

**PRESBYTERAL BENEFITS**

1. The base monthly salary for priests is \$770.80 (effective July 1, 2020). This salary is to be paid to all priests by the parish or office in which they serve. The base monthly salary will be reviewed annually and adjusted as deemed appropriate.
2. An additional \$5 per month for each year of priestly ordination is to be paid to the priest by the parish or office in which he serves. This is to be paid together with the base monthly salary.
3. Each priest is to be paid monthly. If there are difficulties in carrying this out, the problem needs to be brought to the attention of the bishop.
4. The parish or office in which a diocesan priest serves will pay half of his Social Security tax.
5. Ordinarily, all diocesan priests are expected to provide their own cars. A car for the use of a parish is to be provided by the parish only when there is a special request for such. Priests who own a car are entitled to the following reimbursement plan for automobile expenses. An allowance of \$525.00 is to be paid monthly to each priest to cover automobile depreciation. Priest's automobile allowance will be reviewed annually in the same manner as the base salary. Normal maintenance expenses such as oil and gas are to be paid by the office of the priest or parish. The office or parish will also pay for automobile insurance. The cost of automobile insurance for parish cars is listed with the property insurance billing. The amount assessed for auto insurance is to be paid in full at the beginning of the fiscal year. Proof of insurance cards will then be issued (See B-14).

Priests who do not take the monthly automobile allowance from their office or parish have the option of a reimbursement rate of \$.375 per mile. This reimbursement rate will be adjusted each year based on the Internal Revenue Service mileage reimbursement rate.

6. The parish or office will pay for priests' health and life insurance as per diocesan policy. Medical expenses not paid by the insurance plan will be paid by the parish or office provided all requirements of the insurance plan have been met.
7. Priests are encouraged to name the Diocesan Seminarian Education Fund as beneficiary of their diocesan life insurance policy.
8. Living expenses are to be provided by the parish or office. The quality of room and board is to be modest. Priests normally have their residence in the parish boundary. If the parish does not have a permanent or suitable residence, a residence may be rented, purchased, or constructed with the written permission of the bishop. A written agreement with the Parish Finance Council should be obtained to ensure that the IRS will allow the priests' living expenses to be deductible. Those who choose to live apart from such facilities must have the bishop's permission.
9. Each priest is entitled to one Mass stipend per day. On Christmas he may receive a stipend for each Mass he celebrates. Binations and trinations must be sent to the Diocesan Finance Office with the appropriate report form. Those not receiving stipends may request them from the Finance Office.
10. Offerings for the celebration of sacraments (stole fees) are normally deposited with the parish funds. They may be kept by the priest if they are indicated as a personal gift at the time of the celebration.

11. Each priest is entitled to reimbursement by his parish or office for an annual retreat not to exceed the cost of the official diocesan retreat.
12. Each priest is entitled to reimbursement by his parish or office of the yearly dues in the principal professional organizations related to his ministry.
13. Each priest is entitled to attend two workshops yearly outside the diocese (not to exceed two weeks total) and to receive reimbursement of all expenses by his parish or office up to \$1,000 yearly.
14. Each priest is entitled to attend any workshop in the diocese and be reimbursed by his parish or office up to \$250 yearly.
15. The basic and ordinary expenses incurred for the funeral of a priest shall be paid by his parish or office. Each diocesan priest should have his will on file at the chancery.
16. Each diocesan priest is entitled to apply for a three- to six-month sabbatical after seven years of service (See E-9).
17. With the approval of the bishop and concurrence of the Priestly Continuing Education Committee, a priest may seek a higher degree or post graduate degree. If he is chosen by the diocese for this purpose, his education will be paid for by the diocese. If he chooses this on his own, he will incur the expenses himself.
18. Each priest is entitled to one month vacation (30 days) a year. The priest is responsible for finding his own replacement. The parish or office is responsible for paying for the replacement.
19. Each priest is entitled to one day off each week and may accumulate up to four days at a time. The day off may run up to 36 hours in order to accommodate an overnight situation.
20. If priests, parish life coordinators, or parish administrators choose to be away from their parishes for more than four consecutive days, they are to notify the vicar as well as leave information with the parish secretary about where they can be contacted. Vicars should notify the vicar general of their own absences.
21. Each priest may take an additional day each month for personal spiritual reflection and renewal such as a day of recollection or a day of retreat.
22. Each priest is to be reimbursed by his parish or office for expenses incurred by participating in a priests' support group.
23. Hospitalization and recuperation expenses for each priest will be covered by the diocesan insurance program. He will continue to receive his salary during his sick time from his parish or office.
24. Special clinical counseling or other psychological help for a priest will be covered by the diocesan insurance program. If the priest will be away from his parish or office for more than two months, his salary will be paid for by the diocese. He will be entitled to return to his parish or office with the permission of the bishop and without penalty to his other benefits.
25. The Presbyteral Council will renew this policy annually at their fall (September) meeting.

ADDENDA I Extra Supply Clergy

Parish will pay travel expenses if priests come from out of town.

Expenses if out of town:	\$.375 per mile with a minimum of \$10.00
Sunday Mass:	\$15.00 per Mass plus stipend
Daily Mass:	\$10.00 per Mass plus stipend
Confession:	\$10.00

**POLICY ON RECTORIES**

All priests in active Diocesan ministry are expected to live in a parish rectory. The rectory is the residence of all the priests who live there: pastor, parochial vicars and priests in residence alike. The privacy of each priest must be respected and should be planned for in the construction or purchase of a rectory.

