

COMPENSATION/BENEFIT SCHEDULE FOR ASSIGNED ARCHDIOCESAN PRIESTS

Direct Payments Monthly:

- Base salary - \$2,575 monthly, with stoles fees and stipends retained by the priest (effective July 1, 2023)
- Ordination increments - \$15 added for each year of service

Other Available Benefits:

- Health insurance (3) - \$1,760 monthly (or \$21,120 annually) paid by the parish or institution to Priest Health Plan, which includes basic dental care and life insurance (effective March 1, 2023)
- Retirement fund - \$5,200 funded annually by parish or institution to Retirement Fund (effective July 1, 2023)
- Continuing education - Combined reimbursement to priest up to \$1,500 annually, **documented** to parish (some archdiocesan-sponsored trainings (e.g., Good Leaders/Good Shepherds) may qualify for up to \$2,500 parish reimbursement)
- Room and board (4) - Housing and groceries* provided to priest, or priest administrator, associate priests and priests in residence
 - Parish-paid personal meals at restaurants are allowed, but the maximum allowed per month is \$500 if there is not a cook on staff, \$100 if there is a cook on staff
 - Business meals do not count against monthly maximum, but the business purpose must be documented when submitting for payment
- *Alcohol, tobacco, and personal toiletries are excluded
- Laundry/dry cleaning - Reimbursed to priest as **documented** to parish
- Cell phone service - Reimbursed up to \$80 per month to priest (available to pastors, associates, and chaplains) as **documented for cell phone use not paid by parish**
- Personal property insurance - \$25,000 as provided through Catholic Mutual
- Personal liability insurance - \$300,000 as provided through Catholic Mutual

Year of ordination increments - Each priest's salary is computed by adding \$15 per month per year of ordination to the base salary (see attached schedules). The increase occurs each year on July 1 based on years of ordination at that date. Salary is paid by the parish or institution to which the priest is assigned.

Health insurance - The Archdiocese of Omaha Priests' Group Plan is negotiated in February of each year and new rates become effective March 1. The health insurance plan includes basic dental care and a \$10,000 life insurance policy for priests while in active ministry.

Room and board - Priests should use the minimum figure of \$600 per month for room and board provided by the parish for social security purposes. **This is not a cash transfer to individual priests.** Food allowances or meals outside of rectory (non-business meals), paid by parish, may result in taxable income to the priest.

Automobile mileage - All priests are entitled to reimbursement for travel required in service to the church (parish, archdiocesan and other church-related business). This does not include personal and private use of the auto. The mileage reimbursement rate will be determined each year based on federal standards. The January 1, 2023 rate is 65.5 cents per mile. Documentation of the actual mileage and purpose of the trip must be presented and kept on file in parish or institution. (In the future, the mileage rate will automatically change when a new Internal Revenue Service rate becomes effective). Automobile allowance of a flat dollar amount may not be substituted for actual mileage documentation.

CLERGY SALARY SCHEDULE
\$2,575 BASE SALARY
(\$15 salary increment for years of service)

Number of Years since Ordination	Monthly Salary Amount	Annual Salary Amount	Number of Years since Ordination	Monthly Salary Amount	Annual Salary Amount
Base	\$2,575	\$30,900	21	\$2,890	\$34,680
1	\$2,590	\$31,080	22	\$2,905	\$34,860
2	\$2,605	\$31,260	23	\$2,920	\$35,040
3	\$2,620	\$31,440	24	\$2,935	\$35,220
4	\$2,635	\$31,620	25	\$2,950	\$35,400
5	\$2,650	\$31,800	26	\$2,965	\$35,580
6	\$2,665	\$31,980	27	\$2,980	\$35,760
7	\$2,680	\$32,160	28	\$2,995	\$35,940
8	\$2,695	\$32,340	29	\$3,010	\$36,120
9	\$2,710	\$32,520	30	\$3,025	\$36,300
10	\$2,725	\$32,700	31	\$3,040	\$36,480
11	\$2,740	\$32,880	32	\$3,055	\$36,660
12	\$2,755	\$33,060	33	\$3,070	\$36,840
13	\$2,770	\$33,240	34	\$3,085	\$37,020
14	\$2,785	\$33,420	35	\$3,100	\$37,200
15	\$2,800	\$33,600	36	\$3,115	\$37,380
16	\$2,815	\$33,780	37	\$3,130	\$37,560
17	\$2,830	\$33,960	38	\$3,145	\$37,740
18	\$2,845	\$34,140	39	\$3,160	\$37,920
19	\$2,860	\$34,320	40	\$3,175	\$38,100
20	\$2,875	\$34,500	41 + over: additional \$15 per each additional year of service		

