

## PERMANENT DIACONATE STIPEND AND COMPENSATION POLICY

Ordination to the Permanent Diaconate of the Diocese of Stockton presupposes that the individual is in a financially stable position which will enable him to perform much of his diaconal ministry on a volunteer (non-paying) basis (Canon 281, n.3). However, expenses incurred by Permanent Deacons in their ministry should be recompensed by the agency, institution, parish or diocese for which the ministry is undertaken.

Recognizing the financial constraints that ministry may impose on deacons, it is necessary, appropriate and just that deacons be reimbursed for out-of-pocket expenses incurred in performing ministry. It also is necessary, appropriate and just that deacons receive appropriate stipends for performing certain duties and services. Specific items and methods for reimbursements should be clearly spelled out in the deacon's Ministry Agreement.

In accordance with this policy, funding will be provided to Permanent Deacons in the Diocese of Stockton for continuing education and an annual retreat.

Permanent Deacons who are employed full-time by a parish or other agency are subject to the personnel policies of the employing entity.

### Stipends paid by the Parish:

Canonical and theological doctrine defines stipends as donations to the Church or its ministers on behalf of some intention. Please note that the IRS recognizes these monies as taxable income.

In exercising liturgical ministry, Permanent Deacons are to be compensated in accordance with the following stipend policy:

**Weddings:** Each parish has an established fee; all income from this fee goes to the parish. A Permanent Deacon may keep an additional gift given personally to him by the family. Under no circumstances may he in any way solicit a gift.

**Baptisms:** Any administrative fee associated with baptism goes to the parish. A Permanent Deacon may keep an additional gift given personally to him by the family. Under no circumstances may he in any way solicit a gift.

### Funerals:

Funeral Vigil:	\$ 50
Funeral outside of Mass with Committal:	\$ 100

Full Graveside Service with Committal:	\$ 100
Committal only:	\$ 50
Quinceaneras:	\$ 100

#### Reimbursement of Expenses:

It is necessary, just and appropriate that Permanent Deacons be reimbursed for out-of-pocket expenses.

Reimbursements for expenses related to ministerial assignments where the deacon is assigned are to be negotiated with the supervising authority. Records of expenses, i.e., receipts, car mileage log (if travel is an approved expense), materials invoices, etc. must be submitted and kept on file for auditing purposes. Prior approval must be obtained for expenditures to avoid misunderstandings in the event budget restrictions arise.

A personal allowance for books, periodicals, or other resources, up to \$200 annually, shall be given each year to the Permanent Deacon by the place of assignment. Reimbursements will be made upon presentation of receipts to the place of assignment.

#### Retreats:

The annual retreat costs for the Permanent Deacon and his wife is to be reimbursed by the place of assignment (a parish or the diocese if assigned to a diocesan ministry, e.g., prison ministry). If a Permanent Deacon is retired, the retreat cost is to be borne by the diocese. If a Permanent Deacon is deceased, the cost for his widow to attend the retreat will be paid by the diocese.

#### Professional Growth:

In accordance with diocesan policy, Permanent Deacons are required to annually complete 20 hours of continuing education. The place of assignment will pay for the deacon's attendance at certain workshops, programs or other professional growth opportunities as deemed necessary by the pastor or required by the diocesan policy for ongoing education and formation.

The Permanent Deacon in exercising his ministry should have access to good resource material, e.g., homiletic material, periodicals, etc., provided by the place of assignment.

**Vestments:**

The place of assignment will provide an alb, cincture, and a stole and dalmatic appropriate for each Liturgical season.

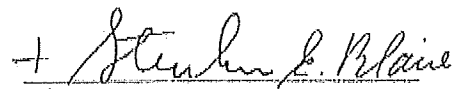
**Duties outside Assigned Parish:**

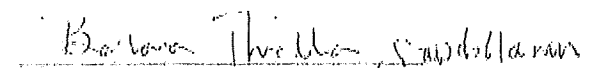
The policy on stipends and mileage reimbursement also applies when a Permanent Deacon performs duties outside of his place of assignment but within the Diocese of Stockton. Ministry performed outside the place of assignment must be at the request or with the approval of the parish where the ministry takes place. The appropriate stipend and mileage reimbursement is to be paid to the Permanent Deacon by the place where the ministry is performed.

**Deacons Employed by the Parish, Diocese or Other Agency:**

A Permanent Deacon employed in full-time ministry or part-time ministry, by either the Diocese or a Parish, is to be subject to the same personnel policies as any other employee. He is to be provided the same benefits as other employees. He also is to be subject to employee evaluations and may be subject to dismissal if he does not live up to the requirements of his particular job description. The Diocese or the Parish will accept no responsibility in securing future employment for Permanent Deacons who quit or are terminated.

This policy becomes effective on July 1, 2010.

  
The Most Reverend Stephen E. Blaire  
Roman Catholic Bishop of Stockton

  
Chancellor

Given at the Chancery  
of the Diocese of Stockton  
on this 7<sup>th</sup> day of June, 2010.