# Requirements for Involvement in any form of Ministry in the Diocese of Limerick

Information required, and referred to in this document, must be sent to The Chancellery Office, Limerick Diocesan Centre, St Munchins Corbally Limerick

T: +353 (61) 350000 Email <u>chancellery@limerickdiocese.org</u>

19 September 2023 (Revised)

## This procedure applies to:

- 1. (A) Priests/Deacons who, usually at short notice, wish to minister at a onceoff event or multiple events over a maximum of 3 days and whose contact with children or adults who may be vulnerable is only incidental, e.g. a Funeral
  - (B) Priests/Deacons who wish to minister at a once-off event or multiple events over a maximum of 3 days and your contact with children or adults who may be vulnerable is more than incidental,
  - (C) Priests/Deacons who wish to minister for longer periods (including Priests wishing to apply for faculties within the Diocese)
- 2. Priests/Deacons who wish to be registered as a Temporary Solemniser for a Wedding
- 3. Religious Brothers and Sisters (Non-Ordained/in any form of consecrated life) who wish to minister in the Diocese
- 4. Lay Ministers who wish to minister in the Diocese

#### Data Protection

As part of your request to minister in the Diocese of Limerick, you and your Church Authority/Ordinary will provide the Diocese with personal data relating to you. The Diocese will process this data as necessary in its legitimate interests in connection with your request and/or ministry in the Diocese. The Diocese will store this data for as long as is necessary. In particular, sacristy registers are retained permanently for safeguarding, archival and historical research purposes. For further information, please see the Diocesan Privacy Policy at <a href="https://www.limerickdiocese.org">www.limerickdiocese.org</a> or contact the Data Protection Officer. Email. dpo@cashel-emly.ie

Please allow sufficient time for the process to be completed well in advance of any proposed plan to minister within the Diocese of Limerick

## General

Permission for any form of Ministry within the Diocese of Limerick is conditional on compliance with the NBSCCCI Safeguarding Policy and Standards and the Diocesan Safeguarding Policies.

Every person involved in Ministry must comply with the Sacristy Protocol (below). All enquiries should be directed to the Chancellery Office, Limerick Diocesan Centre, St. Munchins, Corbally, Limerick <a href="mailto:chancellery@limerickdiocese.org">chancellery@limerickdiocese.org</a> giving full details and the Chancellery will respond to you directly.

## **Sacristy Protocol**

Sign the register in the sacristy to declare your presence on a particular time and date. Provide your 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.

Comply with the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Diocesan Safeguarding Policies and Procedures

## **Foreign Police Clearance**

If coming to Minister in the Diocese from outside the island of Ireland you must provide a copy of the Police Clearance Certificate from the country in which you live in advance of your visit. Information about embassies can be found at <a href="www.dfa.ie">www.dfa.ie</a>. If you are having difficulty getting FPC email <a href="mailto:chancellery@limerickdiocese.org">chancellery@limerickdiocese.org</a> explaining your circumstances i.e. war, political upheaval etc.

#### **Visa Requirements**

Some people coming from outside Ireland may need to obtain a visa enabling them to be involved in ministry. It is the person's own responsibility to obtain such a visa and provide this to the Diocese of Limerick. Information in relation to visas is available at:

http://www.inis.gov.ie/en/INIS/Pages/visa-long-religion

The Diocese of Limerick can only issue letters in support of such visas once all of the other Diocesan conditions for ministry have been met

## Safeguarding

### If you are:

- Leading an area of youth ministry, you must attend or provide evidence of attendance at the one-day training programme of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).
- Involved in an area of youth ministry, you may need to attend an information session. In this regard you should make contact with the Diocesan Safeguarding Service at+353 61 350000 or finola.downes@limerickdiocese.org

1. (A) Priests/Deacons who, usually at short notice, wish to minister at a once-off event or multiple events over a maximum of 3 days and whose contact with children or adults who may be vulnerable is only incidental, e.g. a Funeral

Should you be present in the Diocese **at short notice** for a once-off event, or multiple events over a maximum of 3 days, and your contact with children or adults who may be vulnerable is only incidental, you do not require to have the Bishop's prior approval or be Garda vetted.

