

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

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. It can be offered/accepted for any Mass **except** for a *pro populo* (Sunday) Mass. (*Every parish priest celebrates one *pro populo* every Sunday. IF the Sunday Mass is being celebrated as pastoral assistance, the celebrant may submit a request for the fee, set out below.)

The stipend may be paid through the parish office or directly to the priest.

No distinction is to be made between private and community Masses, i.e. Mass stipends may be applied to either a private or a community Mass.

The suggested amount is \$10 per Mass, **if** a stipend is offered.

Fees for pastoral services

Parishes are responsible for paying fees related to pastoral services provided by clergy when their parish priest is away on annual vacation leave. Parishes are not responsible for paying fees if the Parish Pastoral Council has not been notified of the absence and/or the arranged pastoral assistance (ref. Policy 3.6.1.)

The Archdiocese pays the pastoral assistance fees for all other absences, if prior notification has been received (see Policy 3.6.1).

Sunday Mass and Sunday Liturgy of the Word (with or without preaching)	
Priest celebrant or deacon from outside the Archdiocese	Priest celebrant or deacon from the Archdiocese
<ul style="list-style-type: none"> • reimbursement of his travel to and from his place of residence and the parish; • if he uses his own automobile, mileage is paid at \$0.42 per kilometer • room and board, if he stays overnight • \$35. per Sunday Mass or Liturgy 	<ul style="list-style-type: none"> • \$35. per Sunday Mass or Liturgy, plus mileage at \$0.20/km
<p>If the priest remains in the parish during some or all of the vacation of the parish priest, then the parish will pay:</p> <ul style="list-style-type: none"> • automobile expenses at \$0.42 per kilometer when he uses his vehicle for parish needs [if he uses the resident priest's vehicle, expenses at cost are covered by the parish]. 	<ul style="list-style-type: none"> • A priest will not collect \$35 for celebrating Sunday Mass outside of his own parish(es) when no Mass is celebrated in his own parish(es) on that Sunday.

<ul style="list-style-type: none"> • room and board <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • \$1000 lump sum (i.e. no other fees) and room and board for an entire 35-day vacation leave plus travel and vehicle expenses 	
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Weekday Mass	
Priest celebrant from outside the Archdiocese	Priest celebrant from the Archdiocese
<ul style="list-style-type: none"> • \$15. For a weekday Mass <p>Usually, weekday Mass will only be offered during the absence of a parish priest by a priest who is also celebrating Sunday Mass in the same or following week. There should not be any travel expenses related directly to weekday Masses.</p>	<ul style="list-style-type: none"> • \$15. for a weekday Mass plus mileage at \$0.20/km

Fees related to other sacraments and rites

In situations where those requesting the celebration of a sacrament or rite also wish to pay a stole fee to the cleric and a fee for use of the church, parishes are responsible for collecting payment and should use the suggested amounts given in the table below.

All other sacraments and rites (for all clergy, from outside and within the Archdiocese)	
<u>Marriages</u>	<ul style="list-style-type: none"> • a suggested fee of \$150 for the use of the church. • a suggested stole fee of \$100 for the cleric who presides. <p>NOTE: all other related expenses (i.e. music, hall rental, lunches, flowers, etc.) are the responsibility of the parties to the marriage</p>
<u>Funerals</u>	<ul style="list-style-type: none"> • a suggested fee of at least \$150 for use of the church; and, • a suggested stole fee of no more than \$200, paid to the cleric who presides. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • if the family chooses to take a collection rather than pay the parish and cleric's fees, the whole amount collected is to be shared between the parish and the cleric.

	<ul style="list-style-type: none"> If less than \$400 is collected, the amount is shared equally between parish and cleric. If more than \$400 is collected, \$200 goes to the cleric and the remaining amount to the parish. <p>NOTE: Memorial donations to other charities must be handled outside of the funeral Mass.</p> <p>NOTE: Refer to Policy 2.10 for further guidelines for funerals.</p>
<u>Penitential/Sacrament of Reconciliation services for parish communities</u>	<p>Parishes may choose to pay no more than</p> <ul style="list-style-type: none"> \$50 and \$0.20/ km to each visiting priest from outside the deanery \$35 to priests from the same deanery
<u>Baptism</u>	<ul style="list-style-type: none"> No fee is to be suggested A free-will offering for the cleric and/or parish is acceptable
<u>Certificates for sacraments</u>	<ul style="list-style-type: none"> No fee for original certificate (and baptism certificates issued in view of marriage) \$10 for duplicate certificates (issued at or any time following the sacrament) <p>NOTE: Officiating clergy are to give certificates for sacraments at the time they are celebrated.</p> <p>NOTE: Certificates should not be faxed except in extenuating circumstances.</p>
NOTE: if the invitation to officiate at a sacrament comes from the family, the family bears all financial responsibility.	
Expenses related to travel <u>should be agreed</u> upon by the visiting cleric and parish <u>before</u> the sacrament or rite.	

Procedure for paying clergy for pastoral assistance

- See Policy 3.6.1 for the procedure for paying clergy for pastoral assistance and fees for sacraments and rites celebrated by visiting clerics.

IMPORTANT: Mass stipends and fees related to sacraments and rites must all be reported as outlined in Policy 3.5.5.

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