



FINANCIAL PROVISIONS FOR A PARISH DEACON 2023-2024

July 1, 2023 - June 30, 2024

ANNUAL RETREAT: Deacons are required to make an annual retreat. A \$650 reimbursement is allowed for a deacon and wife attending the same retreat: \$325 for a deacon who attends a retreat without his wife. A deacon's wife is not eligible for retreat expenses if she attends a retreat apart from her husband. The deacon is to present a receipt to the parish for retreat costs.

CONTINUING FORMATION: A \$650 reimbursement is allowed per year from the parish for professional training or education. This includes coursework, books and course materials, workshops, seminars, and spiritual direction. A deacon is to present a voucher or receipt to the parish for all continuing formation expenses. Lodging and meals are not included in continuing formation costs; payment consideration for those items should be decided between the parish and the deacon.

MILEAGE: The parish will reimburse the deacon for parish related travel at the current IRS rate (65.5 cents a mile, effective 7-1-2023). The deacon must submit a request for mileage approval in accord with parish policy. Mileage will be adjusted to the new annual rate as dictated by the IRS at the beginning of 2023.

PARISH FEE: The deacon's parish will pay the Diocesan Diaconate Department the annual sum of \$225 per deacon in active status who is actively serving the parish in any way. This is regardless of whether a deacon has reached the senior status age of 70 or older and is still serving in active status. There is no parish fee for a deacon who has applied for, and been accepted into, senior status and is actively serving at the parish.

STOLE FEES: When a deacon is assigned to the parish, stole fees established by the diocese are to be paid to the parish. The deacon is entitled to any monies given that exceed the standard stole fees. If a deacon is not assigned to the parish but is invited by the pastor or pastoral leader to preside at a baptism, wedding, or funeral for which there are stole fees, the parish may designate a fee for the deacon over and above the standard stole fees.

DEACON AS A PARISH EMPLOYEE: The above provisions should be included in the deacon's work agreement when a deacon is an employee of the parish. In addition, please see the documents "Tax Treatment of Deacon Compensation" and "Estimated Housing Costs for Deacons and Priests who pay their own Housing Costs" which are available from the Diaconate Office.