



# 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 Munchin's Corbally  
Limerick

T: +353 (61) 350000

Email [chancellery@limerickdiocese.org](mailto:chancellery@limerickdiocese.org)



## This procedure applies to:

- A. Priests/Deacons who wish to minister at a once-off event or multiple events e.g. Funeral (maximum of 3 days)
- B. Priests/Deacons who wish to be registered as a Temporary Solemniser for a Wedding
- C. Priests/Deacons who wish to minister for longer periods (including Priests wishing to be given faculties within the Diocese)
- D. Religious Brothers and Sisters (Non-Ordained/in any form of consecrated life who wish to minister in the Diocese)
- E. Lay Ministers who wish to minister in the Diocese

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



## Introduction

People wishing to be involved in any form of Ministry within the Diocese of Limerick must have written permission from the Bishop of Limerick.

This permission is obtained through the Chancellery.

It is important to seek permission well in advance of the proposed ministry using the relevant procedure in this document.

If a difficulty arises in obtaining foreign police clearance or if you are unsure about any matter please set out the difficulty in writing or by email to the Chancellery Office, Limerick Diocesan Centre, St. Munchin's, Corbally, Limerick [chancellery@limerickdiocese.org](mailto:chancellery@limerickdiocese.org) giving **full details** and the Chancellery will respond to you directly.



## A. Priests/Deacons who wish to minister at a once-off event or multiple events in the Diocese of Limerick (maximum of 3 days)

Should you be present in the Diocese for a once-off event, or multiple events over a maximum of 3 days and your contact with children or vulnerable persons is only incidental, you do not require to be approved for ministry or Garda vetted.

However, you must:

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 N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Diocesan Safeguarding Policy and Procedures

### **Data Protection**

Your personal data contained in the sacristy register will be stored permanently by the Diocese of Limerick for safeguarding, archival and historical research purposes. For further information, please see the Diocesan Privacy Policy at [www.limerickdiocese.org](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email. [dpo@cashel-emly.ie](mailto:dpo@cashel-emly.ie)



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

Prior to undertaking any ministry this procedure must be followed by Priests/Deacons 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 vulnerable persons etc.)
- Submit the *Declaration of Good Standing Form*, (**Appendix 1**)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (**Appendix 2**). This contains the NVB1 Vetting Invitation Form and guidance
- Complete (**Appendix 3**) Requirements for Registration of Temporary Solemniser.
- 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>

The Diocese of Limerick will request your Church Authority/Ordinary to provide a *Confirmation of Good Standing*, (**Appendix 4**) with appropriate seal

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 5**).

### 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**

### 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](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email. [dpo@cashel-emly.ie](mailto: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**



## C. Priests/Deacons who wish to minister for longer periods

Prior to undertaking any ministry this procedure must be followed by Priests/Deacons 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 vulnerable persons etc.)
- Submit the *Declaration of Good Standing Form*, (**Appendix 1**)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (**Appendix 2**). 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>

The Diocese of Limerick will request your Church Authority/Ordinary to provide a *Confirmation of Good Standing*, (**Appendix 4**) with appropriate seal

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 5 (i)**)

### 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 (You should make contact with the Diocesan Safeguarding Service at 061 350000 or [finola.downes@limerickdiocese.org](mailto:finola.downes@limerickdiocese.org))

### 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**

### 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](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email. [dpo@cashel-emly.ie](mailto: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**



## D. 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 vulnerable persons etc.)
- Submit the *Declaration of Good Standing Form*, (**Appendix 6**)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (**Appendix 2**). 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>

The Diocese of Limerick will request your Church Authority/Ordinary to provide a *Confirmation of Good Standing*, (**Appendix 7**) with appropriate seal

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 5 (i)**)

### 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 (You should make contact with the Diocesan Safeguarding Service at 061 350000 or [finola.downes@limerickdiocese.org](mailto:finola.downes@limerickdiocese.org))

### 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**

### 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](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email. [dpo@cashel-emly.ie](mailto: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**