BENEFIT / SERVICE SCHEDULE FOR RETIRED ARCHDIOCESAN PRIESTS
(Funded primarily through Archdiocesan Benefit Plans and Designated Programs)

Pension Program

Retirement Benefit: \$1,790 monthly, \$21,480 annually (effective January 1, 2023)
Housing Allowance (non-taxable portion of retirement benefit). \$800 monthly,
\$9,600 annually (effective January 1, 2015)
Medicare Part B: \$164.90 monthly, \$1,978.80 annually (effective January 1, 2023)

Insurance

Health / Dental Insurance: A “Medigap” plan is purchased for all retired Priests through Hartford subsidiaries Benistar for health, and Medco for prescription drugs at no charge to the retired Priest. Dental insurance is similar to the active Priest plan (through UHC) and also at no charge to the retired Priests. Medicare is primary and the archdiocesan group plan is secondary.

Housing

Retirement Residence: John Vianney Residence provides spacious, 2-bedroom apartments and garages subsidized by Archdiocese

Education

Continued Education: tuition for approved courses taken at Creighton University subsidized in full by Archdiocese and Creighton University

Retreats

Archdiocesan retreats: funding available for approved, formally scheduled retreat programs.

End of Life Issues

Estate Planning: Archdiocesan Planned Giving Consultant available to discuss retirement planning

Last Will and Testament: Chancery will safeguard wills and funeral/burial documentation

Executor: Chancellor or Vicar for Clergy may be named as executor of estate for settlement purposes

Burial: Grave space, opening at time of burial and headstone provided at the south entrance of Calvary Cemetery

Consultation

Delegate for Retired Priests: assists in meeting special needs arising within retirement

**ARCHDIOCESAN DEPOSIT AND LOAN FUND
(Omaha Archdiocesan Deposit and Loan Fund, Inc.)**

Purpose

The Archdiocesan Deposit and Loan Fund was established to provide a means through which those parishes with surplus funds might assist others in financing building or major renovation projects. The safety of these funds is overseen by an Archdiocesan Deposit and Loan Board of Trustees, made up of the Archbishop, Vicar General, Archdiocesan Finance Director, active pastors and lay professionals.

Investments

RATE PAID ON DEPOSITS – EFFECTIVE JULY 1, 2023: 3%

FEBRUARY 1ST of each year, each parish is asked to calculate the amount of excess funds on hand, beyond that required to operate parish programs for 60 days. Fifty percent (50%) of this amount must be deposited in the Archdiocesan Deposit and Loan Fund for investment. Copies of the sample form and annual calculation form are attached (exhibits 1 and 2). The required form is due at the Archdiocesan Finance Office by MARCH 1st of each year. The actual deposit must be forwarded to the Archdiocesan Finance Office by no later than JULY 1st of each year. The check should be made out to the "Deposit and Loan Fund," with a letter confirming your instructions.

Deposit activity, including deposits, withdrawals, and interest accrual, can be accessed online at <https://dsonline.us/omaha/authenticate.asp>. If you need assistance with using the website or logging in, please contact the Finance Office. The rate paid on each deposit account is VARIABLE and interest is paid QUARTERLY by Electronic Funds Transfer (EFT). (Any interest on deposit balances amounting to less than \$100.00 will be rolled into the deposit principal rather than paid to the parish through an EFT.)

The rate of interest paid on deposit accounts is reviewed by the Archdiocesan Deposit and Loan Board annually. The investment strategy for monies in the Fund is continually reviewed for safety, return on investment and liquidity needs.

All parish deposits are guaranteed by the Archdiocese and may be withdrawn without penalty. It is asked that a THIRTY DAY NOTICE be given to the Archdiocesan Finance Office prior to funds being withdrawn. Emergency situations may cause this notice to be waived.

