

Notification of a Planned Absence by a Priest
(Please submit to the Chancellor for absences of four days or more)

Form 3.6.1.a

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.

Sunday Masses

- 1) Pastoral assistance has been arranged for all of my parishes none of my parishes
 these parishes: _____
- 2) In my absence, Sunday Mass times *have not* been changed *have* been changed.
- 3) Sunday liturgies will be celebrated by _____

Emergency/other coverage (funerals, anointing of the sick, etc.)

General coverage will be provided by _____

Fees for pastoral assistance/parish coverage (see next page for the Schedule of Fees)

The estimated total cost to parishes for pastoral assistance is \$ _____

Signatures:

Priest: _____ Date: _____

PPC/PFC Chair (Parish 1): _____ Date: _____

PPC/PFC Chair (Parish 2): _____ Date: _____

PPC/PFC Chair (Parish 3): _____ Date: _____

PPC/PFC Chair (Parish 4): _____ Date: _____

Approved: _____ **Date:** _____

(signature of ORDINARY or VICAR GENERAL)

Schedule of Fees

(see Policy 3.5.1 Parish Responsibilities for Collecting and Paying Fees for Pastoral Services)

Service	Fee
Sunday Mass	\$35
Weekday Mass	\$15
Marriage	\$100 (Suggested only)
Funeral	\$200 (Suggested only)
Penitential Service	\$35 (Home deanery)
	\$50 (Other deanery)
Mileage – ArchGM clergy	\$0.20 per km
Mileage – clergy from outside ArchGM	\$0.42 per km
Fee for entire 35 days (for priest from outside ArchGM only)	\$1000