at the Chancery of the Archdiocese of New York, New York, on the 28th day of September 2023, Optional Memorial of Saint Lawrence Ruiz and Companions, Martyrs.



Timothy Michael Cardinal Dolan
Archbishop of New York



John P. Cahill
Chancellor