

DIOCESE OF SCRANTON

GUIDELINES AND PROCEDURES FOR MASS STIPEND FUNDS

General Guidelines and Procedures

Mass Stipend Funds

Mass stipends are offerings from the faithful to the priest who will celebrate the Mass. Mass stipends received by the parish do not become assets of the parish, but rather are held in trust by the parish for transfer to the priest when the Mass intention is satisfied. In accord with diocesan statutes and universal law, Mass stipends are not the property of the parish, the priest or the religious community.

The proper recording of Mass stipends is important. The parish must maintain a permanent mass book bound with consecutively numbered pages. Both the yearly and the permanent Mass books are to be kept on file permanently. Unsatisfied mass intentions are to be counted and compared to the Mass stipend funds on hand at least semi-annually.

It is the responsibility of the pastor to see that masses are said at the parish. The number of unsatisfied Mass intentions on hand should not be in excess of the number of Masses that can be said within a year. Excess Mass intentions are to be sent to the Diocesan Missions Office.

No more than one Mass intention can be accepted by a priest per day. Only one Mass intention can be assigned per Mass.

Documentation should be maintained in the parish business office to support disbursements from the Mass stipend account. The documentation should reflect the dates for which Mass stipends are being paid and the amount of the stipend. The documentation should be for all priests to whom stipends are being paid.

Offerings received for Masses should be deposited in a non-interest bearing checking account. They are not to be deposited in any account earning a return.