

**Notification of a Planned Absence by a Priest**

(Please submit to the Chancellor for absences of four days or more)

**NOTE: If no Form 3.6.1.a is submitted to the Chancellor, payment for pastoral assistance will be garnered from the next payroll cheque of the absent priest.**

|   |  |                       |  |
|---|--|-----------------------|--|
| Priest's Name: _____  |  |                       |  |
| Parish 1: _____   |  | Parish 2: _____       |  |
| Parish 3: _____   |  | Parish 4: _____       |  |
| Date of Departure: _____  |  | Date of Return: _____ |  |
| No. of Days Away: _____   |  |                       |  |
| Reason for Absence: <input type="checkbox"/> Vacation <input type="checkbox"/> Retreat <input type="checkbox"/> Illness <input type="checkbox"/> Education <input type="checkbox"/> Other |  |                       |  |

**The following arrangements have been made for sacramental & liturgical coverage and discussed with the parish pastoral council or the parish finance committee.**

**Signatures:**

Priest: \_\_\_\_\_ Date: \_\_\_\_\_

PPC/PFC Chair (Parish 1): \_\_\_\_\_ Date: \_\_\_\_\_

PC/PFC Chair (Parish 2): \_\_\_\_\_ Date: \_\_\_\_\_

PPC/PFC Chair (Parish 3): \_\_\_\_\_ Date: \_\_\_\_\_

PPC/PFC Chair (Parish 4): \_\_\_\_\_ Date: \_\_\_\_\_

**Approved for implementation:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (signature of ORDINARY)

|   |            |           |            |
|---|------------|-----------|------------|
| <b>Weekday Masses</b> (see Schedule of Fees on Form 3.6.1.b)                                  |            |           |            |
| Parish 1:   | Total fees | Parish 2: | Total fees |
| Parish 3:   | Total fees | Parish 4: | Total fees |
| <b>General Coverage:</b> For emergencies (care of the dying, funerals, etc.) during the week. |            |           |            |
| Parish 1:   |            | Parish 2: |            |
| Parish 3:   |            | Parish 4: |            |

**Note:** The **Schedule of Fees** for Pastoral Assistance can be found on the reverse of Form 3.6.1.b Claim for Ministerial Services Rendered.

**(See reverse for weekend coverage)**

| <b>Weekend Coverage:</b> (Please indicate the type of Sunday services to be provided in this period) |   |                      |                     |
|--|---|----------------------|---------------------|
| <b>Weekend 1:</b> (dd/mm/yy)   |   |                      |                     |
| Parish 1   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 2   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 3   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 4   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| <b>Weekend 2:</b> (dd/mm/yy)   |   |                      |                     |
| Parish 1   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 2   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 3   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 4   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| <b>Weekend 3:</b> (dd/mm/yy)   |   |                      |                     |
| Parish 1   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 2   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 3   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 4   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| <b>Weekend 4:</b> (dd/mm/yy)   |   |                      |                     |
| Parish 1   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 2   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 3   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 4   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| <b>Weekend 5:</b> (dd/mm/yy)   |   |                      |                     |
| Parish 1   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 2   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 3   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |
| Parish 4   | <input type="checkbox"/> Mass or lay-led service<br><input type="checkbox"/> No service | Celebrant or leader: | Fee for assistance: |