

## **POLICY 6.2      Selecting Lay Ministers**

The past few generations in our society have given rise to disturbing practices and deep questions concerning the very nature of marriage. Yet the Church's position remains consistent. We must do all in our power to promote the Sacrament of Marriage among our people who are engaged in quasi-marital relations. Whenever Catholics have been living common-law or married outside the Church, we must make every effort to encourage them to sacramentalize their commitment. If they have been previously married, our concern must be to find a just and compassionate solution, which may entail recourse to the marriage tribunal.

In the meantime, we must avoid encouraging our people in such irregular marriage situations to exercise leadership in a ministry that would highlight the discrepancy between their lifestyle and the Church's teaching. This is especially true of some liturgical ministries (such as reader or Eucharistic minister) and catechetical ministries (RCIA and sacramental preparation of children). The list below may be helpful to you in trying to apply these norms.

### Ministries and services open to those in irregular situations:

Usher  
Greeter  
Music (singer or accompanist)  
Visits to hospitals and shut-ins (but not Communion)  
Aid to the needy  
Occasional Reader (as at weddings or funerals)

### Ministries and services not open to those in irregular situations:

Regular Reader at Mass  
Extraordinary minister of Communion (at Mass, or to the sick)  
Committee or council member  
Catechist (in RCIA or sacramental preparation of children)

## **POLICY 6.3      Complaints about the Pastoral Ministry of a Priest**

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As a Christian community where persons can grow spiritually and morally, we must promote mature and respectful relationships. Consistent with Jesus' own advice on the process for correcting a brother or sister (Matt. 18:15-18), comments and complaints within any parish should be handled in such a way as to uphold both the search for truth and the exercise of charity. Pastors are often called upon to mediate interpersonal conflicts and attempt to restore harmony to the home or other relationships.

Occasionally, the parish priest himself is one of the players in a conflict in the parish. Those who bring forth a conflict with their parish priest should know that the handling of such cases will be dealt with in the following manner:

### **➤ Complaints of a criminal nature**

If the incident in question is or appears to be a crime, the person who brings forth the complaint will be immediately directed to the administrator of the archdiocesan misconduct policy. The terms and procedures of this policy will then be in effect.

### **➤ All other complaints**

1. The complainant should bring the complaint to the Vicar General or the Chancellor, who will normally refer the matter to his Curia to determine the most appropriate way to deal with it. While the complaint may initially be done in a phone call, the complainant will be asked to detail the situation in a letter to the archbishop. The complainant may also present the written testimony of other parishioners, bearing on the same or similar situations. The complainant(s) must realize that a copy of such letter(s) will be given to the priest in question, and the matter discussed with him. (The form which accompanies this policy may be used in lieu of a letter.)
2. The Archbishop will follow up with a letter addressed to the complainant and copied to the priest.

**COMPLAINT REPORT OF THE PASTORAL MINISTRY OF A PRIEST**  
**Archdiocese of Grouard-McLennan**

Name of Complainant: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Name of priest about whom this complaint is being filed:

\_\_\_\_\_

Description of Incident (if more space is needed, use Supplementary Page):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses

(1) Name: \_\_\_\_\_ (2) \_\_\_\_\_

Contact details: \_\_\_\_\_

If applicable, names of those who have an issue with the same person:

\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date \_\_\_\_\_

***For Office Use***

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Investigation Initiated: \_\_\_\_\_ By: \_\_\_\_\_

Date Investigation Concluded: \_\_\_\_\_ By: \_\_\_\_\_

Date Received by Archbishop: \_\_\_\_\_



## **POLICY 6.4      Death of a Member of the Clergy**

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On the notice of the death of a bishop, priest or deacon of the Archdiocese, the Vicar- General will undertake to share the notice with all members of the clergy presently ministering in the Archdiocese and all retired incardinated clerics.

In the spirit of fraternity, we shall honour the members of our clergy, meaning clerics who are ministering in the Archdiocese at the time of death, all incardinated clerics, whether in the Archdiocese or outside, active and retired, and emeritus archbishops, at the time of their death in the following ways:

- Every priest and deacon ministering in the Archdiocese will make a sincere effort to attend the funeral Mass of a bishop, priest or deacon of the Archdiocese.
- While respecting the wishes of the deceased bishop, priest or deacon concerning the place of the funeral Mass and burial, if these do not happen in McLennan, there will be a memorial Mass at the cathedral at the first opportunity which the clergy of the Archdiocese will make every effort to attend.
- Upon the direction of the archbishop, each priest, at his first opportunity, will celebrate a Mass for the repose of the soul of the deceased bishop, priest or deacon who has ministered in the Archdiocese, making every effort to celebrate this Mass with the people of his parish(es).

Further to this,

- At the Chrism Mass each year, there will be a special intention in the Prayers of the Faithful for the members of the clergy and Religious women who have ministered in the Archdiocese, who have died since the previous Chrism Mass. Members of clergy include those incardinated to the Archdiocese, those incardinated to another diocese, and members of a Religious congregation who ministered at some time in their lives in the Archdiocese of Grouard-McLennan.
- On November 11<sup>th</sup> of each year, the feast day of the Archdiocese's patron St. Martin of Tours, each priest in the Archdiocese will say a Mass for all the deceased members of the clergy who have ministered in the Archdiocese.

## **POLICY 6.6**

## **Incardination of Clergy**

The Archdiocese of Grouard-McLennan does not seek to incardinate clergy who have been ordained outside of the Archdiocese. However, while honoring the provisions for such as laid down in Canons 267 – 272 and Canon 693, clergy who have performed ministry in the Archdiocese may ask to be incardinated.

In such case, the Archdiocese will enter a process of discernment that will include the following steps:

1. The priest must have ministered in the Archdiocese of Grouard-McLennan for at least five full years before the application to be incardinated is initiated. This requirement may be waived by the Archbishop.
2. The priest must have established permanent resident status in Canada before the act of incardination is completed. The Archdiocese will pay once for the priest to take the language test required by Immigration Canada. If he fails this test, subsequent language tests are at the cost of the priest.
3. The priest's bishop or religious superior must agree in writing to the cleric's incardination in this Archdiocese.
4. The priest must request in writing to be incardinated in the Archdiocese of Grouard McLennan. This letter must indicate his free willingness to comply with the policies and procedures of the Archdiocese, and to offer religious obedience to the Archbishop of Grouard-McLennan.
5. If the applicant is an international priest, he must have attended the enculturation program conducted by Newman Theological College in Edmonton, or a similar program.
6. The priest must request in writing a true copy of his personnel file to be sent directly from the chancery office of his former bishop or religious superior to the Archbishop of Grouard-McLennan.
7. The priest will undergo a series of psychological tests administered by a psychologist, agreed to by both the Archbishop and the priest. The priest must agree to release the psychologist's report to the Archbishop. This requirement may be waived by the Archbishop.
8. The priest will undergo a medical examination, providing the physician with a form from the Archdiocese for that purpose. The priest must agree to release the complete results of the examination to the Archbishop.
9. The chancery office will conduct a thorough examination of the priest's ministry in all the parishes where he has served in the Archdiocese. This will include collecting the testimony of other priests, parish staff, parish pastoral council members and other parishioners, school principals and teachers.
10. The final decision to incardinate a priest will be made by the Archbishop, having received the counsel of the Curia.

## **POLICY 6.7 Ministerial Faculties and Approvals**

This policy has been established to ensure that the Archbishop and the Archdiocese of Grouard-McLennan can assure the faithful of the Archdiocese that all clergy celebrating Mass and the sacraments of the Catholic Church in the Archdiocese are canonically, and otherwise, able to do so.

- **Priests with Archdiocesan Faculties Wishing to Exercise Ministry Outside the Archdiocese**

The Archdiocese provides a celebret, as described in canon 903, to all incardinated and fidei donum priests with faculties in the Archdiocese of Grouard-McLennan who are in good standing with the Archbishop. This celebret is valid for one year and is renewed as long as the priest remains in the Archdiocese and in good standing.

