



## *Catholic Diocese of Sioux Falls*

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*Chancery*

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Sioux Falls, SD 57104  
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(605) 988-3795 fax  
[malthoff@sfcatholic.org](mailto:malthoff@sfcatholic.org)

**MEMO:**

DATE: December 5, 2011  
TO: Priests and Deacon of the Diocese of Sioux Falls  
FROM: Matthew K. Althoff, Chancellor *MA*  
RE: Attestations of Good Standing for Temporary Ministry in Another Diocese

The Diocese of Sioux Falls will henceforth use the letter recommended by the United States Conference of Catholic Bishops and adopted by the bishops of the Province, to attest to the good standing of its clergy members and to their suitability for providing public sacramental ministry and/or speaking on matters of the faith while they are outside their diocese. A copy of the *celebret* letter is included with this mailing to for your reference.

*Celebret* letters will be authored by the bishop on behalf of all priests and deacons of the diocese who are in good standing on or about March 1. This date is selected because it is when Safe Environment training is expected to be completed. These attestation letters will remain in effect for 12 months from the date of issuance. A copy will be held at the Diocesan archives for use at a later date.

As a courtesy and in accord with policies that have been established in other dioceses, a copy of the *celebret* will be sent under cover letter from the chancellor and in advance of any planned ministry on behalf of an ordained priest or deacon incardinated in the Diocese of Sioux Falls to the diocese(s) that will be visited. Therefore, priests and deacons are asked to submit a request to send this information at least two weeks before their planned scheduled departure if such documentation is requested by the receiving diocese. The enclosed form can be used when submitting requests.

If you are planning to perform ministry at multiple locations while you are away, please note that a separate notification may be needed for each diocese/archdiocese you visit.

Finally, I draw your attention to the final attestation statement contained within the form that declares that the ordained clergy is current with his safe environment requirements. Therefore, *celebrets* will not be authored on a priest's or deacon's behalf until he has completed his annual Safe Environment training.



# Catholic Diocese of Sioux Falls

## Policy on Visiting Clergy

To give every assurance possible to the Christian faithful living in the diocese that any man presenting himself as an ordained minister of the Church is suitable for conducting sacramental ministry or teaching on matters of the Catholic faith, the Diocese of Sioux Falls requires that any ordained priest or deacon from outside of the diocese demonstrates that he is in good standing with their proper ecclesial authority *before* he is allowed to conduct public ministry.

### POLICY:

Any priest or deacon visiting the diocese who wishes to perform public or sacramental ministry must present an attestation of his good standing that has been written by an ecclesial authority proper to his particular circumstance before performing sacramental ministry or conducting any public ministry. An original attestation letter must be received at the Diocesan Chancery and must have been authored within the year preceding the visit.

It is the responsibility of the local pastor or chaplain for making certain the required attestation letter has been sent to the Chancery.

CELEBRET/TESTIMONIAL  
For Temporary Priestly Ministry for Diocesan Priests

[DATE]

[Arch/Bishop's Name]

[Address]

[Address]

[Address]

RE: [Name of Pastor requesting celebret]

Dear [Arch/Bishop N.N.]:

In light of provisions of can. 930 *CIC* and can. 703§1 *CCEO*, I write to inform you that [Rev. NAME] is an incardinated priest of the Diocese of Sioux Falls, who resides in [PLACE OF RESIDENCE].

In regard to Rev. [NAME], I am able to make the following statements:

He is a person of good moral character and reputation.

I know of nothing which would in any way limit or disqualify him from this ministry.

I am unaware of anything in his background which would render him unsuitable to work with minor children.

He has satisfied our diocesan requirements for safe environment training and associated background investigation.

Yours in Christ,

The Most Reverend Paul J. Swain  
Bishop of Sioux Falls

This attestation remains in effect for one year from the above date.



# Catholic Diocese of Sioux Falls

## *Celebret* Request Form

Diocesan policy requires that ordained priests and deacons who are from another diocese or who are members of a religious community must present a current attestation letter of their good standing. The attestation must be authored by an appropriate ecclesial authority before the priest or deacon is allowed to conduct public ministry within the diocese.

In an effort to reciprocate this same courtesy and to uphold similar policies in other dioceses as well to insure accuracy when completing the *celebret*, the below form has been developed so that appropriate information can be included with the attestation letter. Requests for a *celebret* should be submitted at least two weeks before any scheduled departure.

Name of Priest/Deacon Requesting *celebret*: \_\_\_\_\_

Name of Arch/Diocese to where the *celebret* is to be sent: \_\_\_\_\_

Nature of Ministry: \_\_\_\_\_  
(*Baptism, Wedding, Funeral, Retreat Direction, Spiritual/Catechetical Presentation, etc.*)

Name of person(s) who will receive the Sacrament (*if applicable*):

\_\_\_\_\_

Parish(es) at which Ministry will be conducted: \_\_\_\_\_

\_\_\_\_\_

Address of Parish: \_\_\_\_\_

\_\_\_\_\_

Expected Dates(s) of Ministry: \_\_\_\_\_

FAX completed form to (605) 334-2092

or

e-mail the above information to: [mhublou@sfcatholic.org](mailto:mhublou@sfcatholic.org)