

CLERGY NEWS

July 2012

Volume 37, Issue 7

ILLNESSES

Please keep all our frail, elderly and infirm priests in your prayers.

2012 DATES FOR PRIESTS TO RESERVE

The **Priests' Christmas Party for 2012** is scheduled for Tuesday, December 18. Vespers begin at 5:15 p.m. at the Co-Cathedral of the Sacred Heart followed by a reception at Cathedral Centre. Place this date on your calendar and plan on attending. Please do not schedule any penance services for that night.

RETIRED PRIESTS

Please remember the retired priests who reside at the Pope John XXIII Priest Retirement Residence, Maloney Hall and the retirement houses of the religious order priests. These men would benefit greatly from the prayers and periodic visits of their brother priests.

EMERGENCY CONTACT INFORMATION

In case of emergency, Bishop Sheltz can be reached at the following numbers:

713-524-2876 (home) or
713-501-2166 (cell)

MINISTRY TO PRIESTS

Please place the following dates on your calendar.

1. Overnight Mentoring Retreat will be held on Thursday, August 16 and Friday August 17, 2012, at Holy Name Retreat Center.
2. Clergy Retreats for 2013:
January 7-11, 2013, Holy Name Retreat Center
January 21-25, 2013, Christian Renewal Center
February 4-8, 2013, Holy Name Retreat Center

TRANSFERRING DIOCESAN PRIESTS

The diocesan Accountable Reimbursement Plan allows diocesan priests to have reimbursed up to \$1,500 per calendar year for business related expenses identified in the plan. All diocesan priests who have recently transferred parishes should have their parish bookkeeper prepare a statement showing how much of the ARP for 2012 has already been used. This should be given to the parish to which the priest is transferred so that the bookkeeper will know that the priest is only to be reimbursed for the unused portion of the ARP for 2012.

Deacon Gerald Dupont
Director, Permanent Diaconate
P.O. Box 907
Houston, TX 77001-0907

UPCOMING SECOND COLLECTIONS

The second collection at all Masses on the weekend of **August 11-12, 2012**, is for the Infirm Priests Collection.

NECROLOGY

Please pray for the following priests whose anniversaries of death are during the month of August.

August 1, 1993	Rev. John B. Mullins, CSB
August 3, 1999	Rev. John A. Weihrer
August 4, 1985	Rev. James P. Courneen, MM
August 4, 1995	Rev. John A. Burke, CSB
August 7, 2001	Rev. Msgr. George A. Beck
August 8, 1943	Rev. Thomas F. Hogan
August 8, 1969	Rev. John M. Cody
August 8, 2006	Rev. William J. Young, CSB
August 9, 1895	Rev. Joseph Querat
August 10, 1856	Rev. Jean-Maurice Verdet, OMI
August 10, 1979	Rev. Joseph P. Walsh
August 11, 1997	Rev. Ernest P. Magee, CSB
August 13, 1844	Rev. J.M. Paquin, CM
August 15, 1931	Rev. Thomas J. Finn
August 15, 1970	Rev. Francis J. Klass
August 15, 1990	Rev. Timothy Curry, OP
August 20, 1970	Rev. George F. Laurensen
August 21, 1998	Rev. Stanley Guzik, OMI
August 21, 2001	Rev. John J. Connolly
August 23, 1857	Rev. John Bottet
August 23, 1947	Rev. George Berberich
August 25, 2007	Rev. A. Peter Whitney
August 26, 1980	Rev. Michael Biondi, CSB
August 26, 2003	Msgr. Elmer T. Quinters
August 27, 2002	Rev. Norbert N. Clemens, CSB
August 28, 1989	Msgr. Jack J. Davis
August 30, 1986	Rev. Arthur Nichols
August 30, 2003	Rev. Feliciano del Val
August 31, 1867	Rev. A.M. Micouleau

CHANCERY CLOSED

The Chancery Offices will be closed Wednesday, August 15, 2012 for the feast of the Assumption.

HOLY DAYS OF OBLIGATION

On back to back occurrence of Sunday and Holy Days, there is a precept of Eucharist participation for each day. However, whenever January 1, the Solemnity of Mary, Mother of God, or August 15, the Solemnity of the Assumption, or November 1, the Solemnity of All Saints, falls on a Saturday or on a Monday, the precept to attend Mass is abrogated (NCCB, 11/17/92, Congregation for Bishops, 7/4/92). While the Holy day obligation is automatically abrogated on these days, the liturgy of the feast is still to be celebrated in every parish and institution at a convenient time in such a way that the dignity of the feast is maintained.

