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# Diocese of Limerick

## Safeguarding Children

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Requirements for Visiting Clergy  
and any person wishing to be  
involved in any form of  
Temporary Ministry in the  
Diocese of Limerick

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Date: 27<sup>th</sup> November 2017

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**Extract from Diocesan Policy and Procedure Document**

# Requirements for Visiting Clergy and any Person wishing to be involved in any form of Temporary Ministry in the Diocese of Limerick

Visiting clergy refers to those seeking to minister on a short-term basis, for a special event, during holidays, or as part of mission/retreat or other short-term pastoral activity.

In this procedure, Section A sets the requirements for Visiting Clergy, from within or outside of Ireland, wishing to minister in the Diocese. Section B sets the requirements for visiting persons in any form of Consecrated Life - Non-ordained Religious, from within or outside of Ireland, wishing to minister in the Diocese. Section C sets the requirements for Lay-Persons from outside the Diocese wishing to be involved in Apostolic Work within the Diocese.

## Key Points

In advance of the visit and prior to the commencement of any ministry, a cleric or other person wishing to be involved in any form of temporary ministry in the Diocese of Limerick must:

- Write seeking permission of the Bishop.
- Submit a completed *Declaration of Good Standing Form* (Appendix 12)
- Provide the name of his Bishop/Superior and contact details of the Church Authority to which he is incardinated.

The relevant forms referred to in Sections A, B and C are as follows:

- Application - Declaration Form of Good Standing (Temporary Ministry Clergy) (Appendix 12)
- Acknowledgement Letter - Request for Short-Term Ministry (Appendix 11)
- Confirmation of Good Standing – Diocese / Superior (Appendix 13)
- Approval Letter for Ministry - Diocese of Limerick (Appendix 14)
- Confirmation of Good Standing for Non-Ordained Religious (Appendix 15)
- Form to be completed by Person wishing to be involved as a visiting Lay Minister in the Diocese of Limerick (Appendix 18)
- Acknowledgement Letter - Requests by Lay Persons from outside the Diocese who wish to be involved in Ministry within the Diocese of Limerick (Appendix 19)
- Confirmation of Good Standing for Lay Persons (Appendix 20)

Full details and relevant forms are available on the Diocese of Limerick website at

[www.limerickdiocese.org](http://www.limerickdiocese.org)

## Vetting – Legal Requirements

Irish legislation requires persons involved in ‘relevant’ work to be Garda vetted. ‘Relevant’ work includes:

*Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs to children or vulnerable persons unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children or vulnerable adults. (National Vetting Bureau Acts 2012-2016)*

It is an offence to allow any person to be involved in relevant work with children or vulnerable adults without obtaining Garda vetting.

Vetting in the Diocese of Limerick is organised by the Diocesan Vetting Office, 061/315856 email: [vetting@ldo.ie](mailto:vetting@ldo.ie).

Vetting obtained by a different organisation e.g. GAA is not sufficient and does not permit the person to be involved in ministry in the diocese.

## Church Requirements – Clergy

All steps must be taken to ensure a safe and nurturing environment within the Church for children.

For that reason, it is required that all those who engage in public ministry provide confirmation that they are in good standing. Before undertaking ministry, visiting clergy must make contact with the Bishop in a Diocese, Superior of a religious house and adhere to the requirements set out in this procedure.

All clergy (secular or religious, bishop, priest or deacon) who seek to minister in the Catholic Church in Ireland must be incardinated. This means that the cleric must belong to a diocese (or its equivalent in canon law), a personal prelature (such as Opus Dei), an institute of religious life (such as the Franciscans) or a society that has this faculty (such as the Society of African Missions).

### **Incardination has three main purposes:**

1. It is pastoral; a cleric is ordained for the service of a particular Church to which he belongs;
2. It is an effective structure for maintaining discipline, creating a bond between the cleric and his competent superior;
3. It provides the individual cleric with a guarantee that his rights are protected.

In addition to this, the cleric must be in good standing and enjoy the faculties necessary to minister. In law, a faculty is the authority, privilege or permission to perform an act or function, for example, regarding the Sacraments of Penance or Marriage. Each local Bishop is responsible for ensuring that clergy who minister within his jurisdiction is in good standing. It is necessary for the Bishop to carry out certain checks to ensure that all clergy are in good standing prior to faculties being granted.

## **A. Procedure to be followed by Visiting Clergy from within or outside Ireland.**

**In advance of their visit and prior to undertaking any ministry in the Diocese of Limerick, visiting/applicant priests will:**

1. Make a written request seeking permission of the Bishop to minister in the Diocese.
2. Provide details of the proposed visit, including dates, location and type of ministry being considered.
3. Complete a *Declaration of Good Standing Form* (Appendix 12);
4. Provides the name of his Bishop/Superior and the contact details of the Church Authority to which he is incardinated.

5. The Bishop acknowledges the request received from the applicant priest (Appendix 11).
6. The Bishop requests applicants' Bishop/Superior to provide written confirmation of Celebret and to complete a *Confirmation of Good Standing Form* (Appendix 13).

