

DIOCESE OF BISMARCK

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www.bismarckdiocese.com

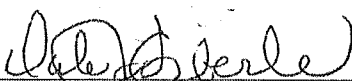
REMUNERATION FOR DIOCESAN PRIESTS AND DEACONS WHO SERVE AS SUBSTITUTE CLERGY IN PARISHES


Dear Clergy (Priests and Deacons),

Having heard the Presbyteral Council on the matter of an increase in benefits for a priest or deacon who substitutes in a parish, I have accepted their recommendation. Effective July 1, 2017, the following benefits are to be paid:

- A stipend of \$50 (plus mileage) for each weekend Mass and Confessions.
- A stipend of \$35 (plus mileage) for each weekday Mass and Confessions.
- Mass offerings are \$10 unless otherwise designated. Bination and Trination offerings should be forwarded to the Diocesan Finance Office. Canon 534-*Pro Populo* Masses are the unique responsibility of the pastor on all Sundays and Holy Days. Refer to Statute 273 §1, §2 of the Second Synod of the Diocese of Bismarck.
- Mileage for Penance Services. For all priests not assigned to one of the participating parishes, the reimbursement is at the current IRS rate.
- Mileage for reimbursement at the current IRS rate.
- Retired priests receive an additional 10¢ per mile.
- The pastor is required to send the completed "Substitute Clergy Information Sheet" to the substitute clergy in advance.
- All other prior policies for substitute clergy are no longer in effect and there is no separate policy for Assumption Abbey.

Given in Bismarck, ND, on June 14, 2017.


Dale Eberle, Chancellor


Most Reverend David D. Kagan, D.D., P.A., J.C.L.
Bishop of Bismarck

Arrangements for Reimbursement (to be filled out in duplicate by substitute clergy):

\$50 X _____ # of WeekEND Masses and Confessions = _____

\$35 X _____ # of WeekDAY Masses and Confessions = _____

\$ _____ X _____ # of Miles = _____
(Current IRS rate)

\$ _____ X _____ Other Expenses = _____

of Mass Intentions Celebrated _____ = _____
(parish office only)

Mailing Address of Substitute Priest or other directions:

Substitute Clergy Information Sheet
Page 2 of 3

Dates of Substitution: _____ Substituting Clergy: _____
Phone: _____

PHONE & ADDRESS INFORMATION			
	Principal Parish	Mission #1	Mission #2
Town			
Church Name			
Street Address			
Contact Person 1			
Phone #			
Contact Person #2			
Phone #			

In the grid below, enter the entire weekend schedule chronologically from arrival time of visiting priest through his weekend ministry (confessions, Masses, etc. *all in chronological order*).

VISITING CLERGY SCHEDULE			
Arrival time and place - Bulletins to take to missions, etc.			
Date/Time	Parish (include Town)	Confessions and Mass	Intention of Mass

CONTACT PERSON & PHONE # _____

TRAVEL INSTRUCTIONS: Typical travel time; route to missions; how to find church, who opens & locks up; will sacristan set up or does substitute clergyman need to plan time to do so?

MINISTRIES COVERED: Will deacon assist; will deacon preach; who is responsible for handling the collection?

BASIC LITURGICAL DETAILS: Is the Gloria sung or recited? Is the Lamb of God sung or recited? How many Eucharistic Ministers? Etc.

SPECIAL ATTENTION EXTRAS: KEYS, CONFESSIONS, Second collections; theme homily; baptisms; wedding anniversaries (blessing); installation to ministries; RCIA rites; sending children out for separate liturgy of the word: children's collection walk-up, announcements?

OVERNIGHT & MEAL ARRANGEMENTS: In the rectory or elsewhere; which bedroom, advise regarding food available in rectory and/or restaurants with/without a parish charge account.

Diocese of Bismarck

Substitute Clergy Expense Reimbursement Form

Purpose: To reimburse needy parishes for the expenses of substitute clergy. Bishop Kagan has authorized the diocesan portion of the Catholic Campaign for Human Development collection to be used for this purpose.

Process: The pastor completes the form below and submits it to:

Diocese of Bismarck
Office of Stewardship and Resource Development
PO Box 1137
Bismarck, ND 58502-1137

Questions: Contact Ron Schatz at (701) 222-3035 or toll free 1-877-405-7435.

Pastor: _____

Parish/Missions: _____

Date of weekend(s) coverage/period: _____

\$50 x _____ # of weekend Masses and Confessions = \$ _____

\$35 x _____ # of weekday Masses and Confessions = \$ _____

\$ _____ x _____ # of miles traveled by substitute clergy = \$ _____
Current
I.R.S. rate

Total: \$ _____

Please make additional copies of this reimbursement request form or download it from the Office of Stewardship and Resource Development page on the Diocese of Bismarck's website <http://www.bismarckdiocese.com/offices/StewardshipandResourceDevelopment/NationalandUniversalChurchCollections/>

