

POLICY No. 34

VISITING PRIESTS

1. Term definitions

Visiting Priests

A visiting priest only provides ministry to a parish to which he is not assigned, including for example, weekday and weekend mass coverage, weddings and funerals. Visiting priests do not assume any administrative responsibilities or authorities for the parish. Compensation for visiting priests is specified in section 3 of this policy.

Pastoral Replacement Priests

A replacement priest assigned to a parish is responsible for pastoral services and spiritual needs of the parish community. He is also responsible for the daily administration but not authorized to change any managerial policies of a parish during the absence of the pastor.

If the replacement priest is covering due to a medical leave or a sabbatical, he is responsible for the good daily stewardship of the parish. No significant or material pastoral or administrative decisions are to be implemented without the bishop's written direction and approval.

The replacement priest is compensated as per Policy No. 33.

2. Intent of the directive

To provide for the suitable remuneration of priests who assist the pastor or, on occasion, replace him.

3. Policy

- a. Any priest who does not have diocesan faculties must obtain them from the Bishop, Vicar General or their delegate before exercising ministry in the diocese.
- b. The parish priest may request the assistance of a priest for the celebration of Mass or other pastoral duties as needed. If the priest is from outside the diocese, the office of the Bishop or Chancellor must be informed of his presence and ministry in the diocese.
- c. If the priest is from another country, he must have the proper documentation in order to be remunerated from a Canadian source. He requires a Social Insurance Number (S.I.N.), a Canadian Visitor Record, a Work Permit, appropriate medical and benefit coverage, in addition to required canonical documents and approvals. (Letter of Good Standing, Criminal Record Check, Letter of permission from the Chancellor)
- d. Policy No. 35 shall be observed for priests not assigned to the parish, who live in the rectory.

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- e. If more than one visiting priest resides in the rectory, suitable arrangements shall be made with the pastor, in consultation with the parish finance committee and the Diocesan Financial Administrator.
- f. No visiting priest may be considered a full-time priest assigned to a parish or minister without the written authorization of the Bishop of Sault Ste. Marie or his delegate.
- g. Visiting priests are to receive \$75.00 per Sunday Mass, Holy Thursday, Good Friday, and Christmas and \$35.00 per weekday Mass plus a stipend for the intention.
- h. Mass and stipend amounts are taxable income and appropriate deductions are to be taken. If the replacement priest has an assignment in another parish in the Diocese, payment of the mass and stipends are to be paid directly to his assigned parish. His assigned parish is then responsible for the appropriate disbursement of funds.
- i. Travel and food reimbursements are paid directly to the priest and are not considered taxable income.

4. Honoraria for non-resident clergy

a. Facts

Occasionally a priest from a foreign land may offer to assist by providing ministry for a parish in the diocese. Usually, they are not here for more than a month. In recognition of their service, the parish wishes to pay them a fair and reasonable amount for assisting the community. Any services provided by visiting clergy are subject to having met requirements of Canon Law and diocesan policy. Such ministry must have the prior approval of the Bishop, Chancellor or Vice Chancellor. Only then, can the priest provide ministry and service on a contractual basis defined and approved by diocesan authorities. Tax compliance reporting is required.

Long distance travel costs (airfare) and other related costs are not eligible for reimbursement.

The temporary relief priest is required to provide proof of medical coverage to the diocese before active service.

Any services provided by a visiting clergy in the diocese are subject to prior approval, in writing, by the Bishop, Chancellor or Vice Chancellor. The necessary faculties to minister in the diocese will be granted, in writing, after the appropriate attestation letters are received from the visiting priest's bishop or superior.

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There is no commitment, in any fashion whatsoever, on the part of the diocese to an employer employee relationship. As a result, there are no benefits, insurance, deductions, commitment for assignment, or any other privilege. All and any services provided by a visiting clergy are contractual in nature.

5. Exemptions

More than one month of service, in the same parish or any other parish in the diocese would be subject to the approval of the Bishop, Chancellor or their delegate. All matters concerning CRA, health care and benefits and other insurance requirements will be dealt with on a case by case basis by the Diocesan Financial Administrator or his delegate.

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