



# *Catholic Diocese of Sioux*

## **DIOCESAN POLICIES AND GUIDELINES For Remuneration for Substitute and/or Emergency Hospital Chaplain Coverage**

This policy is offered to set the level of compensation that is to be provided to priests who are providing substitute coverage for diocesan-sponsored hospital chaplaincies (Avera McKennan and Sanford) and how emergency coverage will be handled in the *Set Ablaze* Pastorate model.

### **1. Substitute Coverage**

Substitute coverage is used during the times when the hospital chaplain is on vacation, retreat, administrative, medical, or extended leave only. The chaplain will be responsible for lining up a substitute priest for these days off. The chaplain may seek the assistance of his affiliated pastorate in arranging for coverage. The substitute priest's responsibilities will be the standard full-day ministry, including any regularly scheduled masses and emergency calls during the 24-hour period.

Remuneration for the substitute coverage will be a flat rate of \$170.

If a Mass is celebrated during substitute coverage, the substitute will receive a stipend equivalent to the daily Mass stipend (currently \$30).

#### **Obtaining Remittance:**

The substitute priest will present the days that they substituted for the Chaplain at the end of the month they provided coverage. The Chancery office will verify what was presented by the substitute with the Chaplain for verification of the days off before paying the substitute.

Typically, all remittance is paid directly to the substitute priest, regardless of assigned or senior status.

### **2. Days Off and Emergency Coverage**

Emergency coverage (i.e., hospital visits in order to provide the sacraments in response to a medical emergency) is used during times when the hospital chaplain is sick, during a personal emergency, or his day off. The priests of the Pastorate affiliated with hospital chaplaincy will provide emergency coverage during these times. The day-off coverage should be coordinated prior to the beginning of the next month with the priests within the Pastorate to allow for coverage as needed at the hospitals.

No compensation is provided for the day off or emergency Pastorate coverage, as it is part of the mission of the Pastorate.

This policy, effective November 1, 2023, supersedes any prior memorandum or policy.