



## PRIESTS' PERSONNEL BOARD

The Priests' Personnel Board serves as an advisory board to the Bishop in matters related to selection and assignment of pastors or parochial administrators, and parochial vicars and, at the request of the Bishop, in the appointment for diocesan offices. Assignments are made in light of the needs of the parish community and the unique experience and skills of the priests to be assigned. The Priests' Personnel Board advises the Bishop in evaluating the performance of an assigned priest and making recommendations when difficulties arise with respect to an assignment.

The Personnel Board advises regarding placement of priests in ministerial assignments including new externs coming to the diocese and religious orders beginning, or modifying their presence in the diocese. This Board, because of the knowledge the members have of the priests and the needs of the parish communities, can advise the Bishop where additional personnel might be needed and assist the bishop in strategic planning regarding staffing needs across the diocese including the need to recruit additional non-incardinated priests for service in the diocese. It can also advise the Bishop, when requested, to develop policies and procedures concerning priestly life and ministry.

The Priests' Personnel Board also serves as the Incardination Committee.

The Priests' Personnel Board is composed of ex-officio and appointed priest members in addition to the Bishop. The ex-officio members consist of the Vicar General, the Chancellor (*if a priest*), the Vicar for Clergy, and the Vicar for Religious. In addition, the Bishop appoints at least three (3) experienced pastors.

The Bishop may, if he wishes, select a member of the Personnel Board to serve as Chair for the meetings and to work with him in preparation of the meeting agenda. The Chair of the Personnel Board leads the meeting and is responsible for preparation of the agenda, in collaboration with the Bishop, as well as for communication with the priests considered for assignments and assigning members of the Board to assist in communication as needed.

The Priests' Personnel Board meets at least twice yearly and additionally whenever the Bishop may determine the need to meet. The Bishop attends all meetings of the Priests' Personnel Board. Minutes of the meetings are maintained in the files of the Office of the Bishop. Meetings may be conducted electronically as long as each member is able to hear all of the members present.



## PRIESTS' PERSONNEL BOARD

The Priests' Personnel Board will normally be consulted on all priestly assignments and will be provided with background information necessary to make proper decisions, respecting always the right of the Ordinary to make interim or other appointments without consulting the Priests' Personnel Board. However, these "Executive Decisions" are not necessarily the norm.

The Priests' Personnel Board reviews the application of a diocesan priest from any diocese other than Las Cruces, and interviews the priest, either in person or by SKYPE or an equivalent, before considering a recommendation to appoint the priest or initiating the immigration process, if that may be needed. Members of the Personnel Board assist the Bishop, at his request, in contacting the priest's Ordinary or religious Superior as well as contacting references provided by the priest.

In making recommendations for assignments the Priests' personnel Board should have:

- knowledge of the Priests ministering in the Diocese;
- the history of their past assignments and their pastoral and administrative talents and challenges
- awareness of the pastoral needs of the placement to which they recommend the priest for assignment (language/ethnic/cultural needs)

Criteria for recommending priests' assignments:

- Languages needed to appropriately serve the community
- Number of active parishioners (parish ministries)
- Sacrament statistics and size of parish/assignment
- The health and age of priests serving or living in the parish
- Institutions within the parish boundaries (hospitals, nursing homes, schools, jails, etc.)
- Economic status of the parish

At the beginning of each calendar year, the Bishop invites priests who might wish a change in their assignments to write him regarding consideration of a change of assignment. These requests are then reviewed along with the usual change of assignments which generally take effect in June or July. A priest wishing a change of assignment may request to meet with the Priests' Personnel Board in order to communicate his intentions and personal experience before his next assignment.



## PRIESTS' PERSONNEL BOARD

Special care is taken in assigning newly ordained priests. They are generally assigned for three years in their first assignment and then ideally are moved to another parish for a fuller experience of ministry.



## PRIESTS' PERSONNEL BOARD

### **Requirements for extern priests seeking an assignment in the Diocese of Las Cruces:**

1. Letter of permission or "release" from their bishop or religious superior
2. Formal application of the priest to the Diocese directly to the Bishop with a copy to the Chancellor
3. Employment and Immigration status (1-9 or other proof of legality)
4. Completed medical/physical examination including psychological evaluation
5. Interview of the candidate by Personnel Board
6. Criminal Record Check (fingerprinting, Virtus training, letter of aptitude from their bishop or religious superior)
7. Ministerial Assessment (at least two letters of recommendation from previous pastoral assignments)
8. Upon the acceptance of the priest for service in the Diocese he will be issued an official letter of appointment assigning him to specific duties and granting him the faculties of the Diocese.

### **Requirements for Religious Priests whose communities recommend them for assignment in the Diocese of Las Cruces** *(this recommendation must be sent directly to the Bishop with copies to the Chancellor):*

1. Official Nomination of Religious Superior
2. Application to the Diocese (letter of aptitude and criminal check)
3. Employment authorization (1-9 and legal/Immigration status)
4. Medical/Psychological examination
5. Criminal Records check
6. Ministerial Assessment (letters of recommendation from previous pastoral assignments)
7. Upon the acceptance of the priest for service in the Diocese he will be issued an official letter of appointment assigning him to specific duties and granting him the faculties of the Diocese.

### **Requirements for any priests (retired or active) seeking faculties in the Diocese of Las Cruces:**

1. Local Pastor requests faculties for extern/religious/retired priest
2. Letter of permission from their ordinary or religious superior with attestation of good character and aptitude
3. Employment authorization and legal/Immigration status
4. Interview by the Bishop or Chancellor



## PRIESTS' PERSONNEL BOARD

5. Criminal Record Check
6. Ministerial assessment (letters of recommendations from previous pastoral assignments)
7. Upon the acceptance of the priest for service in the Diocese he will be issued an official letter of appointment assigning him to specific duties and granting him the faculties of the Diocese.



## PRIESTS' PERSONNEL BOARD

NAME	FROM	TO	REPLACING	REPLACEMENT

Initial: 2004  
Current: October, 2019