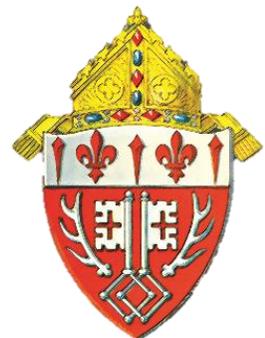

PRIEST PERSONNEL POLICY

Diocese of Marquette

Ministry Personnel



November 1, 2019

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IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

DECREE PROMULGATING THE PRIEST PERSONNEL POLICY

Following an ordinary review of priest personnel policies of the Diocese of Marquette, it was deemed opportune to update these policies;

Having heard the Presbyteral Council on August 8, 2019, after their review of the proposed policy and receiving a positive recommendation; it is my decision to establish this policy;

Therefore, in accord with canons 8 §2, 29, 391 §1 I hereby decree and promulgate as particular law for the Diocese of Marquette the Priest Personnel Policy.

All former priest personnel policies of the Diocese of Marquette are hereby repealed and abrogated in accord with canon 20 §1. Any policies or particular laws of the Diocese of Marquette that are not in conformity with the Priest Personnel Policy are hereby repealed and abrogated.

The provisions of this decree shall become effective November 1, 2019.

Given at the chancery in Marquette, Michigan this 30th day of September in the year 2019.

Most Reverend John F. Doerfler, STD, JCL
Bishop of Marquette

Rev. Daniel J. Moll, Chancellor

I. PRIESTLY LIFE AND WORKING ENVIRONMENT IN THE RECTORY

A. The Parish Office:

1. Each priest should have access to an office for pastoral / spiritual counseling and instruction purposes. This office should be distinct from living quarters.
2. Each priest in the rectory should have access to the basic parish files, record books and equipment.
3. All priests should have access to secretarial service in the exercise of their parish ministry.
4. The areas of responsibility of the office staff, (e.g., secretaries, bookkeepers), should be clearly defined and understood by all the priests of the rectory. Please refer to Parish Personnel Policies and specific job descriptions for such positions.

B. The Rectory as the Priest's Home:

1. It is the responsibility of the pastor and the parish together to see the proper maintenance and upkeep of the rectory, including painting and timely repair or replacement of furnishings. Good stewardship and proper administration of parish goods requires that when a priest leaves a parish, the rectory be in as good, if not better, condition than when the priest moved in and suitable for occupation by the new pastor.
2. Priests serving in a parish or non-parochial ministry will preferably reside together under one roof, e.g. traditional rectory living at a parish / institution, provided such housing is available and suitable (cf. Canons 533,550).
3. Honest dialogue, fraternal charity, and priestly affirmation are to be hallmarks of those who reside together. For priests residing together in a common house, the residence is to be equally the house for all. All priests residing in the common house are to have equal access to the use of any guest rooms. Decisions affecting life in the house e.g. remodeling, smoking in common areas, etc., are to be mutually discussed and agreed upon by all of the priests.
4. The rectory is the home of the priests and often the office of the parish. The sharing of meals is an opportunity for fostering both communication and friendship among priests. Although allowances may be made for varying schedules, priests should avail themselves of this opportunity. Coming together for common prayer and spiritual support, e.g. the Divine Office, is the ideal.
5. It is highly desirable that the rectory living space and the parish office area be distinctly separate, even in separate buildings, if possible.
6. Charity and courtesy are to be shown to people other than priests who might nonetheless live in the house. However, they must understand and respect that the house is primarily the house of the priests. Their presence must not be allowed to interfere with the privacy and common life of the priests.

