



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

POLICY

Effective July 1, 2019, compensation and benefits for priests assigned by the Archbishop to ministry in the Archdiocese are outlined in this policy.

Salary

Salary is paid monthly based on the annually published salary amounts for pastors (or parochial administrators), parochial vicars and other specific archdiocesan roles. Salary is paid by the responsible entity on the 2nd payroll of the each month and is recorded under the **Paylocity code of REG – regular earnings (salary)**.

In a month in which a priest is transferred from one assignment to another, salary and benefits expense is the responsibility of the **NEW** assignment no matter the day of the month the transfer occurs.

Salary and benefits for priests assigned in the Archdiocese of Miami are periodically reviewed and adjusted as needed.

Annual Salary for Parochial Vicar	\$29,662.50
Monthly gross amount	\$2,471.88

Annual Salary for Pastor¹	\$33,337.50
Monthly gross amount	\$2,778.13

Annual Vacation
See below for details

Auto Insurance stipend
for annual insurance cost in excess of \$800, up to \$1,000 from parish/school/entity
See Implementation Policy below for details

Professional development related to current assignment
up to \$1,500 per year, provided by parish/school/entity
See Implementation Policy below for details

Annual Pension / Retirement Contribution -- no change

403(b) Plan -- no change in formula
for eligible priests, 50% match of 1st 6% of salary deferred

¹ The following Archdiocesan appointed leadership roles are compensated at the level of PASTOR: Archbishop, Auxiliary Bishop, Vicar General, Judicial Vicar, Director of Vocations, Director of Worship, Director of Radio Peace and SJV Seminary Rector.



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

Health Insurance -- paid by parish/school/entity

Billed by the Health plan to the parish/school/entity

Health Insurance buy-up for in-network providers --- OPTIONAL, paid by priest -- no change

\$1,740 per year (\$145 per month)

Life, long term insurance, General Liability coverage

Annual cost approximately \$583 paid by parish/school/entity; billed by the Benefits office

Payment of Mass Stipends

See Implementation Policy below for details

Reimbursement of food expenses in lieu of meals provided at rectory

See Implementation Policy below for details

Cell phone expense

See Implementation Policy below for details

Compensation for Religious Priests

Compensation for Religious Priests assigned in ministry in the Archdiocese is paid directly to their Religious Congregation. The Religious Congregation in turn provides financial support for its priest member. Payments to the Religious Congregation are not to be reported in a 1099 or W-2 at the end of the year and taxes are not to be withheld from payments to the Religious Congregation.

However, the Religious Congregation is to be paid via Paylocity (with direct pay at the discretion of the Religious Congregation). The name of the priest can also be added. The choice of 1099 is made when the Religious Congregation data is entered into Paylocity but the 1099 is never generated or sent to the IRS. The **Paylocity codes** for the ministry stipend, Mass stipend and any reimbursements are the same codes as shown for the incardinated or extern priests, highlighted in red in this policy.

Any exceptions to this rule will come directly from the Archbishop's or Chancellors' office. If the Archbishop's Office or the Chancellors' Office approves an exception, and there is a directive to pay a religious as an extern priest then all income becomes taxable as for ADOM or extern priests. In that case, the priest provides a W-4; taxes are withheld monthly, and income is reported to IRS in a W-2 form at the end of the year.

Annual Vacation

A one-month vacation is afforded to the priest. This assumes the priest works a six-day week at his assignment.

Health Insurance

Health insurance premiums are paid for the assigned priest by the ministry to which he is assigned. The priest has the option of personal payment of \$145/month for the "buy-up" option that provides an



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

additional layer of medical insurance coverage including all co-pays and deductibles. This additional coverage is a personal choice of the priest and may not be paid by the parish or entity.

Medicare and Social Security

All incardinated priests are responsible to pay the appropriate taxes due to Medicare and Social Security in order to maintain eligibility for these programs. Retired incardinated priests in good standing are eligible for health care coverage via the \$145/month “buy-up” plan (when used in-network) to cover co-payments and deductibles secondary to Medicare --- requiring the priest participant to be eligible for Medicare in order to benefit from this retiree benefit.