MARRIAGES OUTSIDE THE ARCHDIOCESE

When parishes are preparing couples for a marriage that will take place outside the Archdiocese of Galveston-Houston, please be sure to send the completed marriage packet to the chancellor's office approximately one-month before the scheduled wedding date. This is necessary so that the Archdiocese can issue a nihil obstat on the preparation materials and provide a letter granting permission for the couple to be married outside the archdiocese.

To avoid delay, carefully review marriage packets to ensure that all documents are properly executed, signed and that current baptismal certificates issued within 6 months and affidavits of free status (2 each for the bride and groom) are included. A letter from the pastor of the couple to the pastor of the parish where the wedding will take place granting permission for the couple to be married outside the jurisdiction of the parish must also be included. Please place the parish seal on all paperwork where indicated.

Some (Arch)dioceses will not allow the wedding to take place if these permission letters are not included in the marriage packet.

OFFICE OF SAFE ENVIRONMENT

Facilitator Training for the VIRTUS Workshops "Protecting God's Children" and "Keeping the Promise Alive" is scheduled for July 27 & 28 at the St. Dominic Center. If you have someone to nominate for this training, please contact Joe Maire at 713-652-4401 or email him at jmaire@archgh.org for a nomination packet. All packets must be completed and turned in by July 18 to ensure a spot in the training.

Compliance Reports were due May 31. We have 116 Compliance Reports not turned in as of this date. Please get with your parish Safe Environment Coordinator to check the progress of yours. If you have any questions or concerns regarding your parish's status with this matter, please contact Joe Maire at 713-652-4401 or email him at jmaire@archgh.org.

VICTIMS ASSISTANCE COORDINATOR

Please publish the following announcement in an upcoming issue of your parish bulletin. Thank you very much for your sensitivity to this very delicate issue.

"Pastoral Support for Victims of Clergy Sexual Abuse: In a continuing effort to provide pastoral care to victims of sexual abuse by clergy or Church personnel, Archbishop DiNardo would like to remind the faithful of the Archdiocese of the availability of the Victims Assistance Coordinator. Anyone who has been the victim of sexual abuse by clergy of Church personnel is encouraged to call Sr. Maureen O'Connell, OP at 713.654.5799. Please keep in your daily prayers the healing of victims of abuse and all who suffer in any way."

HURRICANE SEASON

Is your parish/school prepared in case of a hurricane? Please take some time to review the archdiocesan Disaster Preparedness and Response Manual to ensure that you are ready to protect people and property in case of a major storm. Kirk Jenings, Risk Management, should be contacted if you have any questions. Hopefully all parishes have a disaster preparedness and relief coordinator identified and trained.

TESTAMENTARY GIFTS TO YOUR PARISH OR SCHOOL

If you become aware that your parish or school has been or will be named in an estate, contact the Archdiocesan Legal Department and provide a copy of all estate documents for review. Some estate challenges can be avoided with a simple review of the documents, and the Legal Department can help make sure the decedent's wishes are correctly carried out.

If a parishioner requests information on including your parish or school in their estate, provide them with the following language for their legal advisor.

"to Daniel Cardinal DiNardo, Archbishop of Galveston-Houston, and his successors in office, for the benefit of

_____,
(parish, school or Archdiocese)
_____(city), _____(county),
Texas."

For more information on bequests, visit the Development Department's Planned Giving website at <http://www.plan.gs/Home.do?orgId=1147> or call Michael Schillaci at 713.652.4418.

OFFICE RELOCATION NOTICE

Please be advised the Construction Department of the Archdiocese has been relocated to the former offices of the Catholic Mutual Group in Morkovsky Hall at St. Dominic Center. The staff may be contacted as follows:

Steve Faught, Director of Construction
Office Phone: 713-652-4456
Cell: 713-248-4136
Fax: 713-652-4454
Email: sfaught@archgh.org

Deacon Don Senger, Manager of Preventive Maintenance
Office Phone: 713-652-8258
Cell: 713-248-1620
Fax: 713-652-4449
Email: dsenger@archgh.org

The Catholic Mutual Group claims office is now located on the first floor of the downtown Chancery in the offices previously occupied by the Construction Department. The staff may be contacted as follows:

Christina Sandoval, Catholic Mutual Claims Manager
Office Phone: 713-741-8759
Fax: 713-739-0214 (new number)
Email: csandoval@catholicmutual.org

CLERGY PASTORAL OUTREACH

The Clergy Pastoral Outreach Ministry staff cordially invites both active and retired priests to their monthly social events which are generally held at the Pope John XXIII Priest Residence at St. Dominic Village unless otherwise noted. Take a break this summer and have some fun with your brother priests. Call Nancy for more information at **713-440-3436**.

