

Clarification Regarding Expenses

August 2009 (revised April 2011)

The following chart is an attempt to clarify items that are considered a parish expense and items that are considered a personal expense of the priest. If you have any questions about this chart, please contact the Diocesan Finance Office Dan Stremel, 620-227-1517 or dmstremel@dcdiocese.org.

PARISH EXPENSES

PERSONAL EXPENSES

TITHE

- Personal stewardship tithe

AUTOMOBILE

- Mileage in excess of 25,000 miles annually (subject to written approval from Diocesan Finance Officer)
- Mileage up to 25,000 is included in the base salary
- Car purchase/car payments
- Insurance, tags, taxes
- Gasoline
- Maintenance and repair
- Personal travel

HOUSING

- A residence
- Utilities (includes gas, water, trash, electric, cable, telephone, internet service)
- Furniture that remains in the rectory
- Maintenance and cleaning supplies
- Household laundry
- Housekeeping and meal preparation (if provided by someone other than the priest)
- Meal costs when hosting a deanery gathering or penance service
- Standard food expense is included in the base salary
- Cell phone cost is included in base salary
- Personal telephone lines, personal long distance
- Furniture the priest takes with him when he moves
- Vitamins, dietary supplements
- Toiletries
- Housing and meal expense for visiting family and friends

PARISH EXPENSES

PERSONAL EXPENSES

VESTURE/CLOTHING

- Vestments retained by the parish
- Laundering of albs and church linens
- Dry cleaning of vestments
- Vestments retained by the priest
- Daily clerical attire
- Personal clothing and shoes
- Dry cleaning or laundering of personal and clerical clothing

OFFICE

- Office furniture
- Office equipment
- Parish phone lines
- Internet service
- Office supplies
- Postage for parish use
- Furniture, equipment, computer hardware/software the priest takes with him
- Personal phone lines
- Postage for personal use

VARIA

- Health insurance premiums
- Meals provided for staff; meals for parishioners and non-parishioners when taken in the context of parish ministry
- \$225 toward retreat (if not made at the annual priest retreat)
- 1/3 expense of a continuing education opportunity (expenses include tuition or registration fees, travel, room & board, cost of substitute priest if needed) [Diocesan Continuing Ed fund will pay another 1/3 toward the continuing education opportunity]
- Substitute priest while parish priest on vacation or sabbatical (see norms for “Sabbatical Renewal”)
- Moving expenses when priest leaves the parish
- \$1,500 health insurance deductible is included in base salary
- Personal gifts to parishioners, staff, family and friends
- Personal entertainment
- 1/3 expenses of a continuing education opportunity (see left column)
- Sabbatical travel
- Vacation
- Hobbies
- Dues for golf clubs, health clubs, etc.