Loans

BASE RATE CHARGED FOR LOANS EFFECTIVE JULY 1, 2023: 4.5%

Should your parish want to obtain a loan from the Fund, send a letter to the Archdiocesan Finance Office stating the amount and project it will be financing or a copy of the loan request form attached (Exhibit 3). (Loans will NOT be granted for payment of operating expenses). Large building projects must be reviewed by the Archdiocesan Building Committee (see Archdiocesan Construction/Capital Improvement) policy and approved by the Archbishop before a related loan will be considered by the Archdiocesan Deposit and Loan Board.

The Archdiocesan Deposit and Loan Board will review a loan request based on its need and the ability of a parish to safely repay it, plus interest, within a reasonable time period. AS THE FUND CONSISTS OF PARISH MONIES, LOANS CANNOT AND WILL NOT BE FORGIVEN BY THE ARCHDIOCESE. All loans are evidenced by a promissory note, with a monthly amortization schedule, noting repayment dates and amounts.

A parish may request up to a 20 year loan. The first five years will be at the prevailing loan rate when it is first drawn from the Fund. At the end of each subsequent 5 year period, the loan rate will be adjusted to the then prevailing rate, which will be effective for a new 5 year period or to the end of the loan, whichever is shorter. The loan may be repaid by a parish at any time without penalty.

Conclusion

Any questions concerning the annual determination of excess parish funds for deposit or inquiry about loans should be directed to the Archdiocesan Finance Director.

**ARCHDIOCESE OF OMAHA
DEBT FINANCING**

EXHIBIT 1

**INVESTMENT OF EXCESS PARISH FUNDS INTO DEPOSIT AND LOAN FUND
SAMPLE CALCULATION FORM**

Identified need: To increase the monies in the Archdiocesan Deposit and Loan Fund available for parish building/renovation loans.

By FEBRUARY 1st of each year, every parish of the Archdiocese is asked to determine the funds it requires to operate all budgeted program's for a period of 60 calendar days. 50% of all available monies, exceeding the amount calculated, will be considered "excess funds" and subject to deposit in the Archdiocesan Deposit and Loan Fund. To minimize paperwork, it is requested that deposits amount to at least \$2,000.

By MARCH 1st of each year, this excess funds calculation form should be forwarded to the Archdiocesan Finance Office, even if no excess funds are determined to be available for deposit. Late forms will be followed up.

By NO LATER THAN JULY 1st of each year, your deposit due should be received by the Archdiocesan Finance Office. Late deposits will be followed up.

Excess funds will be calculated accordingly:

Step 1:	Determine total of ALL funds available to support parish programs and fill in blank:	\$	100,000
---------	--	----	---------

(INCLUDE all checking accounts, savings accounts, certificates of deposit, treasuries, money market accounts, building funds, unrestricted trust fund accounts, etc., available to support parish programs).

(EXCLUDE ONLY: FUNDS ALREADY INVESTED IN THE DEPOSIT AND LOAN FUND, LEGALLY CREATED PARISH/EDUCATION ENDOWMENTS AND THOSE TRUST ACCOUNTS IN WHICH DONOR OR LEGAL DESIGNATION SPECIFICALLY RESTRICTS ITS MOVEMENT FOR INVESTMENT PURPOSES)

Step 2:	Fill in blank with TOTAL ANNUAL OPERATING EXPENSES for ALL budgets submitted to the Chancery for the current fiscal year (LESS DEPRECIATION IF BUDGETED):	\$	365,000
---------	---	----	---------

Step 3:	Divide resulting figure obtained in Step 2 by 365 to obtain average daily operating expense and fill in blank:	\$	1,000
---------	--	----	-------

Step 4:	Multiply resulting figure obtained in Step 3 by 60 to obtain Revenue required to operating parish programs for 60 days and fill in blank:	\$	60,000
---------	---	----	--------

Step 5:	Subtract amount obtained in Step 4 from amount calculated in Step 1 and fill in blank. IF THIS FIGURE IS LESS THAN ZERO, STOP HERE, YOU HAVE NO EXCESS FUNDS:	\$	40,000
---------	---	----	--------

Step 6:	Multiply the amount obtained in Step 5 by 50% to obtain your excess funds and fill in blank:	\$	20,000*
---------	--	----	---------

***IF THIS AMOUNT EXCEEDS \$2,000, FORWARD A CHECK TO THE ARCHDIOCESAN FINANCE OFFICE, NOTING THAT IT IS TO BE DEPOSITED INTO THE 'DEPOSIT AND LOAN FUND.'**

EXHIBIT 2

INVESTMENT OF EXCESS PARISH FUNDS INTO DEPOSIT AND LOAN FUND
ANNUAL CALCULATION FORM

DATE: _____ PARISH: _____

CITY: _____ PARISH ID#: _____

Identified need: To increase the monies in the Archdiocesan Deposit and Loan Fund available for parish building/renovation loans.