Tuesday, July 3

4th of July Ice Cream Social, 1:30 PM, JN XXIII

Wednesday, July 11

SHOWTIME *Mother Teresa*, 1:30 PM, JN XXIII
TV Lobby

Thursday, July 12

Rosary with Mary Mother Guardian of the Faith Community, 11:00 AM, Station 3 Lobby-Maloney Hall

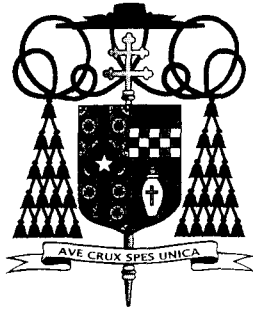
Thursday, July 19

Rosary with Mary Mother Guardian of the Faith Community, 11:00 AM, Station 3 Lobby-Maloney Hall

July Birthday Gathering, 1:30 PM, JN XXIII
Dining Room

Thursday, July 26

Spaghetti Dinner hosted by Co-Cathedral Ministry Volunteers, 11:30 AM – 1:00 PM, JN XXIII TV Lobby



Archdiocese of Galveston-Houston

Office of the Cardinal

July 1, 2012

TO: All Pastors

My brother priests:

The annual Infirm Priests' Collection is a major source of revenue through which the Archdiocese is able to provide much needed medical and emergency support for our retired and infirm priests. This year the Infirm Priests' Collection will be the weekend of August 11-12.

As you are very well aware, medical costs continue to rise at an ever-increasing rate. These escalating costs can become very burdensome for our brother priests, especially those who are retired and have a limited income. These priests dedicated their active ministry years to the tireless care of the faithful of this Archdiocese. It is now our turn to provide them with our best care and support.

We are blessed to have an increased number of priests joining our Archdiocese through ordination or incardination. Still, over one-third of our archdiocesan priests are over 65 years of age and we presently have 61 priests living in retirement. The Archdiocese will face even greater financial responsibilities as more priests reach retirement age or face serious illness. Therefore, I ask you to please encourage your parishioners to generously support the Infirm Priests' Collection.

In parishes staffed by religious order priests, it is the practice of the Archdiocese that one-half of the Infirm Priests' Collection be provided to the religious order to be applied to the medical insurance premiums of the priests. Parishes are to send the entire collection to the chancery. The chancellor will forward to the superior the religious order's share of the collection.

I am deeply grateful for your pastoral zeal and priestly ministry. The faithful of this Archdiocese are well served by a devoted presbyterate. I thank you for encouraging your parishioners to be generous in their support of our retired and infirm priests and for their fervent prayers for an increase in vocations to the priesthood and religious life.

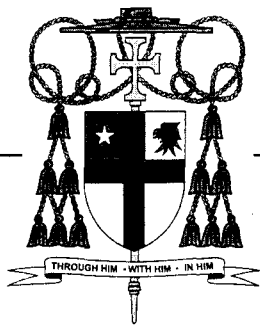
With prayerful best wishes, I am

Fraternally in Christ,

+Daniel Cardinal DiNardo

Daniel Cardinal DiNardo
Archbishop of Galveston-Houston

DND/mz



Archdiocese of Galveston-Houston

Office of the Auxiliary Bishop

MEMORANDUM

TO: Pastors

FROM: Bishop George A. Sheltz ^{+gas}

CC: David E. Hessel

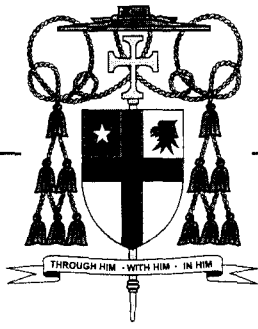
DATE: June 30, 2012

RE: Reduction in Parish Taxable Income for Financial Support of Catholic Schools

For many years, the Archdiocese of Galveston-Houston has allowed a reduction in the calculation of the taxable parish income for any contributions made to parish schools. In May 2012, the Archdiocesan Finance Council considered the proposed policy change of one its members to expand the current practice to include a reduction of taxable income for contributions made to any Catholic school which is a part of the Archdiocesan Catholic School system, as well as contributions to initiatives of the Archbishop for support of Catholic Schools, i.e. The Cardinal's Circle. After reviewing the proposal with the Finance Council, Cardinal DiNardo has approved this policy change.

Effective Fiscal Year 2012, any contributions made directly to Catholic Schools within the Archdiocesan System or any initiatives of the Archbishop for support of Catholic Schools, between July 1, 2011-June 30, 2012, become a deduction from your parish's income. This reduced Cathedraticum will be used to determine your future DSF goals. Please keep in mind that it is customary that these calculations are performed and invoiced in arrears. For example, your Cathedraticum tax for parish income received in Fiscal Year 2012 will be calculated by the Archdiocesan PAS Department following the close of your fiscal year (usually in October 2012) and invoiced on July 1, 2013. Therefore, it is important that your bookkeepers are tracking these Catholic school related contributions and are prepared to inform the PAS Department prior to October so that they may be properly reflected when your taxable income is calculated.

The Finance Section of the Pastoral Manual will also be amended to reflect this modification. It is our hope that the recognition of these contributions will encourage your parishes to further support all of the schools belonging to the Archdiocesan Catholic School system. If you have any questions regarding the above, please contact Vicki Stroman, Archdiocesan Controller, at 713-652-8234.



Archdiocese of Galveston-Houston

Office of the Auxiliary Bishop

To: All priests

From: Most Rev. George A. Sheltz *+ gas*
Auxiliary Bishop/Chancellor

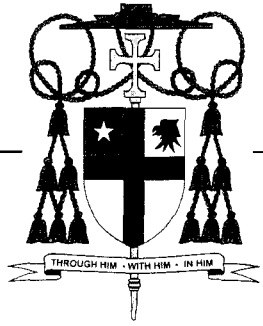
Re: Priests' Compensation effective July 1, 2012

Date: June 20, 2012

Effective July 1, 2012 the following changes are being made to the Priests' Compensation:

1. The Annual Retreat allowance is being raised to \$375 (per Presbyteral Council meeting of April 20, 2010).
2. Automobile Insurance Maximum Allowance (by county) has been updated.

If you have any questions please let me know.



Archdiocese of Galveston-Houston

Office of the Auxiliary Bishop

Effective July 1, 2012

PRIESTS' COMPENSATION

	Salary		Car Depreciation*		Monthly Total
Pastors/Department Heads: 7+ years as pastor	\$1450.00	+	\$500.00	=	\$1950.00
Pastors/Department Heads: 0-6 years as pastor	\$1325.00	+	\$500.00	=	\$1825.00
Pastors w/parish day school (addition to salary)	\$ 150.00				
Chaplains & non-parochial priests	\$1100.00	+	\$500.00	=	\$1600.00
Parochial Vicars: ordained 10+ years	\$1100.00	+	\$500.00	=	\$1600.00
Parochial Vicars: ordained 4-9 years	\$1050.00	+	\$500.00	=	\$1550.00
Parochial Vicars: ordained 0-3 years	\$1000.00	+	\$500.00	=	\$1500.00

(BL 4/26/11, Pol. 2011.1)

*This \$500 (annual \$6,000) (BL letter dated 2/12/07, Pol. 2007-1) is a depreciation allowance (See Accountable Reimbursement Plan b.). If the parish/institution supplies an automobile for the religious priest, this \$500 is not paid to the priest of religious community.

The continuing education allowance per year is \$1,400.00 inclusive of travel, to attend ministry related conferences, conventions, etc. or to purchase ministry related publications. Priests are expected to attend the archdiocesan biennial priest convocation. Funds for this convocation are to be taken first from this allowance. If a priest desires to attend another convention in the same year as the biennial convocation, the remaining allowance is to be applied. If additional convention expenses exceed the \$1,400.00 allowance, then the parish or institution should bear the additional cost. (BL 2/12/07, Pol. 2007.1).

Pension Fund: For Archdiocesan, Religious Order and Extern priests, \$1,500 per year is paid to the Pension Fund each year by the parish or archdiocesan department (BL 3/16/07, Pol. 2007.2)

Annual Spiritual Retreat: Allowance for priest's annual spiritual retreat is \$375.00. (PC 4/20/10)

Moving Expense Reimbursement is \$500.00: When a priest moves residence within the Archdiocese, he can seek reimbursement from the parish he is leaving up to \$500.00 with receipts provided. Anything over \$500.00 will be the responsibility of the priest. (BL 2/12/07, Pol. 2007.1)

Medical and Dental:

- a. Medical coverage for archdiocesan and extern priests with canonical assignments in parishes will be paid by the parish at the set rate (\$672 per month). The medical coverage for archdiocesan employed priests will be paid by their department budgets.

For Medicare entitled retired archdiocesan priests, Medicare A & B is primary coverage. Medical supplemental premiums for retired archdiocesan priests will be paid by the Infirm Priest Collection and supplemented by DSF. Since retired priests' prescriptions are included in the archdiocesan medical plan, they should not elect the Medicare Part D (Prescription Drug) Plan.

