

SECTION VIII(8)

SUGGESTED DONATIONS, SALARIES, ETC... 803.0 - English

(Issue, December 2016, in effect January 1st , 2017)

This section concerning the suggested donations, salaries have been sanctioned by Decree of the Bishop on December 8, 2016, after hearing the Council of Priests, on October 19, the College of Consultors and the Diocesan Finance Council, on December 6. In effect January 1st , 2017, See: Decree of the Bishop.

803.00 **SUGGESTED DONATIONS, SALARIES, ETC...**

803.1 **BAPTISMS**

The celebrant is entitled to keep for himself any offering made for baptism, liturgy for deceased children or visits to the sick, if the donation is in cash, if by check, the celebrant is to remit the donation to the parish which can issue a charitable donation receipt. These amounts are added to the income of the priest¹

803.2 **CERTIFICATES**

There is no charge for the original certificate given at the time of the celebration of baptism.

The suggested donation for issuing a certificate (baptismal, death, marriage) from the registry, other than the original baptismal certificate, is \$10.00. This amount is to be remitted to the parish.

803.3 **SUGGESTED DONATION FOR THE CELEBRATION OF MASS**

In the Diocese, the suggested donation for the celebration of mass is \$15.00, allocated as follows: \$5.00 for the celebrant and \$5.00 for the Episcopal Corporation of the Diocese of Hearst and \$ 5.00 for the parish. ² These amounts are added to the income of the priest

803.4 **SECOND AND THIRD MASS ON THE SAME DAY and MASSES WITH COLLECTIVE INTENTIONS**

The donation collected from the second and third mass on the same day shall be remitted to the Episcopal Corporation for the works of the diocese. However, the intentions called «collective intentions» shall be given to the Caisse de Compensation.(See # 800.18)

1- Memo from the Financial Administrator and the Bishop of Hearst, December 8, 2016

2- Ibidem

803.5 **WEDDINGS** ¹

The suggested donation for weddings is \$235.00 – allocated as follows: \$200.00 for the parish, \$35.00 for the celebrant which includes the mass donation. The \$35.00 given to the celebrant must be declared on his Income Tax. The family is responsible for all other expenses.

(Mass donation is automatically included in the celebrant's fees. If the marriage is without a mass the donation remains the same.)

803.6 **WEDDING ANNIVERSARY MASSES** ¹

The suggested donation for a wedding anniversary mass is \$135.00 - allocated as follows: \$100.00 for the parish and \$35.00 for the celebrant including mass donation. The \$35.00 given to the celebrant must be declared on his Income Tax.

(Same rule applies as for marriages whereas the mass donation is automatically included in the celebrant's fees. If the anniversary is with or without a mass the donation remains the same.)

803.7 **FUNERALS** ¹

The suggested donation for funerals is \$235.00 – allocated as follows: \$200.00 for the parish and \$35.00 for the celebrant which include the mass donation. The \$35.00 given to the celebrant must be declared on his Income Tax.

(Same rule applies as for marriages whereas the mass donation is automatically included in the celebrant's fees. Whether there is a mass celebrated or not.

803.8 In the parishes where there is a special collection during funerals, the amount collected will be allocated as follows: 50% for intentions of mass, 50% to help the parish.

803.9 The donation offered to the organist or the choir will be determined by the Parish Finance Committee, after hearing the people concerned. If the amount given to the organist exceeds \$ 500.00 per year, that person will be put on Payroll and a T4 will be issued at the end of the year. If there is a contract the person is obliged to declare what was received as taxable income. A T4A will be issued for him/her.

1- Memo from the Financial Administrator and the Bishop of Hearst, December 8, 2016

803.10 **PLACE OF FUNERALS (see700.5)**

The celebration of Christian funerals is to be done in the presence of the body, or ashes, in the parish church.

The celebration of the Word with the sprinkling of the body or ashes, and the eulogy by the family members may be done at the funeral home.

For special exception to this policy

- a- the request must be made to the parish priest
- b- the parish priest must receive explicit permission form the Bishop
- c- it is the parish priest who is to communicate the bishop's decision to the family.

803.11 **MASSES WITH COLLECTIVE INTENTIONS**

1- Every Sunday and Holy Day of obligation, according to Canon 534, the mass «Pro Populo» will be celebrated in all parishes of the diocese by the parish priest and other priests who were obliged by the letter of appointment. There is not to be a second intention. This mass is celebrated without donation..

803.12 2- However in small parishes where mass is celebrated only on Sunday, the Mass «Pro populo» will be celebrated once a month in the parish and the priest will discharge this obligation during the week for the other Sundays.

803.13 3- Recall the Canon 534§2 «A priest who has the care of several parishes is bound to apply one mass «Pro Populo» for the people entrusted to him»

803.14 4- For the other Sunday Masses can take 3 intentions, provided that the donors have freely consented
"In case the donors, warned in advance and in a explicit way, freely agree that their offerings are accumulated with others in unique offering, we can satisfy it for a single mass celebrated according to a unique collective intention" (Decree of Rome, in April 9th. 1991, art 2 §1.)

803.15 5- Every weekday, the mass intentions may have 2 only, taking into consideration what is said above on the donors.

