<<Insert Parish or Institution Letterhead>>

August 7, 2025

Procedure for reimbursement of help-out service by <<Insert Priest Name>>.

As part of my compensation package as a priest, the help-out fees that are attached to my services for Masses offered, confessions heard, and any other services are to follow the approved Archdiocesan amounts.

Thus, when compensating for my help-out services, please follow these directions:

1. Please make out one check to <<Insert Name of Parish/School/Institution that processes Priest’s payroll>> for the defined amount of the weekend or daily Mass, the Mass Stipend, the Reconciliation period or service, or any other services. In the Memo area of the check, please refer to me by name.
2. Please make out one check to me: <<Insert Priest Name>> for the customary mileage reimbursement. This is the only compensation I am entitled to.

Please put both checks into one envelope. If the envelope is not given to me personally, please mail both checks to the following address:

<<Insert Priest Name>>

<<Insert Name of Parish/School/Institution>>

<<Street Address>>

<<City, State ZIP>>

Both checks come to me, and I turn in the check to the organization that pays my salary. It is my responsibility to keep track of payments and to see to it that the reimbursements are given to the organization that pays my salary. It is not their responsibility to follow up and request compensation that has not been received.

Thank you for your help in this matter.

Sincerely,