For each religious order priest with a canonical assignment in a parish staffed by the community, the parish pays the actual premium rate to the community for medical coverage up to the set rate (\$672/m) and ½ of the parish's annual Infirm Priest Collection is sent by the chancery to the community. For religious order priests working in archdiocesan-staffed parishes, up to the set rate (\$672/m) can be paid by the parish to the community for medical coverage. Religious order priests are expected to be on a community health insurance plan and are allowed on the archdiocesan plan by exception only. In cases where a religious order is allowed on the archdiocesan plan, the full Infirm Priest Collection remains with the Archdiocese. **Note: All premium rates are subject to adjustments effective the first of the calendar year.**

- b. Annual Priest Physical: The annual priest physical is paid by the archdiocesan medical plan at 100% for those covered by the archdiocesan medical plan (1-1-95).
- c. Dental: For all archdiocesan, extern priests and religious order priests on the archdiocesan plan, benefits are paid by the Infirm Priest Collection and supplemented by DSF.

Accountable Reimbursement Plan: Only archdiocesan priests are eligible for the Accountable Reimbursement Plan (ARP) as it is meant to help off-set the tax burden of priests. Religious order priests do not pay tax and hence do not participate in the ARP. However, the parish does pay the actual car expenses of the religious order priest who uses his car for ministry. All of the items on the Accountable Reimbursement plan must have a business-related purpose (directly used by the priest in his ministry as priest) and have an invoice, bill or receipt for reimbursement to be made. Normally, no advances for reimbursement should be made to the priest. If an advance is necessary, receipts must be provided by the priest to the parish/institution within 60 days of receiving the advance. Any unused portion of the advance must be repaid to the parish/institution within 120 days of submitting the receipts. No unused portion of the maximum allowance can be given to the priest as additional income. The parish/institution is to maintain the bill/receipt for justification to the IRS. They should be kept at least three (3) years, preferably five (5) years.

- a. Automobile Expenses: The priest can be reimbursed for all expenses relating to the professional use of his personal automobile. This includes gas, maintenance, normal repairs, insurance (see chart for maximum allowances), depreciation (if applicable), inspection, tax, license fee, parking fees and tolls. Reimbursement will be made at the Actual Cost Method.
- b. Automobile Depreciation: Allowable auto depreciation is \$500 per month (\$6,000 per year). Only personal use percentage is included in the W-2. (Effective July 1, 2007, BL 2007.1).
- c. Entertainment Expenses/Gifts: Entertainment expenses are non-business meals. Gifts would be to a maximum of \$25.00 per employee per year.
- d. Clerical Clothing/Vestments: This would include any clothing used for priestly ministry (black suits and clerical shirts). Black shoes, socks, belts, etc. are not allowed to be reimbursed. The plan would also include albs and other vestments the priest purchases for his use as a priest.
- e. Dues, Subscriptions, Books: This would include any dues, subscriptions or books which strengthen or support priestly life and ministry.
- f. Equipment: This would include ministry related expenses (pyx, chalice, etc.) and business related expenses (computer or office supplies) that the priest purchases for his use in performing or facilitating his priestly duties.
- g. Health Care/Preventive Maintenance: This would include paying for some medical expenses or athletic equipment or health club dues for the maintaining of good health and wholeness.

The Accountable Reimbursement Plan has a maximum allowance for each priest per year of \$1,500.00 (BL 2/1/05, Pol. 2005.1)(for items c-g) and automobile expenses at the reimbursable rate.

Tax Issues for Priests:

- a. **Income Tax:** Effective January 1, 1995 all archdiocesan priests (incardinated and extern) employed by parishes and archdiocesan institutions and religious order priests (including externs) employed by parishes and archdiocesan institutions who receive direct compensation (paycheck made in priest's name) are considered "employees" for income tax purposes. They are to receive a W-2 Form from the parish/institution which includes salary, allowances, reimbursed private use of auto and Mass stipends (if paid to priest by parish check). (BL 2/15/95) This form should be filled out by the employing institution by each January 31 for the previous year's income.
- b. **Social Security Tax:** By Federal Law, priests are considered "self-employed for social security tax purposes. It is forbidden for the parish/institution to pay 1/2 of the social security tax for the priest, as it does for the lay employees. The priest is responsible for the entire social security tax payment. Archdiocesan and extern priests must participate in the Social Security System. They may not opt out. Any priest who violates this policy and opts out of Social Security will be responsible for providing a primary insurance carrier at the time of retirement and any other expenses that would fall to the archdiocese due to his non-participation in the Social Security System. (BL2/7/01)
- c. **Religious Order priests and sisters** are exempt from these taxes due to their vows of poverty and their compensation checks are to be issued in the name of the order.
- d. **Withholding Tax:** Priests have the option of having withholdings taken out of their monthly paychecks or filing quarterly tax payments. If a priest wants to have withholding taken from his paycheck, he must complete a W-4 Form at the beginning of the year, declaring the amount he wishes withheld from his paycheck. It is important to remember that the withholdings should be based on his estimated total taxable compensation (salary, stipends, earned income, etc.) and not solely on his salary.
- e. **Automobile Reimbursement:** Parishes and archdiocesan institutions are to pay for all expenses relating to the professional use of a priest's personal automobile. The same expenses are also paid for religious order priests who drive an automobile provided by the parish\institution. These expenses include: gas (except for extended personal travel), maintenance, normal repairs, insurance (see chart below), inspection, tax, license fee, parking fees and tolls.

