

# CATHOLIC DIOCESE OF BROKEN BAY

## VISTING CLERGY AND RELIGIOUS POLICY



CATHOLIC  
DIOCESE OF  
BROKEN BAY

### NON-INCARDINATED CLERGY AND RELIGIOUS OF GOOD STANDING VISITING FOR PUBLIC MINISTRY OR ASSUMING RESIDENCE IN THE DIOCESE POLICY

#### APPLICATION & SCOPE

This Policy applies to Clergy incardinated in another Diocese, and Religious visiting the Diocese for the purpose of carrying out a Ministry within the Diocese, and to those clergy incardinated in another Diocese, and those Religious, who have assumed residence in the Diocese.

#### PURPOSE

It is necessary for all Clergy and Religious who Minister in Australia to comply with the Australian Catholic Church processes. There are specific requirements for Clergy not incardinated in the Diocese, and Religious, who wish to exercise public ministry in the Diocese or who assume residence in the Diocese. In addition to Church requirements, Clergy and Religious are also required to be fully compliant with the *Children's Guardian Act 2019 (NSW)* (see **Responding to Reportable Conduct Policy**) and the *Child Protection (Working with Children) Act 2012 (the Act)* (see **Risk of Significant Harm Mandatory Reporting Policy**) and the *Child Protection (Working with Children) Regulation 2013 (the Regulations)* (see **Working With Children Check Policy**).

#### POLICY

The Diocese of Broken Bay is committed to ensuring that Clergy not incardinated in the Diocese and Religious wishing to exercise public ministry in the Diocese or who assume residence in the Diocese are compliant with the Church requirements and applicable legislation of Religious Ministers, which assists to contribute to our commitment to Safe Communities.

#### DEFINITIONS

Australian Catholic Ministry Register (ACMR)	The ACMR is an online system, for a Catholic Authority to verify a cleric or religious coming to exercise ministry in a new jurisdiction that will inform them of the clergy/religious status of good standing.
Church Authority	In the case of a deacon or priest, the Bishop of the clergy member.  In the case of a Bishop, the Bishop of the Diocese from which the Bishop has retired.  In the case of a Religious, their Provincial or Regional Delegate
Clergy Incardinated in another Diocese	Deacons, Priests and Bishops who have incardination in a Diocese other than the Diocese of Broken Bay.
Good Standing	A clergy member or Religious in good standing implies: <ul style="list-style-type: none"><li>The clergy member/Religious has no criminal record, no substantiated complaints of abuse against him nor has ever had criminal charges brought against him, been suspended or canonically disciplined so as to prevent the exercise of his priestly ministry.</li></ul>

- The Church Authority is not aware of any circumstances that could lead to a complaint of abuse against the clergy member/Religious.
- The Church Authority holds the considered view that there would not be an unacceptable risk to children, young people or vulnerable adults if the clergy member/Religious ministered in the Diocese.
- The Church Authority holds the considered view that the clergy member/Religious has no untreated alcohol or substance abuse problem.

The Church Authority is not aware of anything in the clergy member's/Religious' background or actions that would render them unsuitable to work in ministry or would adversely affect the performance of their ministry.

Greater Sydney Ministry Card

The Ministry Card is an identification card which assists Clergy to minister freely within the Arch/Dioceses (Broken Bay, Parramatta, Wollongong and Sydney) without providing documentation to each Arch/diocese on each occasion of ministering, whilst complying with Church processes and civil requirements.

Religious

A member of an Institute of Consecrated Life or a Society of Apostolic Life.

### **Church Process for Clergy Incardinated in another Diocese, and Religious Exercising Public Ministry or Assuming Residence in the Diocese Of Broken Bay**

The **National Response Protocol (NRP)** is a document providing principles and procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia. The NRP requires that all Church personnel acts with integrity and accountability and systems are in place to account for the appointment and movement of clergy in good standing.