7. If the ministry involves contact with children or vulnerable persons, which is more than incidental, then the applicant priest must be vetted by the Diocese of Limerick. This is organised via [vetting@ldo.ie](mailto:vetting@ldo.ie) (queries to Vetting Service in the Diocesan Office).

Clergy coming from parts of the world where a police vetting arrangement is not in place may seek to minister in Ireland. As a consequence, vetting arrangements are not always available as a means of confirming that there is no adverse information known about them that would prevent them from carrying out ministry in Ireland. In these circumstances, the Diocese will consider each situation based on available information.

8. On receipt of the necessary confirmations, and the Bishop is satisfied and there are no known concerns about the visiting cleric, a written approval for ministry is provided to the visiting cleric (Appendix 14).
9. A copy of the permission is forwarded to the Bishop/Superior of the visitor and to the parish priest or local superior of the relevant location of the ministry as outlined in the approval letter.
10. A copy of the permission is stored in the Diocesan office.

Full details and relevant forms are available on the Diocese of Limerick website at [www.limerickdiocese.org](http://www.limerickdiocese.org)

## **Procedure to be followed by Visiting Clergy from within or outside Ireland wishing to Minister at short notice at a once-off Event in the Diocese of Limerick**

Should the cleric be present, at short notice, in a parish or diocese for a once-off event, such as a funeral, and his contact with children is only incidental, then he does not require to be vetted. However, he must:

1. Sign the register in the sacristy to declare his presence on a particular time and date.
2. Provide his celebret for inspection by the parish priest or duly delegated person (e.g. Sacristan), and this must be noted beside the visitor's signature in the register in line with the sacristy safeguarding protocol.

## **B. Procedure to be followed by visiting persons in any form of Consecrated Life within and outside Ireland (Non-ordained Religious)**

1. Prior to their visit, where there is an intention to engage in public apostolic works, all visiting religious must write seeking permission of the Bishop, giving details about the duration of the visit, the type of ministry and the location of ministry being considered.
2. Contact details of the Church authority of the visiting religious must also be provided in advance.
3. Upon receipt of a request from the visiting religious to carry out apostolic works, the Bishop acknowledges same, (Appendix 11) and requests, in writing, a confirmation of good standing (Appendix 15), signed by their Church authority.
4. A vetting check must be processed through the Garda National Vetting Bureau; Vetting in the Diocese of Limerick is organised by the Diocesan Vetting Office, 061/315856 email: [vetting@ldo.ie](mailto:vetting@ldo.ie).
5. Once the Bishop is satisfied that there are no known concerns about the visiting religious, permission is given in writing to the visitor, outlining the specified ministry, including its duration and location (Appendix 14).
6. A copy of this permission is forwarded to the parish priest or local superior of the relevant location of the ministry outlined in the approval letter;
7. A copy of the permission is stored in the Diocesan office.

## **C. Procedure to be followed by Lay-Persons from outside the Diocese who wish to be involved in Apostolic Work within the Diocese of Limerick**

1. Prior to their visit, where there is an intention to engage in public apostolic works within the Diocese, all lay people from outside the Diocese must write seeking permission of the Bishop.
2. Lay persons must complete Section 1 and 2 of the Application Form (Appendix 18) giving details on the duration of their visit, the type and location of apostolic work being considered, and their agreement, should their application be approved, to abide by the Safeguarding Policy and Procedures of the Diocese of Limerick.
3. On receipt of a request from the lay person wishing to carry out apostolic work, the Bishop acknowledges same (Appendix 19). The Bishop requests, in writing, a Confirmation of Good Standing (Appendix 20), signed by their Church Leader or Head of the relevant organisation to which the lay person belongs.
4. If the apostolic work involves contact with children or vulnerable persons, which is more than incidental, then the Lay Person must be vetted by the Diocese of Limerick. This is organised via [vetting@ldo.ie](mailto:vetting@ldo.ie) (queries to Vetting Service in the Diocesan Office).
5. Once the Bishop is satisfied that there are no known concerns about the visiting lay person; the Bishop communicates his decision in writing (Appendix 14) to the Lay Person and the relevant local Parish/Organisation. The permission outlines the specified apostolic work, including its duration and location.
6. A copy of this permission is forwarded to the parish priest of the relevant location of the apostolic work as outlined in the approval letter.
7. A copy of the permission is stored in the Diocesan Office.
8. Approval for Ministry in the Diocese of Limerick (Appendix 14) is conditional on the lay minister agreeing to comply with Diocesan Policy and Procedures.

## **Training in Child Safeguarding**

Training is a key component of the church's commitment to keeping children safe in all Church ministries. It is therefore important that those whose ministry involves contact with children and vulnerable persons are appropriately trained in child safeguarding.

Where a temporary ministry, involving children and vulnerable persons, is extended, the person in ministry must have undertaken the Full Day Training Programme on Child Safeguarding offered by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) or an agreed equivalent in the case of clergy from outside Ireland.

The required training will be arranged through the Diocesan Safeguarding Office.