The costs associated with the professional use of the automobile are part of the archdiocesan Accountable Reimbursement Plan and as such are exempt from taxation. For priests who must file income tax, the reimbursed expenses for the personal use of his automobile is considered taxable to him. The means by which a priest can be exempted from paying taxes on the costs associated with the professional use of his car is by maintaining an accurate mileage log.

MILEAGE LOG: On January 1 the priest logs the total mileage of his automobile. On a daily basis the priest tracks his business miles in a travel log. He submits all allotted auto expenses to the bookkeeper for payment. The priest logs the total mileage of his automobile on December 31. He computes his total mileage driven for the year and adds all his professional miles to determine total business mileage. Determine the percentage of business miles from total miles driven (ex. 80%). This percentage rate is the rate used to determine the reimbursable amount for business travel. Total expense minus the business percentage

expense is considered the personal use of the auto expense and is taxable income to the priest. It is reported on the priest's W-2 Form.

Example: Total miles driven in year:	12,000
Total professional miles driven:	9,600
Percentage of professional miles to total:	80%
Total expenses for year:	\$4,200.00
Non-taxable expense (80%)	\$3,360.00
Taxable expense (20%)	\$ 840.00

The priest must turn in to the parish bookkeeper the completed mileage log at the end of the calendar year. Failure to maintain and submit an accurate mileage log results in all the priest's car expenses being considered taxable income on his W-2 Form.

f. Automobile Insurance Maximum Allowance (by county):

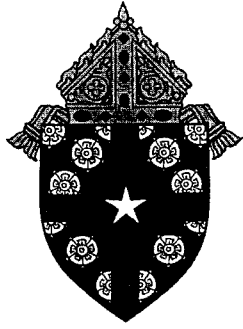
Harris	\$1735	Fort Bend	\$1527
Galveston	\$1376	San Jacinto, Walker,	
Brazoria	\$1218	Madison & Grimes	\$1081
Waller	\$1414	Austin	\$1009
Montgomery	\$1301		

g. Stipends: Stipends are considered taxable income. Stipends include Mass Stipends and any monetary gift given in connection with a priestly service (gifts at weddings, funerals, etc.). It does not matter that the stipend was not solicited. If a person gives a priest a gift for the performance of a priestly service, it is considered taxable income to the priest. The only gifts which are not taxable would be those not connected with a priestly service: ex. Christmas gift, birthday gift, etc.

If the parish keeps a Funds Held in Trust Account for Mass stipends and gives the priest a check at the end of the month for the Masses he celebrated during the month, the total annual Mass stipend amount is to be included on his W-2 Form as additional income. If the priest maintains his own Mass stipends, he includes the annual amount of stipends on his Schedule C as miscellaneous income. All other stipends are included on a Schedule C as miscellaneous income.

If a parish/institution gives more than \$600.00 per year to a tax paying priest (who is not an employee of the parish), they must issue a 1099 Form to that priest at tax time.

h. Fair Rental Value for Housing/Food: Priests are exempt from being taxed on fair rental value for housing and food for income tax purposes. They are not exempt from the taxation on housing and food for social security tax purposes. Because most priests live in a rectory on parish property and since the rectory is a fairly public place, often used for meetings, the fair rental value of housing will be diminished. As a norm, the fair rental value for housing and food in the archdiocese is usually between \$300.00 and \$500.00 per month. Each priest will have to evaluate his specific living situation to determine the exact amount he will use for his fair rental value.




Archdiocese of Galveston-Houston

Chancery Office

**IMPORTANT NOTICE FOR PRIESTS WHO ARE
NON-U.S. CITIZENS AND WILL BE CHANGING ASSIGNMENTS**

TO: Non-U.S. citizen priests

FROM: Ms. Christina Deajon 
Vice Chancellor

DATE: July 1, 2012

The Department of Homeland Security: Citizenship and Immigration Services (former INS) has many new rules and regulations for non-U.S. citizens who are legally in this country. One such rule requires all non-U.S. citizens to report a change of address within 10 days of the address change by use of Form AR-11. A person who fails to do this is subject to criminal penalties and removal from the United States.

If you have recently moved and have not done so already, please complete the enclosed form and send it to the Office of Homeland Security. Due to the threat of terrorism, the Office is very strict in enforcing immigration laws. Failure to comply with all immigration regulations could jeopardize a priest's ability to remain in the United States. I would suggest that the form be mailed with a delivery confirmation receipt so that the priest will have a record that the form arrived at the U.S. Department of Homeland Security.