In recent years, it has become the practice in Roman Catholic dioceses in Canada and internationally to request a “letter of suitability” for visiting clergy. This letter is sent by the visiting priest’s bishop to the bishop of the diocese being visited in advance of the priest’s arrival. Incardinated and fidei donum priests with faculties in the Archdiocese of Grouard-McLennan who wish to exercise ministry outside of the Archdiocese, for a single event or a temporary period, should contact the Vicar General to obtain a letter of suitability, at least six weeks in advance of the arrival date in the diocese being visited.

- **Visiting Priests to the Archdiocese**

- **Wishing to Exercise Ministry during Personal Visit**

Priests from outside the Archdiocese who are visiting a parish, quasi-parish and/or mission of the Archdiocese and wish to celebrate private Mass are permitted to do so, if the parish priest of the parish, quasi-parish or mission is certain there is no canonical impediment and the priest is in good standing in his diocese or religious congregation.

- **Wishing to Exercise Ministry for a Public Celebration**

Priests from outside the Archdiocese who are invited to preside at a public Mass or public celebration such as a baptism or a wedding must provide a letter of suitability from their bishop or superior (or his delegate) to the Vicar General of the Archdiocese of Grouard-McLennan at least two weeks in advance of coming to the Archdiocese. Please use the sample letter in Appendix A or provide a letter that includes the following information about the priest:

- he is in good standing in his diocese or religious congregation;
- he has no record of any canonical, criminal, behavioural, sexual, financial or other issues;
- he has full faculties in the location of his current assignment;
- he has been screened under a policy of his diocese or religious institute that is equivalent to Policy 5.1.1 of this manual; and,
- he is authorized to be present in the Archdiocese of Grouard-McLennan for the particular event where he will preside.

**If the event is a marriage**, the invited priest and/or the parish making the invitation must notify the Chancellor of the Archdiocese of Grouard-McLennan at least **six weeks in advance**, to allow for the Chancellor to obtain the requisite provincial clergy registration. The invited priest must provide the personal details needed for the application.

- **Providing Pastoral Assistance during the Absence of a Priest of the Archdiocese**

It is the responsibility of the priest issuing the invitation to a priest from outside the Archdiocese to provide pastoral assistance to ensure that the Vicar General of the Archdiocese receives a letter of suitability (as above). It is also the inviting priest's responsibility to inform the Chancellor of the Archdiocese if the visiting priest will need a clergy registration for the period of pastoral assistance.

Promulgated by the College of Consultors on 12 June 2018



**Appendix A            Sample Letter of Suitability**

**[(Arch) bishop/Eparch's NAME]**

**[Address]**

Dear (Arch) Bishop N.N.:

In light of the provisions of canon 903 *CIC* and canon 703 §1 *CCEO*, I write to inform you that Rev. **[NAME]** is an incardinated priest of the **[(Arch) diocese/Eparchy]** of **[LOCATION]**, who currently resides in **[PLACE OF RESIDENCE]**. He will be exercising ministry at **[NAME OF THE CHURCH OR INSTITUTION]** in **[LOCATION OF THE CHURCH OR INSTITUTION]** in your diocese, on **[DATE]**.

In regard to Rev. **[NAME]**, I am able to make following statements:

- he is in good standing in his diocese or religious congregation;
- he has no record of any canonical, criminal, behavioural, sexual, financial or other issues;
- he has full faculties in the location of his current assignment;
- he has been screened under a policy of his diocese or religious institute that is equivalent to Policy 5.1.1 of the *Policy Manual of the Archdiocese of Grouard-McLennan*; and,
- he is authorized to be present in the Archdiocese of Grouard-McLennan for the particular event where he will preside.

Respectfully in Christ,

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**[Name of the (Arch) bishop/Eparch]**

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**[Title]**

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**[Date]**