However, you must comply with the Sacristy Protocol as outlined on page 2 of this document.

- 1. (B) Priests/Deacons who wish to minister at a once-off event or multiple events over a maximum of 3 days and your contact with children or adults who may be vulnerable is more than incidental
- 1. (C) Priests/Deacons who wish to minister for longer periods
- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or adults who may be vulnerable etc.)
- Submit the *Declaration and Confirmation of Good Standing Form,* with appropriate seal (Appendix 1)
- On receipt of the necessary information, and the Bishop is satisfied, a written approval
  for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix
  4 (i))
- As the ministry involves contact with children or adults who may be vulnerable, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick and disclosure received in advance of the ministry, please see link below: <a href="https://www.limerickdiocesesafeguarding.com/vetting/">https://www.limerickdiocesesafeguarding.com/vetting/</a>
   This contains the NVB1 Vetting Invitation Form and guidance

If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or adults who may be vulnerable (Police Clearance Certificate). For information on obtaining Police Clearance please email the Chancellery at <a href="mailto:chancellery@limerickdiocese.org">chancellery@limerickdiocese.org</a>

Compliance with Sacristy Protocol as outlined on page 2 of this document is also obligatory.

2. Priests/Deacons who wish to register as a Temporary Solemniser for a Wedding

## Prior to undertaking any ministry this procedure must be followed:

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or adults who may be vulnerable etc.)
  - Submit the *Declaration and Confirmation of Good Standing Form,* with appropriate seal (Appendix 1)
- Submit Requirements for Registration of Temporary Solemniser (Appendix 2)

On receipt of the necessary information, and the Bishop is satisfied, written approval for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix 3). The Diocese of Limerick will then submit the necessary application to the Civil Registrar for inclusion as a Temporary Solemniser.

Compliance with Sacristy Protocol as outlined on page 2 of this document is also obligatory.

3. Religious Sisters and Brothers (Non-Ordained) in any form of consecrated life who wish to minister in the Diocese of Limerick

Prior to undertaking any ministry this procedure must be followed by Religious Sisters and Brothers (Non-Ordained) in any form of consecrated life who wish to minister in the Diocese of Limerick

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or adults who may be vulnerable etc.)
- Submit the *Declaration and Confirmation of Good Standing Form,* with appropriate seal **(Appendix 5)**
- On receipt of the necessary information, and the Bishop is satisfied, a written approval for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix 4 (i))
- If the ministry involves contact with children or adults who may be vulnerable, which
  is more than incidental, then you must be Garda vetted by the Diocese of Limerick,
  see link below: <a href="https://www.limerickdiocesesafeguarding.com/vetting/">https://www.limerickdiocesesafeguarding.com/vetting/</a> This contains
  the NVB1 Vetting Invitation Form and guidance

If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or adults who may be vulnerable (Police Clearance Certificate). For information on obtaining Police Clearance please email the Chancellery at <a href="mailto:chancellery@limerickdiocese.org">chancellery@limerickdiocese.org</a>

## 4. Lay Ministers who wish to minister in the Diocese of Limerick

Prior to undertaking any ministry this procedure must be followed by Procedure to be followed by Lay-Ministers who wish to minister in the Diocese of Limerick

