

## **POLICY 3.5.1 Parish Responsibilities for Collecting and Paying Fees for Pastoral Services**

### **SUMMARY**

1. Mass stipends may be collected by parishes or by priests. Priests are to submit periodic Mass stipend reports to the Archdiocese.
2. Priests are required to arrange pastoral assistance for their parishes during planned absences. The Archdiocese is responsible for paying the clerics who provide the assistance. Parishes are invoiced for the amount by the Archdiocese.
3. Parishes and priests are asked to use the Archdiocese's suggested amounts for stole fees and church use for the celebration of sacraments. Parishes are responsible for collecting payments and for paying clerics, as applicable. Clerics are responsible for reporting fees received to the Archdiocese.

### **FORMS**

N/A

### **RELATED POLICIES**

Policy 3.5.2 Mass Stipends

Policy 3.5.3 Clergy Living Allowance

Policy 3.5.5 Reporting Stipends

Policy 3.6.1 Pastoral Help When a Priest is Absent from his Parish

Policy 7.4.1 Protection of Personal Information in Archived Records and Documents

This policy addresses the amounts of fees for specific pastoral ministry provided by clerics and responsibilities for collecting the fees and paying the clerics. Parishes, the Archdiocese, and clerics all have their role in implementing this policy.

#### **1. Mass stipends (cf. Policy 3.5.2)**

A Mass stipend is offered by an individual (or organization) who requests that a Mass be said for a particular, specified intention.

The stipend may be paid through the parish office or directly to the priest. Mass stipends are reported by the priest to the Archdiocese and are included in the priest's monthly payroll, for income tax purposes.

The suggested amount is \$10 per Mass.

#### **2. Fees for pastoral assistance during parish priest's absence** **a. Responsibilities under this policy**

**i. Parishes**

Parishes are responsible for fees related to pastoral services provided by clergy when their parish priest is away on annual vacation leave. Annual vacation leave is 35 days, every calendar year (see Policy 3.6.1.)

**ii. The Archdiocese**

The Archdiocese is responsible for the pastoral assistance fees for all other absences (see Policy 3.6.1).

**iii. Priests**

Priests are responsible for notifying the parish and the Archdiocese of all absences from his parish(es) of four days and more. If notice is not given, the priest may be invoiced for fees related to pastoral assistance provided in his absence (see Policy 3.6.1.)

Parish priests are responsible for arranging for coverage – pastoral assistance – for Sunday liturgies, emergencies, and funerals.

The cleric who provides coverage is responsible for completing and submitting a Form 3.6.1.b to the Finance Section of the Archdiocese to receive payment (see Policy 3.6.1). The parish is invoiced by the Archdiocese for the amount.

**b. Fees and reimbursed expenses for pastoral assistance**

The Archdiocese has established the fee amount and reimbursed expenses to be paid by parishes for Sunday Mass and weekday Mass (see Table A, below). Pastoral assistance may be arranged with a cleric from the Archdiocese or a cleric from outside of the Archdiocese. The same fees are paid to both for pastoral assistance and celebration of sacraments. There are differences in reimbursed expenses, especially for travel to the parish(es).

**i. Archdiocesan clergy**

The fee for Sunday Mass is \$35 and for weekday Mass it is \$15.

Archdiocesan clergy can claim \$0.20 per kilometer for mileage related to providing pastoral assistance.

Archdiocesan clergy are not to cancel or otherwise change Sunday Mass celebration in their parish(es) so as to provide pastoral assistance elsewhere.

**ii. Clergy from outside of the Archdiocese**

The fee for Sunday Mass is \$35 and for weekday Mass it is \$15.

A cleric from outside of the Archdiocese may travel weekly to offer Sunday Mass or he may choose to stay in the parish rectory for the entire period that the parish priest is absent.

Clergy from outside of the Archdiocese can claim \$0.42 per kilometer for mileage related to providing pastoral assistance. Arrangements should be made by the parish priest and the parish to provide sufficient groceries to meet the needs of visiting clergy or to reimburse expenses for meals related to travel to provide pastoral assistance.

Clergy from outside of the Archdiocese may also arrange to stay in the parish rectory during the entire (35-day) absence of a priest. In that situation, the parish will pay a lump-sum amount of \$1000, which includes all pastoral assistance fees and related travel expenses.

Occasionally, a parish priest may be invited by his parishioners to celebrate Sunday Mass at a location away from the parish church but inside the parish boundaries. Parish priests cannot accept a fee for celebrating this additional Sunday Mass, whether or not the usual parish Sunday Mass is also celebrated. They may accept reimbursement for related travel expenses to the location where the Mass is celebrated (cf. Policy 3.5.2 Mass Stipends).