Auto Insurance and Car Expenses

Each priest assigned in ministry in the Archdiocese is responsible to provide his own transportation (own or lease, at the choice of the priest), including auto insurance, maintenance and fuel. A reasonable amount of driving on behalf of the parish or entity, such as sick calls to hospitals or driving to/from work (within a radius of 5 miles) is presumed and is included in the compensation provided to the priest. Business travel by the priest using his personal transportation in excess of a 5 mile radius is reimbursable beyond the 5 mile radius at the rate published by the Archdiocese.

Each priest assigned in ministry in the Archdiocese is required to maintain auto insurance at the minimum level of \$100,000/\$300,000 as published annually by the Archdiocese. Of the annual cost of auto insurance at the required level, the parish, school or archdiocesan entity to which the priest is assigned reimburses to the priest up to \$1,000 per year of the cost in excess of \$800.

Thus, the priest is expected to pay up to \$800 of the annual cost of auto insurance at the coverage levels required by Archdiocesan policy. The parish, school or entity is expected to pay up to \$1,000 of the cost in excess of \$800. Insurance premium cost in excess of \$1,800 is the sole responsibility of the priest.

The parish, school or entity may not pay the full premium for auto insurance for an assigned priest. The reimbursement for insurance may not exceed \$1,000.

The parish, school or entity should include in its annual budget its portion of the insurance premium costs, if known at the time of budgeting. Otherwise, the parish, school or entity should budget \$1,000 per eligible priest in order to adequately fund the reimbursement.

In order to receive the reimbursement, the priest must present documentation of paid insurance premium at the required levels of coverage for which the annual cost exceeds \$800. The reimbursement may not exceed \$1,000 and equals only that portion of the actual insurance cost in excess of \$800.

The reimbursement is paid to the priest by entity check or through payroll using the **Paylocity code NONTX - reimbursables**. It is not taxable compensation and is not reported on the W-2.

Payment and Reporting of Mass Stipends

The faithful are invited to make an offering of \$10 for a specific Mass intention. A priest may receive no more than \$10 per day. If other Masses are celebrated the additional stipend(s) received is to be directed by the parish to the *Archdiocese of Miami Seminary Burse fund*, as determined by the Archbishop.



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

The priest who celebrates a Mass for which a stipend has been offered receives the \$10 stipend. Mass stipends, if received directly by the priest, are turned over to the parish for its accounting and are maintained in a Mass stipend account used solely for this purpose. Mass stipends received are recorded by the parish and notation is made when the Mass is celebrated. Periodically, but no less than quarterly, the parish reconciles the Masses yet to be celebrated with the balance in the Mass stipend account.

Payment of stipends is considered personal income. The entity is required to pay Mass stipends by check and to document the payment as Mass stipends. Annually the amount paid to the priest is reported on the W-2.

At the sole discretion of the pastor and only if the donations for Mass stipends equal or exceed this amount, a flat monthly amount not to exceed \$300 per month may be paid as Mass stipends. If the priest does not celebrate a stipended Mass in the parish daily, the annual monthly amount paid reflects the actual Masses celebrated.

In the event the parish does not receive adequate Mass stipends to compensate the priests assigned to the parish in the manner described above, the pastor may seek additional stipends for the celebration of Mass from the Archdiocese of Miami Office of the Propagation of the Faith, when available.

In the Paylocity payroll system, Mass stipend compensation paid to the assigned priest is recorded under the **Paylocity code of STIPD – Mass Stipends**. Mass stipend compensation is not “salary” and is not included in the computation of the 403(b) match for those priests eligible for the match.

Special Mass Intentions

Donations for Mass intentions for All Souls’ Day, Mothers’ Day, Fathers’ Day Novenas or the equivalent are donations to the parish. The funds are deposited in the Mass stipend account and the Masses are celebrated according to the published schedule of the Novena. These funds may be used to supplement the donations from Masses otherwise received by the parish. They are not paid to the priests in addition to the daily \$10 Mass stipend.

Assisting in a Parish Other Than the Parish to Which a Priest Is Assigned

The priest’s responsibility is first and foremost to the parish wherein the priest is assigned. In the event the priest is invited to assist in the celebration of Mass or Sacraments in another parish, clearance to volunteer in another parish must first be obtained from the pastor/parochial administrator of the parish where the priest is assigned.

