# THE PRIESTS' HANDBOOK

POLICIES & PROCEDURE

## **POLICIES**

FOR THE MINISTRY AND LIFE OF THE PRESBYTERATE OF THE ARCHDIOCESE OF NAGPUR

For private circulation only



#### BY THE GRACE OF GOD AND FAVOUR OF THE APOSTOLIC SEE ARCHBISHOP OF NAGPUR

#### DECREE OF PROMULGATION

HAVING REVIEWED THE PASTORAL AND LITURGICAL NEEDS IN THE ARCHDIOCESE OF NAGPUR AND HAVING DETERMINED THAT THE PORTION OF THE PEOPLE OF GOD ENTRUSTED TO MY CARE WOULD BE BETTER SERVED WITH CLEARER AND MORE DETAILED INSTRUCTIONS TO PARTICIPATE IN THE PREPARATION AND CELEBRATION IN THE ARCHDIOCESE OF NAGPUR, I HEREBY;

## RELEASE THE GUIDELINES AND POLICIES FOR THE ARCHDIOCESE OF NAGPUR

After broad-based consultation with the College of Consultors, Archdiocesan Council of Priests, the Deans and the Archdiocesan Pastoral Council, I herewith promulgate the attached policies, procedures and norms in accord, with Canons to assist the Priests & Religious. All things to the contrary notwithstanding, this decree is issued on the 17th Day of November 2023.

The accompanying policies and procedures shall guide the ministries and the activities of the Priests and Religious of the Archdiocese of Nagpur and are to take effect immediately.



**≇Elias Gonsalves Archbishop of Nagpur** 

Given at Archbishop's House in the Year of the Lord on November 17, 2023

#### Contents

#### Chapter One -

#### **Policies & Procedure: Introduction**

#### Chapter Two - Nagpur Archdiocesan Finance Policy

- 2.1. Vision for Financial Management:
- 2.2. Planning and Budgeting
- 2.3. Accounting System
- 2.4. Maintenance of Records / Documents
- 2.5. Internal Control
- 2.6. Reporting and Monitoring
- 2.7. Roles and Responsibilities of Treasurers/Secretaries
- 2.8. Audit
- 2.9. Employees Welfare Schemes
- 2.10. Societies and Registration
- 2.11. Income Tax
- 2.12. Foreign Contribution (Regulation) Act, 2010 and Rules 2011
- 2.13. Goods and Services Tax (GST)
- 2.14. Bank Related Laws
- 2.15. Investments
- 2.16. Purchase of Immovable Assets

#### Part Two - Procedures

- 1. What is a procedure?
- 2- Planning and Budgeting

Annexure -1 Strategic/Activity Plan

Annexure -2 Budget plan

3. Accounting System

Annexure-3 (Voucher).

Annexure-4

4. Maintenance of Records/Files

Annexure - 5

Annexure - 6

Annexure - 7

- 5. Stock Registers:
- 6. Reporting and Monitoring
- Audit

**Employees Welfare Schemes** 

Annexure-8

Letter of Appointment

Annexure-9

Gratuity

#### Investment

#### **Part III-Formats**

Format-1

Audit Schedule

Format – 2 - Annual Audited Statements Format

#### Head Explanation

Format – 2(a) (Management / Community Account) Income

Format – 2(b) (Management / Community Account) Expenditure

Format-2(c) Schools-Account - Income

Format -2(d) Schools -Account - Expenditure

Format -3 Budget Study Format

Format -3(a) - Check List for Internal Auditing

#### **Chapter Three - Conflict of Interest Policy**

- 3.1. Purpose and Intent
- 3.2. A Conflict of Interest Can Arise
- 3.3. Purpose and Intent
- 3.4. Application of Conflict of Interest
- 3.5. Partners
- 3.6. Oversight

