

**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 <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 2	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 3	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 4	<input type="checkbox"/> Mass or lay-led service <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 <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 2	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 3	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 4	<input type="checkbox"/> Mass or lay-led service <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 <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 2	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 3	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 4	<input type="checkbox"/> Mass or lay-led service <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 <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 2	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 3	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 4	<input type="checkbox"/> Mass or lay-led service <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 <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 2	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 3	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance:
Parish 4	<input type="checkbox"/> Mass or lay-led service <input type="checkbox"/> No service	Celebrant or leader:	Fee for assistance: