

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

Part 1. General Information

Priest's Name			
Deanery		Total # of Days Away	
Date of Departure		Date of Return	
Reason for Absence	<input type="checkbox"/> Vacation <input type="checkbox"/> Retreat <input type="checkbox"/> Illness <input type="checkbox"/> Education		
	<input type="checkbox"/> Other:		
Parishes of Responsibility			
Parish 1		Parish 2	
Parish 3		Parish 4	

Part 2. Acknowledgment of Responsibilities to Parishes

<i>Please read and write your initials next to each statement.</i>	Initials
If I am absent and have not submitted a Form 3.6.1.a in advance to the Chancellor, payment for any pastoral assistance charged to my parish(es) will be garnered from my next payroll cheque.	
I am responsible for ensuring that people in my parish(es) are informed of my absence and know who to contact for pastoral assistance.	
I have to arrange for physical checks of the church and rectory in my parish(es) every four (4) days during my absence.	
I have to shut off the water into the rectory (and church) when I leave.	
I will discuss the arrangements described in this form with the parish pastoral council or the parish finance council as much in advance of my absence as possible and get the chairperson's signature on this form (from all of my parishes).	

Part 3. Pastoral Arrangements

Sunday Mass			
Parish 1			
Sunday Masses will be celebrated in my absence <input type="checkbox"/> Yes (<i>provide details below</i>) <input type="checkbox"/> No			
Mass dates	(1)	Mass times	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Celebrant(s)		Fee estimate	
Parish 2			
Sunday Masses will be celebrated in my absence <input type="checkbox"/> Yes (<i>provide details below</i>) <input type="checkbox"/> No			
Mass dates	(1)	Mass times	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)

Celebrant(s)		Fee estimate	
Parish 3			
Sunday Masses will be celebrated in my absence <input type="checkbox"/> Yes (<i>provide details below</i>) <input type="checkbox"/> No			
Mass dates	(1)	Mass times	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Celebrant(s)		Fee estimate	
Parish 4			
Sunday Masses will be celebrated in my absence <input type="checkbox"/> Yes (<i>provide details below</i>) <input type="checkbox"/> No			
Mass dates	(1)	Mass times	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Celebrant(s)		Fee estimate	
NOTES			
<u>Emergency/other coverage (funerals, anointing of the sick, etc.)</u>			
I have arranged for the following pastoral coverage by [name of priest or deacon] in my absence			
Parish 1		Parish 2	
Parish 3		Parish 4	
NOTES			

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)