

**CLERGY SAFE ENVIRONMENT DOCUMENTATION: POLICY ON TESTIMONIAL AND FACULTIES
LETTERS, CODE OF CONDUCT, BACKGROUND CHECKS, AND PROTECTING GOD’S CHILDREN TRAINING
FOR CLERGY LOCATED IN THE CATHOLIC DIOCESE OF SPOKANE**

These documentation procedures are based on: type of ministry, clergy’s ministerial status and length of service in the Diocese of Spokane based on the following clergy categories. This procedure incorporates diocesan policy **2.02.11 Extern Priests**.

CLERGY CATEGORIES

- A. Incardinated Clergy** in the Diocese of Spokane
- B. Extern Clergy** who have a regular, recurring, or on-going assignment in any ministry **within the Diocese**.
- C. Extern Clergy** who participate in any ministry within the Diocese for **more than one month**
- D. Extern Clergy** who participate in any ministry within the Diocese for **less than one month**
- E. Clergy not serving in any ministerial capacity** who are physically located within the Diocese.

DOCUMENTATION REQUIREMENTS

A. Incardinated Clergy of the Diocese of Spokane must:

- sign the Code of Conduct and Disclosure Statement
- complete Background Consent form (303)
- pass the background check
- attend diocesan Protecting God’s Children training at the Chancery within sixty (60) days of incardination

B. Extern Clergy who seek Bishop’s approval to be **assigned** to a ministry within the Diocese must:

- present a Testimonial of Suitability letter from one’s proper ordinary attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article I3, USCCB Charter, including a request for faculties
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane
- sign the Code of Conduct and Disclosure Statement
- complete Background Consent form (303)
- pass the background check
- attend diocesan Protecting God’s Children (VIRTUS) training at the Chancery within sixty (60) days of assignment

C. Extern Clergy who seek Bishop’s approval **to participate in a ministry within the Diocese for more than one month**:

- present a Testimonial of Suitability letter from one’s proper ordinary attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article I3, USCCB Charter, including a request for faculties
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane

provide a statement or proof of attendance in a protecting God's children training consistent with Article 12, USCCB Charter

- sign the Catholic Diocese of Spokane Code of Conduct and Disclosure Statement
- complete the Background Consent form

After the above documents are completed, the Bishop of the Catholic Diocese of Spokane will issue the Faculties of Priests document.

D. Extern Clergy who seek Bishop's approval **to participate in ministry within the Diocese for less than one month:**

- present a Testimonial of Suitability letter from their Bishop/Religious Superior attesting that 1) he is in good standing and 2) nothing in his background precludes him from serving in a ministry with minors in accordance with Article 13 of the USCCB Charter
- have the above Testimonial of Suitability letter approved and signed by the Bishop of the Catholic Diocese of Spokane

E. All clergy who are physically located within the Diocese of Spokane but do not serve in any ministerial capacity are required to notify the Bishop, Catholic Diocese of Spokane of their presence in the Diocese.

EXCEPTIONS TO B, C, AND D ABOVE: Clergy who are assigned to or participate in ministries at institutes not supervised by the Bishop of Spokane should comply with that institute's requirements for safe environment training, background checks and code of conduct **to exercise ministry exclusively within the institute.**

(examples: Clergy at Gonzaga University who minister within the University and not at parishes; Hospital Chaplains not filling-in at parishes)

SPECIAL APPLICATION OF B, C and D ABOVE: Clergy who exercise a ministry not supervised by the Bishop but who: 1) fill-in for ministries supervised by the Bishop, or 2) hold their ministries at locations supervised by the Bishop (example: Kateri NW holds its activities at IHRC) comply with B or C)

Approved by Bishop Daly 3.26.18