



HIS LOVE IS FROM AGE TO AGE

Diocese of Edmundston

Bishop's Office, 60, Bouchard Street, Edmundston, N.B. E3V 3K1
Telephone: 506-735-5578 Fax: 506-735-4271
E-mail: diocese@nbnet.nb.ca Web Site: www.diocese-edmundston.ca

December 1st, 2016

INTRODUCTORY LETTER ON SALARIES, STIPENDS AND FEES FOR 2017

To : *Priests of the Diocese of Edmundston, Members of the Parish Pastoral Teams,
Religious Congregations, Members of Diocesan Councils, Members of the Parish Pastoral Councils,
Members of Parish Economic Affairs Committees and Parish Managers*

After consultation with the Bishop's Council, the Priests' Senate Council and the Diocesan Council for Economic Affairs, I am pleased to publish today the document "Salaries, Stipends and Fees for 2017": **THESE GUIDELINES ARE IDENTICAL TO LAST YEAR'S.**

The members on the Priest's Senate Committee on "Material and Social Life" have come to this decision, after careful consideration of the actual economic realities in our Diocese and also on the parishes' financial situation.

Reminder

Every situation not provided for in the present guidelines calls for special agreements sanctioned by the Bishop. However, please communicate to the diocesan bursar any modification or correction to the document you deem important. The Priests' Senate Committee on "Material and Social Life" is the place for every priest to make known his needs and expectations.

I invite you to continue to faithfully observe the regulations concerning the salaries, stipends and fees. Please allow me to remind everyone of the importance of article 8.4 a, regarding mass offerings: the amount of \$15.00 = \$5.00 going to the celebrant, \$5.00 to the parish and \$5.00 for the "Fonds d'Entraide sacerdotale". Thus, every parish, institution and priest shall send \$5.00 to the "Fonds d'Entraide sacerdotale". This latter sum being remitted in June and December of each year.

Gratitude

On behalf of the diocesan Church and in my own name, I wish to express my sincere gratitude to all those in our respective milieus who manage the salaries of our devoted personnel, our properties, lands and buildings. Thank you for your constant dedication.

With my very best wishes, I am,

Fraternally yours,

† Claude Champagne, O.M.I.
Bishop of Edmundston

Enclosure: Document " Salaries, Stipends and Fees for 2017 "

Salaries, Stipends and Fees for 2017

REGULATIONS TO TAKE EFFECT 01 JANUARY 2017

1. SALARIES OF PRIESTS, RELIGIOUS, AND HIRED LAY PEOPLE IN PASTORAL MINISTRY

- 1.1 a) A base of \$2,200.00 per month salary is paid to the priest employed full time in parish Ministry and residing in a rectory.
- b) The priest residing in a rectory pays for his housing and other services as stipulated in Article 2.1.
- c) The priest pays for those things that are his own, like books and subscriptions not for pastoral ministry, cell phones and their bills, etc.
- 1.2 The base salary of a priest in part-time ministry is calculated according to the hours given, or according to the scale for "occasional ministry".
- 1.3 The base salary of a priest in full-time ministry whose work is shared between several responsibilities (parish and diocesan) is paid by these different groups, following an agreement with them.
- 1.4 a) The base salary of a priest in charge of two or more parishes is shared between these parishes according to the percentage of Catholics in these parishes.
- b) The salary of people working within the same pastoral team, or in several parishes grouped into a pastoral unit shall be pro-rated according to the population of the faithful in each of the parishes served.
- 1.5 Salary of a pastoral agent and of members of the parish pastoral team is to be determined jointly by the parish moderator and the parish economic affairs committee, according to the number of hours dedicated to their ministry and the expenses incurred.
- 1.6 The parish pays a stipend to the Bishop on the occasion of Confirmations and any other official visit. Amount of this stipend is left to the discretion of the person in charge of the parish.
- 1.7 The priest obligated to saying Mass "*pro populo*" (Canon 534) is given a stipend of \$5.00 by the parish. He may not take any other stipend on that occasion except at Christmas, if more than one Mass is celebrated. The moderator in charge of more than one parish is bound to celebrate only one mass "*pro populo*" and this, usually on Sunday.

