



# Archdiocese of Regina

445 Broad Street North, Regina, SK S4R 2X8 Tel: (306)352-1651  
Fax: (306)352-6313 Email: jowolagba@archregina.sk.ca

---

Chancery Office

## **POLICY FOR SHARED EXPENSES IN A PASTORAL** **REGION**

Where one pastor/parish minister serves more than one church in a pastoral region, a common fund is to be established to pay the shared expenses of the pastor/parish minister.

The pro rate basis for each church is determined by the percentage of the total amount subject to Diocesan Assessment for the previous year. (Refer to sample spread sheet)

A budget for the fiscal year determines how much monies are required to meet the common expenses. Each church pays to the common fund a set amount each month according to the percentage. Twelve (12) post-dated cheques may be given to the responsible finance person to facilitate monthly payments.

### SHAREABLE EXPENSES:

1. Pastor's/Parish Minister's salary and benefits
2. a.) Car allowance for total business portion (estimated).  
  
b.) Where applicable, the mileage rate for Priest Moderator (sacramental ministry) is to be paid in full directly to the moderator by the parish(es) served.
3. Rectory Utilities: a.) Electricity  
b.) Water and Sewer  
c.) Energy for heating – gas, oil, propane  
d.) Telephone, Cellular Phone and fax excluding personal calls which are the responsibility of the Pastor/Parish Minister  
e.) Internet, cable or satellite dish for television  
f.) Priests' Retreat and Professional Development days
4. Rectory: a.) Taxes  
b.) Insurance  
c.) Normal upkeep and maintenance  
d.) Housekeeper or cleaning person (if there is a stipend or salary)
5. Office Expenses: All expenses incurred in administering the parish(es), including paper, photocopying, etc.
6. Secretarial Assistance (stipend)

The Capital Costs are the responsibility of the parish where the priest resides. The Rectory is to be fully furnished.

If there is more than one rectory in the pastoral region, the pastor/parish minister should reside in the most suitable residence.

The other rectories may be rented out or sold with permission of the Archbishop. Monies go to the local parish where the rectory is situated.

If the rectory is to be used by the parish for meetings, catechetics or overnight stay for the pastor/parish minister, the expenses for the operation are the responsibility of the local parish.