- Make a written request (Appendix 6) to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or adults who may be vulnerable etc.) .
- On receipt of a request, the Bishop acknowledges same and requests a *Confirmation of Good Standing* (Appendix 7), signed by the Church Leader or Head of the relevant organisation to which the lay person belongs.
- The Bishop will communicate his decision in writing (**Appendix 4(ii)**). The permission outlines the specified apostolic work, including its duration and location.
- A copy of this permission will be forwarded to the Parish Priest of the relevant location of the apostolic work as outlined in the approval letter.
- A copy of the permission is maintained by the Chancellery.
- If the apostolic work involves contact with children or adults who may be vulnerable, which is more than incidental, then Garda vetting by the Diocese of Limerick is necessary see link below: <a href="https://www.limerickdiocesesafeguarding.com/vetting/">https://www.limerickdiocesesafeguarding.com/vetting/</a>
   This contains the NVB1 Vetting Invitation Form and guidance

If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or adults who may be vulnerable (Police Clearance Certificate). For information on obtaining Police Clearance please email the Chancellery at chancellery@limerickdiocese.org

# 

## **Declaration and Confirmation of Good Standing**

TO BE COMPLETED BY AP	PLICANT		
Applicants Name: Date of Birth			
Email	Phone		
Church body to which Applicant is incardinated:			
Name and Address of the Church authority/Ordinary:			
plicant's Current Appointment  Commencement date on which the applicant is seeking to minister in another Church authority /Ordinary			
Previous appointment:	Date from:	Date to:	
Address 1:			
Previous appointment:	Date from:	Date to:	
Address 2:			
Previous appointment:	Date from:	Date to:	
Address 3:	L		
Previous appointment:	Date from:	Date to:	
Address 4:			
Additional appointments should be detailed on a sepa	arate sheet and attached to the	is form.	
Please tick Yes or No to the questions hereunder as app	olicable	Yes	No
Have you ever been suspended or otherwise canonically disciplined?			
Have you any criminal record or had criminal charges brought against you?			
Have you experienced any behavioural problems, either past or present, which would indicate that you might deal with children or adults who may be vulnerable in an inappropriate manner?			
Have you ever been involved in an incident or exhibited behaviour that called into question your fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement?			
Have you any mental or physical needs that would adversely affect their performance of sacred ministry?			
If approved for Temporary Ministry, the applicant will abide by the requirements of the Diocesan Safeguarding Policy and Procedures. and will attend a safeguarding information session or a full-day safeguarding training programme as required.			
I authorise the verification of the information provided on this form as to my previous ministries and personal information. I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick  Applicant:			
TO BE COMPLETED BY CHURCH AUT	•		
Do you approve the applicant's request to minister in the Diocese of Limeri		Yes	No 🗆
I wish to verify the information provided on this form as to the applicant authorise the appropriate and necessary sharing of the information I provi		onal information.	I also
Church Authority/Ordinary Signature:	Date:		_
Appropriate Seal to be attached			
Data Protection  Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: <a href="mailto:dpo@cashel-emly.ie">dpo@cashel-emly.ie</a> Diocese of Limerick Office Use Only			
Approved: Dated:			

Chancellor/Diocesan Secretary

## Appendix 2 - Requirements for Registration of Temporary Solemniser

In order to register a Priest/Deacon to officiate a marriage the Chancellery will need the following:

Priest/Deacon Name:
Date of Birth:
Diocese/Congregation
Address:
Telephone Number:
Email:
Name of Bride:
Name of Groom:
Date of Marriage:
Place of Marriage:
Any other relevant Information:

#### Data Protection

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Appendix 3 – Approval for Ministry within the area of the Diocese of Limerick as a Temporary Solemniser

Dear	
I wish to confirm that you are authorised to minister in the Diocese of Limerick: as follows:	
Type of ministry:	
Location of Ministry:	
Duration of Ministry:	
This approval is valid solely for the duration(s) as specified above but may include a nur occasions over a specific time period	nber of
Marriage of:	
The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy I	has bee

forwarded to your Church Authority/Ordinary/Church Leader/Head of the relevant Organisation to which you belong and to the local superior/parish priest of the location in which you will be ministering.

Please note this authorisation is conditional on your agreeing comply with the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policies and Procedures of the Diocese of Limerick.

