



POLICY FOR EXTERNAL CLERICS SEEKING TO SERVE AT FRANCISCAN UNIVERSITY OF STEUBENVILLE

I. Statement on Policy

The purpose of this policy is to safeguard the faithful who implicitly place their trust in any cleric serving at Franciscan University of Steubenville (“University”). Accordingly, all visiting clerics must receive prior approval from the University before they are permitted to perform any type of pastoral ministry, including but not limited to concelebrating, spiritual or catechetical talks, spiritual support or counseling, and other similar matters. This is necessary to ensure compliance with Safe Environment requirements as well as protect the University from liabilities incurred by permitting a cleric to exercise his ministry at the University or any of its affiliated programs. When a visiting cleric seeks permission to engage in ministry at the University or any of its affiliated programs, the following procedure applies.

Notice:

Those external clerics seeking to celebrate the sacraments of the church in a public manner must request permission from the Diocese of Steubenville to attain the faculties to do so.

II. Procedure

A. Any external cleric who is invited or seeks to exercise pastoral ministry (including but not limited to concelebrating, spiritual or catechetical talks, spiritual support or counseling, and other similar matters) at the University or any of its affiliated programs is required to have completed a Request to Perform Pastoral Ministry and present a Letter of Good Standing signed by either his diocesan bishop or religious order before they are permitted to perform any type of pastoral ministry.

B. The external cleric who wants to perform any type of pastoral ministry must complete and submit the online Request to Perform Pastoral Ministry [form](#) *or* by mailing the completed form to the University’s Chaplain at Franciscan University of Steubenville, Christ the King Chapel, 1235 University Blvd., Steubenville, Ohio 43952, *or* by sending the completed form via facsimile to 740-284-5458. Additionally, a Letter of Good Standing must be submitted on the letterhead of the diocese/religious order to the University’s Chaplain by mail or facsimile with an original signature of the cleric’s diocesan bishop or provincial. Both the cleric’s Request to Perform Pastoral Ministry and the completed Letter of Good Standing is required even if the cleric has served at the University or any of its affiliated programs in the past (*e.g.*, previous retreats, conferences or summer assistance, etc.).

Notice:

The Letter of Good Standing must include the following certifications (See a Sample Letter of Good Standing [here](#)):

1. That the cleric is in good standing and is of good character and reputation and qualified to perform his pastoral duties.
2. That the cleric has never been suspended or otherwise canonically disciplined.
3. That no criminal charges have ever been brought against the cleric nor does he have a criminal record.

4. That the cleric has never behaved in such a way as to indicate that he might deal with minors or adults in an inappropriate manner.
5. That the cleric does not have a current untreated alcohol or substance abuse problem.
6. That the cleric does not have a current, untreated emotional or mental health problem.
7. That the cleric has never been involved in any incident which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. That the cleric has, as mandated by the Charter for the Protection of Children and Young People, participated in an approved training session on how to provide a safe environment for children and young people.

C. Upon proper consideration of the Request to Perform Pastoral Ministry and the Letter of Good Standing, the request will either be granted or denied.

D. If the request is granted, it will only be for the duration of date(s) approved by the University's Chaplain.