

POLICY 3.5.3 Clergy Living Allowance

PREAMBLE

Can. 281 §1. Since clerics dedicate themselves to ecclesiastical ministry, they deserve remuneration which is consistent with their condition, taking into account the nature of their function and the conditions of places and times, and by which they can provide for the necessities of their life as well as for the equitable payment of those whose services they need.

In the Archdiocese of Grouard-McLennan, incardinated and visiting clerics provide ecclesiastical ministry first and foremost as parish priests. The Archdiocese and its individual parishes, including quasi-parishes where practicable, share the responsibility for providing remuneration to priests who serve those communities. The Archdiocese bears sole responsibility for providing remuneration to priests who serve in its missions and to its permanent deacons. It also is solely responsible for any allowances paid to seminarians in internship year and to transitional deacons.

In addition to remuneration to diocesan and religious priests, **parishes or the Archdiocese** are responsible for providing:

- A furnished rectory for the resident priest, including but not limited to: all furniture and major appliances; kitchenware, tools and utensils; bedding, towels and other necessary linens; cleaning tools and supplies; TV, DVD player, **basic** cable or satellite package; replacement parts (e.g. light bulbs, batteries); yard and garden equipment, tools and supplies; \$30 contribution to cell phone plan selected by the pastor, which is 50% of a basic plan providing unlimited nationwide minutes (if a parish chooses to contribute more than \$30, a copy of the decision in the meeting minutes must be provided to the Finance Administrator).
- A furnished office for the resident priest, including but not limited to: desk, chairs, shelving, cabinets; office supplies; desktop computer; printer/copier/fax machine; landline phone with long distance plan.

REMUNERATION TO PRIESTS

PART A **Diocesan Priests** (incardinated non-incardinated and members of a religious order who are allowed to own a vehicle)

A monthly basic living allowance shall be paid to all diocesan priests.

- Diocesan priests are responsible for all their personal living expenditures, including but not limited to personal telephone calls, food, clothing, medical (over and above those covered by the employee benefits package) and personal hygiene services and supplies.
- Diocesan priests must purchase their car, and register and insure it in their own name. They are responsible for all costs associated with maintaining and operating their vehicle. Their parishes are not responsible for any of these vehicle-related expenses.
- In order to recoup a portion of their car expenses, they must file on their income tax return for any costs associated with business travel. They must therefore keep a log of all automobile travel, distinguishing between what is for ministry and what it for personal travel. This method of tax payment and rebate for vehicles is the method preferred by Canada Revenue Agency.

- Unless there is a reason for doing otherwise, all vehicles are depreciated over seven years. Any purchase and/or sale price of used cars in the Archdiocese are according to Black Book figures.
- The Archdiocesan Finance Administrator will assist any diocesan priest who requests help with the purchase of a vehicle and the filling out of the required Income Tax Return form T2200E at income tax time.

PART B Religious Congregation Priests (priests who have taken a vow of poverty in a religious Congregation)

A monthly basic living allowance shall be paid to all religious congregation priests.

- Religious priests are responsible for all their personal living expenditures, including but not limited to personal telephone calls, food, clothing, medical (over and above those covered by the employee benefits package) and personal hygiene services and supplies.
- We encourage their religious Congregation to purchase and own their vehicle, and to register and insure it in the Congregation's name. When this is not possible, the archdiocese will provide a vehicle.
- The parish will have to cover all costs of depreciation, maintenance and gasoline, payable either to the religious Congregation or the Archdiocese (whichever owns the vehicle). In the interest of facilitating shared responsibilities, unless otherwise agreed upon, vehicle expenses will pass through the Chancery Office: the priest will submit his bills to the archdiocesan financial administrator, who will reimburse him and send an invoice to his parish(es).
- The car depreciation will be determined at 15% per year of the purchase price.
- All costs arising from the personal use of a vehicle are at the expense of the priest.

REMUNERATION TO SEMINARIANS AND DEACONS

PART C Seminarians during parish internship year (cf. Policy 3.6.6)

It is recognized that the seminarian will be sharing living quarters with the parish priest during the internship period, at no cost to the seminarian intern. A monthly basic living allowance shall be paid to seminarian during the parish internship. The living allowance is to be used to support the seminarian while living in a parish setting.

- The seminarian intern is responsible for all their personal living expenditures, including but not limited to personal telephone calls, food, clothing, medical and personal hygiene services and supplies.
- Before the internship begins, the Vicar-General, the parish priest, and the seminarian intern shall determine how the monthly allowance will be distributed by the Archdiocese (all to the seminarian or divided between the seminarian and the parish priest).
- The seminarian intern will be reimbursed for use of his vehicle during the internship period according to Policy 3.5.4 **Travel Allowance for Non-Clergy Employees of the Chancery**.
- A seminarian on internship year requires a vehicle in order to maximize the benefits of a parish internship. The archdiocesan financial administrator will negotiate the terms and conditions of a vehicle purchase, insurance, registration and related maintenance costs agreement with the seminarian, when needed.

PART D **Transitional Deacons (cf. Policy 3.6.6)**

A monthly basic living allowance shall be paid to all transitional deacons.

PART E **Permanent Deacons**

An individual agreement regarding living allowance will be negotiated between the Archdiocese and each permanent deacon.

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