

## **Priest Personnel Policy**

### **APPENDIX D**

#### **RETREAT AND CONTINUING EDUCATION REIMBURSEMENT**

##### **A. RETREATS**

A retreat fee of \$400.00, provided by the priest's parish or agency, is to be allotted to each priest for his annual retreat. The money will be paid directly to the Archdiocese if the priest makes a diocesan-sponsored retreat. The money will be paid directly to the priest by the parish if the priest himself initiates the retreat. The retreat fee is over and above that specified for Continuing Clergy Education.

##### **B. SHORT TERM STUDY PROGRAMS**

###### **1. Self-Initiated Short Term Study**

The Archdiocesan Continuing Education Fund will pay 100% of the cost of short term study, up to a maximum of \$400.00 per fiscal year. The payment may be used to cover tuition, room, board, fees, etc., but not transportation.

To obtain reimbursement, a priest should pay his bill in full and then send to the Office of Continuing Education for the Clergy either a receipted bill or a canceled check and a copy of the bill.

###### **2. Diocesan-Sponsored Short Term Study**

The Archdiocese will pay 100% of registration, tuition, room, board, fees, etc., but not transportation of programs that the Office of Continuing Education sponsors. When Archdiocesan agencies collaborate on programs with the Office of Continuing Formation of Priests, for purposes of funding, they will usually be considered "diocesan-sponsored short term study."

##### **C. Graduate Studies (Degree Program)**

The diocese will pay two-thirds of each semester hour up to a maximum of \$1200.00 per semester. The degree program must be approved in advance by the Archbishop. The diocesan payment covers only tuition, not books, room, board, fees, etc.

D. Financing for Sabbaticals

1. A priest is to receive his full salary from his place of ministry during the time of his sabbatical.
2. A monthly \$200.00 room and board allotment should also be paid to the priest from his place of ministry during the time of his sabbatical.
3. The Continuing Education Fund will be able to fund a limited number of sabbaticals during a given fiscal year. This will be done on a first come first served basis. Tuition, room and board will be reimbursed up to \$3000.00. Any cost beyond this amount will be paid by the individual priest.
4. Transportation to and from the place of sabbatical will be paid for by the individual priest.
5. All contributions to priests' benefit plans will continue to be paid for by the place of ministry.

E. Continuing Education Fund

Each priest's parish or place of ministry is asked to contribute \$400.00 per fiscal year to a common fund. These monies are used exclusively for the continuing education of the priests as described above. The Director of Continuing Education will make an annual report to the Archbishop and the priests on the use of this fund.

The programs in the archdiocese purport to reflect the visions and principles of *Pastores Dabo Vobis* (John Paul II 1992) and *Directory for the Life and Ministry of Priests* (Congregation for the Clergy 1994). *A Basic Plan of the Ongoing Formation of Priests* (NCCB/USCC 1999) provides a complementary and follow-up vision of implementation of the above. *The Priest and the Third Christian Millennium: Teacher of the Word, Minister of the Sacraments, and Leader of the Community* (Congregation for the Clergy 1999) contextualizes the formation for the purpose of the new evangelization.

All emphasize a complete, comprehensive, integral process of constant growth, namely, human, spiritual, intellectual, pastoral development: “The ongoing formation of priests... is the natural and absolutely necessary continuation of the process of building priestly personality” (*Pastores*, #71). *The Directory for the Life and Ministry of Priests* states that such formation needs to be also systematic and personalized, while it identifies concrete areas of development (*Directory* 75-80). In order to implement the above challenges the NCCB’s Committee on Priestly Life and Ministry further identifies the context and content for ongoing formation. It also describes specific needs and characteristics of formation at various phases of priestly life: 1) the first years of priesthood, 2) in transition, 3) the first pastorate, 4) at mid-life after a certain number of years, 5) senior years. The ongoing formation must also consider the specific needs of the extern priests who are in the archdiocese as invited missionaries or guests. “Ongoing formation helps the priest to be and act as a priest in the spirit and style of Jesus the good shepherd” (*Pastores*, #73), so that the priest may be able to bear “primary responsibility for this new evangelization of the third Millennium” (*The Priest and the Third Christian Millennium* 1).