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

Prior to undertaking any ministry this procedure must be followed by Lay-Ministers 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 vulnerable persons etc.)
- Complete **(Appendix 8)** giving details on the duration of their visit, the type and location of apostolic work being considered.
- On receipt of a request from you, the Bishop acknowledges same and requests a Confirmation of Good Standing **(Appendix 9)**, signed by the Church Leader or Head of the relevant organisation to which the lay person belongs.
- If the apostolic work involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick. **(Appendix 2)**
- Once the Bishop is satisfied that there are no known concerns about you the Bishop communicates his decision in writing to the you **(Appendix 5(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 stored by the Chancellery.
- Approval for Ministry in the Diocese of Limerick **(Appendix 5 (ii))** is conditional on the lay minister agreeing to comply with the N.B.S.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Diocesan Safeguarding Policy and Procedures
- 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>

### 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 (NBSCCI).
- involved in an area of youth ministry, you may need to attend an information session (You should make contact with the Diocesan Safeguarding Service at 061 350000 or [finola.downes@limerickdiocese.org](mailto:finola.downes@limerickdiocese.org))

### 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**

### 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](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email. [dpo@cashel-emly.ie](mailto:dpo@cashel-emly.ie)

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## Appendix 1 – Application for Ministry for Priest/Deacon including Temporary Solemniser Declaration of Good Standing

<b>Applicants Name:</b>		<b>Date of Birth</b>	
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	
Do you approve the applicant's request to minister in the Diocese of Limerick?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Previous appointment:</b>		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:			
<b>Additional appointments should be detailed on a separate sheet and attached to this form.</b>			
<b>Please tick Yes or No to the questions hereunder as applicable</b>		<b>Yes</b>	<b>No</b>
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 how you might deal with children or vulnerable persons 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 your 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: _____		Date: _____	
<b>Data Protection</b>			
<i>Limerick Diocese will process the personal data contained in this form as necessary in it's legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary.</i>			
<i>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></i>			

### 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 - NVB 1 Vetting Invitation Form

### Guidance for completing Vetting Invitation Form NVB 1

Complete, sign and date Section 1 and 2 of the NVB 1 Form and attach

- A letter, on headed paper, from your Church Authority/Ordinary/Church Leader or Head of the relevant Organisation to which you belong, confirming your current address and
- A **copy** of your valid passport  
(Your Church Authority/Ordinary must sign and date your passport as a true copy and attach appropriate seal)
- Forward the **original** completed NVB 1 Form and attachments, **by post**, to the Chancellery
- The Chancellery will complete Section 3 and will forward the NVB1 to the Diocesan Vetting Service.
- The Diocesan Vetting Service will submit your vetting request to the National Vetting Bureau

You will receive an email directly from the National Vetting Bureau and you must complete the online link provided therein within a 30-day period. On receipt of this the National Vetting Bureau will commence the vetting process

When the vetting process is complete the National Vetting Bureau will provide confirmation of the vetting outcome to the Diocesan Vetting Service which will notify the Chancellery and you of the outcome

Please return your completed NVB 1 Form and attachments, **by post**, to The Chancellery, Limerick  
Diocesan Centre, St Munchins, Corbally, Limerick

Cont'd.





### Section 3 – Organisation Information

Name of Parish/School requesting vetting.		Roll No.	
Contact Person (signature below)	Catherine Kelly General Mgr/Diocesan Sec	Contact No.	
Address of Organisation.	Diocese of Limerick, St Munchins, Corbally, Limerick		
Email.			

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

### Photographic Identification / Proof of Address Documents

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. **Only documents listed below can be accepted.**

**Copies of these documents must be forwarded to the Vetting Office and should also be held on file by School**

Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
<b>Forms of Photographic Identification –One, or more must be provided</b>			
Irish Driving license or learner permit (credit card format)		80	
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate (One form of Photographic ID must also be provided with birth certificate)		50	100
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
Membership card from an Educational Institution		25	
National Age card issued by An Garda Síochána		25	
<b>Forms of Proof of Current Address – One must be provided</b>			
Letter from employer(within last six months) confirming name and address		35	
P60, p45 or Payslip (within the last year, with name and home address)		35	
Utility Bill (Issued within last six months) ( <b>Mobile phone bills are not acceptable</b> )		35	
Bank/Building Society/Credit Union Statement (Issued with the last six months)		35	
Current written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.		100	100
<b>Combined Minimum Score Required =100</b>	<b>Total</b>		

