

Clergy Finance and Administration

The importance for clergy of paying adequate attention to financial matters cannot be underestimated, and an important part of the work of the treasurer's office staff is to provide information and services to all clergy canonically resident in the Diocese of San Diego or serving in the diocese as clergy licensed to officiate.

Any clergy person is invited to contact canon for finance and diocesan treasurer **Julie Young** with questions.

Annual Care Declaration

The Office of the Bishop requires that all clergy canonically resident in the Diocese and all clergy licensed to perform the duties of their office in the Diocese annually submit a signed declaration regarding the pastoral care that they have provided during the year preceding.

In order to make compliance with this requirement as convenient as possible for members of the clergy, here is a PDF copy of the Annual Clergy Declaration Regarding Pastoral Care.

These forms are due February 1.

[Annual Declaration Pastoral Care Form 2015](#)

[Annual Report Non-Parochial Clergy 2015](#)

Clergy Compensation Guidelines

You may use the pdf form below to assist you with your calculations or contact Diocesan Treasurer **Julie Young**, 619-481-5453.

Clergy Compensation Calculation Form

Additional Resource:

Church Law & Tax Report: Church & Clergy Tax Guide

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Housing Allowance

Use the form below to pass a resolution that enables clergy members to benefit from income tax exemptions on housing costs.

Clergy Housing Allowance Resolution

The following is a housing resolution tailored to clergy members living in rectories:

Housing Allowance Template

Here is an editable pdf version of the Housing Allowance Template which can also be printed and filled out by hand.

Editable Housing Allowance Template

If you have questions about these documents, please contact **Canon Julie Young**.

Clergy Tax Considerations

For information on current year tax guidelines for active and retired clergy, visit the Church Pension's Group's site to download their [most current tax guide for Episcopal ministers](#).

Discretionary Funds

The subject of clergy's discretionary funds often raises questions from both clergy and lay persons. Since clergy can unknowingly run afoul of IRS tax regulations, we thought it wise to provide this reminder on proper use of these funds. According to our canons, discretionary funds are to be used for the poor and for other "charitable and pious purposes," (Title III, Canon 14[f]). These funds belong to the congregation and are entrusted to the rector for proper distribution.

With regard to taxes, money flowing from a church to the clergy for the clergy's personal use is generally taxable as income to the clergy. Money given in exchange for services is taxable as income. Gifts are deductible only if given to an exempt organization, such as the church, but not if given to an individual, either directly or indirectly. In short, the discretionary fund is not the personal property of the rector. Traditional uses of discretionary funds are: payments for gas, food, rent, utilities, medical bills and the like for the poor; vestments, books, other professional items which will remain the property of the church when the clergy leaves; entertainment of persons directly related to the church's ministry; membership in groups that are related to the exercise of ministry.

If you have questions about this important subject, please refer to the **Manual of Business Methods in Church Affairs, chapter five.**