By FEBRUARY 1st of each year, every parish of the Archdiocese is asked to determine the funds it requires to operate all budgeted programs for a period of 60 calendar days. 50% of all available monies, exceeding the amount calculated, will be considered 'excess funds' and subject to deposit in the **Archdiocesan** Deposit and Loan Fund. To minimize paperwork, it is requested that deposits amount to at least \$2,000.

By MARCH 1st of each year, this excess funds calculation form should be forwarded to the Archdiocesan Finance Office, even if no excess funds are determined to be available for deposit. Late forms will be followed up.

By NO LATER THAN JULY 1st of each year, your deposit due should be received by the Archdiocesan Finance Office. Late deposits will be followed up.

Excess funds will be calculated accordingly:

Step 1: Determine total of ALL funds available to support parish programs and fill in blank: \$ _____

(INCLUDE all checking accounts, savings accounts, certificates of deposit, treasuries, money market accounts, building funds, unrestricted trust fund accounts, etc., available to support parish programs).
(EXCLUDE ONLY: FUNDS ALREADY INVESTED IN THE DEPOSIT AND LOAN FUND, LEGALLY CREATED PARISH/EDUCATION ENDOWMENTS AND THOSE TRUST ACCOUNTS IN WHICH DONOR OR LEGAL DESIGNATION SPECIFICALLY RESTRICTS ITS MOVEMENT FOR INVESTMENT PURPOSES)

Step 2: Fill in blank with TOTAL ANNUAL OPERATING EXPENSES for ALL budgets submitted to the Chancery for the current fiscal year (LESS DEPRECIATION IF BUDGETED): \$ _____

Step 3: Divide resulting figure obtained in Step 2 by 365 to obtain average daily operating expense and fill in blank: \$ _____

Step 4: Multiply resulting figure obtained in Step 3 by 60 to obtain **revenue** required to operating parish programs for 60 days and fill in blank: \$ _____

Step 5: Subtract **amount** obtained in Step 4 from amount calculated in Step 1 and fill in blank (IF THIS FIGURE IS LESS THEN ZERO, STOP HERE, YOU HAVE NO EXCESS FUNDS): \$ _____

Step 6: Multiply the amount obtained in Step 5 by 50% to obtain your excess funds and fill in blank: \$ _____ *

***IF THIS AMOUNT EXCEEDS \$2,000, FORWARD A CHECK TO THE ARCHDIOCESAN FINANCE OFFICE, NOTING THAT IT IS TO BE DEPOSITED INTO THE 'DEPOSIT AND LOAN FUND.'**

Questions: Contact Archdiocesan Finance Director

**ARCHDIOCESE OF OMAHA
DEBT FINANCING**

EXHIBIT 3

**DEPOSIT AND LOAN FUND
LOAN REQUEST FORM**

Parish / School: _____

ID Number: _____

Address: _____

Purpose of Loan: _____

Amount Requested: \$ _____

Date Required: _____

Repayment Schedule: _____

Approx. Mo. Payment: _____

Number of Months: _____

Pastor/Administrator Signature: _____

Date: _____

Required Parish/School Bank Information for Loan Disbursement
(via Electronic Funds Transfer)

Bank Name: _____ Routing #: _____ Account #: _____

INTEREST RATE: 4.5 %

**ARCHDIOCESE OF OMAHA
DEBT FINANCING**

EXHIBIT 4

**DEPOSIT AND LOAN FUND
WITHDRAWAL REQUEST FORM**

Parish / School: _____

ID Number: _____

Address: _____

Purpose of Withdrawal: _____

Amount Requested: \$ _____

Date Required: _____

Pastor/Administrator Signature: _____

Date: _____

**Required Parish/School Bank Information for Withdrawal Disbursement
(via Electronic Funds Transfer)**

Bank Name: _____ Routing #: _____ Account #: _____

Savings or Checking (circle one)



