

Policy Regarding Out-of-Pocket Expenses for Priests of the Diocese of Great Falls-Billings

The salary-structure for the priests of the diocese is such that discretionary money is more than sufficient to meet his personal needs and recreational habits. Additionally, he is by canon law (c. 282 § and *Presbyterorum Ordinis 17*) to live a simple life-style. By being a generous and good steward himself using his discretionary monies, he takes a leadership-through-example path for his parishioners.

Out-of-pocket expenses using discretionary funding include, but are not limited to, the following items:

- Personal long-distance phone calls. If calling other priests, and the purpose or result of the phone call is to foster unity among brothers in service, then it may be considered official business.
- "Second Vehicle" expenses. The parish reimburses the priest at the rate of 90% for all expenses on only one vehicle. If the priest owns another car, pickup, RV, ATV, or motorcycle, he must pay for all expenses associated with it himself.
- At least a fair share of the parish internet service and mobile telephone service where applicable. See the Policy on Communication Technologies. This can be determined, in consultation with the Parish Finance Council, on a pro-rata basis.
- Personal computers, PDA's, mobile phones, etc.
- Dry cleaning of personal clothing
- Contributions to your Individual Retirement Account
- Income Tax services
- Expenses associated with pets (See "Care & Well-Being of Priests" policy)
- Continuing Education expenses which exceed the policy (see above). Airline tickets, tuition, books and other expenses that are not part of a diocesan budget plan must be paid by the priest.
- The cost of eye examinations, glasses, contact lenses, hearing aids, etc. that exceed any amounts not paid or reimbursed by diocesan insurance.
- Priests who smoke cigarettes, pipes or cigars in parish property must absorb the cost of all restorative measures, up to and including new paint, new carpets and ionization deodorizers.
- Dental expenses that exceed the amount paid or reimbursed by diocesan insurance
- Vacation expenses and expenses related to regular Day Off, such as airline tickets, meals and motels. Note: automobile expenses are reimbursed by the parish at the rate noted above during these instances.
- Expenses related to the purchase and maintenance of a cabin or home elsewhere
- Books and DVD's for personal use
- Extra cooking utensils, televisions, sound equipment, appliances, or any other item that may be claimed as "personal" and which moves with the priest in the event of a new assignment.
- Recreational equipment of all kinds, tickets to movies and entertainment, DVD rental costs
- Hobby materials, construction materials to make items of personal use
- All alcoholic beverages except altar wine. However, when the priest hosts parishioners or holds other occasions of hospitality, all costs may be paid by the parish.
- Any other purchase that does not serve the parish but is appropriate to the priest himself.

Close communication with the Parish Finance Council is helpful in maintaining transparency whenever a question may arise about a personal purchase or on-going personal expense.