

## Incardination

## Policy No. PD414

**Policy Statement:** A deacon seeking incardination in the Archdiocese of Edmonton must apply in writing to the Archbishop requesting incardination. The letter is to set out the following:

- the reason for the request
- the place where the deacon has taken up permanent residence in the Archdiocese
- confirmation that a request for excardination has been sent to the diocesan bishop of the deacon's current diocese of incardination.

**Definition:** Incardination is the formal acceptance of an ordained cleric into a diocese.

**Procedure:**

- a) The Vicar for Clergy will collect testimonial data concerning the petitioner from his diocese of incardination including:
  - a résumé of his service as a deacon;
  - the preparation and training he received;
  - an official document of Ordination;
  - a list of the faculties or ministries, which he exercised;
  - recommendations and evaluations from the appropriate authority in the diocese of incardination.
- b) The Incardination Committee will evaluate the request and background of the petitioner. The findings and recommendations will be submitted to the Archbishop. The Archbishop will issue, if he deems it appropriate, a preparatory letter of intent addressed to the diocesan bishop of the petitioner.
- c) All other appropriate arrangements rest with the Bishops who will decide for either an experimental period in the Archdiocese, e.g. three to five years, or for incardination in the Archdiocese depending upon the present policy and the recommendations of the Incardination Committee.
- d) The Vicar for Clergy and the Office of the Permanent Diaconate, in consultation with the deacon, will identify the liturgical base and the ministry of service.