

GUIDE TO PARISH vs PERSONAL EXPENSES

Note: This is not an exhaustive list. The guiding principle for parish expense is that it has to be necessary for the conduct of official business of the parish.

Parish Expenses	Personal Expenses
	Tithe: <ul style="list-style-type: none"> • Personal stewardship tithe • Stewardship to personal charities, orders, etc.
Automobile: <ul style="list-style-type: none"> • Car allowance or mileage reimbursement 	<ul style="list-style-type: none"> • Car payments • Auto insurance, taxes, tags • Gasoline, maintenance and repair • Vacation trips, personal trips
Housing: <ul style="list-style-type: none"> • Housing Allowance • For parish-provided housing: <ul style="list-style-type: none"> ➤ Utilities, upkeep repair ➤ Furniture ➤ Household and laundry supplies ➤ Kitchen utensils, vacuum cleaner ➤ Housekeeping • Personal property insurance provided for by the Diocesan insurance policy • Basic cable or satellite television 	<ul style="list-style-type: none"> • Vitamins, dietary supplements, prescriptions • Meals with friends and family • Hotel rooms for friends and family • Furniture/furnishings the priest takes with him when he moves • Toiletries • Personal telephone lines, cell phones not used for parish operations, personal long distance • Premium, On-demand or other cable
Clothing: <ul style="list-style-type: none"> • Vestments that remain in the parish • Laundry of church linens and priest albs • Dry cleaning of vestments 	<ul style="list-style-type: none"> • Vestments retained by the priest when he moves • Shoes, daily clerical and personal clothes, jackets, coats • Dry cleaning of personal or clerical clothes
Parish Office: <ul style="list-style-type: none"> • Office furniture and equipment • Phones and phone lines (Note: if a cell phone is used for both parish and personal use, the cost may be split) • Internet access • Office supplies • Postage and stamps for parish use 	<ul style="list-style-type: none"> • Furniture, office equipment, and computer hardware/software that the priest takes with him when he moves • Personal telephone lines, cell phones not used for parish operations, personal long distance • Postage and stamps for personal use
Other: <ul style="list-style-type: none"> • Parish gifts (not for parish staff) • Cost of meals for staff for official business or staff appreciation (e.g., for outstanding work, retirement, Christmas lunch/dinner, birthday) • Costs incurred in meeting and visiting parishioners or non-parishioners in the conduct of parish ministry (e.g. cost of meals, mileage) • Retreat and formation (e.g. workshops, classes, conferences) expenses (e.g. registration fees) that are work related • For sabbatical and other policy, refer to Archdiocese Clergy Policy and Practices 	<ul style="list-style-type: none"> • Personal gifts to parishioners, friends, family, staff • Personal entertainment • Vacations • Hobbies • Dues for golf club, health club, etc. • Life insurance (beyond that provided by the Archdiocese) • Investments