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January 5, 2016

To the Priests and Deacons of the Diocese of Honolulu

Dear Father/Deacon:

Peace be with you! Many blessings to you in this new year!

Enclosed are two decrees issued by the Metropolitan Archbishop of San Francisco, speaking on behalf of all the bishops of the San Francisco Province, of which the Diocese of Honolulu is a member. They pertain to issues about which the Code of Canon Law specifies that the bishops of the Province decide.

- Decree Regarding Offerings for Sacraments, Sacramentals, and Funerals
- Decree Regarding Mass Offerings

In the Decree Regarding Offerings for Sacraments, Sacramentals, and Funerals, you will note “Weddings: \$1,000” with the note “The diocesan bishop may grant an exception to this norm for particular circumstances.” The provision for this exception was agreed upon after the bishops discussed “destination weddings” normally conducted for visitors to the diocese. After discussion with the Presbyteral Council, I have decided that \$1,000 will be the normal maximum offering, unless a pastor submits a request to me in writing for an exception – either for a specific occasion, or for certain circumstances that continually occur in his parish, and I grant the exception in writing.

It should be emphasized that these amounts should never be published as “charges” for these services or as “expected donations.” They are simply to be presented as suggested maximum donations. Lesser amounts may be suggested, or nothing at all need be requested. No services are to be denied to someone who does not give this offering. Parishioners are free to give the parish more than the suggested maximum, but nothing beyond the suggested maximum is to be published or requested.

It is also opportune to remind you that the entire Offering for Sacraments, Sacramentals, and Funerals belongs to the parish, with the exception of a \$10 Mass Offering deducted for the priest who celebrates a Eucharist connected with these rites. Although parishioners may, of their own free will, choose to give a separate gift specifically designated to the priest or deacon, no cleric should suggest that they do so, much less provide them a special envelope indicating an expectation that they do so.

We pray that these norms will be helpful in encouraging good stewardship for those who celebrate the sacraments and for those who minister them.

Thank you for all your good work! May the Lord bless you in all you do!

Sincerely yours in Christ,

Most Reverend Larry Silva
Bishop of Honolulu



THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

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DECREE REGARDING OFFERINGS FOR SACRAMENTS, SACRAMENTALS, AND FUNERALS

Christ entrusted to the Church the sacraments of the New Testament for the sanctification of the Christian people. Since all of the faithful who are properly disposed and not prohibited by law have the right to receive the sacraments (cf. can. 843, §1 *CIC*), there is no charge for the administration of the sacraments or of sacramentals. Thus, while in practice it is customary to request an offering on the occasion of the administration of a sacrament and certain other services of the Church, no one will be deprived of this assistance because of poverty (cf. can. 848 *CIC*).

Therefore, in accord with canons 1264, 2° and 1181 of the *Code of Canon Law*, the bishops of the Province of San Francisco, in a meeting held on October 21, 2014, have defined the following **maximum** limits on the amounts that may be **requested** on the following occasions:

Baptisms:	\$100	
Weddings:	\$1,000	<i>The diocesan bishop may grant an exception to this norm for particular circumstances</i>
Funerals:	\$300	
House and building blessings:	\$50	
Car blessings:	\$50	
Quinceañeras:	\$500	

Parishes may request amounts less than, but not more than, the amount defined by the bishops of the province.

Concern should always be exercised that **the needy are not deprived of spiritual services due to difficulty in giving an offering.**


Any amount received up to the defined amount must go to the parish, unless particular law allows otherwise as part of a pre-existing diocesan remuneration policy. This requirement applies to all clergy who have received appropriate faculties (canons 531, 551, 1267, §1 *CIC*).

Additional voluntary amounts given are also presumed to go to the parish, unless there is express proof to the contrary of the donor's intention. However, such additional voluntary amounts may not licitly be requested or suggested.

All customs, policies and practices to the contrary notwithstanding.

Given at the curia of the Archdiocese of San Francisco on April 17, 2015.