- 1.8 A priest cannot receive more than one \$5.00 stipend daily for celebrating one or more masses, even if they are multiple-intention masses.
- 1.9 For his motor vehicle expenses, an amount of \$200.00 per month is added to the base salary. Also, an additional amount of \$50.00 per served parish will be distributed equally among moderator priest and the priest associate of the pastoral unit.
- 1.10 Every priest in parish ministry, any other person in charge of a parish or in full-time chaplain ministry, is allowed a weekly day off, as well as a one-month annual vacation. If the vacation time is extended, the person concerned and not the parish shall assume the costs involved in having a priest come in as replacement.
- 1.11 When a person in charge of a parish cannot continue in his or her functions for more than a month due to illness, the parish pays the monthly salary for the first month, until employment insurance takes over.
- 1.12 Every person employed full- or part-time in a parish receives adequate remuneration determined jointly by the person in charge of the parish and the parish economic affairs committee.
- 1.13 Every priest has a right to a annual spiritual retreat. The priests themselves defray the cost of the retreat, except the retired priests who may be reimbursed their expense by the *Fonds d'entraide sacerdotale*.
- 1.14 Any special situation not dealt with in the above "Salaries, Stipends and Fees" regulations must be the subject of a special mutual agreement with the Bishop.

2. ROOM AND BOARD

- 2.1 Any priest who resides in a rectory or the Diocesan Centre must pay \$1,000 a month: \$600.00 for housing, \$200.00 for services and \$200.00 for board. On days off (weekend or vacation), the parish moderators and director of the diocesan centre are not obliged to use the official personnel for the needs of the boarders: they can compensate, however, with the purchase of food or the payment of a meal at the restaurant or elsewhere.
- 2.2 Room and board for a pastoral agent is determined by the parish(es) benefiting from his or her services.

3. TRAVEL EXPENSES

- 3.1 For those who receive no monthly car allowance, travel expenses for a service or occasional ministry are refunded at the rate of \$0.40/km., for a minimum of \$5.00 and a maximum not more than \$60.00, or according to common transportation rates. If there is but one trip involved for more than one celebration, refund is made for this one trip only.

- 3.2 Travel expenses occasioned by meetings and convened by the Bishop are defrayed by the Diocese.
- 3.3 The Diocese supplies a vehicle to the bishop and looks after maintenance and repairs; travel expenses occasioned by the bishop's ministry are also paid by the Diocese.

4. WEEKEND AND OCCASIONAL MINISTRY

- 4.1 The parish or institution that retains the services from a priest, either for occasional Sunday ministry, gives, besides travel expenses according to the diocesan rate, the following stipends: presiding the celebration and preaching, \$40.00 per celebration; presiding only: \$20.00 per celebration; preaching only: \$20.00 per sermon or homily. In the case of a Eucharistic celebration, the mass stipend is also given. When more than one mass is celebrated, the celebrant receives the stipend for only one mass.
- 4.2 The parish or institution that retains the services of a priest for occasional weekday ministry (other than weddings and funerals) gives \$20.00 besides the mass stipend, and travel expenses according to the diocesan scale.
- 4.3 A priest who is requested by the one in charge of the parish for the celebration of a wedding receives \$40.00, and \$40.00 for a funeral, besides travel expenses according to the diocesan rate. If the priest has been asked by the family, travel expenses are paid by them. The person responsible at the parish level may accept or refuse a priest for a wedding or a funeral, in conformity with canon law legislation.
- 4.4 A priest replacing full-time the parish priest for vacation or any other leave authorised by the Bishop, receives the base salary from the parish (N° 1.1).
- 4.5 A priest who regularly celebrates the Eucharist in an institution (senior citizens' home, hospital, convent) receives \$20 per celebration for his steady commitment, besides the stipend and the travel expenses.
- 4.6 Mandated lay people presiding funerals or a celebration in the absence of a priest, receives the salary mentioned previously in points 4.1, 4.2 and 4.3.

5. PRIEST-RELIGIOUS

Priest religious who have been mandated by the Bishop for full-time ministry receive the base salary (N° 1.1). They also receive, annually, the equivalent amount of employers' share of benefits normally paid to the diocesan priests: Canada Pension Plan contribution, employment insurance contribution, health insurance, and pension fund contribution.

6. CHAPLAINS

Chaplains receive, as agreed at the time of employment, their salary and marginal benefits from the institution of employment, according to the number of hours dedicated to their ministry.

7. PREACHERS

A retreat preacher's stipend is set according to arrangements made between parish and preacher, possibly along the lines of a daily fee of \$150.00. Besides room and board, the preacher is paid for his travel expenses according to the diocesan scale (N° 3) when travelling within the diocesan limits, or the equivalent amount paid for a bus trip, as well as the stipend for masses celebrated (one stipend only, per day).