Stipends for Visiting Priests Who Assist with Mass and Sacraments

For priests not assigned to the parish who assist with Mass and/or Sacraments, a stipend in the following amounts may be offered recognizing their generosity of time and ministry. Stipends are to be paid by check and total paid in excess of \$600 per year must be reported to IRS on 1099.

- For celebration of Sunday Mass a maximum stipend of \$75 may be offered per Mass, in addition to a \$25 stipend for travel.
- For celebration of week day Mass, a maximum of \$10 may be offered in addition to a \$25 stipend for travel.



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

- For celebrating Reconciliation (other than just before or after celebrating Mass) at a parish other than where the priest is assigned, regardless of length of time, a maximum stipend of \$35, including travel, may be offered.

The priest must complete a W-9 form. If payment during a calendar year exceeds \$600, the total paid in the year must be reported on the 1099.

A priest in residence will have unique circumstances that ordinarily should be discussed with the pastor/head of institution at the time of the assignment. In general, the same directives regarding compensation for liturgical service should be observed as applied to **assigned** clergy.

Stole Fees

Stole fees donated at the time of celebration of the Sacraments (Baptisms, weddings, funerals, for example) are considered income for the parish. If Mass is celebrated and the parish pastor has not opted for the flat monthly payment, the priest is paid the \$10 stipend from the stole fee.

Professional Development Allowance

Priests assigned to a parish, school or archdiocesan entity are eligible for financial assistance for professional development up to an annual maximum of \$1,500 for programs approved by the Archbishop or his delegate.

Use of the funds for academic coursework, conferences, continuing education (CPE), workshops or other professional development programs must be related to the priest's assignment and is to be discussed with, and approved by, the pastor or the Archbishop. Once a conference, course, program, etc is approved, request for appropriate funding is submitted to the parish bookkeeper for direct payment by the parish. Expenses for travel to an event paid directly by the priest may be reimbursed only if receipts are presented and the travel costs were pre-approved by the pastor.

Pastors and entity administrators should discuss expectations for programs, courses, conferences anticipated for the year in order to properly budget for the associated expenses.

Professional Development allowance does include the cost of CPEs or equivalent to maintain licensing or credentials related to ministry. It does not include the cost of the priest's annual retreat or the annual Archdiocesan Convocation.

Tuition and other expenses for priests assigned to full time studies is funded by the budget of the Archdiocesan Office of Ministry to Priests and is not included in the Professional Development allowance.

Provision for Meals at Rectory and/or Food Allowance

The parish is expected to provide for meals for the assigned priests in a manner that meets the needs of the priest's schedule, provides opportunity for interaction between priests and respects the resources of the parish.

Only if no cook is employed to prepare meals and/or do the grocery shopping, the priest may be provided with a parish credit/debit card to use for purchase of food for those days when a meal is not available.



IMPLEMENTATION OF COMPENSATION AND BENEFITS FOR PRIESTS ASSIGNED IN THE ARCHDIOCESE OF MIAMI

While the priest is encouraged to retain receipts, the credit card statement will assist in identifying the purpose of the purchases for proper accounting.

If the priest purchases food using his own money or credit card, he provides receipts in order to be reimbursed. Reimbursement for purchase of food is not considered taxable compensation and is generally reimbursed to the priest through Paylocity. It is recorded under the **Paylocity code NONTX - reimbursables**.

For a priest assigned to a parish “in residence,” a monthly payment of \$700 is paid by the entity to which the priest is assigned to the “in residence” parish to cover the expenses of room and board (food, utilities, housekeeping, etc). Provision for the priest in residence is managed in the same manner as for the priest(s) assigned to the parish.

The annual value of the “room and board/parsonage” provided to each priest is considered to be \$8,400 (for income tax purposes).

Cell Phone

When a cellular phone is used to insure a priest’s availability for ministry, a phone and monthly plan is provided by the parish or entity. Alternatively, at the choice of the pastor or administrator, a personal phone may be used and monthly reimbursement equivalent to the expense of a phone and plan provided by the parish is reimbursed to the priest. Reimbursement is applicable for only one electronic device.

Initial: July 1, 2014

Current: July 1, 2019