

TESTIMONIAL LETTERS FOR CLERGY VISITING OR LOCATED IN THE CATHOLIC DIOCESE OF SPOKANE

The documentation requirements below are based on: 1) type of ministry, 2) clergy's ministerial status, and 3) length of service in the Diocese of Spokane based on the following clergy categories.

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**, or
 - **Clergy who reside within the Diocese of Spokane for more than 30 days but may or may not plan to participate in any ministry**, or
 - **Clergy who provide fill-in ministry on a frequent basis**
- D. **Extern Clergy** who seek Bishop's approval **to participate in any ministry within the Diocese for less than 30 days**

REQUIREMENTS

- A. **Incardinated Clergy** in the Diocese of Spokane must:
 - sign the Code of Conduct and Disclosure Statement
 - complete the Background Consent form (303)
 - pass the background check
 - attend diocesan Protecting God's Children training (VIRTUS) at the Chancery within sixty (60) days of incardination
- 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, USSCB 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 the Background Check 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**, and **Clergy who reside within the Diocese of Spokane for more than 30 days and who may or may not plan to participate in any ministry**, and **Clergy who provide fill-in ministry on a regular basis**, must:

- present a Testimonial of Suitability letter, including a request for faculties (request faculties only for clergy participating in ministry), 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, USSCB 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, USSCB Charter, or participate in Diocese of Spokane Protecting God's Children training (VIRTUS)
- sign the Catholic Diocese of Spokane Code of Conduct and Disclosure Statement
- complete the Background Check 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

D. Extern Clergy who 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 and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article 13, USSCB Charter, 3) has participated in safe environment training consistent with Article 12, USSCB Charter or attended Spokane Diocese's Protecting God's Children training, and 4) he has taken and passed a national background check within the last five years
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane
- agree to adhere to the Diocese of Spokane Code of Conduct

After documents are received for A-D above, the Bishop of the Catholic Diocese of Spokane will issue the Faculties of Priests document (except for those who do not plan to participate in any ministry)

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

Approved by Bishop Daly 3.26.18; 11.27.18; 4.18.19; 10.31.19; 11.15.19;1.28.20; 2.1.21; 5.1.21