Please call me if you have any questions or concerns.

Enclosure

NAME (Last in CAPS)	(First)	(Middle)	I AM IN THE UNITED STATES AS:	
			<input type="checkbox"/> Visitor	<input type="checkbox"/> Permanent Resident
			<input type="checkbox"/> Student	<input type="checkbox"/> Other.....(Specify)
COUNTRY OF CITIZENSHIP	DATE OF BIRTH		COPY NUMBER FROM ALIEN CARD	
A				
PRESENT ADDRESS	(Street or Rural Route)	(City or Post Office)	(State)	(ZIP Code)
(IF ABOVE ADDRESS IS TEMPORARY) I expect to remain there _____ years _____ months				
LAST ADDRESS	(Street or Rural Route)	(City or Post Office)	(State)	(ZIP Code)
I WORK FOR OR ATTEND SCHOOL AT: (Employer's Name or Name of School)				
(Street Address or Rural Route)		(City or Post Office)	(State)	(ZIP Code)
PORT OF ENTRY INTO U.S.	DATE OF ENTRY INTO U.S.		IF NOT A PERMANENT RESIDENT, MY STAY IN THE U.S. EXPIRES ON:	
SIGNATURE	DATE		(Date)	

AR-11 (Rev. 02/19/02)Y

ALIEN'S CHANGE OF ADDRESS CARD

This card is to be used by all aliens to report change of address within 10 days of such change.

The collection of this information is required by Section 265 of the I&N Act (8 U.S.C. 1305). The data used by the Immigration and Naturalization Service for statistical and record purposes and may be furnished to federal, state, local and foreign law enforcement officials. Failure to report is punishable by fine or imprisonment and/or deportation.

This card is not evidence of identity, age, or status claimed.

Public Reporting Burden. Under the Paperwork Reduction Act, an agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. This collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including for reducing this burden to: Immigration and Naturalization Service, 425 I Street, N.W., Room 4034, Washington, DC 20536; OMB No. 1615-0007. *Do not mail your completed form to this address. MAIL YOUR FORM TO THE ADDRESS SHOWN BELOW:*

U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Citizenship and Immigration Services
Change of Address
P.O.Box 7134
London, KY 40742-7134

For commercial overnight or fast freight
U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744