- 7.** All the parish staff members are expected to honor the private space requirements of the priests. An individual priest has the right to limit access of others, e.g. staff and parishioners, to his private quarters. Parish employees and others are not to enter, spend time in, take meals in or, have indiscriminate access to the priest's common house without the consent of all the priests living in the house. No one is to have a key to the common house without the consent of all the priests.
- 8.** There should be respect for each priest's right to privacy. The right of each priest to show hospitality and the right of each priest to privacy are to be considered when entertaining guests in private quarters.
- 9.** Respect for, and sensitivity to, non-clerical members of the rectory household, e.g. housekeepers, secretaries, etc., should be maintained.
- 10.** Priests may have pets but are responsible for the cost of cleaning the rectory on his departure and the cost of all damage to the rectory. If more than one priest resides in the rectory, due respect should be had for the other priests in the house and their permission is to be sought for the presence of pets in the common areas of the rectory. It is particularly important if one of the priests has an allergy to the pets.
- 11.** It is permissible for priests to house a relative in their rectory or in a rectory that no longer has a resident pastor. Arrangements for the cost of rent are to be negotiated between the pastor responsible for the rectory, in consultation with his Parish Finance Council.

II. SOCIAL SECURITY POLICY

- A. Although the Internal Revenue Code provides ordained ministers the option to be exempt from coverage under Social Security, priests that are incardinated in the Diocese of Marquette are not allowed to opt-out of Social Security.
- B. Those active priests who have opted out of Social Security coverage must opt back in if and where there is an open window to do so.
- C. A priest covered by Social Security is eligible to receive entitlements such as Disability, Retirement and Medicaid if he has earned the required number of quarters. Any priest who has filed for an exemption or is not paying into the Social Security Program will not be entitled to receive these entitlements.
- D. Although, as participants in Social Security, priests will be required to pay self-employment taxes, the health and pension plans for priests are designed to work in tandem with, and are predicated on, each priest receiving both Social Security and Medicare benefits. Thus, if a priest has opted out of Social Security and does not have sufficient savings to make up the difference in cost due to the loss of Social Security and Medicare benefits, a financial burden is placed on the diocese and/or the priest pension plan.

III. SENIOR PRIEST STATUS

It is the vision of the Bishop that there be a holistic approach to the well-being of each senior priest of this diocese. The following sections contain the current policies and structures in place for assisting each priest as he nears and enters senior priest status.

A. Cessation from Office and Senior Priest Status under Canon Law & Diocesan Policy:

1. "A pastor ceases from office by means of removal or transfer by the diocesan bishop which has been done in accord with the norm of law, by resignation of the pastor submitted for a just cause and accepted by the same diocesan bishop for validity, and by lapse of time if the pastor has been appointed for a definite period of time in accord with the prescriptions of particular law..." (C.538,1)
2. "When a pastor has completed his 75th year of age, he is asked to submit his resignation from office to the diocesan bishop, who, after considering all the circumstances of person and place, is to decide whether to accept or defer the resignation..." (C.538,3)
3. When a priest has completed his 70th year of age, he may resign from office and request senior priest status. Application is to be made to the diocesan bishop at least six months in advance.
4. Senior priest status is a recognition of a rest well deserved. Senior priests are encouraged to reside in the Diocese of Marquette and assist their brothers in ministry as their health allows. Priests who wish to reside outside of the diocese are to request permission of the Bishop in accordance with canon 283.

B. St. Joseph Association:

Priests who have been granted senior priest status receive a pension and benefits according to the provisions of the St. Joseph Association.

C. Retirement Residence Options:

Upon retirement from active ministry, there are several options for a priest's residence. They are:

1. His own residence;
2. Rental of an apartment;
3. Residence at the Bishop Noa Home in Escanaba if space is available.
4. Residence in a rectory with other priests still active in ministry. Arrangements for the cost of rent are to be negotiated between the senior priest and the pastor of the parish, in consultation with his Finance Council and with other priests residing in the rectory.
5. Residence in a rectory that no longer has a resident pastor. Arrangements for the cost of rent are to be negotiated between the senior priest and the pastor responsible for the rectory, in consultation with his Finance Council.

D. Assisted Living or Nursing Home Placement:

Due to a senior priest's physical and mental health limitations, the Bishop, through the Office of Ministry Personnel will assist in making arrangements for referral of the priest to a nursing home or assisted living facility if requested.

