

**ACCEPTED BY THE COUNCIL OF PRIESTS:  
REVISION TO THE INCARDINATION PROCEDURE**

February 15, 2018

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Series 2000 of the Clergy Personnel Policy relates to:

- Structure of the Priest Personnel Board that assists mainly in the assignment of priests in the service of the Archdiocese
- Policies Governing Priest Personnel, terms of assignments, annual consultation, handling commendations and complaints
- Procedures of the PPB on the pastoral assignments of Priests
- (Section: 2400) General Policy and Procedures governing Incardination in ADSF:

**2400 GENERAL POLICY AND PROCEDURES GOVERNING  
INCARDINATION IN THE ARCHDIOCESE OF SAN FRANCISCO**

**2410 Introduction:**

Mindful of the provisions of the Code of Canon Law 268.1 and 693, non-incardinated priests are eligible for incardination.

**2410.1** The following steps must be undertaken for priests to be considered for incardination:

**2410.1.1** The priest must write a letter of request for incardination, addressed to the Archbishop, in which he includes reasons for requesting incardination, types of assignments for which he feels suited; and types of assignments for which he feels unsuited.

**2410.1.2** He must complete five years of appointed ministry within the Archdiocese; with no interruptions in service;

**2410.1.3** He must have two independent assignments within those five years and be evaluated at the end of each assignment;

**2410.1.4** The Archdiocese must have on file recommendations from pastors and staff under whom he has served evaluating the priestliness and ministerial skills of the petitioner and indicating the writer's willingness to have the petitioner as his assistant or cooperator (these letters will have been followed up by oral interviews);

**2410.1.5** The Archdiocese must have on file recommendations from a minimum of three other priests incardinated in the Archdiocese

evaluating the priestliness and ministerial skills of the petitioner and indicating the writer's willingness to be associated with the petitioner in ministry; these letters will have been followed up by oral interviews;

**2410.1.6** The Archdiocese must have on file a **document of excardination from the applicant's bishop, or a rescript of exclaustation from his religious superior.**

**2410.1.7** The Vicar for Clergy must have on file the results of a psychological exam arranged through the Office of the Vicar for Clergy;

**2410.1.8** Two members of the Priest Personnel Board will have completed an interview with the applicant and shared their recommendations with the Priest Personnel Board;

**2410.1.9** The Priest Personnel Board will make its recommendation to the Archbishop;

**2410.1.10** The Archbishop will review a summary of the applicant's file with the College of Consultors before reaching a final decision.

**2410.1.11** The final decision on any request for incardination rests solely with the Archbishop.

**2410.1.12** The priest seeking incardination will be informed within four months of his request of the decision in regard to excardination or incardination. If he is ultimately refused, the priest will be referred back to his own diocese or religious order.

## **2411 Invalidity of Incardination**

**2411.1** Statements relating to suitable character and fitness are conditions *sine qua non* for incardination into the Archdiocese of San Francisco. False statements, material misrepresentation of facts or fraudulent concealment of facts in this regard invalidate any rescript of incardination (*cf. CIC 63, §1; 125, §2; and 126*).

## **2412 Benefits for Incardinated Priests**

**2412.1** Priests incardinated into the Archdiocese of San Francisco shall share in all benefits and responsibilities, such as the Priests' Pension Plan, of the priests of the Archdiocese.