From: Rev. Msgr. Gene Lindemann, JCL
Sent: Wednesday, December 22, 2021 2:19 PM
To: Abbot Daniel Maloney, OSB; Alyssa Horn; Dale Eberle; Denise Jordan; Kathy Krebs; Rev. Adam Maus; Rev. Al Bitz; Rev. Anthony Baker, OSB; Rev. Basil J. Atwell, OSB; Rev. Ben Franchuk; Rev. Benedict Fischer OSB; Rev. Biju Antony, IMS; Rev. Brandon Wolf; Rev. Brian P. Gross; Rev. Bruce D. Krebs; Rev. Casimir S. Paluck; Rev. Charles A. Heidt; Rev. Charles A. Zins; Rev. Christian Smith; Rev. Christopher J. Kadrmas, JCL; Rev. Christy Pathiala; Rev. Corey Nelson; Rev. Craig Vasek; Rev. Daniel J. Berg; Rev. David A. Richter; Rev. David G. Morman; Rev. Dennis R. Schafer; Rev. Dominic Bouck; Rev. Doug Krebs; Rev. Frank J. Schuster; Rev. Fred R. Harvey; Rev. Gary L. Benz; Rev. Greg Hilzendeger; Rev. Gregory Crane; Rev. Gregory Luger; Rev. Jacob Degele; Rev. Jacy E. Nelson; Rev. Jarad Wolf; Rev. Jared Johnson; Rev. Jason R. Signalness; Rev. Jeffrey A. Zwack; Rev. Jerome G. Kautzman; Rev. John P. Gardner; Rev. Jolly George; Rev. Jordan Dosch; Rev. Joseph Evinger; Rev. Joshua J. Ehli, JCL; Rev. Joshua K. Waltz; Rev. Justin P. Waltz; Rev. Keith N. Streifel; Rev. Kenneth G. Phillips; Rev. Gregg W. Hochhalter; Rev. Mark Aune; Rev. Marvin J. Klemmer; Rev. Msgr. Chad O. Gion; Rev. Msgr. Gene Lindemann, JCL; Rev. Msgr. James B. Braaten; Rev. Msgr. James P. Shea; Rev. Msgr. Patrick A. Schumacher; Rev. Msgr. Thomas A. Richter; Rev. Nicholas Vetter; Rev. Nick L. Schneider, SLL, SLD; Rev. Patrick Cunningham; Rev. Patrick Ojedeji; Rev. Paul C. Eberle; Rev. Paul D. Becker; Rev. Paul L. Cervinski; Rev. Rapahael M. Obotama; Rev. Robert P. Shea; Rev. Roger A. Synek; Rev. Russell P. Kovash; Rev. Shane A. Campbell; Rev. Shannon G. Lucht; Rev. Stephen O. Folorunso; Rev. Terry R. Wipf; Rev. Thomas J. Grafsgaard; Rev. Thomas Wordekemper, OSB; Rev. Todd A. Kreiting; Rev. Wayne Sattler; Rev. William A. Ruelle; Rev. William Callery; Stephanie Hoesel
Cc: Adrien Roehrich; Alyssa Horn; Ashley Simburger; Barb Dyke; Barb Vetter; Bernadette Purdue; Beth Kathol; Birdie Kincaid; Bobbi Shegrud; Bobbie Maus; Braeton Erhardt; Bridget Johnson - Corpus Christi; Chad Goetzfridt; Colleen Hokanson; Cressy Aberle; Dale Eberle; Darcie Haider; Dcn. Lance Gartner; Dcn. Steve Brannan; Dcn. Steven Streitz; Denise Jordan; Diane Wanner; Dianna Trnka; Dianne Zenker; Erin MacLeod; Jan Sitter; Janel Jangula; Janet Williams; Jenna Kilzer; Jennifer Norenberg; Jill Aarseth; Jodene Friesz; Jordan Houle; Juleen Roszkowski; Julie Dinius; Kathy Wentz; Katrina Kuntz; Kylee Kuhn; Linda Kienzle; Liz Huus; Liz Lemer - St. Joseph; Liz Lemer - St. Martin; Lucas DeMers; Maritza Folden; Melanie Korczak; Melissa Dix; Mikayla Bartholomay; Nancy Tuh; Nancy Woehl; Nicole Grove; Noel Wax; Olivia Richter; Pam Aman; Ray Urbi; Reann Bohrer; Renae Streifel; Rhonda Steffen; Rita Ritter or Julie Luger; Sandy Gallagher; Sara Keller; Sara Millet (Watford City); Sarah Dschaak; Secretary - St. Patrick Crosby; Shaina Wandler; Shannon Lince; Sharon Donamaria; Shawna Helbling; Sheila Sabinash; Stacey Bulcher; Stephanie Hoesel; Stephanie King; Susan Schumacher; Susann Wolf; Tammi Sannes; Tammy Kunkel; Tedi Maher - Sacred Heart; Tedi Maher - St. Hildegard; Teresa Klein; Tina Jassek; Tom Dhuyvetter; Tracy Kraft; Wendy Ekre; Laura Huber; Laurie Hagerott; Tony Chap
Subject: Clarification on Substitute Priest Remuneration

It has become more frequent, especially this year, that substitute priests have been needed to provide coverage for Masses in our parishes. I need to clarify that the substitute priest payments are payable to/sent to the substitute priest's assigned parish and belong to that parish. (If the substitute priest has a diocesan position/assignment, it would go to the Diocese.) Offerings for the Mass intentions (per Diocesan Policy) go to the substitute priest but should be forwarded to the parish for proper tax processing. The substitute priest will receive mileage reimbursement according to the current IRS rate (the retired priests receive an additional \$0.10 per mile). Payments for retired priests and priests serving in other institutions (e.g. University of Mary) would be paid directly to them. Payments for priests coming from Assumption Abbey would be paid to the Abbey.

If you have any questions, please feel free to contact me.

Have a blessed Christmas!

Msgr Lindemann



Msgr. Gene Lindemann
 Vicar General/Moderator of the Curia
 Diocese of Bismarck
 (701)204-7230