



## CHAPTER VI PAROCHIAL VICARS

### I. THE POSITION OF PAROCHIAL VICAR

- A. Where it is necessary or helpful for the pastoral care of a parish, one or more parochial vicars may be appointed. The parochial vicar shares as a co-worker with the pastor in the pastoral care of the congregation and community assigned to him. Under the direction of the pastor, he cooperates in the ministry of Christ and his bishop, teaching, sanctifying and pastoring in the parish or parishes to which he is assigned.
- B. The parochial vicar may be assigned to assist in carrying out the total pastoral ministry for the entire parish, for a determined section of the parish or a certain group of parishioners. He may also be assigned to exercise a particular pastoral ministry in several designated parishes at the same time.
- C. The Archbishop freely assigns parochial vicars taking care, however, to consider the needs of the parish or group of parishes, the qualifications of the candidate as well as his need to develop pastoring skills.

### II. NORMS FOR DETERMINING WHICH PARISHES ARE ASSIGNED PAROCHIAL VICARS

- A. The Archbishop shall determine the parishes in which parochial vicars are assigned to share in the pastoral ministry after consultation in accordance with the following norms.
- B. The Archbishop freely appoints a parochial vicar after conferring with the Vicar for Clergy and Priest Personnel Board. Determination will be made after comparing:
  - 1. The ability of the pastor to collaborate with the parochial vicar as a co-worker in the priestly ministry.
  - 2. The ability of the pastor to guide, advise and evaluate the ministerial performance of a parochial vicar and assist him in developing his priestly potential and improving his ministerial performance appropriate to his years in the ministry.
  - 3. Relative geographical size of the parishes.
  - 4. The population of the parishes.

5. The proximity of the other parishes.
6. The special needs of the people of the parish.
7. The priests available for ministry as parochial vicar.
8. Needs of the Area Vicariate (e.g. Spanish speaking priest).

### III. MINISTERIAL RESPONSIBILITIES OF A PAROCHIAL VICAR

- A. A parochial vicar shares in some or all of the responsibilities of the pastor listed in the section of the policy on pastors.
- B. Upon assignment as a parochial vicar and each year subsequently, the parochial vicar should work out with the pastor or group of pastors a job description identifying:
  1. Those areas for which he is principally responsible.
  2. Areas in which he works together with the pastor.
  3. Areas in which he shares responsibility with a parochial vicar or other staff person.
- C. When appropriate, specific objectives should be set for each area of responsibility in line with general parish and Archdiocesan goals.
- D. During the years before a priest is assigned as an administrator or pastor, he ought to have the opportunity to exercise responsibility in all the major areas of pastoring and thus be given the chance to develop pastoral skills by experience and evaluation.

### IV. THE ASSIGNMENT OF PAROCHIAL VICARS

- A. In making the annual assignments of parochial vicars, the Archbishop shall ordinarily use the Vicar for Clergy and the Priest Personnel Board in a consultative process designed to best serve the needs of the people of the Archdiocese, to insure cooperation between pastors and parochial vicars and to allow for a variety of ministerial experiences for the parochial vicar.
- B. Parochial vicars, interested in moving, will contact the Vicar for Clergy by a specified time.

- C. The Vicar for Clergy will contact pastors then to inform them of those parochial vicars who are available for transfer
- D. The Vicar for Clergy shall interview all of the candidates and the pastors of the parishes. On the basis of this information, he shall present his recommendation for assignments to the Priest Personnel Board.
- E. The Priest Personnel Board may request an interview with one or more of the applicants or pastors. Finally, the Priest Personnel Board shall make recommendations to the Archbishop who shall make the final decision.

## V. EVALUATION

- A. The purpose of evaluation is to arrive at an objective assessment of a priest's skills and achievements as well as his weaknesses, to facilitate his development of pastoral skills and to assist those making appointments in developing a clear and realistic idea of a priest's abilities.
- B. Evaluation ought to be as objective as possible based upon the actual accomplishments of one's work, not on subjective impressions. Parochial vicars should be evaluated upon their achievements of pre-established objectives and performance of principal duties clearly stated in the parochial vicar job description.
- C. Evaluation shall be done by the pastor with the participation of the parochial vicar. Staff persons and/or other lay persons with whom the parochial vicar has been working may be invited to assist in the evaluation of those areas in which they have been working together.
- D. In making the evaluation, it is recommended that the persons evaluating use the form prepared by the Office for the Vicar of Clergy.
- E. Evaluations shall be kept in strictest confidence in the priest's personal file in the Clergy Office.