Involvement in ministry with children or adults who may be vulnerable requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or <a href="mailto:finola.downes@limerickdiocese.org">finola.downes@limerickdiocese.org</a> to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.

Training, if required, must be undertaken in advance of your proposed ministry.

With every blessing,

## +Brendan Leahy Bishop of Limerick

Data Protection

The personal data which you/your Church Authority/Ordinary have supplied in connection with your application for involvement in ministry in the Diocese of Limerick will be processed by the Diocese as necessary in its legitimate interests in connection with your application/involvement in ministry. The Diocese will store this data for as long as is necessary. In particular, sacristy registers are retained permanently for safeguarding, archival and historical research purposes. For further information, please see the Diocese's Privacy Policy at <a href="https://www.limerickdiocese.org">www.limerickdiocese.org</a> or contact the Data Protection Officer

Appendix 4 (i) - Approval for Ministry within the area of the Diocese of Limerick as a Priest/Deacon or Non Ordained Religious in any form of consecrated life

Dear
I wish to confirm that you are authorised to minister in the Diocese of Limerick as follows:
Type of ministry:
Location of Ministry:
Duration of Ministry:
This approval is valid solely for the duration(s) as specified above but may include a number of occasions over a specific time period
The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy has been forwarded to your Church authority/Ordinary and to the local superior/parish priest of the location in which you will be ministering.
Please note this authorisation is conditional on your agreeing to comply with the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policy and Procedures of the Diocese of Limerick.
Involvement in ministry with children or adults who may be vulnerable requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or <a href="mailto:finola.downes@limerickdiocese.org">finola.downes@limerickdiocese.org</a> to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.
Training, if required, must be undertaken in advance of your proposed ministry.
With every blessing,

#### Data Protection

+Brendan Leahy Bishop of Limerick

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Appendix 4(ii) - Approval for Ministry within the area of the Diocese of Limerick as a Lay Minister

Entrement do de Lay Willington
Dear I wish to confirm that you are authorised to minister in the Diocese of Limerick as follows:
Type of ministry:
Location of Ministry:
Duration of Ministry:
This approval is valid solely for the duration(s) as specified above but may include a number of occasions over a specific time period
The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy has been forwarded to your Church Leader/Head of the relevant Organisation to which you belong and to the local superior/parish priest of the location in which you will be ministering.
Please note this authorisation is conditional on your agreeing to comply with the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policies and Procedures of the Diocese of Limerick.
Involvement in ministry with children or adults who may be vulnerable requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or <a href="mailto:finola.downes@limerickdiocese.org">finola.downes@limerickdiocese.org</a> to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.
Training, if required, must be undertaken in advance of your proposed ministry.
With every blessing,
+Brendan Leahy,
Bishop of Limerick.

## Data Protection

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

# Appendix 5 - Application for Ministry as a Non-Ordained Religious

## **Declaration and Confirmation of Good Standing**

TO BE COMPLETED BY APPLICANT				
Name: Also known as Name/Alias				
Date of Birth	Email	Phone		
Name and Address of Province/Reg	zion			
Current Appointment	Current Appointment Commencement date on which you are seeking to minister			ou are
Previous appointment:		Date from:	Date to:	
Address 1:				
Previous appointment:		Date from:	Date to:	
Address 2:				
Previous appointment:		Date from:	Date to:	
Address 3:				
Previous appointment:		Date from:	Date to:	
Address 4:				
Additiona	l appointments should be detailed on a separate sheet an	d attached to this	form.	
Please tick Y	es or No to the questions hereunder as applicable		Yes	No
Have you ever been suspended or otherwise canonically disciplined?				
Have you any criminal record or hav	re had criminal charges brought against you?			
Have you experienced any behavioural problems, either past or present, which would indicate that you might deal with children or adults who may be vulnerable s in an inappropriate manner?				
Have you ever been involved in an incident or exhibited behaviour that called into question your fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement?				
Have you any mental or physical needs that would adversely affect performance of your sacred ministry?				
If approved for Temporary Ministry, I will abide by the requirements of the Diocesan Safeguarding Policies and Procedures. I will attend a safeguarding information session or a full-day safeguarding training programme as required.				
I authorise the verification of the information provided on this form as to my previous ministries and personal information.  I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick  Signature:Date:				
	TO DE COMPLETED DY DROVINGIAL (DECIONAL	FADED		
TO BE COMPLETED BY PROVINCIAL /REGIONAL LEADER  Do you approve the applicant's request to minister in the Diocese of Limerick?  Yes No				
I wish to verify the information provided on this form as to the applicant's previous ministries and personal information. I also autghorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.				
Signature: Leadership Position in Province/Region: Appropriate Seal to be attached				
Data Protection The Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese of Limerick. The data will be stored for as long as is necessary. For further information, please see the Diocese's Privacy Policy or contact the Diocese's Data Protection Officer				
Approved:	Diocese of Limerick Office Use On	n <b>ly</b> d:		
Chan	Date cellor/Diocesan Secretary	u		