E. Ministry in Senior Priest Status:

There are many ministry options available to a priest in retirement. These include:

1. Weekend and weekday help-out in parishes. The reimbursement schedule is found in the Remuneration Schedule & Benefits for Priests.
2. Long-term replacement for a pastor due to extended vacation, or other absence from the parish.
3. Sacramental ministry on a stable basis in a particular parish or parish linkage, with possible residence in a vacant rectory in the linkage.
4. Specialized ministry within or outside the diocese.
5. Retreat work.
6. Spiritual direction.
7. Faith Formation and Education opportunities
8. Other

F. Responsibility of Vicars Forane for Senior Priests:

Once a priest has been granted senior priest status, it must not be forgotten that they are still very much an important and integral part of the presbyterate. It is the responsibility of the Vicar Forane to keep in regular contact with the senior priests in his vicariate, particularly with regard to their welfare and needs. The senior priests should be included in the various meetings and gatherings of the vicariate priests when appropriate.

IV. LAST WILL AND FUNERAL AND BURIAL INSTRUCTIONS

A. Burial Instructions:

Each priest must submit funeral and burial instructions. Filling out the burial and funeral sheet and returning it to the Chancery will be an act of great charity toward those charged with planning and executing the funeral and burial.

Complete the form, seal it in an envelope, marked "Burial Instructions" and send it to the Chancery, attention: Office of the Bishop. It is important to review the funeral and burial instructions from time to time to ensure that the people who have been designated to fulfill certain roles are still able to fulfill them. To revise the instructions, contact the diocese, Office of Ministry Personnel, for a blank form.

Burial and funeral instructions should not be included in the will.

B. Will, Power of Attorney, Durable Power of Attorney for Health Care

Priests are strongly encourage to have a will, a power of attorney and a durable power of attorney for health care.

V. LEAVE OF ABSENCE

A. Authorized Leave:

Authorized leave is defined as time off from official assignment with permission of the Bishop. Application for such leave must be made to the Bishop who must approve each request. The duration and other provisions for the authorized leave of absence are to be specified in the letter from the bishop authorizing the leave of absence.

B. Unauthorized Leave:

1. A priest is considered to be on unauthorized leave if he comes under one of the following categories:
 - a. Leaves his assignment without permission of the Bishop;
 - b. Attempts marriage without dispensation from priestly celibacy;
 - c. Does not return to the diocesan assignment upon the expiration of an authorized leave, unless an extension is granted.
2. A priest who is on unauthorized leave is subject to the following:
 - a. Withdrawal of diocesan faculties;
 - b. Canonical suspension;
 - c. Withdrawal of financial support and / or insurance coverage.
 - d. Other appropriate canonical penalties.

VI. PRIESTS' MASS PACT

Out of the common desire and need for priests to pray for their brothers in the presbyterate, as well as the faithful to offer prayerful support for their pastoral leaders, especially for those who have been called to eternal life, the following provisions are made.

1. Parish / Institution's Responsibility (mandatory):

Independent of the individual priest's responsibility outlined below, every parish and institution of the diocese is obliged to:

1. Arrange for one Mass to be offered, announced, and publicized for deceased priests and bishops of the diocese each year.
2. Arrange for one Mass to be offered, announced, and publicized for the Bishop and living members of the presbyterate of the diocese each year.
3. Include in the general intercessions a prayer for the repose of a priest of the diocese near the time of his death.

2. Individual Priest's Personal Responsibility:

1. To celebrate one Mass each year for deceased priests and bishops of the diocese. *
2. To celebrate one Mass each year for the living priests and bishops of the diocese. *
3. To make a special effort to participate in the funeral liturgy of a brother priest.

* These Masses are in addition to those listed under "Parish / Institution's Responsibility" above and may be a private Mass celebrated on the priest's day off, while on retreat, vacation or an additional public Mass at the parish.