**One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation**

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that I have validated the identity and current address of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

Contact Person Signature

Electronic Signature not accepted

Date:  /  /



### Appendix 3 - 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 and 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](mailto: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 4 - Application for Ministry for Priest/Deacon including Temporary Solemniser Confirmation of Good Standing - Church Authority/Ordinary

<b>Applicants Name:</b>		<b>Also known as Name/Alias</b>	
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 you are seeking to minister in another 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"/>
<b>Previous appointment:</b>		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:			
<b>Additional appointments should be detailed on a separate sheet and attached to this form.</b>			
<b>Please tick Yes or No to the questions hereunder as applicable</b>		<b>Yes</b>	<b>No</b>
Has the applicant ever been suspended or otherwise canonically disciplined?			
Has the applicant any criminal record or had criminal charges brought against them?			
Has the applicant experienced any behavioural problems, either past or present, which would indicate that they might deal with children or vulnerable persons in an inappropriate manner?			
Has the applicant ever been involved in an incident or exhibited behaviour that called into question their fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement?			
Has the applicant 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 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: _____	
<b>Appropriate Seal to be attached</b>			
<b>Data Protection</b>			
Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and 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

**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 5 – 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 to comply with the N.B.S.C.C.I. 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 vulnerable persons 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](mailto: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](http://www.limerickdiocese.org) or contact the Data Protection Officer



## Appendix 5 (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 N.B.S.C.C.C.I. 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 vulnerable persons 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](mailto: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 and 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](mailto:dpo@cashel-emly.ie)





## Appendix 5(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 N.B.S.C.C.C.I. 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 vulnerable persons 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](mailto: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

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## Appendix 6 - Application for Ministry as a Non-Ordained Religious - Declaration Form of Good Standing (Applicant)

<b>Name:</b>		<b>Also known as Name/Alias</b>	
Date of Birth	Email	Phone	
Church body to which you are incardinated:			
Name and Address of Church authority/Ordinary:			
Current Appointment		Commencement date on which you are seeking to minister in another Church Authority/Ordinary	
Has your request to minister in the Diocese of Limerick been approved by your Church authority/ordinary? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Previous appointment:</b>		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:			
<b>Additional appointments should be detailed on a separate sheet and attached to this form.</b>			
<b>Please tick Yes or No to the questions hereunder as applicable</b>		<b>Yes</b>	<b>No</b>
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 vulnerable persons 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 Policy 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: _____			
<b>Data Protection</b> Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and 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 Non – Ordained Religious Church Authority/Ordinary

Form to be completed by the Church Authority/Ordinary when a Sister or Brother or other person from the Province or Region is applying for ministry, including working with children or vulnerable persons in the Diocese of Limerick

Name and Date of Birth of the person applying for ministry \_\_\_\_\_

Also known as Name/Alias \_\_\_\_\_

Name of his/her Province/Region \_\_\_\_\_

1 Why does this person want to minister in the Diocese of Limerick?

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

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

If yes, please state your reasons below.

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

If yes, please outline your concerns:

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5. Please write any additional comments below.

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I confirm that \_\_\_\_\_ who is applying for ministry in  
(Name of applicant)

The Diocese of Limerick is a person in good standing in the \_\_\_\_\_  
(Province/Region)

Name and Leadership position in Province/Region (please Print)

---

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

**Appropriate Seal to be attached**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and 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 8 - 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:

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The nature of my proposed lay ministry is:

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

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The location(s) of my lay ministry is:

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Other relevant information:

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

If approved to act as a Temporary Lay Minister in the Diocese of Limerick, I agree to comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Safeguarding Policy 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. Munchin's, Corbally, Limerick.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and 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](mailto: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 9 - 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 vulnerable persons in the Diocese of Limerick**

Name of person wishing to minister in the Diocese of Limerick

\_\_\_\_\_

Name of his/her Diocese/Organisation

\_\_\_\_\_

1. Nature of the proposed ministry in the Diocese of Limerick?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

If yes, please state your reasons below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, please outline your concerns.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please write any additional comments below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. 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 \_\_\_\_\_

**Appropriate Seal to be attached**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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**