I. EUCHARIST

A. (Special Ministers of Holy Communion, Feb. 15, 2006, Bishop Soc)

*Ordinary ministers are ordained, must take care of the Blessed Sacrament
*SMHC(Special Min. of Holy Communion) must have Proper Training on the Eucharist in details to handle the sacrament well and according to the norms.

B. (Some Liturgical Concerns, Sept. 26, 2006, Bishop Soc)

*Ministry of Commentator limited to its task of making responses during the Eucharist.
*Angelus, after the Post Communion Prayer, before the Final blessing
*Care and security of the Blessed Sacrament, one of the primary duties of priests. Opening of tabernacle, reposition of the blessed sacrament, closing and cannot be relegated to the Laity(unless the priest is incapable with difficulty)
*At the Offertory, just simple thank you for the offerers, no more blessings.

C. On Celebret of Guest Priests, the Parish Priests decide whether or not to allow a visiting priest to celebrate Mass on the occasion of Fiesta or Funeral Mass in his parish.

D. Mass Intentions of Thanksgiving, Special Intentions and names of the Dead are announced in the Mass in the form of prayers to be included in the Prayers of the Faithful. *[First name (Christian name) of the dead only] Format is provided (See Attachment). If there are too many mass intentions like fiestas, Christmas, and special occasions, we can mention them before the mass starts, through the commentator/lector.
* Only in a Funeral Mass is the name of the dead be mentioned in the Eucharistic Prayer.

E. First Mass on Sundays (pro populo), usually celebrated by the Parish Priest

F. No Mass is to be celebrated in the residential house.* No Private Masses nor exclusive masses; except for priest who can celebrate mass by himself alone as instructed in the Roman Missal. (GIRM)

G. No policy is stated on the Mass for groups or organizations in restaurants/hotels but with the approval of the Bishop.

H. No Musical Concerts and Dramas, theater arts inside the Church and sanctuaries. If the Local Ordinary allows, restricted only to religious songs, dramas with religious themes. (Nov. 30, 2006, Bishop Soc)
I. Kneeling at Mass of the whole Eucharist prayers until the Great Amen (April 24, 2016, Bishop Rupert) was implemented beginning May 1, 2016, Feast of St. Joseph.

J. Discussions on SIMBANG GABI:

   + Kung gabi, starting on the 15th) Readings & Proper of the Day
   + Masses on Saturday evening, use the Anticipated Sunday Mass Liturgy.
   + Kung madaling-araw, starting on the 16th
   + No anticipated simbang gabi! N.B. please see ORDO – order of precedence

K. Nuptial & Funeral masses during Christmas & Easter octaves / solemnities / patronal feasts:
   - Use the PROPER of the DAY (i.e. Readings, etc).
   - Liturgical COLOR-white. e.g. December 8 (Immaculate Conception) Liturgy

II. BAPTISM

A. An instruction on Baptism shall be conducted by the catechists before the celebration of Baptism. The celebrant of Baptism may integrate the instruction in the rite of Baptism.
B. There is no prohibition for Baptism to take place on weekdays. There will be no extra charge. The fees shall be the same, P50 per sponsor.
C. Baptism of a child may be celebrated in any parish in the diocese.

D. Refer list of valid Baptism recognized by CBCP.* Trinitarian Baptism (Rite of Acceptance), May 10, 2005 Re: Liber Conversionum (Bishop Soc) Book of Conversion:
   1. Lutheran Church in the Philippines (LCP)
   2. Philippine Episcopal Church (PEC)
   3. United Church of Christ of the Philippines (UCCP)
   4. Iglesia Evangelica Methodista en las Filipinas (IEMELIF)
   5. United Methodist Church of the Philippines (UMCP)
   6. Convention of Philippines Baptist Churches (CPBC)
   7. Presbyterian Church
   8. Seventh Day Adventist

E. On Aglipayan Baptism
   - Recently (April 11, 2016 Clergy Meeting as discussed by Msgr. Hernan) Aglipayan Baptisms- By Dacanay, SJ. (Thesis- Latin in Gregorian Univ.) Classified into years: 1902-1907- doctrines are still Catholic, valid baptism; 1908-1920- Unitarian (Invalid); 1921- 1947 (Still Invalid); 1947 onwards- Divided into 2 factions (1) Fonacier- Unitarian (invalid); and (2) Reyes- Trinitarian (Valid) with the name Philippine Independent Church.- exempted in Baptism, but needs catechism and Rite of Acceptance.

