

VICARS FORANE, DIOCESE OF FRESNO¹

VISION OF VICARS FORANE: The Vicar represents the bishop and shares with him his role of fostering unity and fraternity amongst the priests, of coordinating pastoral activity amongst the parishes, and manifesting pastoral concern for priests and laity.

ROLE OF VICAR:

- a. The Vicar, as a member of the Priests Council is responsible for vicariate meetings, which will be held normally two weeks after each Priests Council meeting. Calendar should be set for the year.
 - 1) He is to bring matters of the Council to the priests and to bring input of the priests to the Council.
 - 2) He is responsible for giving minutes of the vicariate meetings to the Chancellor within one week after the meeting.
- b. The Vicar is to coordinate and promote common pastoral activity in the area, facilitating and sharing and pooling of resources (e.g., penitential services, hospital and/or jail ministry).
- c. The Vicar is to facilitate the tradition of vicariate luncheons in the area. It is the decision of the vicariate whether to have business or a vicariate meeting at these luncheons.
- d. The Vicar is to represent the bishop at certain functions held in the vicariate when requested by the bishop (e.g., installing a pastor when the bishop is not available).
- e. The Vicar is to manifest priestly care for fellow priests in the area, especially towards sick priests, or priests who may be passing through difficult times. The Vicar and bishop should contact each other when they have knowledge of a sick priest.
- f. The Vicar is responsible for disseminating a list of priests who will be available for emergencies when the priests of the Diocese are on a convocation or retreat.
- g. The Vicar is responsible for calling the parishes in his vicariate to notify the priests of a death of a fellow priest or of the parents of the priests, and later to notify the priests of the arrangements for the funeral liturgies. A telephone tree should be established.
- h. The Vicar will be available for consultation and advice to new pastors/administrators in the area.
- i. The Vicar will be available at the direction of the bishop for special needs and duties in the vicariate (e.g., coverage of a parish in a sudden death or serious sickness of a priest).
- j. The Vicars are members of the Personnel Board.
- k. Power to dispense from *mixed religion* and *disparity of cult* in last-minute emergency situations only. (Notification to office.)
- l. Vicars are to insure that parish registries are properly inscribed and protected.
- m. Vicars are to insure custody of the Blessed Sacrament.
- n. Vicars are to encourage and to verify that priests of the vicariate participate in study after ordination.

¹ Revised July 2017

- o. Upon the death of a priest the vicar is to see to it that the priest's residence is secured (including changing of the locks if necessary) and all contents of the residence are to be inventoried to identify those items belonging to the priest and those belonging to the parish.

The Vicar is to immediately notify the Vicar General upon the death of the priest in his vicariate.

- p. Vicars are to visit the parishes in his vicariate according to the wishes of the Bishop.