

POLICY No. 33
REMUNERATION, ROOM & BOARD, REIMBURSEMENTS AND
REPLACEMENTS

1. Term definitions

Remuneration: the amount of money a member of the clergy can receive as compensation while rendering service to the diocese, parish or institution.

2. Intent of the directive

To implement Canon 281.

3. Policy

- a. The salary of the Bishop, (auxiliary Bishop), and priests shall be calculated according to their corresponding category.
- b. All priests appointed to a parish in the diocese, are to receive a monthly remuneration. This remuneration is reviewed annually. Religious orders or communities are entitled to implement their norms regarding remuneration. See Appendix XI for the chart of remuneration of diocesan and religious priests, assistants and interns, with the corresponding deductions for the current year.
- c. A tax value for room and board is added to the base remuneration as per the chart of remuneration. Reimbursement for food costs should follow 3.f below.

For living accommodation, a deduction for room and board is taken from the salary as per the chart of remuneration.

- d. A diocesan or religious priest, or a woman religious, who has an appointment in the diocese and has to pay for room and board elsewhere, shall receive a monthly compensation to cover the expense.

The amount to be paid is determined on a case by case basis by the Diocesan Financial Administrator for the base rent (excluding utilities and expenses indicated in 3.e below)

- e. Utilities, telephone, cable television, internet, parking, household supplies and any other costs associated with living accommodations to be paid in full by the parish(es) upon presentation of receipts. Personal long distance calls are excluded from reimbursement.
- f. Food costs are only reimbursed upon presentation of receipts. A food allowance (regular reimbursement of a set amount) is not permitted by the diocese in order to prevent a taxable benefit being deemed to the recipient as per CRA regulations.

Revision # : 2.1	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
------------------	-----------------------------	-------------------------------

POLICY No. 33
REMUNERATION, ROOM & BOARD, REIMBURSEMENTS AND
REPLACEMENTS

- g. Cell phones are an important communication tool utilized by the priests in their daily ability to render services to the diocese, parish or institution. Parish(es) will reimburse the priests for employment related charges from service providers. Included are the monthly plan costs and all long distance calls for employment purposes (personal long distance calls are excluded).
- h. As per the employment agreement between the diocese and the priests, they are entitled to one month's paid holidays in a calendar year, including all other established employment contract terms. Specific terms include base remuneration, food reimbursement based on receipts, cell phone and all other employment related expenses. The clergy room and board income and deduction is maintained during the holiday period.
- i. The Office of the Diocesan Financial Administrator is available to clarify any questions arising from the above policies. If it is believed that the priest reimbursements are higher than normal, the Office of the Diocesan Financial Administrator should be informed, and the matter will be reviewed to determine if reimbursements are reasonable.
- j. Upon approval by the Bishop, Priests who are required to be absent are to follow Policy No. 29

Revision # : 2.1	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
------------------	-----------------------------	-------------------------------