Catholic Relief Services
As of June 26, 2012

#	Parish	2012	#	Parish	2012
7001	St John-Alvin	1,987.00	7370	St Albert	2,075.12
7007	St Stanislaus-Anderson	176.00	7377	St Alphonsus	1,084.92
7013	Holy Trinity -Angleton	1,837.75	7384	St Ambrose	-
7025	St Martin-Barrett Station	268.00	7391	St Andrew Kim	437.00
7031	O L Guadalupe-Baytown	1,265.00	7398	St Anne	10,437.01
7033	St John-Baytown	1,739.00	7405	St Anne de Beaupre	-
7037	St Joseph-Baytown	1,311.00	7412	St Augustine	1,251.51
7043	St Wenceslaus-Beasley	-	7419	St Benedict	636.00
7049	Sts Peter/Paul-Bellville	620.25	7426	St Bernadette	8,744.00
7055	St Joseph-Brazoria	395.66	7433	St Catherine	2,611.00
7067	St Andrew-Channelview	3,224.91	7440	St Cecilia	5,395.57
7073	St Jerome-Clute	105.00	7447	St Charles	4,452.43
7079	Sacred Heart-Conroe	2,000.00	7454	St Christopher	1,126.00
7085	Sacred Heart-Crosby	1,082.72	7461	St Clare	2,225.01
7091	Sts Cyril/Methodius-Damon	567.00	7468	St Cyril	3,441.00
7097	St Anthony-Danbury	813.85	7475	St Dominic	1,368.45
7103	St Hyacinth-Deer Park	1,731.00	7482	St Elizabeth	9,254.00
7109	Shrine/True Cross-Dickinson	2,727.00	7489	St Frances Cabrini	2,585.00
7125	St Mary Star/Sea-Freeport	967.97	7496	St Francis de Sales	3,410.82
7131	Mary, Queen-Friendswood	6,265.71	7503	St Francis Assisi	-
7137	St Mary-Frydek/Sealy	396.00	7510	St Francis Xavier	1,801.22
7143	O L Fatima-Galena Park	1,951.80	7517	St Gregory	519.00
7149	Holy Family	5,581.37	7524	St Jerome	4,258.50
7183	St. Katharine Drexel-Hempstead	815.00	7531	St John Neumann	2,607.27
7193	St Jude-Highlands	1,455.88	7537	St John Vianney	10,798.50
7199	O L Lourdes-Hitchcock	6,957.00	7543	St Joseph	788.00
7201	All Saints	839.98	7549	St Justin	3,422.82
7207	Annunciation	3,245.79	7555	St Leo	4,276.00
7213	Ascension Chinese	529.00	7561	St Luke	1,950.00
7219	Assumption	2,510.34	7567	St Mark	2,657.15
7225	Blessed Sacrament	1,078.18	7573	St Mary	-
7230	Christ/Incarnate Word	-	7579	St Matthew	1,499.87
7231	Christ the King	1,663.00	7585	St Maximilian	1,534.00
7237	Christ the Redeemer	8,491.99	7591	St Michael	26,907.21
7243	Corpus Christi	4,339.17	7597	St Monica	723.48
7249	Holy Ghost	3,919.04	7603	St Nicholas	80.00
7255	Holy Name	-	7609	St Patrick	975.75
7261	Holy Rosary	4,560.39	7615	St Paul	3,590.08
7267	Imm. Conception	1,545.00	7621	St Peter Claver	271.63
7273	Imm. Heart of Mary	1,900.00	7627	St Peter Apostle	509.00
7285	Notre Dame	4,795.49	7634	St Philip Neri	-
7291	O L Czestochowa	178.00	7641	St Philip Jesus	4,748.45
7297	O L Guadalupe	700.00	7648	St Raphael	-
7303	O L Lavang	1,550.00	7655	St Rose of Lima	2,763.93
7306	O L Lourdes	1,100.00	7662	St Stephen	845.00
7309	O L Mt Carmel	2,123.00	7669	St Theresa	4,026.61
7315	O L Sorrows	395.00	7676	St Thomas More	7,095.00
7321	O L St John	1,209.93	7683	St Vincent de Paul	8,322.43
7327	O L Walsingham	711.00	7690	Vietnamese Martyrs	2,199.00
7333	O L Star of the Sea	143.00	7696	St Philip-Huffman	1,662.50
7339	O M of Mercy	505.00	7701	St Mary-Humble	-
7345	Prince of Peace	6,375.00	7707	St Thomas-Huntsville	1,664.30
7351	Queen of Peace	1,697.00	7713	Imm. Conception-Industry	768.00
7357	Resurrection	891.00	7723	Epiphany of the Lord-Katy	14,869.05
7363	Sacred Heart Co-Cath	5,619.39	7727	St Bartholomew-Katy	7,139.05

#	Parish	2012
7729	St Edith Stein-Katy	2,354.00
7733	St Martha-Kingwood	9,550.00
7739	Queen of Peace-La Marque	1,171.06
7745	St Mary-La Porte	1,816.00
7751	St Michael-Lake Jackson	4,786.00
7757	St Mary-League City	-
7769	St Matthias-Magnolia	2,695.33
7775	Sacred Heart/Jesus-Manvel	3,086.09
7781	Holy Family-Mc Nair	627.00
7787	Holy Family-Missouri City	451.00
7789	St. Angela Merici	2,992.00
7793	Christ Our Light-Navasota	771.21
7805	St Michael-Needville	910.17
7811	St John-New Caney	468.00
7817	St Joseph-New Waverly	850.81
7823	St. Juan Diego-Pasadena	1,557.36
7829	St Pius V-Pasadena	-
7831	Sacred Heart-Pattison	-
7835	St Helen-Pearland	6,424.00
7841	St Mary-Plantersville	2,552.12
7847	St Stephen-Point Blank	340.00
7865	Sacred Heart-Richmond	5,946.50
7869	St John-Richmond	1,041.19
7873	Holy Rosary-Rosenberg	2,673.99
7879	O L Guadalupe-Rosenberg	1,788.25
7885	Imm Conception-Sealy	1,050.06
7891	O L Grace-South Houston	228.00
7901	Chr/Good Shepherd-Spring	6,029.00
7906	St Edward-Spring	6,351.72
7911	St Ignatius-Spring	7,687.00
7916	St James-Spring	1,199.27
7925	St Joseph-Stoneham	255.00
7931	St Laurence-Sugarland	17,881.94
7937	St Theresa-Sugarland	5,658.82
7946	St Thomas-Sugarland	3,392.03
7951	O L Perpetual Help-Sweeny	411.00
7957	St Mary-Texas City	1,762.00
7963	St Anne-Tomball	4,483.00
7969	Guardian Angel-Wallis	888.16
7975	St John the Apostle-W Columbia	253.00
7979	St Anthony-The Woodlands	10,254.75
7981	Sts Simon/Jude-The Woodlands	4,851.00
0000	Other	
	TOTAL	422,152.03