   *Requirement for Baptism: Birth Certificate of the child

III. CONFIRMATION

A. Diocesan- Feb.1, 20107- Pastoral Guidelines for Confirmation (Bp. Soc)- bet. 9-12 yrs.old. Confirmation is to be celebrated after the First Communion of the child, by Bishop, and delegated priest
| First Communion: Grade 3 is suggested now to make it Grade 4-9 years old. *(For Clergy approval)*  
Confirmation: Grade 4, is suggested now to make it Grade 5-10 years old. *(For Clergy Approval)*

B. In Marriage, when one or both have not received the Sacrament of Confirmation, the parish priest (of the place) who is to celebrate the Marriage has the delegated faculty to perform their Confirmation.

*The parish priest where the wedding will take place will perform the Sacrament of Confirmation.*

C. For Adult conversion, baptism is followed by Confirmation, by parish priest, as delegated by Bishop.

*Requirement- Baptism certificate and catechism*

### IV. MARRIAGE

A. Power of jurisdiction, in their domicile, either of the parties, no more permission.

B. Marriage of a couple may be celebrated in a parish where they have not resided as domicile. The parish of the bride is to collect P500 in giving permission to her. There is no fee to be collected from the groom, except if the bride is non-domicile of the Diocese.

*Parish of the origin will give the permission and should collect P 500.00*  
(Note: For Official Receipts – write permission / donation, not “marriage bann”)

Clarification: should the couple be asked to secure permission first from their respective parishes before being interviewed in the parish church of their wedding? -- It should be the parish priest (where the wedding will be solemnized) who should request the permission. (i.e. automatic). NOTE: See PIMS for forms/templates. Also, Book of Formularies.

C. Marriage Banins:

*There is no fee* to be collected because it is the obligation of the Church to help in finding out the freedom to marry of the couple.

*Marriage must be done in the Parish Church; For grave reasons, marriage in the chapels of the parish may be celebrated upon the discretion of the parish priest.*

*The couple to be married must be interviewed *corpo presente* at least ten (10) days before the wedding.*

D. **Weddings at Sinag-Tala & Las Casas:** 2013, Circular Letter 7)

Only for those *who are not residents* of the Roman Catholic Diocese of Balanga. New Circular Letter 8, May 26, 2016, In Sinag Tala, only Renewal of Marriage is allowed as of this time.

E. **Wedding at Divine Mercy** (declared as Shrine, with a Resident Rector, all sacraments permitted) & Residencia Guadalupe Chapel (Rules and fees from the Chancery; papers and processing from the Cathedral Office)

F. **Marriage in Conscience**-(Jan. 14, 2008, Bishop Soc) Pastoral Care for Catholics with Special Marriage Cases. Previous marriage is civil and not church wedding. In the process of annulment, limited financial resources, permission by the Bishop; Bishop Chapel, no photos, and relatives, secrecy oaths; secret archives.

N.B. Review terms: Dispensation / Permission / Disparity of Cult / Mixed Marriage. Marriage Tribunal cases in process, discussion going on per Clergy meetings by Msgr. Hernan, and manual will be provided.
V. FUNERAL MASS
A. On Sundays, the Funeral Mass is *not to be celebrated* for the burial of the dead. Only Funeral Blessing/s are allowed.
*No Mass is to be celebrated in the house of the dead. Mass is allowed in the house of priests’ deceased parents (i.e. 1st degree of consanguinity) and more so in the house or church of the deceased priest

B. FUNERAL / MEMORIAL CHAPELS
(e.g. Santuario-Balanga, St.Peter, Evergreen-Orion, Godspeed-Mariveles, etc.) Mass for the Dead *i.e.* Wake Masses are not allowed to be celebrated in funeral / memorial chapels. Except for priests’ immediate family – Parents, brother or sister. Funeral Mass may be celebrated in the funeral / memorial chapels *during actual day of the Funeral.*

VII. SACRAMENTALS
Priests conducting sacramentals (house blessings, & other blessings) in other parishes must inform the parish priests beforehand. (i.e. priest to priest)

VIII. DOCUMENTARY FEES
The parish may collect less but not more than what is stipulated. May be increased due to increase cost of high quality paper: Certificates of Baptism, Confirmation, Marriage and Death:  P50
Correction Application: No Fee. Chancery collects  P50.
The Corrected Document issued:  P50