#### **1. GOOD STANDING DECLARATIONS**

- 1.1. A personal declaration of good standing is the individual clergy/religious declaring their status of good standing.
- 1.2. A declaration of good standing provided by the Church Authority of the individual clergy/religious is evidence of the entity's support of this declaration.
- 1.3. Upon receipt of the two Declarations referred to in **paragraph 1.1 and 1.2**, an assessment of the information is completed by the Safeguarding Office (Chancery & Parishes) (Safeguarding Office) in consultation with the Vicar General of the Diocese. The outcome of the assessment is then communicated in writing to the Clergy/Religious, their Church Authority and the Parish to be visited or the Parish in which the Clergy/Religious have assumed residence.

#### **2. AUSTRALIAN CATHOLIC MINISTERS REGISTER (ACMR)**

- 2.1. ACMR has been monitored and administered by the Manager of Australian Catholic Safeguarding Ltd.
- 2.2. Once a clergy/religious is registered and given an ACMR identification number (**ID Number**), Clergy and Religious are able to use this ID Number in any Arch/Diocese throughout Australia to confirm their good standing.

- 2.3. The Safeguarding Office must then verify the ID Number for the Clergy and Religious visiting and/or residing in the Diocese and undertaking public ministry. **Note:** *Confirmation of this ID Number does not verify any WWC Clearance.*

### **3. MINISTRY CARD (CLERGY ONLY)**

- 3.1. The Arch/Dioceses of Sydney, Broken Bay, Parramatta and Wollongong have entered into a Memorandum of Understanding (**MoU**) to ensure compliance with the Act and Church policy when Clergy minister in the Arch/Dioceses. The signatories of the MoU include the four Bishops of the Arch/Dioceses and additional agreements with the provincials/superiors of the Church Authority of those priests appointed within an Arch/Diocese.
- 3.2. The Ministry Card is available to Clergy on application and only to those that are appointed or incardinated in the Arch/Dioceses listed above. The Ministry Card is compliant for both Civil Law (the Legislation) and Church Requirements.
- 3.3. The Ministry Card application is administered by the Safeguarding Office. Once a cleric receives his Ministry Card, he has permission to minister publicly in all or some of the four Arch/Dioceses mentioned in **paragraph 4.1**.
- 3.4. The Ministry Card however does not provide permissions to celebrate a Marriage. The clergy/religious must apply to the Arch/Diocese for the additional Faculty of Marriage.

### **4. VISITING CLERGY AND RELIGIOUS PROVIDING SUPPLY FOR GREATER THAN 1 WEEK**

- 4.1. A Priest appointed of the Diocese prior to his leave period must seek permission from the Vicar General to engage a priest for supply where his engagement in the Parish is longer than 1 week.
- 4.2. The Priest appointed will provide the curriculum vitae (**CV**) of the suggested supply Priest, along with the necessary screening documents. If the visiting Priest is from overseas, his Ordinary must provide a letter of recommendation and the Priest must provide a copy of their visa.
- 4.3. The supply Priest is to complete a Safeguarding induction session within the first week of the period of supply. This induction is facilitated by the Safeguarding Office (Chancery & Parishes).

### **5. VISITING CLERGY AND RELIGIOUS FROM OVERSEAS**

- 5.1. A personal declaration of good standing is required to be submitted
- 5.2. The Church Authority declaring the good standing of the Clergy/Religious must submit a completed declaration or a Celebret **cf. (Canon 903)**.

These Declarations are to be requested by the visiting Clergy/Religious from the Safeguarding Office of the Diocese and returned completed.

The Safeguarding Office assesses if a NSW Working with Children Check exemption applies to the visiting Cleric/Religious and if the Safeguarding Office will ensure appropriate detailed records are maintained outlining which exemption was applied.

Upon receipt of the requested documents referred to in **paragraph 5.1 and 5.2** above, an assessment of the information is completed by the Safeguarding Office in consultation with the Vicar General of the Diocese and the Manager for Safeguarding. Prior to the visit by the Clergy/Religious, the outcome of the assessment is communicated in writing to the Clergy/Religious, their Church Authority and the Parish to be visited.

