MEMORANDUM

TO: The Reverend Clergy and Parish Councils of the God-kept Greek Orthodox Metropolis of Pittsburgh

FROM: Rev. Fr. George S. Callos, Chancellor

DATE: April 3, 2013

RE: Substitute and Supplemental Clergy Remuneration

On behalf of His Eminence, Metropolitan SAVAS of Pittsburgh, I take this opportunity to remind you of your obligation to a priest who is substituting while your assigned pastor is absent from the parish, and to a clergyman who is not assigned to your community who is brought in to the parish to assist with the divine services.

The honorarium offered to the substitute priest for the usual divine services (Orthros and Divine Liturgy) shall be $300.00 for Sunday and $250.00 for weekdays or Saturday. In addition, travel, hotel, and meal expenses are to be paid by the parish in full. If the priest uses his car for transportation, then the minimum amount to be given to cover his travel expenses should be the IRS designated mileage allowance (which is 56.5 cents per mile in 2013).

If other services (wedding, baptism) are scheduled on a Sunday, these additional services require further remuneration at a minimum of $100.00 for each service. This amount also applies to sacraments held on weekdays or Saturdays, and to funerals.

These amounts are the responsibility of the parish; honoraria offered by families hosting a sacrament are not to be taken into account for these services.

If a priest is substituting in a full-time capacity (including hospital visits, shut-ins, attendance at meetings or events), then the parish should offer remuneration at the rate of $750-1,500 per week or $3,000-6,000 per month (depending on the size of the parish and its pastoral needs). For substitute clergy serving a parish for all services during Great and Holy Week, the remuneration should be $3,000; if a clergyman is brought in to assist the assigned priest during that time, then the remuneration should be $1,500.

Arrangements for substitute priests, or for additional assistance, should be handled by the parish through the Metropolis offices. This above policy is not new, and is a standard policy that has been in place throughout the Archdiocese for many years.

I convey to you His Eminence’s blessings and prayers for a spiritually rich Lent. Thank you.