IX. SACRAMENT FEES
*(Diocesan Arancel System) Dec. 1, 2008, Bishop Soc effective for 3 years, subject for review and revision; same rate approved by Bishop Ruperto Santos on Circular Letter 1, 2013.*
1. Baptism- P 50/sponsor
2. Confirmation- P 50/sponsor (Bishop’s share, 50% of confirmation fees; 50% for the parish)
3. Nuptial Mass- P 500; Nuptial Blessing- P 300
4. Funeral Mass- P 300 per faithful departed; Funeral blessing- P 300
5. Mass Offering- P 50/ intention
6. Marriage Banns- No fees
7. Permission to marry outside the domicile parish- No fees.

*Stipends rate for guest priests- P 500 for ordinary day; P 1,000 on Sundays, patterned after the RCAM report; Other Masses can depend on the Sacrament Fees indicated above, and may depend also on parish classification and resources, and discretion of the parish priest*

X. CLERGY
A. Priests are not allowed to stand as godparents or sponsors in Baptism and Confirmation. Priests are not allowed to adopt children. Priest may serve as witness at Sacrament of Matrimony.

B. Proper Vestments: Masses in the Parish Church- Fully vest- soutana or alb, chasuble, stoles; Barangay chapel- fully vest or alb with stole; Other Sacraments and sacramentals- Blessings- Alb with stole; Clerical and priestly attire in appropriate occasions.
XI. STANDARD LIVING ALLOWANCE (SLA)
(Promulgated and implemented January, 2013 by Bishop Ruperto C. Santos, DD -copies provided for each priest by the Oeconomus or secure copies in the Chancery)

1. Quota Percentage of the Parishes Gross Income- Total receipts from June, 2011-May 2012 (P1,000,000.00-above: 25%; 500,000-999,000: 20%; 4999,000-below: 15%)- monthly remittances to the Diocese were established. Actual if higher, and quota if lower (Circular letter 2, 2013). However, SLA Quota adjustment of 2014, amendment approved that monthly remittance be based on actual gross receipts, & if total remittance, at the end of the year falls below the expected annual quota, the parish must remit the corresponding balance. Other Diocesan & annual special collections, e.g., Sancta Infantia, etc. must be remitted to the Diocese(Pls. see Yellow Book). All must be submitted on or before the 15th day of the succeeding month. No remittance, no allowance.

2. Priest Remuneration- Diocesan Basic Salary- P11,000; plus longevity pay of P 200/year in the ministry. Gasoline allowance from the parish (P 5,000); Blessings (stipends) of sacramentals; Directors/Bishop plus P 10,000 honorarium & gasoline allowance (Schools), chaplain P 10,000 honorarium. Retired priest- Basic salary plus longevity pay P 200 X years in the ministry & Pension plan from CBCP & BPI asset management.

3. Other Benefits-personal loan, car loan as recommended by Oeconomus, approved by the Bishop. And other subsidy from sickness through reimbursement, SSS, PhilHealth, etc. P 10,000/year parish priest incentive for repairs/maintenance of personal car. Birthday or anniversary gift= P 3,000. Responsibility Pay (Parish priest- P 3,000/month, and parochial vicar- P 1,500/month) in the year 2014 from SLA Excess. In 2015, Excess intended for Medical Fund. For Clerics of 25 years, silver anniversary= P 25,000. Special Occasions Allowance (SOA)- Fiestas, Simbang Gabi, Novenarios- Souls, etc. as recorded/declared in Pastoral Fund- P 50,000 & below= 25%; 200,000 &below= 20%; 500,000 & below= 15%.

4. Religious parishes- follow the former guidelines and policies. Remuneration ceiling stole fees- P 10,000 (60%-parish/40%-priest) excess receipts/disbursement. Personal dues- P 500 (Clergy Fund); Mensa Episcopoi (voluntary); Curia Dues- P 5.00 per baptized child; First Sunday, 1 mass collection; 10 % Solidarity Fund; other diocesan and annual contribution.

5. Annual or periodic Reports from the Oeconomus/Finance Staff will be given to see sharing of all parishes (big, medium, small) in Diocesan SLA; the allocations of funds to the Diocesan Ministries; and other results for assessment and improvements.

Consolidated by:

Rev. Fr. Percival V. Medina
Chancellor
June 3, 2016, Solemnity of the Most Sacred Heart of Jesus