803.16 The collective intentions will be paid to the Caisse de Compensation. Thus respecting the canon 946 which states the offerings for Masses were intended to «support of his ministers and his work» taking into consideration requests from priests who are sick or who need help from the Caisse de Compensation.

803.17 The money collected from masses of «Bination» or «Trination» shall be handed over to the Episcopal Corporation as before this decree.

803.18 This Decree affects only those parishes that have an abundance of intentions. Before saying masses with collective intentions care and consideration must be given to the needs of our retired priests

803.19 TRAVEL EXPENSES

a) Rate: \$ 0.45/km.¹

b) Beneficiaries:

General principle: those who benefit from a service, either for oneself or for an organization, shall assume the costs.

803.20 The episcopal corporation will pay the travel expenses at the rate specified above in the following circumstances:

1) Employees of the diocese who need to travel because of their job whose expenses are not covered by the diocese.

2) Members of a diocesan council who are called to attend a meeting by the president of the said council and have no proper budget.

3) All other persons or organizations who have no proper budget upon submission of an expense report. All requests will be submitted to the finance committee of the diocesan council for approval.

803.21 c) Expense claim method

The diocesan financial administrator will prepare a requisition form for reimbursement.

1-Decree of Bishop Robert Bourgon, bishop of Hearst, April 26, 2016

803.22 **PARISH PRIEST**

Please refer to section IV «Remuneration of Priests of the present Code.

803.23 **PRIESTS WORKING AT THE BISHOP'S RESIDENCE**

The salary of priests who work at the Bishop's residence will be determined by the diocesan finance council, and will be reviewed yearly.

803.24 **SERVING PRIESTS and/or MODERATOR**

The priests serving a parish and priests moderator of the pastoral ministry will receive \$45.00 for each act of ministry, plus the mass donation if applicable. The part of the celebrant must be declared on his Income Tax. Plus travel expense.

It is understood that the serving priest or the moderator does not keep the Christmas/Easter collections for himself

803.25 If the mission has no place of worship, chapel or property of its own, collections and other offerings will be used to assume travel costs and other occasional ministry.

803.26 **SUBSTITUTING AND HELPING PRIEST**

A priest from outside the parish, called to replace a priest either during regular holidays, or during any other leave approved by the Bishop, or a priest called to assist, will receive \$45.00 for all acts of ministry, plus mass donation if applicable. Also travel expenses. *(Note: this shall include all ministerial and sacramental acts such as masses, penitential celebrations, wedding rehearsal).*

803.27 The parish will pay for the replacement priest during the pastor's yearly vacation leave. Should his absence exceed one month, he himself will pay his replacement.

803.28 **FOOD AND HOUSING OF THE PRIEST IN PRACTICE**

Food and accommodation are in the hands of the parish. As this is a real profit, we will add \$ 8,400.00 to T-4 at the end of 1-year. even if it amount can be deducted for "residence of a member of the celrgé" in the tax decline.

803.29 **ACCOMMODATION IN A RECTORY**

The parish finance council will determine the amount to be paid for room and board, if applicable, by a priest or any other person not employed by the parish. The diocesan finance council has the right to evaluate the practice of the parish.

803.30 **ASSISTANCE TO PRIESTS ON STUDY or SABBATICAL LEAVE**

Aid for priests to study, or in sabbatical years, will be determined by the Diocesan Finance Committee, with the participation of the Compensation Fund, approved by the Bishop.

As a basic scale, it was established in the past that montanat would be a purse of 66% of the salary of priests.

803.31 **PRIESTS PREVENTED FROM PASTORAL MINISTRY**

Priests prevented from pastoral ministry, either by illness or other reasons, may receive from the Episcopal Corporation/Caisse de Compensation 66% of the minimum income, provided that the request is approved by the bishop. This amount is distributed as follows: 50% by the Episcopal Coporation and 50% by the Caisse de Compensation.

803.32 **INTERNS**

Interns will receive 66% of the minimum income of a full-time priest. “*L’oeuvre des vocations*” pays 2/3 for the intern’s salary, the parish pays the remaining 1/3.

803.33 **DIOCESAN CONTRIBUTION**¹

Unless otherwise stipulated, the diocesan contribution is 7.5% of the parish gross income for the previous years.

803.34 Exceptions:

a) The following activities: bingo, nevada, carnival, dance, draw, festival.

Payment on these activities will be the percentage on the net revenue.

1- Decree of Bishop Robert Bourgon, diocese of Hearst-Moosonee, March the 1st 2019

803.35 b) the income from extraordinary fund-raising for a specific project that has been pre-approved by the diocesan financial council.

c) A testamentary bequest (last will), given to the parish, is considered as a direct donation to help the parish and it will be considered as exemption form diocesan tax

d) All fund-raising that do not represent 25% of the total annual revenue of the parish is not considered “extraordinary”.

803.36 The diocesan finance administrator will determine the annual contribution for each parish based on these criteria.

803.37 Contributions will be payable quarterly as follows: January 15, March 15, June 15, and September 15.

803.38 **ANNUAL PARISH CONTRIBUTIONS**

The weekly annual parish contribution will be a minimum of \$5.00 per contributor. All parish priests and parish administrators will ensure the application of these arrangements as published herein.

803.41 **REVISION OF SUGGESTED DONATIONS**

All diocesan suggested donations will be revised every two years.

=====