ONE CHURCH
ENCOUNTERING JESUS
EQUIPPING DISCIPLES
LIVING MERCY

Archdiocesan Capital Project/Real Estate Transaction Policy

Capital Project Guidelines

Overview (for larger, complex projects)

- Please identify the parish/school project. Do your parishioners recognize the need, and will they support the cause?
- What is the timeline to complete the project? Consider fundraising, design and construction.
- Qualified architects are important to lead the project. Once you have selected your architect, please forward the draft AIA contract to the Archdiocesan Finance Office for review.
- The architect you select will provide a schematic design with initial cost estimates and project schedule. Please forward this information to the Archdiocesan Finance Office who will determine if it should be reviewed by the Archdiocesan Building Committee.
- Projects above \$2 million require the Archbishop's consultation. You will also need his consent to undertake a feasibility study. The feasibility study will help you evaluate your parish's willingness to financially support the project. Please invite the Archdiocesan Finance Office to participate in the beginning stages of the process.
- If the feasibility study comes back favorable, please contact the Finance Office about your capital campaign plans and architectural designs. If you incur debt, the parish/school Finance Committee should create a detailed *pro forma* outlining how the project will be financed and repaid.
- After the capital campaign plans and architectural designs are complete, you should then price the project and compare it to the *pro forma*. The Archdiocesan Finance Office can assist with this process. Please forward completed plans to the Archdiocesan Finance Office in the event the Archdiocesan Building Committee wants to follow-up with a review. If the pastor and parish/school Finance Committee agree to move the project forward, please complete the Parish/School Capital Project Request Form (attached) and forward it and any bids to the Archdiocesan Finance Office.
- Projects above \$250,000 will be forwarded by the Archdiocesan Finance Office to the Archdiocesan Finance Council for consent.
- Projects with loan amounts over \$3.5 million will need consent from the Archdiocesan College of Consultors and the Holy See. The Archdiocesan Finance Office will guide this process.
- Upon receiving the necessary consent, the parish/school may begin the project.

Capital Projects below \$75,000

Projects below \$75,000 do not require consent from the Archbishop, UNLESS financing is necessary for the project's completion. For projects below \$75,000, please follow the guidelines below:

- For projects above \$25,000, please collaborate with the parish/school Finance Committee.
- For contracts or equipment purchases above \$10,000, the parish/school should obtain at least two bids (three is preferred).
- HVAC, electrical and plumbing projects over \$50,000 should be reviewed by an independent mechanical and/or electrical engineer.
- Major mechanical, electrical or plumbing (MEP) projects should be supervised and contracted to licensed contractors.
- Please comply with the building code and life safety requirements of the responsible jurisdiction.
- AIA or other contracts from the contractor should be reviewed by Archdiocesan legal counsel.
- Please contact Catholic Mutual for insurance requirements.

Capital Projects between \$75,000 and \$250,000

Projects between \$75,000-\$250,000 require consent from the Archbishop and possibly the Archdiocesan Building Committee (including insurance replacement projects). Projects in this range are submitted to the Archdiocesan Finance Office and require completion of the **Parish/School Capital Project Request Form** (page 6). Please follow the guidelines below:

- Please collaborate with the parish/school Finance Committee for projects between \$75,000-\$250,000.
- For any contract or purchase of equipment over \$10,000, the parish/school should obtain at least two bids (three is preferred). Please forward bids to the Archdiocesan Finance Office.
- Major HVAC, electrical and plumbing projects should be reviewed by an independent mechanical and/or electrical engineer.
- Major mechanical, electrical and plumbing (MEP) projects should be supervised and contracted to licensed contractors.
- Please comply with the building code and life safety requirements of the responsible jurisdiction.
- The **Project Request Form** (page 6) should be completed with input from the parish/school Finance Committee and submitted to the Archdiocesan Finance Office.
- AIA or other contracts from contractors should be reviewed by Archdiocesan legal counsel.
- Please contact Catholic Mutual should for insurance requirements.

