

MATTERS PERTAINING TO PRIESTS/SEMINARIANS

II(a) Priests' Remuneration

- A. The following salary figures are effective July 1, 2011, through June 30, 2012 (fiscal year 2010).

	Pastor	Parochial Vicar
Monthly Base Salary	\$2,017.00	\$1,963.00
Social Security Supplement	155.00	150.00
	-----	-----
Total Monthly Salary	\$2,172.00	\$2,113.00
Total Annual Salary	\$26,064.00	\$25,356.00

The salary paid to the pastor and parochial vicar shall not exceed the amounts above. Said salaries shall be reduced pursuant to the expenses reimbursed in II(b).

- B. The benefits to be paid from the parish's budget for each priest, but not to be paid to him directly, are as follows:

Annual Retreat	\$ 650.00 / yr.	
Continuing Education	800.00 / yr.	
Food: for pastors	400.00 / mo. (w/wo housekeeper)	
for associates	400.00 / mo.	
Life & LTD Insurance	248.00 / yr.	
Medical/Dental Insurance	7584.00 / yr. <sup>1</sup>	
Retirement	0.00 / yr.	
	-----	
Total benefits	14,082.00 / yr.	
Salary (pastors)	26,064.00	
Remuneration (not counting housing)		<b>\$ 40,146.00 (pastors)</b>
Total benefits	14,082.00 / yr.	
Salary (p. vicars)	25,356.00	
Remuneration (not counting housing)		<b>\$ 39,438.00 (p. vicars)</b>

- C. The Continuing Education allowance, besides being used for the usual things pertaining to continuing education, e.g., our "Priests' Days" in the spring, may be used to pay for books and publications and to defray the cost of spiritual direction. In any given fiscal year, however, the amount expensed to the parish for all these items is not to exceed \$800.00. Appropriate receipts or bills are to be submitted for payment or reimbursement.

---

<sup>1</sup> Based on the monthly medical premium that is in effect July 1; this rate is subject to change on the April 1 renewal date.

## II(b) Business Expense Reimbursement

- A. In addition, the cost of travel connected with ministry outside the parish is to be computed at the current standard diocesan rate<sup>2</sup>. This amount may be charged to a mission church for travel on its behalf, or to the Diocese for travel on its behalf. This expense is the sole exception to the reimbursement procedure used for business expenses as stated in item B below. The form distributed by the Chancery must be used as a voucher for mileage and submitted to the parish or diocesan bookkeeper before payment is made.
- B. Other business expenses that relate to the priest's ministry may be reimbursed. These expenses include such things as local mileage (see IRS publication 553 for standard mileage rate<sup>3</sup>), other travel expenses, professional fees, books, periodicals and subscriptions, promotion and public relations expenditure, memberships and dues, uniform cost and maintenance, continuing education, meals and entertainment (50%), equipment depreciation, supplies, postage or any other qualified business expense. Any expense paid directly by the parish for the items in II(a) B above, would, of course, not be included.

The procedure to obtain this reimbursement may be accomplished in one of two ways as follows.

### 1. Combined Reimbursement Procedure

The priest would fill out the Priests' Business Expense Form on a regular basis (preferably monthly). All claimed expenses must be substantiated, e.g., present a receipt or other form of validation. A reimbursement check would be issued from the parish for these expenses. In addition, the priest's salary would be equal to the difference between the priest's maximum salary and the business expenses he incurred. E.g., if a pastor had \$400 of business expenses in a month, his salary that month would be \$1,772.00 ( $\$2,172 - 400 = \$1,772.00$ ).

### 2. Individual Item Reimbursement Procedure

For the business expenses outlined above (II(b)B), the parish would pay the expense directly to the vendor. These expense amounts would then be deducted from the next salary check.

Note: An example of this method is as follows. The priest has already used the entire Continuing Education budget. He then subscribes to a homily service subscription at a cost of \$50. The parish would pay the subscription, then the parish would lower his next salary check by \$50. This method may be more efficient for some priests because they would not need to pay the bill from their own account and then have that amount reimbursed. The effect of this method would be the same, i.e., business expenses would lower the salary. A combination of both of these methods could also be used.

---

<sup>2</sup> Standard Diocesan mileage rate beginning July 1, 2011: 55.5¢ per mile

<sup>3</sup> Standard IRS mileage rate beginning July 1, 2011: 55.5¢ per mile

## Priests' Business Expense Form

Date Completed \_\_\_\_\_ For the month of \_\_\_\_\_

1. Priests' maximum salary (\$2,172 pastor's, \$2,113 p. vicars) \$ \_\_\_\_\_
  2. Salary denied \$ \_\_\_\_\_
  3. Subtotal (subtract line 2 from line 1) \$ \_\_\_\_\_
  4. Business Expenses (attach all receipts) (if desired, use voucher forms to help record items)
    - a) Mileage within the parish: \_\_\_\_\_ miles x 55.5¢ = \$ \_\_\_\_\_
    - b) Other travel: \_\_\_\_\_ miles x 55.5¢ = \$ \_\_\_\_\_
    - c) Professional Fees \$ \_\_\_\_\_
    - d) Books, periodicals and subscriptions \$ \_\_\_\_\_
    - e) Promotion and public relations \$ \_\_\_\_\_
    - f) Memberships and dues \$ \_\_\_\_\_
    - g) Uniform cost and maintenance \$ \_\_\_\_\_
    - h) Continuing Education \$ \_\_\_\_\_
    - i) Meals and entertainment \_\_\_\_\_ x ½ = \$ \_\_\_\_\_
    - j) Supplies \$ \_\_\_\_\_
    - k) Postage \$ \_\_\_\_\_
    - l) Equipment depreciation (explain)  
\_\_\_\_\_  
\$ \_\_\_\_\_
    - m) Other (explain)  
\_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_
- Total Expenses (Receive this amount in a reimbursement check) \$ \_\_\_\_\_
- Salary (Line 3 minus Total Expenses) (Receive this amount in salary check) \$ \_\_\_\_\_

## Living Arrangements for Pastors

Canon 533, par. 1, states: "The pastor is obliged to reside in a parish house close to the church; in particular cases, however, the local ordinary can permit him to live elsewhere, especially in a house shared by several presbyters, provided there is a just cause and suitable and due provision is made for the performance of parochial functions."

In those cases where a parish has no rectory, it is clear that the pastor must live elsewhere, e.g., an apartment, or a house owned or rented by the parish, but extravagance must be avoided. In these cases, the parish shall pay for all housing and utility expenses (except, e.g., for personal long-distance calls) just as it would if it had a rectory for the priest to live in.

In those cases where a parish has a rectory, but the rectory is rented out or used and maintained for other purposes, e.g., catechetics, meetings, pastoral counseling, etc., a pastor may live elsewhere, as above, with the same arrangements for the payment of housing and utility expenses.

In either case, the following conditions must be met:

1. The Bishop of the Diocese must approve.
2. The people must have relatively easy access to the pastor, a.v., the pastor must still be considered as living in the midst of those he serves.
3. The phone number of the place where he lives must be published for the benefit of those needing emergency service. (A pastor may have his own personal number, even unlisted, at his own expense.)
4. Ordinary parish business, especially counseling, must be conducted at the parish, not at the place where the pastor is living.

These same conditions prevail if the pastor wishes to purchase his own home with personal funds. In this case, the costs to the parish for rent, phone, insurance, electricity, and fuel must be worked out by the pastor and the parish council(s), and approved by the Bishop. (When more than one parish is involved, the costs must be pro-rated, using the parishes' DAA goals as a criterion for percentages.)

Effective July 1, 1993