

REIMBURSEMENT REQUEST FORM

For Priests who are Retired, in Special Ministry, or Visiting Externs Sacramental Assistance

WEEKEND ASSISTANCE: Priests providing weekend assistance are to be reimbursed:

- **\$90** for the first Mass, and
- **\$60** for each additional Mass.

If the coverage is provided by a religious community outside the diocese, the stipend is to be negotiated with the respective order.

NB: *Weekend assistance **includes** Confession times immediately adjacent to a weekend Mass (the Saturday evening Mass of Anticipation, and/or Sunday Masses).*

<u>WEEKDAY MASS:</u>	\$40.00
<u>COMMUNAL THE ANOINTING OF THE SICK</u>	\$40.00
<u>WEEKDAY PARISH SACRAMENT OF PENANCE:</u>	\$40.00
<u>COMMUNAL PARISH SACRAMENT OF PENANCE:</u>	\$75.00
<u>SCHOOL PENANCE SERVICES:</u>	\$40.00 per session – or – per hour

MASS STIPENDS: A typical offering for a Mass stipend in the Diocese of Des Moines is **\$5.00**. A priest or parish cannot request or require any greater amount than \$5.00 per Mass offering. However, if someone explicitly offers a larger (or smaller) amount for a single Mass, that amount can be accepted. The Mass stipend is a free will offering to be retained by the priest who offers the Mass. These stipends are to be included in taxable wages.

STOLE FEES: Stipends for stole fees for celebrating a baptism, wedding or funeral are the property of the assisting priest who is retired, in special ministry, or a visiting extern.

NB: *A “visiting extern priest” is an ordained Roman Catholic priest, in good standing, who is neither assigned within, nor has regular faculties for, the Diocese of Des Moines, but has a Letter of Good Standing from his (arch) diocese and explicit permission/delegation to offer ministry for a specific time and place within the diocese.*

MILEAGE REIMBURSEMENT: The 2025 business IRS mileage reimbursement rate is **\$.70 cents per mile**. For purposes of income tax, you may wish to keep separate reimbursed mileage expense. The diocese will communicate any changes in this rate.

COMPENSATION RATIONALE:

1. Since retired priests and priests in Specialized Ministries do not have similar access to a parish community, which can offer additional personal financial gifts (i.e. - Birthdays, Anniversaries, Christmas, Easter), the Bishop has authorized that these priests be compensated for their particular ministry as stated in this policy.
2. Active priests, who are otherwise assigned in a parish, would not be expected to be compensated for these ministries wherever and whenever celebrated throughout the Diocese of Des Moines. Any stipend (if arranged for) should be given to his respective parish/employer.

(OVER)

REIMBURSEMENT REQUEST FORM

(2025)

Name: _____ Phone: _____

Email: _____

Date(s) of Service: _____

Address: _____

<u>TYPE OF SERVICE</u>	<u>NUMBER</u>	X	<u>RATE</u>	=	<u>TOTAL \$</u>
Weekend Mass (1st) (Includes Confessions)	_____	x	\$90.00	=	_____
Weekend Mass (Additional)	_____	x	\$60.00	=	_____
Daily Mass	_____	x	\$40.00	=	_____
Communal Parish Penance	_____	x	\$75.00	=	_____
School/RE Confessions	_____	x	\$40.00	=	_____
Weekday Confessions	_____	x	\$40.00	=	_____
Mass Stipend/Offering	_____	x	\$5.00 (Other)	=	_____
Business Mileage (2025)	_____	x	\$0.70	=	_____
			GRAND TOTAL		_____

NOTES: