

## General Protocol for Screening and Education of New Priests and Deacons

A parish, school or independent ministry inviting or permitting a priest or deacon to provide a specific ministry (including celebration or concelebration of the Mass) within the boundaries of the Diocese must notify the Chancellor or Vicar for Deacons, respectively, allowing sufficient time for the screening to be completed. If the Bishop receives the request directly and has no objection, he will refer it to the Chancellor or Vicar for Deacons, respectively, to be processed.

When a priest is coming to serve in the Diocese for a specific work to be completed within one month, the Chancellor will insure that the arriving priest arranges for a letter of good standing to be sent directly from the sending arch/diocese or religious institute. When a deacon is coming to serve in the Diocese, the Vicar for Deacons will insure that the arriving deacon arranges for a letter of suitability for ministry to be sent directly from the sending arch/diocese.

When a priest or deacon is coming to the Diocese to serve for a period longer than one month but on a seasonal basis, the first contact ordinarily will be with the Bishop or potential pastor. If there is no objection to the application, the priest will be referred to the Chancellor and the deacon will be referred to the Vicar for Deacons. Each will proceed as outlined above to obtain a letter of suitability for ministry. The Office of Child, Adolescent and Adult Protection will assist in completing the Safe Environment Program screening and education. The seasonal priest or deacon will be subject to the ordinary renewal timelines for screening and education, but is also expected to produce a letter of suitability for ministry at the beginning of each season he will serve in the Diocese.

When a priest or deacon is seeking to serve in the Diocese of Tucson for an extended or indeterminate period, the process is the same as that outlined for the seasonal priest or deacon, with the exception that an annual letter of suitability for ministry is not required.

In each case, when the process is completed, the Chancellor's Office will initiate a letter granting faculties to the priest or deacon by the Bishop.

The process for incardination is a separate matter, which is initiated by a petition from the priest or deacon and a letter of permission from the sending Ordinary or Religious Superior.