Chancellor/Diocesan Secretary	
Approved: Dated: Dated: Chancellor/Diocesan Secretary	
Data Protection  Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contained the Data Protection Officer. E-Mail: <a href="mailto:dpo@cashel-emly.ie">dpo@cashel-emly.ie</a> Piocese of Limerick Office Use Only	
Signed:Date:	_
Chancellery Diocesan Centre, St. Munchins, Corbally, Limerick.	
of good standing on my behalf, and to forward this and other documentation to The	
I confirm that I have requested my Church leader to complete the necessary confirmation	1
the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland Safeguarding Policies and Procedures of the Diocese of Limerick	d and the
If approved to act as a Temporary Lay Minister in the Diocese of Limerick, I agree to comp	-
accuracy and share the information as necessary and appropriate.	
personal information is correct and I authorise that the Diocese of Limerick may check its accuracy and share the information as necessary and appropriate.	ı
I confirm that the information provided on this form as to my proposed ministry and	
Other relevant information:	
The location(s) of my lay ministry is:	
The period(s) of my involvement in this ministry is:	
	_
The nature of my proposed lay ministry is:	
The name and address of my Church Leader/Head of the relevant organisation to which I belong is:	_
I,, wish to apply for permission to be involved in ministry as a lay minister in the Diocese of Limerick.	ı
Appendix 6 - Form to be completed by a person who wishes to be in as a Lay Minister in the Diocese of Limerick	nvolved

## Appendix 7 - Confirmation of Good Standing for Lay Persons - Church Leader responsible for the Organisation/Body

Form to be completed by the Church Leader responsible for the Organisation/body, when a Lay Person wishes to be involved in ministry, including working with children or adults who may be vulnerable in the Diocese of Limerick

Name of person wishing to minist	er in the Diocese of Limerick			
Name of his/her Diocese/Organisa	ation			
Nature of the proposed ministry i	n the Diocese of Limerick?			
Location(s) and duration(s) of pro	posed ministry			
Have you any specific concerns ab	pout the performance of his/her ministry?	,	Yes 🛮	No 🛮
If yes, please state your reasons b	pelow.			
Is there any reason why the above children or adults who may be vulf yes, please outline your concern		to be involve Yes 🛘	ed in min	istry with
Please write any additional comm	nents below.			
ministry in the Diocese of Limeric I authorise the verification of the	k, is a person in good standing with the Ca information provided on this form as to the and to the appropriate and necessary sh	ne applicants	h propose	d
				n
Diocese/Parish/Province/Organisa	ation			
Signature	Date Appropriate Seal to be attached	 d		<del></del>
	Diocese of Limerick Office Use Or			
	Dated:	-		<del></del>
Chancellor/F	Diocesan Secretary			

**Data Protection** 

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: <a href="mailto:dpo@cashel-emly.ie">dpo@cashel-emly.ie</a>