CatholicDiocese
OF MAITLAND-NEWCASTLE

DECREE OF THE DIOCESAN BISHOP

04/2026

Decree – Provision

Appointment to Ecclesiastical Office of Parish Administrator in the Parish of Muswellbrook, Diocese of Maitland-Newcastle

Dear Father Sabu Pulimalayil

As per our discussion, I appoint you to the Parish of Muswellbrook as Parish Administrator (CIC83 c.565). Your appointment is from 2 February 2026 until I advise you otherwise in writing.

I draw your attention to Chapter VI of the Latin Code of Canon law, especially canons 528-537, which deal with the responsibilities of a Parish Priest.

This appointment also grants you permission to exercise faculties obtained at ordination, faculties obtained by holding the ecclesiastical office of Pastor, and other diocesan faculties. These faculties are able to be exercised in the territory of the respective parish(es).

Please make yourself aware of the Diocesan Particular Law and follow the directions in such laws with particular care. A copy of the faculties and a full list of diocesan particular law instructions can be found at this link: DoMN SharePoint - Particular Law. This site continues to be updated so please check it regularly.

The Bishop's Office will inform the following of your appointment (if relevant to do so) and make any necessary changes:

1. Registrar of Births, Deaths, and Marriages
2. Legal and Governance (ACNC Charity Register)
3. The Official Directory of the Catholic Church of Australia
4. Catholic Community Fund (CCF)
5. Diocese of Maitland-Newcastle Clergy Fund (MNCF)
6. Australian Catholic Migrant & Refugee Office/or Department of Home Affairs, if relevant
7. Clergy in Parish/es of Appointment, if relevant
8. Director Catholic Schools
9. Principals of local Parish Primary Schools and local Catholic High Schools
10. Director CatholicCare
11. Director St Nicholas Early Education, OOSH and Pathways

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12. Pastoral Support Worker
13. Communications & Marketing (Intranet / Website)
14. People & Culture (mnpeople)
15. Technology Services
16. Information Management Team (Padre).

I wish to remind you of your obligation to celebrate the Latin Rite liturgies in accord with the Latin Rite liturgical texts for your parishioners. Extraneous customs or elements from other Rites or cultures serve only to create confusion in liturgy.

As you are aware, this appointment is not intended to create an employment relationship. The appointment and your acceptance of it is part of your religious and spiritual service to the Church, in this Diocese, in collaboration with myself.

You will need to take the **Oath of Office** and the **Profession of Faith** which you may do before any priest in good standing. The documents accompany this decree.

The diocese is committed to safeguarding children and vulnerable adults. It is a requirement that you comply with all civil and ecclesiastical laws and instructions in relation to safeguarding. To demonstrate this you are required to sign the **Diocesan Safeguarding Commitment Statement.** The document accompanies this decree.

I ask that you please send my office signed copies of:

- a Letter of Acceptance
- the Oath of Office and the Profession of Faith (CIC . 1283)
- the Diocesan Safeguarding Commitment Statement (NSW Child Safe Standards Std.1).

Our diocese has developed an Ongoing Professional Development Process (The Process). To access the Ongoing Professional Development Process and resources, including a list of approved professional supervisors, please see the following link to the Diocesan Intranet documents: Professional Development Resources. Sessions with approved professional supervisor are to be registered in mnpeople.

The Process includes professional supervision, ongoing formation, and 360 degree reviews aligned to the Parish Pastoral Plan. Your acceptance of this office includes your commitment to participate in The Process. Recording of your completion of each element of the Continuous Professional Development Table is to be recorded in mnpeople.

At the end of your term of office, your participation in The Process will be taken into account before another appointment is made.

The Diocese of Maitland-Newcastle Clergy Fund (MNCF) oversees and is responsible for your sustentation (CIC c. 1274). A copy of the Statutes for the Establishment of the Nonautonomous Active Priest Remuneration Foundation is attached. Please contact the Chairperson if you have any enquiries.

Canon 1283 of the Latin Code of Canon law also requires the Parish Administrator who has administration responsibilities to prepare and sign an accurate and clear inventory of immovable property, movable objects, whether precious or of some cultural value, or other goods, with their description and appraisal; any inventory already done is to be reviewed by you and signed-off within six months of this appointment and a copy provided to my Office. If an inventory does not exist, you are dispensed from this requirement. However, within the first twelve months of your appointment you must fulfil the canonical requirement of creating an inventory.

Fr Sabu, **I seek your written acceptance** of the appointment to this ecclesiastical office, and associated obligations, **within 14 days** of receiving this letter.

I wish you all the best in your ministry and assure you of my prayers.

Given at Hamilton, NSW on the eighth day of January 2026.

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SEAL DIOCESE MAITLAND-NEWCASTLE

Most Reverend Michael Kennedy
Bishop of Maitland-Newcastle

Very Reverend Matthew Muller VG
Chancellor

+MK/jw

enc: Documents: Oath of Office; Profession of Faith; Safeguarding Commitment Statement
cc: Clergy in Departing and Incoming Parishes –
Fr Greg Barker VG, Parish Priest Inner Newcastle, Stockton, and Mayfield
Fr Anthony Coloma, Assistant Priest Inner Newcastle, Stockton, and Mayfield
Fr Niel Olano, Assistant Priest Inner Newcastle, Stockton, and Mayfield
Dcn Kevin Gadd, Parish Deacon Inner Newcastle, Stockton, and Mayfield
Fr Victor Babu Doss, Parish Priest Muswellbrook
Bishop's Office - Pastoral Support – Nichola McCarthy
People & Culture/mnpeople – Via Lodged Form

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