



**The Archdiocese of San Francisco**  
**OFFICE OF THE ARCHBISHOP**

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ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5609 FAX (415) 614-5601

## MEMORANDUM

To: Priests of the Archdiocese

From: Most Rev. Salvatore J. Cordileone  
Archbishop of San Francisco

Date: January 17, 2018

Re. 1. Policy on Mass offerings and offerings for sacraments and sacramentals  
2. Expectation of priests' attendance at gatherings of the clergy  
3. Dates for Study Days 2018 and Convocation 2019

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I once again wish to express my thanks to all those who participated in our Convocation of Priests last October. I believe it afforded us a privileged opportunity to reflect together on how best to provide effective pastoral care in the new and very different circumstances of our time. It also helped to build up fraternity and unity among our presbyterate, a priority on which we have been consistently focusing since our Convocation in 2012.

In reflecting upon the Convocation at meetings of the Presbyteral Council, the question came up regarding the level of expectation of priests' attendance at different types of gatherings of the clergy. An unrelated question that we also discussed at a recent meeting was the policy on offerings for Mass intentions and on the occasion of the celebration of sacraments and sacramentals. I would therefore like to address these two topics in this memo, in reverse order.

### **1. Offerings of the Faithful for Mass Intentions and Sacraments, Sacramentals and Funerals**

This is policy which the Code of Canon Law requires the bishops of a province to define together, a consistent policy for the entire province. About three years ago the bishops of the San Francisco Province, after lengthy discussions, did determine policies in these matters. I have attached for you the two decrees that establish these policies as particular law for our Province. I would ask you to read these decrees carefully and follow these policies faithfully.

With regard to Mass offerings, I wish to emphasize the following points (cf. can. 951 CIC):

- A priest may *accept and keep* only one Mass offering per day (except for Christmas, when he may accept and keep three).
- For any additional Masses which a priest celebrates in the same day, he may *accept* an offering for the additional Mass(es), but must transfer the money offered to the purpose decreed by the diocesan bishop. Per the discussion and deliberation at the November 2017 Presbyteral Council meeting, in the Archdiocese of San Francisco an additional

Mass offering a priest accepts on the same day is to be given to the missions, the Priest Retirement Fund, or the parish in which the Mass is celebrated.

- A priest may *accept and keep* a Mass offering for a Mass at which he concelebrates if it is his only Mass that day, but if he concelebrates a second Mass he may not even *accept* a second offering for it.

With regard to offerings for sacraments and sacramentals, the decree sets the maximum limit which a parish may request, but the parish is free to request less than that. The parish, or the priest himself, *may not request* an additional offering to be given to the priest himself.

## **2. Attendance at Gatherings of the Clergy**

After discussion at the January meeting of the Presbyteral Council, the following is the policy for the level of expectation of priests' attendance at the different gatherings of the clergy that are held on a regular basis in the Archdiocese.

### **MANDATORY\***

- Convocation
- Study days
- Annual retreat†

### **STRONGLY ENCOURAGED**

- Priestly Ordinations for the Archdiocese
- Chrism Mass (afternoon of reflection, Mass and dinner)
- Mass for deceased priests at Holy Cross mausoleum
- Funerals of brother priests
- Jubilarian celebration
- Deanery meetings

### **ENCOURAGED**

- Advent and Lenten Days of recollection
- Priest Day at St. Patrick Seminary
- Priests' September social day
- St. John Vianney luncheon for retired priests

### **OPTIONAL**

- Archbishop's Advent Party
- Diaconal Ordinations for the Archdiocese

\* Normally plenty of advance notice is given on the dates of these mandatory events, so the priests may put them into their calendars and schedule around them. It does sometimes happen that unexpected inconveniences arise which legitimately prevent one from attending. Should you ever find yourself in this situation, please be sure to contact the Vicar for Clergy's office to give notice of your absence.

† "All priests serving in the Archdiocese are required to make a retreat each year. [Canon 276] Any priest with an Archdiocesan assignment who wishes to make other retreat arrangements is to notify the Vicar for Clergy regarding his proposal. Funding for the Retreats will be taken from Archdiocesan funds set aside for this purpose" (Priest Personnel Policy 3420).

### **3. Dates for Study Days 2018 and Convocation 2019**

By way of reminder, our Priests' Study Days this year will be held **October 16 to 19, 2018** (Tuesday to Friday). The place is still to be determined, but please block these dates out in your calendar now.

The Priest Convocation for 2019 will be held **October 21 to 24, 2019**. Please note that this is from Monday to Thursday. The consensus was that these were the preferred days of the week. Please, again, block these dates out in your calendars now.