Capital Projects between \$250,000 and \$3,500,000

Projects (including insurance replacement projects) between \$250,000-\$3,500,000 require consent from the Archbishop, the Archdiocesan Finance Council, and possibly the Archdiocesan Building Committee (Canon 1292). You should submit the project to the Archdiocesan Finance Office. Please follow the guidelines below:

- For projects between \$250,000-\$3,500,000, please collaborate with the parish/school Finance Committee.
- For any contract or purchase of equipment above \$10,000, the parish/school should obtain at least two bids (three is preferred). Please forward bids to the Archdiocesan Finance Office).
- Major HVAC, electrical and plumbing projects should be reviewed by an independent mechanical and/or electrical engineer.
- Major mechanical, electrical and plumbing (MEP) projects should be supervised and contracted to licensed contractors.
- Please comply with the building code and life safety requirements of the responsible jurisdiction.
- The Parish/School Project Request Form (first page of this document) should be completed with input from the parish/school Finance Committee and submitted to the Archdiocesan Finance Office.
- Expenses above \$75,000, e.g., architectural plans or capital campaign feasibility studies, require Archdiocesan consent prior to seeking consent for the entire project.
- Please submit initial schematic architectural drawings to the Archdiocesan Finance Office before beginning the design (first round). This is important in case the Archdiocesan Building Committee decide to review the project.
- The parish/school may be asked to create a financial *pro forma* that outlines how the parish/school will manage additional debt.
- Contracts for the architect, fund-raising company, and general contractor are reviewed by the Archdiocesan Finance Office and Archdiocesan Legal Counsel.
- Please submit financing information (Deposit and Loan or other lending institution) to the Archdiocesan Finance Office.
- 70% of design detail in architectural plans are required for the second round of Building Committee review and prior to receiving consent for the project.
- Please contact Catholic Mutual for insurance requirements.

Capital Projects Over \$3,500,000 Loan Amount

Projects with a loan amount exceeding \$3,500,000 require consent from the College of Consultors and the Archdiocesan Finance Council using the above guidelines. If consent is granted (normally a two-week turnaround), the project is submitted to the Holy See for final consent (Canon 1292).

Real Estate Purchases/Sales

Please contact the Archdiocesan Finance Office prior to selling any vacant land near or contiguous to the parish grounds.

When purchasing or selling real estate, the following guidelines apply:

A parish may buy/sell property for a price less than \$75,000. Purchases/sales between \$75,000 - \$250,000 require the consent from the Archbishop. Purchases/sales between \$250,000 - \$3,500,000 require consent from the Archdiocesan Finance Council. Purchases/sales above \$3,500,000 require the consents from the Archdiocesan Finance Council, College of Consultors and the Holy See. Archdiocesan legal counsel will review all documents pertaining to the purchase/sale and closing.

Archdiocesan Building Committee

The Archdiocesan Building Committee consists of architects, engineers and the Chief Financial Officer of the Archdiocese. The Archdiocesan Finance Office determines which projects are reviewed by the Committee. The Committee usually reviews facilities open to the public, i.e., parish center, school, addition to a school, church construction or church addition. The Committee will also review major renovations to church or school buildings. Parking lot or roof replacements are not reviewed by the Committee.

Parish/School Capital Project Request Form

(Projects in Excess of \$75,000 and/or will be Financed)

Parishes or independent Archdiocesan Catholic schools should complete this form for any project (construction, IT or equipment purchase) that exceeds \$75,000. "Project" here means the total parts to complete, not several smaller separate projects. For example, separate bids for carpeting, plumbing and electrical for the same area would be considered a project. For larger, complex projects, see page 1 for the recommended process.

Parish/School: _____ City _____

Pastor/School Officer: _____

Building Committee Members:

Project Description/Need:

Project Funding Requirements

(1 <= 2 + 3 + 4)

Total Cost of the Project: 1 \$ _____

Cash on hand utilized for Project: 2 \$ _____

Pledges Scheduled to be received during construction: 3 \$ _____

Debt/Financing needed to complete Project: 4 \$ _____

Remaining pledges for debt reduction: \$ _____

Desired Term/Amortization of Loan: _____

Interest Rate of Loan (if financed outside of Deposit and Loan): _____

Note: Projects should have a minimum 40% of costs in cash or pledges before beginning

Project Timeline:

Fundraising (if necessary): _____

Construction: _____

Summary of process and participants engaged in developing estimates and financial analysis:

