



PROTOCOL FOR EXTERN PRIESTS SEEKING TO SERVE IN THE ARCHDIOCESE OF MIAMI

POLICY

The issuance, denial, extension or revocation of faculties, as well as any condition on their exercise or duration are in accord with the norm of law, within the sole discretion of the Archbishop and/or his Delegate for Externs and International Priests.

The following is the procedure to be observed when a diocesan priest from another diocese or a religious priest seeks to serve in the Archdiocese of Miami. The purpose of this procedure is to safeguard the faithful who implicitly place their trust in any priest serving publicly in the Archdiocese of Miami. It also protects the Archdiocese of Miami from liabilities incurred by permitting a priest to exercise his ministry here.

A. AD HOC OR SINGLE EVENT

1. An extern priest who comes to the Archdiocese of Miami for a single ministerial event (e.g., baptism, wedding, funeral) is only required to present a current *celebret* to the pastor/administrator before being permitted to celebrate the sacraments. There is no need to request faculties through the Chancery. A note should be made on your Mass schedule that the visiting priest was the celebrant.
2. During this same visit, the pastor/administrator may permit this priest to celebrate Mass publicly in the parish during the course of one weekend.
3. A priest on vacation should be welcomed to concelebrate Mass. The celebrant has the right to request to see a *celebret*. A vacationing priest with a current *celebret* may be permitted by the pastor to celebrate Mass in the parish, but not to exceed one weekend. If the pastor/or administrator wishes for the priest to have faculties for the duration of his stay beyond one weekend, the pastor must file a proper request form for faculties, including request for a Certificate of Aptitude, as outlined below.
4. If that same priest is to have any unsupervised contact with minors regardless of the length of stay, the pastor must file a proper request form for faculties, including request for a Certificate of Aptitude, as outlined below.

B. INTERMEDIATE TIME OF SERVICE

1. An extern priest who is invited or seeks to exercise priestly ministry in the Archdiocese of Miami for more than a single event (wedding, baptism, funeral, etc) but not more than two months is required to complete a *Request for Faculties in the Archdiocese of Miami* and present a *Certificate of Aptitude for Priestly Ministry* signed by either his diocesan bishop or religious provincial, in order for faculties to be granted. This includes all priests offering parish missions or retreats, spiritual or catechetical talks, conferences, summer assistance, etc.



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2. The Pastor who invites the priest in need of faculties procures the blank *Request for Faculties* form from the ADOM e-library, completes the form and sends via e-mail or fax to the Archdiocese of Miami Chancery.

At the same time the Pastor sends the blank *Certificate of Aptitude for Priestly Ministry* (included in the e-library's electronic file with the *Request* form) and the accompanying instructions to the priest invited to the Archdiocese. The pastor will direct the priest to submit the *Certificate of Aptitude* to the Chancery of his Arch/Diocese, to be completed by his Arch/Bishop (no stamp signatures will be accepted). The instructions included with the forms direct that the priest's Arch/Diocese's Chancery send the *Certificate of Aptitude* directly from his chancery office to the Archdiocese of Miami Chancery Office, with an original signature of the priest's diocesan bishop or provincial.

Both the pastor's written *Request for Faculties* and the completed *Certificate of Aptitude* is required even if the priest has served in the Archdiocese of Miami in the past (e.g. previous retreats or summer assistance etc).

For priests from the United States, a *Certificate of Aptitude* can ordinarily be obtained within a month. For priests from other countries, a period of three months is usually needed.

3. After proper consideration of the *Request for Faculties* sent by the inviting pastor and the *Certificate of Aptitude* sent from the priest's Chancery, faculties will either be granted or denied. The priest will be required to sign the *Priest's Pledge to Promote a Safe Environment*.
4. An extern priest who wishes to receive faculties to exercise his ministry in the Archdiocese of Miami for a short period (remaining within the Archdiocese for less than two (2) months) but who wishes faculties for several repeat visits within a 12 month period is required to complete the Archdiocesan process for fingerprinting and VIRTUS training within sixty (60) days for the initial exercise of the granted faculties.