**c. Procedure for paying clergy for pastoral assistance**

**i. Parishes**

Parishes do not pay the cleric who provides pastoral assistance during the parish priest’s absence. Parishes are invoiced by the Archdiocese Finance Section for fees and expenses claimed by a cleric who provided pastoral assistance.

**ii. The Archdiocese**

The Archdiocese Finance Section:

- processes submitted Form 3.6.1.b from clerics who provided pastoral assistance (see Policy 3.6.1 for a copy of the form)
- pays clerics who provided pastoral assistance
- invoices parishes for payments made for pastoral assistance.

**iii. Priests**

The parish priest is responsible for:

- notifying the Chancellor of an absence of four days or more from his parish(es) by completing and submitting a Form 3.6.1.a.
- submitting the completed Form 3.6.1.b to the Archdiocese Finance Section.

The cleric who provided pastoral assistance is responsible for completing the Form 3.6.1.b and delivering it to the parish priest.

**Table A. Fee Schedule for Pastoral Assistance**

<ul style="list-style-type: none"> <li>• Sunday Mass and Sunday Liturgy of the Word (with or without preaching)</li> </ul>		
	Cleric of Archdiocese	Cleric from outside
Fee for service	\$35	\$35
Mileage	\$0.20 per km	\$0.42 per km (travel expenses and pastoral ministry in parish)
Other	n/a	All travel expenses, room and board
For entire 35-day vacation	n/a	\$1000 (no other fees or expenses)
<ul style="list-style-type: none"> <li>• Weekday Mass</li> </ul>		
Fee for service	\$15	\$15

### 3. Sacraments and rites

For consistency and clarity, the Archdiocese provides suggested “fee” amounts for the celebration of sacraments and rites in its parish churches (see Table B, below). There are suggested amounts for situations where those requesting the celebration of a sacrament or rite also wish to pay a stole fee to the cleric; and there is a suggested fee for use of the church building (parishes may set additional fees for use of a parish hall).

#### a. Notes on sacraments and rites

##### i. Marriages

The suggested stole fee (no more than \$100) and use of the church fee (at least \$150) reflect the additional ministry and administration provided by the cleric and the parish for the celebration of matrimony.

##### ii. Funerals

For many years, it has been the practice in the Archdiocese that the fees for the use of the church and for the cleric are collected by the funeral home. However, as people are using alternatives to services of funeral homes, it is becoming the responsibility of each parish to collect fees for funerals. It is important that parish priests and funeral organizers in the Archdiocese consistently follow the suggested amounts for the use of the church, at least \$150, and for the cleric, no more than \$200.

In some communities, there has been a practice of taking up a collection at the funeral for the use of the family and, in some cases, for a charitable cause. As the funeral is a liturgy of the Church, this practice is not appropriate. Therefore, if the family of the deceased person suggests to follow this practice, the priest shall inform them that only a collection taken up for the use of the parish may be permitted during the funeral rite. The priest should explain that the collection amount will apply to the fees for the use of the church and for the cleric.

**Note for the parish:** If the amount of the collection is less than \$400, it will be shared equally by the parish and the presiding cleric. If it is \$400 or more, the cleric will receive \$200 and the parish will receive the balance.

##### iii. Baptisms

Clerics are not to accept a stole fee for baptisms and no fee is charged for use of the church.

##### iv. Penitential services

During the penitential seasons of Lent and Advent, parishes may choose to offer a day or evening of the celebration of the sacrament of reconciliation. They may invite other priests to provide ministry. The Archdiocese suggests different fees be paid to priests of the same deanery and priests who come from other parts of the Archdiocese.

#### b. Parish responsibilities

Parishes are responsible for collecting payment for fees for use of the church. Parishes may also accept payment of the related stole fee. The amount of stole fee collected may be paid directly to the priest and must be reported to the Archdiocese Finance Section.

Parishes provide sacrament certificates, at no charge, at the time the sacraments are celebrated. Parishes can issue duplicate sacrament certificates upon receiving a written request that meets the requirements of Policy 7.4.1.

**c. Clerics’ responsibilities**

Clerics are responsible for reporting to the Archdiocese Finance Section the stole fees they receive, for inclusion in their payroll file.

**Table B. Suggested Fees for Sacraments and Rites**

	<b>For cleric</b>	<b>Other</b>
Marriage	\$100	Use of church – at least \$150
Funeral	Up to \$200	Use of church – at least \$150
Baptism	Free will offering only	n/a
If a sacrament is celebrated by a cleric who is not the parish priest and the parish priest is available to celebrate the sacrament, all related fees and expenses of that cleric are to be paid by the party that issued the invitation to the visiting cleric.		
<b>Parish event</b>		
Penitential service (Advent, Lent)	\$35 to priests of same deanery	\$50 and \$0.20 per km for priests from other deaneries
<b>Other</b>		
Sacrament Certificate	No fee for original	Duplicate - \$10 (cf. Policy 7.4.1)

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