*Residents* - Only clergy and seminarians are allowed to reside in rectories. Family members and other non-clerics are not to live in the rectory without the written permission of the Vicar for Clergy. Without specific approval of the Bishop or the Vicar for Clergy, clergy from outside the diocese may not take up residence in the rectory or work at a parish. A person who stays in a rectory longer than 14 days is considered to be in residence.

*Guests* - When appropriate privacy allows, family and friends of a priest may stay in the rectory as guests. A parent or guardian, who is a relative of the priest, must accompany all minors. Family members of the priest resident who are minors (nephews, cousins, etc.) should typically not stay overnight in the rectory unless they are accompanied by their parent or guardian. Should an extraordinary circumstance arise, the vicar should be notified. Minors who are not a family member of the priest resident are not permitted as overnight guests in a rectory.

*Food Allowance* - Every priest is entitled to adequate living arrangements that include food and lodging. The parish will provide these arrangements. All food expenses are subject to availability in the annual budget and approval of the pastor or administrator of the parish. While it is true that priests have varying preferences and dietary needs, the per priest cost of board should reflect real provisional need and avoid opulence. Provisions include grocery, restaurant, or delivered food that is consumed by a priest. The parish does not pay for food consumed by a priest when he is on vacation.

The parish is responsible for the cost of food consumed by the priest. The priest has two options for purchasing food. One: he can receive a monthly allowance; or two: he can turn in receipts to the parish bookkeeper on a monthly basis for reimbursement. In general, a reimbursement method is recommended because reimbursements are not considered income for the priest and therefore are NOT taxable and NOT included on his W-2 form for income tax calculations. Parishes are to have an expense reimbursement plan, whereby proper documentation substantiating expenditures must be provided to the parish. The priest is to turn in food receipts for reimbursement on a MONTHLY basis. If the priest chooses the option of receiving an allowance for a maximum of **\$550** is to be given to the priest each month. The total annual amount for food allowance IS taxable and is included in the priest's W-2 form. Business related meals, e.g. vicariate meals, staff Christmas party, etc., should be budgeted in a

Separate account as they do not represent provisions for the priest.

Normally, the parish does not pay for alcohol. Alcohol consumed solely by the priest is never a grocery, but rather a personal expense. Concerning business related meals, certain alcohol expenses are permitted, and the good judgment of the priest will be trusted. Some examples of acceptable alcohol expenses might be: wine for a staff or parish business meal, beer served at a parish council BBQ, pre-dinner drinks while entertaining a presenter or group of priests before or after a penance service, etc.

\*\*\*IT IS AGAINST THE LAW FOR ANYONE UNDER 21 YEARS OF AGE TO PURCHASE, BE SERVED, OR CONSUME ALCOHOL ANYWHERE INCLUDING CHURCH AND RECTORY PROPERTY.\*\*\*

### **PARISH EXPENSES**

- Providing a rectory
- Providing food/meals to the priests for actual costs incurred
- Furniture: beds, tables, chairs, lamps, drapes, wall hangings
- Household supplies: cleaners, soap, towels, toilet paper, light bulbs
- Vacuums, pots and pans, utensils
- Housekeeping
- Basic cable services
- Basic cellular phone services (\$60.00 limit)

### **PERSONAL EXPENSES**

- Hotel rooms for friends and family
- Meals with friends
- Vitamins, dietary supplements
- Furniture/furnishings the priest takes with him when he moves
- Toiletries (shampoo, razors, etc.)
- Tobacco, alc ohol
- Exercise equipment
- Expanded cable, including movie channels and/or cable services beyond the level above basic service.
- Pet food and supplies

*Furniture* - the parish is to provide a rectory that is adequately furnished in a contemporary manner. All furniture, appliances, electronics, wall hangings, tools, etc., that are purchased by a parish, remain the property of the parish. If a priest decides to purchase personal furniture with his own money, and DISPOSE of the furniture owned by the parish, the priest will be responsible for the replacement of any items he takes with him when he leaves the parish.

*Pets* - Pet ownership is a personal preference. When multiple priests reside in the same rectory, they should be sensitive to each other's preferences and/or allergies. As in all areas of communal living, fraternal charity should prevail and mutual agreements should be made. the parish never pays expenses associated with owning a pet. this includes the wear and tear of the rectory, i.e., carpet, walls, furniture, and yard.

**Inventories**

Upon taking possession of a parish - In keeping with can. 1283, 2°, pastors (or administrators) are to prepare and sign an accurate and clear inventory of the rectory, including its condition. Other priests who reside in the rectory will prepare and sign an inventory in reference to their personal quarters. The inventory should also include record of furniture, wall hangings and other artwork, as well as other personal items of significance that a priest brings with him when he begins residency.

*During Residency* - The pastor (or administrator), working with the other residents of the rectory, should review and revise the inventories on an annual basis and make note of changes, e.g. new furniture, wear and tear, etc.

*Upon leaving* - When a priest vacates a rectory, the inventory will be referenced. The parish will provide standard cleaning, i.e., house cleaning and carpet cleaning. The parish will pay for refurbishment, painting, furniture purchases, etc., when wear and tear has occurred in a typical manner. The priest will be responsible for refurbishment expenses when, due to his preferences and choices, wear and tear has occurred in an extraordinary manner, e.g., smoking, pet ownership, untidiness, etc. The pastor (or administrator) will oversee the leaving of resident priests. The pastor, together with members of the parish finance council, will review the inventory and examine the condition of the rectory when the pastor leaves. The vicar (or if necessary the Vicar for Clergy or Vicar General) will settle any disputes that arise in this area.