

CIRCULAR

📍 Bishop's House, Civil Lines,
Jalandhar City - 144001
Punjab - INDIA



diojal5ab@gmail.com ✉
curiadoj@gmail.com ✉
www.jalandhardiocese.com 🌐
(0181) 2223987 📞

MOST REV. JOSE SEBASTIAN

BISHOP OF JALANDHAR

Ref. No.: **DOJ/445/2026**.....

Dated:..... **17 August 2026**..

PASTORAL NOTE ON DIOCESAN ADMINISTRATION

Dear Fathers and Sisters,

I express my deep gratitude to each of you for your unwavering support and encouragement in my episcopal ministry. Together, we have accomplished much for the people in our care. At the same time, certain areas of administration require our collective attention so that our mission remains faithful, transparent, and effective. The Principle of Synodality and Subsidiarity should be maintained by all in the respective responsibilities entrusted to them. I would bring to your attention the following matters to improve our functioning.

1. Parish Administration

- 1) **Family Cards:** Family cards contain all relevant details of a family. In many parishes, family cards are not updated regularly. The family Cards are not to be entrusted to catechists who struggle with English entries. This responsibility must rest with the Parish Priest.
- 2) **Parish Registers:** Sacramental registers should be maintained by the Parish Priest or Assistant Priest. Entries should be made promptly-ideally on the same day as per the civil documents submitted. Entries should be made in **CAPITAL LETTERS** only. The Parish Secretary may prepare certificates, but they must be verified and signed by the Parish Priest. Corrections must be countersigned by the priest who made the entry within three months. Older corrections should be referred to the Chancellor. Dispensation numbers should be recorded in the proper column.
- 3) **BEC:** Basic Ecclesial Communities are the way forward for a synodal Church. I am glad that many of our parishes have converted the Parish family units as Basic Ecclesial Communities. I encourage all of you to follow suit. Each of the BECs should have one male and one female leader and one male and one female member from the CYD who are to take the lead in gathering the families and conducting the BEC every week, in turn, in each family. The BEC Leaders will take care to choose members each week for their assigned time of Adoration of the Blessed Sacrament and intercessory prayers in the Parish.
- 4) **Parish Council:** Each Parish should constitute a Parish Council which is a consultative body representing the Parish. They should be elected as per the Constitution and function approved for the Parish Council. The election will be announced when it is due.

CIRCULAR

📍 Bishop's House, Civil Lines,
Jalandhar City - 144001
Punjab - INDIA



diojal5ab@gmail.com ✉
curiadoj@gmail.com ✉
www.jalandhardioocese.com 🌐
(0181) 2223987 📞

MOST REV. JOSE SEBASTIAN

BISHOP OF JALANDHAR

Ref. No.:.....

Dated:.....

- 5) **Parish Finance Council:** Parish Finance Council is to be constituted in every Parish. It is a consultative Body of the Parish to manage the Parish Finances. The Constitution and function of the Parish Finance Council will soon be promulgated for implementation. All collections in the Parish should be accounted for in the Cash Register and Ledger, to be maintained in the Parish by the Finance Council Secretary and counterchecked and signed by the Parish Priest.
- 6) **Diocesan Commissions:** The activities of the Parishes are the responsibility of the Commission members. Each BEC should be assigned a commission, and five members are to be selected by the BEC, with representation of male and female members.
- 7) **Eucharistic Centred Spirituality:** We must encourage our people to be present before the Eucharistic Celebration and Adoration of the Blessed Sacrament. Apart from the daily Eucharistic Celebration, let us devote one hour to adore the Lord present in the Most Holy Eucharist. Each of the BEC units should devote one day for the Eucharistic adoration and intercessory prayers. Encourage each family in the unit to devote one hour for intercession in the Parish Church for the needs of the Church and the world.
- 8) **House Aid & Medical Aid:** Applications for assistance have multiplied, but funds are scarce due to reduced income. Earlier, school fetes helped raise money for housing. Since that is no longer possible, we must explore new local sources of funding. The Parish Council and Parish Finance Council should deliberate and find ways of supporting the charities of the Parish and the Diocese by raising funds.
- 9) **Widow & Disabled Pension:** These projects have blessed many, but current contributions are insufficient. The Punjab Government has enhanced the pension for women. We must ensure pensions reach only those genuinely in need—excluding those already receiving government support or those with able-bodied children who can provide for them.

2. Administration of Institutions

- 1) **Role of Congregations:** Institutions are entrusted to the religious congregations with proper agreements drawn between them and the Diocese. Sisters receive housing, service-related travel expenses, and salary, and they serve both the institution and the parish. Institutions are to be well-administered to prevent them from becoming a liability and burden to the Diocese. The teacher-student ratio should be checked and maintained. Directors are to be consulted, and their dignity should be respected. Any interference beyond the role of the Director should be reported to the Provincial Superior and the Bishop, avoiding public scandal.

CIRCULAR

📍 Bishop's House, Civil Lines,
Jalandhar City - 144001
Punjab - INDIA



diojal5ab@gmail.com ✉
curiadoj@gmail.com ✉
www.jalandhardiocese.com 🌐
(0181) 2223987 📞

MOST REV. JOSE SEBASTIAN

BISHOP OF JALANDHAR

Ref. No.:.....

Dated:.....

- 2) **Role of Directors:** Directors are appointed to assist the functioning of the institutions entrusted to the Religious Congregations through an agreement. It is unacceptable for Directors to overstep their role. They should ensure that the Principals and other Sisters serving in the institution are functioning well. Directors are never to overstep their role, reducing Principals to mere secretaries. If the Principal is totally incapable of carrying out her duties, the matter should be brought to the Bishop. But violations of agreements cannot be permitted.
- 3) **Appointments of Staff:** The Principal ensures that a sufficient number of qualified staff are on the roll of the School. The appointment process, as mentioned in the Service Rules and Regulations of the Diocese of Jalandhar, is to be followed. Family members and close relatives of the Director and Principal are not to be appointed in the institutions they head.
- 4) **Collections & Programmes:** Institutions conduct events—Christmas, Feast Days, Teachers' Day, outings, excursions, exhibitions, etc. —often involving collections and payments to the event managers on a contract basis. A mutually agreed percentage of these funds should support diocesan charitable works (widow pension, disabled pension, house aid, medical aid, scholarships). Principals and Directors are requested to support our charitable activities.
- 5) **Commissions & Balances:** Any commission from agents or shopkeepers must be directed to diocesan charities, preferably by cheque or online transfer. Surplus funds from institutional programmes should remain in the institution's account. Pocketing such money for personal use is unethical.
- 6) **Registers:** All collections must be recorded in registers, available for verification when required.

I urge all the Priests and Sisters to uphold these responsibilities with diligence and integrity. Let us strengthen our charitable initiatives by ensuring proper administration and by contributing generously to their success. In doing so, we serve not only our institutions but Christ Himself, who calls us to care for the least among us. All garlands and offerings given to me personally are used for the Widow's Fund. That is also insufficient to help the growing number of widows. I request generous funding from the Parishes to continue our charitable activities.

With gratitude and blessings,

+Jose Sebastian

+Jose Sebastian
Bishop of Jalandhar

