

**POLICY ON TESTIMONIAL AND FACULTIES LETTERS, CODE OF CONDUCT, BACKGROUND CHECKS, AND
PROTECTING GOD’S CHILDREN TRAINING FOR CLERGY LOCATED IN THE CATHOLIC DIOCESE OF SPOKANE**

The documentation requirements below are based on: type of ministry, clergy’s ministerial status and length of service in the Diocese of Spokane based on the following clergy categories and incorporating diocesan policy **2.02.11 Extern Priests**.

CLERGY CATEGORIES

- A. Incardinated Clergy** in the Diocese of Spokane
- B. Extern Clergy** who have a regular, recurring, or on-going assignment in any ministry **within the Diocese**.
- C. Extern Clergy** who participate in any ministry within the Diocese for more than 30 days
- D. Extern Clergy** who participate in any ministry within the Diocese for less than 30 days
- E. Clergy who reside within the Diocese of Spokane for more than 30 days**, even if they do not plan to participate in any ministry

DOCUMENTATION REQUIREMENTS

- A. Incardinated Clergy** in the Diocese of Spokane must:
 - sign the Code of Conduct and Disclosure Statement
 - complete Background Consent form (303)
 - pass the background check
 - attend diocesan Protecting God’s Children training at the Chancery within sixty (60) days of incardination
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- B. Extern Clergy** who seek Bishop’s approval to be assigned to a regular, recurring, on-going ministry within the Diocese must:
 - present a Testimonial of Suitability letter, including a request for faculties, from one’s proper ordinary attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article I3, USCCB Charter
 - have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane
 - sign the Code of Conduct and Disclosure Statement
 - complete Background Consent form (303)
 - pass the background check; the Diocese will process the background check and notify the clergy member and his ordinary of any unexpected results
 - attend diocesan Protecting God’s Children (VIRTUS) training at the Chancery within sixty (60) days of assignment

C. **Extern Clergy** who seek Bishop's approval **to participate in a ministry within the Diocese for more than 30 days** must:

- present a Testimonial of Suitability letter, including a request for faculties, from one's proper ordinary attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article 13, USCCB Charter
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane
- provide proof of participation in safe environment training consistent with Article 12, USCCB Charter
- sign the Catholic Diocese of Spokane Code of Conduct and Disclosure Statement
- complete the Background Consent form (303)

** Any priest from outside the United States must make an appointment and meet with the Bishop or Vicar for Priests before participating in any ministry.

D. **Extern Clergy** who seek Bishop's approval **to participate in any ministry within the Diocese for less than 30 days** must:

- present a Testimonial of Suitability letter from one's proper ordinary attesting that 1) he is in good standing, 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article 13 of the USCCB Charter, 3) he has participated in safe environment training consistent with Article 12, USCCB Charter or attended Spokane Diocese's Protecting God's Children training, and 4) he has taken and passed a background check
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane

For A-D above, after the documents are received, the Bishop of the Catholic Diocese of Spokane will issue the Faculties of Priests document

E. **Extern Clergy who will reside within the Diocese for more than 30 days, even if they do not plan to participate in any ministry** must:

- present a Testimonial of Suitability letter from one's proper ordinary attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article 13, USCCB Charter
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane
- provide proof of attendance in a protecting God's children training consistent with Article 12, USCCB Charter, [or participate in Diocese of Spokane training](#)
- sign the Catholic Diocese of Spokane Code of Conduct and Disclosure Statement
- complete the Background Consent form (303)
- pass the background check; the Diocese will process the background check and notify the clergy member and his ordinary of any unexpected results