### **6. VISITING CLERGY AND RELIGIOUS CELEBRATING THE SACRAMENT OF MARRIAGE**

- 6.1. Visiting Clergy celebrating a Marriage will request permission to visit from the Vicar General who must also provide the cleric the Faculty of Marriage.

6.2. The visiting Clergy will provide details of the visit including the names of the people receiving the sacrament of marriage The Vicar General will inform both the Safeguarding Office to conduct the assessment and prepare the faculty for the marriage.

6.3. Upon receipt of the assessment, the Vicar General will notify the Clergy via email confirming the visit with detailed particulars and a copy of the Faculty for Marriage.

## **7. SACRISTY MINISTRY REGISTER (CLERGY ONLY)**

7.1. All appointed, incardinated and visiting Clergy to the Diocese are required to sign the Sacristy Ministry Register of the church or non-parochial chapel in which they exercise their ministry, if they are ministering outside their own place of appointment.

7.2. The Parish must assess the Sacristy Ministry Register regularly and update the Parish Office Register of Visiting Clergy for auditing purposes. The Safeguarding Office will audit the Parish Office Register of Visiting Clergy Register two times a year. Audits of Chapel Registers will be conducted once a year.

## **8. ADMINISTRATION RESPONSIBILITIES OF THE PARISH PRIEST/ADMINISTRATOR**

The Parish Priest/Administrator has the responsibility to ensure that Clergy and Religious who visit their Parish have undertaken the necessary pre-screening requirements, via the Safeguarding Office, prior to performing Ministry. He must also ensure is the Visiting Clergy Processes are understood and followed by Parish personnel. This assurance requires the Parish Priest/Administrator to:

8.1. Review Parish records of visiting clergy/religious permissions as provided by the Safeguarding Office. Records are entered by the delegated Parish Office personnel and held in the Visiting Clergy Parish Office Register

8.2. Check in with the result of the 3-month cross check of the data held in the Visiting Clergy Parish Office Register and the Sacristy Ministry Register. The cross check is completed by the delegated Parish Office personnel.

8.3. Discuss with Parish Office personnel and immediately follow up with the Safeguarding Office if an anomaly is identified at the cross-check stage

8.4. Review the Visiting Clergy Parish Office Register completed by the Parish Office personnel prior to submitting for audit purposes. Sign the register as a record of approval and submit to the Safeguarding Office.

8.5. Implement the suggested actions as a result of the audit. Support the Parish Office personnel with the implementation.

## **REFERENCE**

*Children's Guardian Act 2019 (NSW)*

*Child Protection (Working with Children) Act 2012 (NSW)*

*Child Protection (Working with Children) Regulation 2013 (NSW)*

## **RELATED FORMS**

Personal Declaration of Good Standing

Church Authority Declaration of Good Standing

## **RELATED POLICIES**

Working with Children Check Policy

Responding to Reportable Conduct Policy

Risk of Significant Harm Mandatory Reporting Policy

## POLICY REVIEW

Review of this Policy, related forms and resources will be undertaken every four years by the Safeguarding Manager (Chancery) in consultation with the Safeguarding Officer, Office for Safeguarding (Chancery) and approved by the Bishop of the Diocese.

## REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commence-ment Date
14/08/18	1.	Visiting Clergy and Religious Policy	New	Aug 2018	Aug 2018
17/06/20	2.	Visiting Clergy and Religious Policy	Updated to include correct name of Safeguarding Office  Updated AMCR national administration details and Included Administration responsibilities of the PP/Administrator	Jul 2020	Jul 2020
29/03/21	3.	Visiting Clergy and Religious Policy	Remove Towards Healing reference. Added National Response Protocol and the term 'Good Standing Declaration'	Mar 2021	Mar 2021
12/12/23	4	Visiting Clergy and Religious Policy	Included Chapel Audits  Linked NRP to Good Standing forms and ACMR	Mar 2024	Mar 2024

## APPROVAL DATE/ REVISION SCHEDULE

**Approved by:** Most Rev Anthony Randazzo, Bishop

**Date:** 13 March 2024

**To be Revised:** 13 March 2026