



Diocese of Edmundston

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December 8, 2020

INTRODUCTORY LETTER ON SALARIES, STIPENDS AND FEES FOR 2021

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*

I am pleased to publish today the document regarding "Salaries, Stipends and Fees for 2021" to take effect January 1, 2021.

Modification

After consultation with the Bishop's Council, the Priests' Senate Council and the Diocesan Council for Economic Affairs, I accept the following changes that were made to the document:

In order to better reflect the actual costs of expenditures incurred by parishes, effective January 1st, 2021, the priest will receive a base monthly salary of \$2539.00 per month. The amount paid by the priest for services received will be increased by \$100, and room and board will be increased by \$150. Similarly, the priest who personally pays the cost of food is not required to pay room and board.

As a result of the pandemic, Liturgy of the Word celebrations are becoming more frequent, at funeral homes, community halls and even at the cemetery. It seems reasonable for us to standardize the rates for these celebrations, which can be quite elaborate with readings, homily, prayers, eulogy and blessings. However, a distinction must be made between a celebration of the Word at the cemetery and a blessing of the grave.

All regulations remain the same except for items 1.1 a); 2.1 and 8.8 b) which become:

Item 1.1 a) A base monthly salary of \$2,539.00 is paid to the priest employed full time in parish Ministry.

Item 2.1 A priest who resides in a rectory or at the Diocesan Centre is required to pay \$1,270.00 per month: \$612.00 for housing, \$304.00 for services and \$354.00 for board. If the priest usually provides the services himself, he is not required to pay for the services. If the priest personally pays the costs of food and products, he is not required to pay board. On days off (weekend or vacation), the parish moderators and director of the diocesan centre are not obliged to use personnel for the needs of the boarders; they can, however, compensate with the purchase of food or the payment of a meal at a restaurant or elsewhere.

Item 8.8 b) When a Liturgy of the Word takes place at a funeral home, in a community hall or at the cemetery; the fee asked is \$115.00 to be distributed as follows: \$75.00 to the parish and \$40.00 to the celebrant.

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.

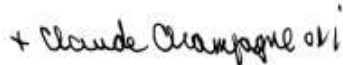
I ask you to continue to faithfully observe the regulations concerning the salaries, stipends and fees. I remind everyone of the importance of article 8.4 a, regarding mass offerings: the amount of \$15.00 = \$5.00 going to the celebrant, \$5.00 to the parish and \$5.00 for the "Fonds d'entraide sacerdotale". Thus, every parish, institution and priest shall send \$5.00 to the "Fonds d'entraide sacerdotale". This latter sum is to be 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 2021."

Salaries, Stipends and Fees for 2021

REGULATIONS TO TAKE EFFECT JANUARY 1, 2021

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

- 1.1 a) A base monthly salary of \$2,539.00 is paid to the priest employed full time in parish Ministry.
- 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 personal items such as books and subscriptions not for pastoral ministry, cell phones and their personal 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 for 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 calculated according to the same percentage of the diocesan tax.
- b) The salary of people working within the same pastoral team, or in several parishes grouped into a pastoral unit, is also calculated according to the same percentage of the diocesan tax.
- 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. This stipend amount is left to the discretion of the person in charge of the parish.
- 1.7 The priest obligated to offer a *pro populo* Mass (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 *pro populo* Mass 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 An amount of \$204.00 per month is added to the base salary for the priest's motor vehicle expenses. Also, an additional amount of \$50.00 per served parish will be distributed equally among the moderator and the priest collaborator 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 priest, and not the parish, shall assume the costs of a replacement priest.
- 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 an annual spiritual retreat. The priest defrays the cost of the retreat, except retired priests who may be reimbursed for their expenses by the *Fonds d'entraide sacerdotale*.
- 1.14 Any special situation not dealt with in the above regulations for "Salaries, Stipends and Fees" must be the subject of a special mutual agreement with the Bishop.

2. ROOM AND BOARD

- 2.1 A priest who resides in a rectory or at the Diocesan Centre must pay \$1,270.00 per month: \$612.00 for housing: \$304.00 for services and \$354.00 for board. If the priest usually provides the services himself, he is not required to pay for the services. If the priest personally pays the costs of food and products, he is not required to pay board. On days off (weekend or vacation), the parish moderator 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 a 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 The Diocese supplies a vehicle to the bishop and looks after maintenance and repairs; the Diocese also pays travel expenses occasioned by the bishop's ministry.

4. WEEKEND AND OCCASIONAL MINISTRY

- 4.1 The parish or institution that retains the services of 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 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. Those fees are not part of the calculation of the base salary and are paid in surplus.
- 4.2 The parish or institution that retains the services of a priest for occasional weekday ministry (other than weddings and funerals) pays \$20.00 in addition to 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 is paid \$40.00, and for a funeral is paid \$40.00 in addition to travel expenses according to the diocesan rate. If the priest has been asked by the family, travel expenses are paid by the family. 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 a full-time the parish priest for vacation, or any other leave authorized by the Bishop, is paid the base salary from the parish (N° 1.1).
- 4.5 A priest who regularly celebrates Mass in an institution (senior citizens' home, hospital, convent) receives \$20 per celebration for his steady commitment, in addition to the stipend and travel expenses.
- 4.6 Mandated lay people presiding at funerals or at a celebration in the absence of a priest, receives the salary previously mentioned 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. Mass stipend shall be divided as specified in Art. 8.4- b.
 - b) Priest-moderators are obliged to observe the regulations that a mass for multiple intentions cannot 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*" each year in June and December.

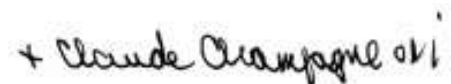
- 8.4 b) For a multiple-intention mass, the celebrant receives \$5.00 stipend; \$5.00 per intention is given to the parish and the remainder goes to the "*Fonds d'entraide sacerdotale*". For example, one mass with five intentions at \$15.00 will total \$75.00 and will be divided as follows: \$5.00 to 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*".
- d) When a priest celebrates several masses on the same day, a mass intention (\$5.00) is paid to the priest; \$5.00 per intention is paid to the parish and the rest is paid to the "*Fonds d'entraide sacerdotale*".
- 8.5 a) After one year, mass intentions that have not been celebrated in the parish will be distributed as follows: \$5.00 per intention is paid to the parish, \$5.00 per intention is paid to the "*Fonds d'entraide sacerdotale*" and \$5.00 per intention is given to the diocese for sending to the missions.
- b) For mass intentions sent directly to the missions by the parish, the fees will be distributed as follows: \$ 5.00 per intention are paid to the parish, \$ 5.00 per intention are paid to the "*Fonds d'entraide sacerdotale*" and \$ 5.00 by intention are given to the missions.
- 8.6 There is to be no fee for baptisms. Voluntary donations, however, can be accepted 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, choir, 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, in a community hall or at the cemetery, 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 The 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 tax is calculated according to the percentage of the collections and tithings of the last five years. The amount owed is to be forwarded to the diocese in three instalments (April, August, December), each year.

THESE REGULATIONS TAKE EFFECT JANUARY 1, 2021.

MADE AND SIGNED AT EDMUNDSTON, NEW BRUNSWICK

THE EIGHTH DAY OF DECEMBER 2020.



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



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