C. EXTENDED SERVICE IN THE ARCHDIOCESE OF MIAMI

The following is the procedure for any priest who seeks to serve in the Archdiocese of Miami for an extended period of time (i.e. more than two months or in residence in a facility owned by the Archdiocese of Miami). This process is to be fully completed before the priest moves into the Archdiocese of Miami.

1. The priest's diocesan bishop or religious provincial writes personally and directly to the Archbishop indicating the priest's availability to serve in the Archdiocese of Miami. Whenever possible he will also indicate the length of time for which the priest has permission to function away from his home diocese.

A retired priest who intends to live in the Archdiocese of Miami may write directly to the Archbishop, indicating his desire to serve here. Or, his bishop may write as indicated above.



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2. The Archbishop will consider the request in light of the priest's suitability for ministry and the pastoral needs of the Archdiocese of Miami.
3. The Chancellor requests a signed *Certificate of Aptitude for Priestly Ministry* from the priest's current diocesan bishop as well as bishops of other dioceses where he has served. For priests from the United States, a *Certificate of Aptitude* can ordinarily be obtained within one month. For priests from other countries, a period of three months is usually needed.
4. International priests must submit a background check report along with their request for faculties.
5. Letters of recommendation from priests of the Archdiocese of Miami will be accepted.
6. The priest will be asked to complete a *Priests' Database Form*, providing information on his personal background, his education, language abilities, previous ministerial service, etc.
7. Once all the documents are submitted, the file is presented to the Archbishop for his consideration. The Archbishop may decide to interview the priest applicant and/or delegate other member(s) of the personnel board or pastor(s) to do so.
8. Upon a favorable decision by the Archbishop, faculties will be granted to the priest. If the priest has requested or is being considered for an assignment, his name will be referred to the Priests' Personnel Board for a recommended official appointment. When assigned, faculties are granted for the duration of the assignment.
9. An extern priest who wishes to receive faculties to exercise his ministry in the Archdiocese of Miami is required to complete the Archdiocesan process for fingerprinting and VIRTUS training within sixty (60) days for the initial exercise of the granted faculties or, if given an assignment by the Archbishop, prior to beginning an assignment.
10. If only faculties are granted, ordinarily this is for an initial period of one year. Upon the request of the pastor/administrator where the priest is serving, faculties can be renewed on a yearly basis. Requests for the renewal of faculties should be submitted in writing to the Chancery at least one month before faculties are due to expire.
11. For an assigned religious, faculties can be granted for the duration of his assignment.
12. An extern priest who only enjoys faculties (and does not have an official appointment) does not qualify to participate in the Health Plan or Pension Plan of the Archdiocese of Miami.
13. An extern priest with an official assignment is eligible for benefits including enrollment in the Health Plan of the Archdiocese of Miami. The parish or entity where he serves is responsible for paying the monthly premium and other benefits as an assigned priest.



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While such priests do not become members of the Archdiocese of Miami Priests Pension Plan, the parish or entity also contributes each month an amount equal to the pension premium for retirement benefits for extern or religious priests.

14. An extern priest with an official assignment is required to complete an I-9 and present it, and its supporting documents, in person to the Chancery, prior to beginning employment in the Archdiocese of Miami.
15. An extern priest will be required to leave the Archdiocese of Miami when called home by his diocesan bishop or provincial or at the instruction of the Archbishop of Miami. At this point the faculties of the Archdiocese of Miami will either expire or be formally removed. When an extern priest concludes his assignment and departs the Archdiocese, his pastor is to notify the Chancery of his departure.

Forms: Request for Faculties
Certificate of Aptitude for Priestly Ministry English
Certificate of Aptitude for Priestly Ministry Spanish

(all forms available on e-library, CHANCELLORS' OFFICE folder)

Initial: August, 2016
Current: June, 2017