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Most Reverend Salvatore Cordileone, J.C.D.
Archbishop of San Francisco


Reverend Monsignor C. Michael Padazinski, J.C.D.
Judicial Vicar and Chancellor



THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5500

DECREE REGARDING MASS OFFERINGS

Canon 952, §1, provides that the amount of an offering to be made for the celebration and application of a Mass is to be established by the bishops of the ecclesiastical province. In providing for this requirement, the bishops of the Ecclesiastical Province of San Francisco met on December 2, 1996, and determined that the amount of such offerings will be set as follows:

1. The amount specified for a Mass to be celebrated in a parish or chapel is \$10.00.
2. When a sum of money has been left for Masses in a will or bequest with no indication of the specified number of Masses to be supplied, or when the amount of the offering is not specified, the amount to be applied to each Mass shall be \$20.00.
3. Pastors are obliged to apply one Sunday Mass for the people entrusted to their pastoral care, either personally or through another (can. 534, §1). No offering is to be attached to the celebration of this Mass.

It is permitted for a priest to receive and retain an offering in an amount larger than is specified above, provided that it is freely and spontaneously given; and it is allowed for a priest to take less than the usual offering, as, for example, in the case of the poor. At no time, however, should a person be denied a Mass request on the basis of his or her inability to provide for a monetary offering.

It is left to the responsibility of each diocesan bishop to determine the manner in which a second offering received by a priest on the occasion of celebrating an additional Mass on the same day will be applied as provided for by canon 951, §1, and with due regard for the exception of Christmas Day.

These norms have received the consent of the bishops of this Ecclesiastical Province. Hence, in virtue of my office as Metropolitan, I hereby direct that these provisions become normative throughout the Ecclesiastical Province of San Francisco at once, all customs, practices and policies to the contrary notwithstanding.

Given at the Archdiocese of San Francisco on this date, April 17, 2015.

Most Reverend Salvatore J. Cordileone, J.C.D.
Archbishop of San Francisco

Reverend Monsignor C. Michael Padazinski, J.C.D.
Judicial Vicar and Chancellor

Mass Offerings and Intentions

1. Priests may receive a maximum of **one Mass offering per day** (canon 945). Ordinarily this is the amount defined by the bishops of the province: \$10 (decree of the metropolitan, April 17, 2015; canon 952 §1).

Exception: On Christmas, a priest may accept up to three offerings if he celebrates up to three Masses, ordinarily totaling \$30 (canon 951 §1).

2. For parish bookkeeping purposes, Mass offerings are held as a restricted cash account and are not subject to the diocesan assessment.
3. Multiple intentions may be scheduled for at most two Masses per week per church. Even if multiple intentions are scheduled for a Mass, the priest may only be paid \$10 for the celebration of such Masses. (See Congregation for the Clergy, *Decree on Collective Mass Intentions*, January 22, 1991.)
4. Offerings for second or third Masses celebrated in a day and additional offerings beyond \$10 for Masses celebrated with multiple intentions are to be paid to a charity of the priest's choice, as permitted by the bishop (canon 951 §1). The priest may also permit the parish to retain these offerings. When assigned to a parish, the priest is to inform the parish bookkeeper of his charity of choice.

Similarly, offerings given for Masses celebrated on All Souls Day are retained by the parish, with the exception of the usual \$10 being paid to the priest.

5. Celebrating the *Missa pro populo* on Sundays and holy days of obligation is the personal obligation of the bishop, pastor, and parochial administrator (canons 388, 534, 540). If he celebrates the *Missa pro populo* plus another Mass, he may keep the offering for the second Mass.

Note: The two holy days of obligation in the Diocese of Honolulu are Immaculate Conception and Christmas.

6. More offerings and intentions may not be accepted than can be satisfied within 1 year (canon 953).
7. Once a month the offerings owed to the priest will be paid by to him by check. At the end of the year, the total amount paid to the priest will be added to the priest's IRS form W-2.
8. Once a month a check will be sent to the charity of the priest's choice for the extra offerings which the priest is not permitted to keep, unless he has decided that the parish will retain the offerings.
9. For priests who are members of religious institutes or societies of apostolic life, the same laws apply as above, except that the money owed to the priest must be paid to the institute or society, not directly to the priest.