

Subject: Guidelines on the Use of the Mass Diary

To

All the Reverend Fathers working in the Parishes and the Institutions of our Archdiocese.

Dear Rev. Fathers,

Trusting in the love of God, we wish you a prosperous new year 2021.

We hope that all the Parish Priests have received the Mass Diary and the Sunday Announcement Diary cum Parish Diary.

Concerning the Mass Diary and the Mass stipends we would like to notify to you the following:

1. The norms regarding the Mass stipends are given at the beginning of the Mass Diary. Kindly take a moment to go through them in detail. The instructions are self-explanatory, and comprehensible. They will help you use the Diary and the Statement of Mass Intentions attached at the end of the Diary. (See the PDF file attached herewith)

2. There are two types of Mass statements: (The sample is attached herewith)

(a) For the Parish Priests and the Assistant Parish Priests serving in the parishes of the Archdiocese of Madurai.

(b) For the Priests serving in the Institutions, i.e., Priests rendering service in the Archbishop's House, Nobili Pastoral Centre, Matriculation Schools, Sathangai Communication Centre, MMSSS, and the students who are on studies (student priests), sabbatical, medical leave, elderly priests, and others.

After making the entry, the Parish Priests have to send the duly-filled in Mass statement slip to the Procurator's office on or before the 3rd of every month by email (to: procuratormaduraidiocese@gmail.com), and thereafter may receive the Mass stipends.

In the same way the Priests serving in the institutions may send the duly-filled in Mass statement slip to the Procurator's office on or before the 3rd of every month by

email (to: procuratormaduraidiocese@gmail.com), and thereafter may receive the mass stipends.

3. Kindly send the duly-filled- in Mass statement slip to the Procurator's office on or before the 3rd of every month so that it would be easy to transact the Mass stipends on the 5th of the same month. (The Mass statement slip is available for the download as a PDF file from our Archdiocesan Website (www.archdioceseofmadurai.com), or from our official WhatsApp Groups. The printed slips are available at the Procurator's office). (The file is attached in PDF).

Thank you for your kind understanding and cooperation,

Fr. Samuvel A.
Secretary to the Archbishop