8. FEES

- 8.1 A separate mass is applied to each offering given or received.
- 8.2 The priest receives a \$5.00 stipend daily for celebration of mass; he may not receive any supplementary remuneration for other masses celebrated.
- 8.3
 - a) Parishes only have the possibility to celebrate twice a week a multiple-intention mass (known as multiple-intention mass). Mass stipend shall be divided as specified in Art. 8.4- b.
 - b) Priests-moderators are all obliged to observe the regulations that a mass to multiple intentions can not count more than five intentions.
- 8.4
 - a) The offering made by the faithful for a mass is fixed at \$15.00, with \$5.00 for the celebrant, \$5.00 for the parish and \$5.00 for the "*Fonds d'entraide sacerdotale*". Each parish, institution and priest must send the amount of \$5.00 to the "*Fonds d'entraide sacerdotale*". The amount owed is to be sent to the "*Fonds d'entraide sacerdotale*" in June and December each year.
 - b) For a multiple-intention mass, the celebrant receives \$5.00 stipend; \$5.00 per intention is given to the parish and the remainder goes to the "*Fonds d'entraide sacerdotale*". For example, one mass with five intentions at \$15.00 will total \$75.00 and will be divided as follows: \$5.00 to the celebrant, \$25.00 to the parish and the remainder, \$45.00, goes to the "*Fonds d'entraide sacerdotale*".

- c) The offering made by the faithful for a mass celebrated in an institution is \$15.00 divided as follows: \$5.00 for the celebrant, \$5.00 for the parish in which is located the institution and \$5.00 for the "*Fonds d'entraide sacerdotale*".
- 8.5 After a year, those mass intentions that have not been celebrated must be returned to the Diocese (Canons 945-958).
- 8.6 There is to be no fee for baptisms. Only voluntary donations can be admitted and paid to the parish.
- 8.7 MARRIAGE fees are \$160.00, divided as follows: stipend to parish: \$110.00, celebrant: \$40.00 (including the mass stipend, where it applies), chancery: \$10.00. Other charges (organist, singer, etc.) are set by the parish.
- 8.8 a) FUNERAL fees are \$215.00, divided as follows: stipend to parish: \$175.00, celebrant: \$40.00 (including the mass stipend).
- b) When a Liturgy of the Word takes place at a funeral home, the fee asked is \$115.00 distributed as follows: \$75.00 to the parish, and \$40.00 to the celebrant.
- c) When there is a request to have the urn or casket exposed in the church rather than the funeral home, the fee shall be determined by the parish.
- d) Other charges (organist, singer, choir, plot, opening of grave, burial of casket or urn, etc.) are set by the parish.
- 8.9 Parish economic affairs committees shall determine the price of cemetery plots, taking perpetual care into account, so that every cemetery be able to finance itself. The parish may charge a supplementary fee for people who do not reside in the parish or who have been away from the parish for many years.
- 8.10 Unless contrary to local custom, a collection is taken up at funerals: the amount received is divided as follows: 50% for masses for the deceased (that is \$15.00\$ per mass offering instead of \$10.00) and 50% for parish pastoral projects. A parish may ask for a supplementary fee for families wishing to be exempted from this collection; the contribution is to be distributed according to the same proportion as a regular funeral collection, that is, 50% for mass stipends and 50% for pastoral projects in the parish.
- 8.11 The fee for certificates (baptism, marriage, etc.) is \$5.00, payable to the parish, with due consideration for students and the needy.

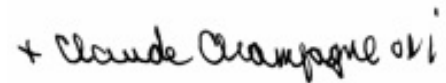
8.12 Tithing or parish dues is set at the equivalent of one day's salary or one day's revenue for pensioners. The full amount received goes directly to the parish. Consideration will be taken for those on low income.

8.13 The diocesan per capita tax is \$3.50 per person. The amount owed is to be forwarded to the Diocese in four quarterly instalments (March, June, September, November), each year.

THESE REGULATIONS TAKE EFFECT 01 JANUARY, 2017.

MADE AND SIGNED AT EDMUNDSTON, NEW BRUNSWICK

THE FIRST DAY OF DECEMBER 2016.

A handwritten signature in cursive script that reads "+ Claude Champagne O.M.I."

† Claude Champagne, O.M.I.
Bishop of Edmundston

A handwritten signature in cursive script that reads "Ronilla Sirois, R.H.S.J."

Ronilla Sirois, R.H.S.J.
Chancellor