

**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 chancellery@limerickdiocese.org

11 May, 2021

This procedure applies to:

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

(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 www.limerickdiocese.org 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 chancellery@limerickdiocese.org 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

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
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Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick

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:
<https://www.limerickdiocesesafeguarding.com/vetting/> 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) Information on obtaining Police Clearance may be obtained at <https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-policecertificate-.pdf>

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: <https://www.limerickdiocesessafeguarding.com/vetting/> 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) Information on obtaining Police Clearance may be obtained at <https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf>

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: <https://www.limerickdiocesefeguarding.com/vetting/>
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 vulnerable adults (**Police Clearance Certificate**) Information on obtaining Police Clearance may be obtained at <https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf>

Appendix 1 – Application for Ministry for Priest/Deacon including Temporary Solemniser

Declaration and Confirmation of Good Standing

TO BE COMPLETED BY APPLICANT			
Applicants Name:		Date of Birth	
Email	Phone		
Church body to which Applicant is incardinated:			
Name and Address of the Church authority/Ordinary:			
Applicant'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:			
Previous appointment:	Date from:	Date to:	
Address 4:			
Additional appointments should be detailed on a separate sheet and attached to this form.			
Please tick Yes or No to the questions hereunder as applicable		Yes	No
Have you ever been suspended or otherwise canonically disciplined?		<input type="checkbox"/>	<input type="checkbox"/>
Have you any criminal record or had criminal charges brought against you?		<input type="checkbox"/>	<input type="checkbox"/>
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?		<input type="checkbox"/>	<input type="checkbox"/>
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?		<input type="checkbox"/>	<input type="checkbox"/>
Have you any mental or physical needs that would adversely affect their performance of sacred ministry?		<input type="checkbox"/>	<input type="checkbox"/>
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: _____		Date: _____	

TO BE COMPLETED BY CHURCH AUTHORITY/ORDINARY	
Do you approve the applicant's request to minister in the Diocese of Limerick?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I wish to verify the information provided on this form as to the applicant's previous ministries and personal information. I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick	
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: dpo@cashel-emly.ie

Diocese of Limerick Office Use Only

Approved: _____ Dated: _____

Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick

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

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick

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 number of occasions over a specific time period

Marriage of: _____

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/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 finola.downes@limerickdiocese.org 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 www.limerickdiocese.org 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 finola.downes@limerickdiocese.org 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 4(ii) - Approval for Ministry within the area of the Diocese of Limerick as a Lay Minister

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 finola.downes@limerickdiocese.org 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/Region		
Current Appointment		Commencement date on which you are seeking to minister
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:		
Additional appointments should be detailed on a separate sheet and attached to this form.		
Please tick Yes or No to the questions hereunder as applicable		
	Yes	No
Have you ever been suspended or otherwise canonically disciplined?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any criminal record or have had criminal charges brought against you?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any mental or physical needs that would adversely affect performance of your sacred ministry?	<input type="checkbox"/>	<input type="checkbox"/>
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 BE COMPLETED BY PROVINCIAL /REGIONAL LEADER	
Do you approve the applicant's request to minister in the Diocese of Limerick?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I wish to verify the information provided on this form as to the applicant's previous ministries and personal information. I also authorise 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

Diocese of Limerick Office Use Only

Approved: _____ Dated: _____
Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick

Appendix 6 - Form to be completed by a person who wishes to be involved as a Lay Minister in the Diocese of Limerick

I, _____, wish to apply for permission to be involved in ministry as a lay minister in the Diocese of Limerick.

The name and address of my Church Leader/Head of the relevant organisation to which I belong is:

The nature of my proposed lay ministry is:

The period(s) of my involvement in this ministry is:

The location(s) of my lay ministry is:

Other relevant information:

I confirm that the information provided on this form as to my proposed ministry and personal information is correct and I authorise that the Diocese of Limerick may check its accuracy and share the information as necessary and appropriate.

If approved to act as a Temporary Lay Minister in the Diocese of Limerick, I agree to comply with the NBSCCCI Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Safeguarding Policies and Procedures of the Diocese of Limerick

I confirm that I have requested my Church leader to complete the necessary confirmation of good standing on my behalf, and to forward this and other documentation to The Chancellery Diocesan Centre, St. Munchins, Corbally, Limerick.

Signed: _____ Date: _____
(Applicant)

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

Diocese of Limerick Office Use Only

Approved: _____ Dated: _____
Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick

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 minister in the Diocese of Limerick

Name of his/her Diocese/Organisation

Nature of the proposed ministry in the Diocese of Limerick?

Location(s) and duration(s) of proposed ministry

Have you any specific concerns about the performance of his/her ministry? Yes No

If yes, please state your reasons below.

Is there any reason why the above-named person should not be permitted to be involved in ministry with children or adults who may be vulnerable? Yes No

If yes, please outline your concerns.

Please write any additional comments below.

I confirm that _____ (Name of Applicant) who is applying for ministry in the Diocese of Limerick, is a person in good standing with the Catholic Church

I authorise the verification of the information provided on this form as to the applicants proposed ministry and personal information and to the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.

Name and Leadership position _____ in
Diocese/Parish/Province/Organisation _____

Signature _____ Date _____

Appropriate Seal to be attached

Diocese of Limerick Office Use Only

Approved: _____ 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 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

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick