

## **07 - Protocol for the Public Ministry of Visiting Clergy, Religious or Laity in the Diocese of St. Augustine**

May 2015

The following is the procedure to be observed when any member of the clergy, religious sister or brother, or lay person who are not incardinated in, or residents of this diocese seek to engage in any form of public ministry (as defined below) within the Diocese of St. Augustine.

### **Definitions.**

1. Proper Superior – for a diocesan cleric this is the bishop of his diocese of incardination, or the bishop of the diocese where he has habitually served for a substantial period of time. For a religious cleric or religious sister or brother this is the major superior of his / her religious order or the superior of his / her province within the order. For a member of the laity, this is an appropriate diocesan official of the person's diocese of residence.
2. Single Event or Short Visit – a single ministerial event such as a wedding or baptism, or a short visit within the diocese of 30 days or less.
3. Longer Period of Ministry - a requested period of ministry in the diocese exceeding 30 days.
4. Certificate of Good Standing for Priestly or Diaconal Ministry or Lay Ministry (hereafter, Certificate of Good Standing) - also referred to as a Letter or Certificate of Aptitude for Priestly / Diaconal Ministry, is a document in which the cleric's, religious' or lay person's proper Ordinary, superior, or another delegated diocesan official, makes specific representations concerning their status and qualifications for public ministry, especially as they relate to the USCCB's *Charter for the Protection of Children and Youth*. A Certificate of Good Standing is deemed valid in this diocese for 12 months from its date of issuance.
5. **Celebret** - a document referred to in the Code of Canon Law, relating only to the current status of a priest and his faculties to celebrate the Mass and other sacraments. A Celebret is deemed valid in this diocese for 12 months from its date of issuance.

**Public Ministry in This Diocese.** The following requirements apply to any public ministry in this diocese. Public ministry is defined to include:

- a single ministerial event such as a wedding or baptism or funeral,
- offering missions or retreats, spiritual or catechetical talks, temporary supply ministry, or similar ministerial occasions,
- any talk or presentation made by any Catholic person - clergy, religious or lay - who makes a presentation or gives a talk on any subject relating to Church teachings on matters of faith or morals or within the purview of the Oath of Fidelity, which is open to the public, or if not open to the public, is to any group or entity which identifies itself as Catholic or whose membership is substantially Catholic, and
- the organizing, sponsorship or promotion of any mission trips or pilgrimages for children or youth (below the age of 18 years) within this diocese, when the trip or pilgrimage is organized, sponsored or promoted in whole or in part by persons, organizations or entities outside of this

## **07 - Protocol for the Public Ministry of Visiting Clergy, Religious or Laity in the Diocese of St. Augustine**

diocese.

**Single Event or Short Visit (30 days or less).** A cleric, religious or lay person who comes to the Diocese of St. Augustine for a single ministerial event or short visit of 30 days or less need only provide:

- a current valid Certificate of Good Standing signed by the cleric's, religious' or lay person's proper superior, or the superior's delegate (the Certificate should include the place / parish where the ministry is to take place, the proposed start and ending date of the ministry, and at least the general purpose of the ministry).

**Procedure for Short Periods of Ministry.** The cleric, religious or lay person who seeks, or is invited for a short period of ministry (30 days or less) should be advised to provide a Certificate of Good Standing well before ministry in this diocese is to begin. The Certificate of Good Standing should be provided directly to the chancellor's office; there it will be noted and kept on file, and the original Certificate will be forwarded to the appropriate pastor or organization head. It is the cleric's, religious' or lay person's personal responsibility to do this once advised of this requirement by the hosting parish or organization. If the Certificate of Good Standing is provided directly to the pastor or organization head, a copy of the Certificate should be provided right away to the chancellor's office.

Documents can be provided by way of regular mail, FAX or email (scanned attachments).

**Longer Periods of Ministry (exceeding 30 days).** A cleric, religious or lay person who is invited, or who seeks to exercise public ministry in the Diocese of St. Augustine for more than 30 days is required to:

1. provide a current valid Certificate of Good Standing signed by the cleric's, religious' or lay person's proper superior, or the superior's delegate (the Certificate should include the place / parish where the ministry is to take place, the proposed start and ending date of the ministry, and at least the general purpose of the ministry);
2. provide a certificate or other evidence that the cleric, religious or lay person has completed safe environment training conducted pursuant to the USCCB's *Charter for the Protection of Children and Youth*, or undergo such training in this diocese before ministry is undertaken (plan for time to do this before the ministry commitment is to begin); and
3. submit to livescan fingerprinting and Level II background check. The cost of the fingerprinting and background check is to be born by the cleric, religious or lay person (or their hosting parish or organization), unless the person is completing this process for an impending assignment in this diocese. The diocesan Safe Environment Office will provide information and instructions directly to the person as to how the livescan process can be quickly completed once the person has arrived in the diocese, and before any public ministry is commenced (again, plan for time to complete this before the ministry commitment is to begin).

**Repeated Short Visits.** Once the number of short visits exceeds 30 days within a 12 month period, the requirements for longer periods of ministry apply.

## **07 - Protocol for the Public Ministry of Visiting Clergy, Religious or Laity in the Diocese of St. Augustine**

**Procedure for Longer Periods of Ministry.** The cleric, religious or lay person who seeks, or is invited for longer periods of ministry (periods exceeding 30 days) should be advised to provide directly to the chancellor's office well before his / her ministry in this diocese is to begin, copies of the documents listed above at 1, 2, and 3 under Longer Periods of Ministry. The Certificate of Good Standing will be noted, and the original Certificate will be forwarded to the appropriate pastor or organization head once the requirements for safe environment training and livescan background check have been completed. Receipt of the endorsed Letter of Good Standing from the chancellor's office is the authorization that the person's ministry may commence. It is the cleric's, religious' or lay person's personal responsibility to follow through with these requirements once advised of them by the hosting parish or organization.

Documents can be provided by way of regular mail, FAX or email (scanned attachments).

**Mission Trips or Pilgrimages for Children or Youth.** No pilgrimage or mission trip or similar event involving travel or overnight stays for children or youth will be permitted to be organized, sponsored or promoted within this diocese, unless all clergy, religious or lay chaperones who will be taking part in such events meet the "Longer Periods of Ministry" requirements set forth above. This provision applies whether or not the clergy, religious or lay chaperone resides within this diocese. The procedures to implement this provision are as stated above for longer periods of ministry.

**Celebrets.** Celebrets are not usually considered to be sufficient for priests coming from other (arch)dioceses within the U.S. or Canada, nor are they universally accepted by other (arch)dioceses in the U.S. As most dioceses in foreign nations do not have an established Safe Environment Program, a celebret may be accepted for a priest coming from a nation other than the U.S. or Canada, in lieu of a Letter of Good Standing for shorter periods of ministry as defined above. However, for longer periods of ministry a Letter of Good Standing is accepted and required.