

Temporary Appointment of Priests

Policy No. 407

- Policy Statement:** Priests will be accepted to exercise priestly ministry in the Archdiocese (c. 271, §1) provided they meet the archdiocesan requirements for a temporary appointment.
- Intent of Policy:** To ensure that priests [extern priests or religious priests] know the requirements and procedures expected of them.
- Definitions:**
- Extern priests** are those who are living outside the jurisdiction of their diocese of incardination.
- A **pagella** is the Faculty Sheet for clergy.
- Procedure:**
- a) Priests must send a written request to the Office of the Archbishop to do priestly ministry in the Archdiocese.
 - b) Priests must have the written permission of their diocesan bishop or religious superior to do ministry in the Archdiocese.
 - c) Priests must supply and complete all the required documentation/information for a temporary appointment in the Archdiocese which includes:
 - Questionnaire A (QA) – Application
 - Questionnaire B (QB) – Bishop or Religious Superior Reference(s)
 - Clergy References from:
 - Diocese of incardination
 - Previous diocese(s) of ministry
 - Archdiocese of Edmonton
 - Academic Transcripts
 - Security Clearance(s) / Police Information Check(s) (PIC)
 - Medical Certificate of Health
 - Driver’s License
 - Proof of Vehicle Insurance
 - d) The documentation/information is reviewed by the Archbishop and/or the Clergy Personnel Committee.
 - e) Upon acceptance for ministry in the Archdiocese, a letter of invitation will be provided to the priest by the Office of the Chancellor.

- f) Priests must have the written permission and faculties of the Archdiocese in order to exercise a ministry which involves the care of souls, the public exercise of divine worship, or some other work of the apostolate on a stable basis, that is, for six months or longer (cc. 392 and 678, §1).
- g) Priests are bound by the current Policies and Procedures of the Archdiocese, their *pagella* and the written “Memo of Understanding” or contract between their bishop/superior and the Archbishop of Edmonton (c. 681, §2).
- h) Priests must supply a copy of their immigration document(s) and passport to the Office of the Chancellor upon arrival in the Archdiocese.
- i) Priests must apply for a Social Insurance Number, Alberta Health Care and extended health benefits depending on the length of their contract.
- j) Priests may be required to supply banking information to the finance office of their parish or the Archdiocese for direct deposit of their monthly remuneration.
- k) The Archdiocese will reimburse only the cost of transportation (economy) incurred by the priests to come to Edmonton. Other related expenses, e.g., overweight luggage, taxi, hotels, meals, etc. are paid by the priests.
- l) If necessary, the Archdiocese/parish will reimburse the cost, not exceeding \$500.00, to the priests who require winter clothing upon arrival.
- m) Priests are required to attend the archdiocesan “Enculturation Program” and any workshops, training, retreats or assemblies for priests.
- n) There is no cost to priests applying for the extension of their visitor record or multi-entry visa.
- o) The Archdiocese will not support an application for permanent residency in Canada without the explicit and written request from the Ordinary or Superior of a priest. Support will be given based on the projected status of the priest in the Archdiocese.
- p) Priests who are studying English to become proficient to do ministry for the Archdiocese will be provided room and board and a stipend of \$500.00 per month until they are given a pastoral assignment.

- q) Priests will have their English evaluated and the Archdiocese will provide accent reduction as necessary.
- r) If necessary, the parish will pay for driving lessons and the driving exam for priests.
- s) For the first year, the parish or the Archdiocese will pay the car registration and car insurance for priests. After their first year in a pastoral assignment, priests are responsible for the costs of their car registration and car insurance. Car insurance must be arranged in consultation with the Vicar for International Priests.

N.B. The parish will pay the car registration and car insurance of temporary priests if it has not welcomed a temporary priest in the parish three years prior. Otherwise the Archdiocese pays the car registration and car insurance of temporary priests.

- t) Temporary appointed priests are required to submit their funeral arrangements, biographical information and emergency information to the Office of the Chancellor. (see Policy No. 408)
- u) The Vicar for International Priests will provide support and assistance to the priests.
- v) Priests will undergo periodic evaluations of their ministry.
- w) Priests will be provided with a priest mentor.
- x) Parishes will be enculturated in order to receive a temporary priest whose country of origin is of a different culture.

Exception:

A priest who is expected to be present in the Archdiocese for less than six months may be permitted to celebrate the sacraments if he presents a valid *celebret* or testimonial letter by his ordinary or superior within the year, certifying that he is a priest in good standing with faculties granted by the Code of Canon Law (c. 903).