### Chapter Four - Dealing with Cases Involving Sexual Abuse of Minors by Priests and Religious (POCSO)

- 4.1. Norms for Dealing with Cases Involving Sexual Abuse of Minors Issued by CBCI on 27.05.2012
- 4.2. Policy and Procedures Regarding Sexual Misconduct for Archdiocesan Priests/Deacons/Seminarians

#### Chapter Five - Sexual Harassment of Women at Workplace (POSH)

- 5.1. Preamble
- 5.2. Introduction
- 5.3. What is Sexual Harassment?
- 5.4. Forms of Sexual Harassment
- 5.5. Preventive Steps
- 5.6. Complaint Mechanism
- 5.7. Confidentiality
- 5.8. Conflict of Interests
- 5.9. Victimization
- 5.10. Information, Education and Training
- 5.11. Non-Waiver of Statutory Rights
- 5.12. Annual Reports
- 5.13. Review
- 5.14. Penalties
- 5.15. Global Norms and Good Practices

## Chapter Six - Child Protection Policy for Catholic Parishes and Schools in Archdiocese of Nagpur (POCSO)

- 6.1. Introduction
- 6.2. Background and Rationale
- 6.3. Child Protection Policy Statement of the Catholic Educational Institutions
- 6.4. General Guidelines:
- 6.5. Child Protection Committee:
- 6.6. Modus Operandi of the Local (Institutional) Child Protection Committee Diocesan or Province Level Child Protection Committee: SEXUAL ABUSE
- 6.7. Modus Operandi of the Local (Institutional) Child Protection Committee/ Diocesan or Province Level Child Protection Committee-
- 6.8. Post Abuse Rehabilitation and Remedial Facilitation:
- 6.9. Preventive Measures:
- 6.10. Code of Protective Behaviour (for the Members of the Staff)

Annexure 1- Application Form for all Staff Members:

Annexure 2-Legislations Relating to Children

Annexure-3-Various Dimensions of Sexual Abuse

Annexure 4-Emotional and Behavioural Impact of CSA on Children

Annexure 5- Consent under POCSO

Annexure 6-Barriers to Disclosure

Annexure 7- Guidelines and How to Deal Psychologically

Annexure - 8- Offences under POCSO Act

## Chapter Seven - Common Policy for Higher Education of the Priests of the Archdiocese of Nagpur

#### **Chapter Eight - Community Development Fund Policy**

#### **Chapter Nine - The Migration Policy**

- 9.1. The Migration Phenomenon and the Importance of Specific Pastoral Action
- 9.2. General Operational Principals
- 9.3. Guidelines for Organisation and Structure

#### Chapter Ten - Archdiocese of Nagpur Environmental Policy

- 10.1. Introduction
- 10.2. Vision
- 10.3. Mission
- 10.4. Objectives
- 10.5. Principles of the Policy
- 10.6. The Right to Development
- 10.7. Economic Efficiency
- 10.8. Key Environmental Challenges
- 10.9. Activities and Strategies
- 10.10. Awareness Creation and Training Through Various Committees
- 10.11. Water Conservation
- 10.12. Land Degradation
- 10.13. Forests and Wildlife
- 10.14. Fresh Water Resources

#### Pastoral Handbook: Archdiocese of Nagpur

- 10.15. Wetlands
- 10.16. Pollution Abatement
- 10.17. Air Pollution
- 10.18. Environmental Awareness, Education and Information
- 10.19. Forest Management
- 10.20. Control, Prevention and Reduction of Environment Pollutions
- 10.21. Bio Diversity Conservation.

#### Chapter Eleven - Whistle Blower Policy

- 11.1. Definitions
- 11.2. Coverage of the Policy
- 11.3. Protection
- 11.4. Secrecy/Confidentiality
- 11.5. Disqualifications
- 11.6. Procedure for Raising a Complaint
- 11.7. Procedure for Handling Complaint
- 11.8. Reporting
- 11.9. Amendment

Chapter Twelve - Policy Regarding Organizing Pilgrimages and Tours