



Église
catholique
de Montréal

MEMORANDUM

DATE: 2010-02-03
TO: PASTORS & ADMINISTRATORS
FROM: LOUISE CORMIER – ASSOCIATE DIRECTOR, OFFICE FOR PASTORAL PERSONNEL
CC: MGR. GENDRON – DIRECTOR, OFFICE FOR PASTORAL PERSONNEL
RE: 2010 SUMMER REPLACEMENT PROCEDURES

Although summer vacations still seem very far away, in order to better enjoy them, it is time to start planning your summer replacement strategy. Once you have made your plans, it is essential that you inform the Office for Pastoral Personnel (OPP). *Therefore, we are forwarding to you a form that we ask that you complete and return to us as soon as possible.*

Here are the procedures:

Section 1 We ask that everybody complete this section.

Section 2 - A.

Please complete this section if:

- You have made your own arrangements for your summer replacement; or
- You have made arrangements amongst the priests in a same pastoral region.

Section 2 – B.

Please complete this section if:

- You are requesting that the Office for Pastoral Personnel assist you in finding a replacement during your summer vacation.

We ask that you submit your request as soon as possible, preferably no later than March 1st, 2010. Following this date, it will be even more difficult for the Office to find a replacement especially if it requires having someone travel from another country.

(verso)

Please note:

- According to diocesan norms, a priest that is **not incardinated** in the Diocese of Montreal **MUST** receive authorization from the **Office for Pastoral Personnel** before he can exercise ministry in the Diocese.
- Keep in mind that when requesting a **full-time replacement**, it is preferable that the replacement period begins at the beginning of the month. All full-time replacements require a pastoral mandate.
- If you are welcoming a priests from another country, it is important that before you leave for vacation you make the necessary arrangements for the priest's accommodation, and if necessary, his transportation from the airport to the parish where he will be staying.

For practical reasons, it is important to decide ahead of time if the person replacing you will be asked to do full-time ministry or only occasional week-end ministry. **Table 1** below will guide you in this area. Please make sure that the person responsible for salaries receives a copy of this table.

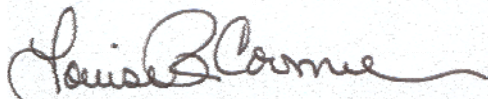
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| Table I |
| Directives and policy regarding salary |
| The duties of a full-time replacement priest(s) are: |
| <ul style="list-style-type: none">• To ensure full charge of the parish ministry including:<ul style="list-style-type: none">○ Full weekday presence in the office○ Full ministry services (i.e., masses, funerals, marriages, baptism)• He is remunerated according to the <i>Policy on Salaries for Priests and Interns</i> :<ul style="list-style-type: none">○ \$ 1 759.14 monthly salary (cf. Article 2.1)○ \$ 936.36 monthly cost for "Room and Board"<ul style="list-style-type: none">▪ Monthly deduction of \$520.20 for accommodation (Article 4.3)▪ Monthly deduction of \$ 416.16 for room and board (Article 5.3) |
| Occasional ministry (without mandate) will be remunerated as stated in Chapter 3 according to <i>Policy on Salaries for Priests and Interns</i> |

For additional information, do not hesitate to contact me at the Office for Pastoral Personnel at 514-925-4311 or lcormier@diocesemontreal.org

The form can be found at

http://www.diocesemontreal.org/organisation/offices_services/offices_diocesains/opp.htm

Thank you in advance for your collaboration and please rest assured of my entire cooperation.



Associate Director, Office for Pastoral Personnel