



# Catholic Diocese of Sioux Falls

## Policy on Visiting Clergy

### Purpose:

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 offering sacramental ministry, for teaching on matters of the Catholic faith, and is fit for ministering to youth and vulnerable adults.

### Definitions:

“**Bishop**” means the sitting Bishop of Sioux Falls (or the appointed Apostolic Administrator).

“**Clergy**” means any persons ordained – bishops, priests, and deacons – who administer the rites of the Catholic Church.

“**Visiting Cleric**” means a member of the Clergy who is not incardinated in the Diocese of Sioux Falls but who wishes to minister within the territory of the Diocese for a time.

“**Diocese**” means the territory encompassing all of South Dakota east and north of the Missouri River.

“**Testimonial**”, sometimes referred to a “celebret”, is a letter attesting to the good standing of a cleric with his (arch)diocese of incardination or, in the case of a religious order priest, with his community. Testimonials must be issued by the Ordinary of the (arch)diocese or the Superior for the religious community or their delegate. In order to be valid, Testimonials must have been issued within one-year of the date ministry within the Diocese of Sioux Falls begins.

### Policy:

Any visiting cleric must demonstrate that he is in good standing with his (arch)diocese of incardination or religious community by presenting a testimonial before performing sacramental ministry or conducting any public ministry in the Diocese.

#### **Single Event or Brief Visit**

Any visiting cleric who wishes to perform public or sacramental ministry for a single event or for a period of less than 21 days must present a testimonial before performing sacramental ministry or conducting any public ministry in the Diocese. An original Testimonial must be received at the Diocesan Chancery. Electronic copies sent from a chancery or provincial office official shall constitute an original. Testimonials must have been authored within one-year prior to the visit.

Once the Testimonial is received, presuming it satisfies the requirements set forth in this policy, a letter of authorization will be issued by the Chancellor. Acknowledgment may come in the form of a stamp placed on the Testimonial received from the proper ecclesial authority. The

parish, school, or institution where the ministry is to be offered by the visiting priest or deacon will be copied on the letter to the visiting cleric informing him that permission has been granted. Without the letter of authorization, ministry is not permitted.

### **Extended Time Ministering in the Diocese**

When a cleric intends to minister for a period of more than 21 days, the same procedure regarding the Testimonial will be followed. In addition, an *Application for Faculties of an Extern Priest or Deacon* must be submitted by the cleric's Ordinary or religious superior. The Diocese reserves the right to request supplemental information about the cleric in question should questions arise after review of the completed *Application*.

A cleric who is permitted to minister publicly will be required to comply with the Diocese of Sioux Falls' safe environment requirements relating to background checks, safe environment training and the code of conduct as a condition of the granted permission.

### **Review of Testimonials & Accompanying Application**

The Chancellor oversees this review process. The Bishop of Sioux Falls will provide notice in writing to the applying cleric and the applicable parish, school, or institution when the Safe Environment screening and training requirements have been completed. Until that written notification is made, the cleric must not engage in ministry in the Diocese after the initial 21-day period has expired.

To facilitate completing these requirements before the period of ministry is to begin, the Chancellor should be notified as soon as possible but not less than one-month prior to the date the cleric plans to commence ministry.

### **Enforcement**

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 (Arch)Diocese of \_\_\_\_\_, 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,

(Arch)Bishop of Diocese of Incardination

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