

**PROCEDURE ON TESTIMONIAL LETTERS, FACULTIES LETTERS, CODE OF CONDUCT, BACKGROUND CHECKS,
AND SAFE ENVIRONMENT TRAINING FOR CLERGY**

LOCATED IN THE DIOCESE OF SPOKANE

These documentation requirements are based on the clergy's ministerial status and length of service in the Diocese of Spokane, and are consistent with diocesan policy **2.02.11 Extern Priests**.

I. All clergy who are **incardinated in the Diocese of Spokane** must:

- sign the Diocesan Code of Conduct and Disclosure Statement
- complete Background Consent form (303)
- have a background check
- attend a Diocesan Safe Environment training at the Chancery within sixty (60) days of incardination

II. All extern clergy who are to be **assigned by the Bishop to a ministry in the Diocese of Spokane** must:

- have a Testimonial of Suitability letter from their Bishop/Religious Superior attesting that 1) they are in good standing and 2) nothing in their background precludes them for serving in a ministry with minors in accordance with Article I3, USCCB Charter
- have the above Testimonial of Suitability letter approved and signed by the Bishop
- have a Faculties letter signed by the Bishop
- sign the diocesan Code of Conduct and Disclosure Statement
- complete Background Consent form (303)
- have a background check
- attend diocesan Safe Environment training at the Chancery within sixty (60) days of assignment

III. All extern clergy who are to be approved by the Bishop to **fill-in for more than one month serving in parishes or other ministries** must:

- have a Testimonial of Suitability letter from their Bishop/Religious Superior attesting that 1) they are in good standing and 2) nothing in their background precludes them from serving in a ministry with minors in accordance with Article I3, USCCB Charter
- have the above Testimonial of Suitability letter approved and signed by the Bishop
- have a Faculties letter signed by the Bishop
- attend an approved safe environment training consistent with Article 12, USCCB Charter
- sign the Diocesan Code of Conduct and Disclosure Statement

IV. All extern clergy who are to be approved by the Bishop to **fill-in for less than one month serving in parishes or other ministries** must have:

- a Testimonial of Suitability letter from their Bishop/Religious Superior attesting that 1) they are in good standing and 2) nothing in their background precludes them from serving in a ministry with minors in accordance with Article II of the USCCB Charter
- the above Testimonial of Suitability letter approved and signed by the Bishop

V. All clergy who are **physically located within the Diocese of Spokane but do not serve in any ministerial capacity** are encouraged, but not required to:

- sign the Diocesan Code of Conduct and Disclosure Statement
- complete Background Consent form (303)
- have a background check
- attend a Diocesan Safe Environment training at the Chancery within sixty (60) days of residence in Spokane

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