I. Statement on this 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: To celebrate the sacraments of the church in a public manner at Franciscan University, visiting priests and deacons must submit a Letter of Good standing to the Diocese of Steubenville. The cleric's 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.).

II. Procedure

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 send a Letter of Good Standing to the Diocese of Steubenville, signed by either his diocesan bishop or religious order.

1. Send a Letter of Good Standing to Fr. Bradley Greer, Chancellor (bgreer@diosteub.org), and Debbie Cook, Executive Secretary to the Bishop (dcook@diosteub.org), along with the dates/time period and purpose of your visit to Franciscan University.
2. The diocese will send you and Christ the King Chapel your Grant of Permission to exercise faculties, at which point you will be permitted to exercise clerical functions on campus.
3. Private Masses are not permitted on campus. Visiting clerics are encouraged to concelebrate at scheduled Mass times.

Franciscan University of Steubenville must receive the cleric's Grant of Permission from the Diocese of Steubenville before they are permitted to perform any type of pastoral ministry.

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

- That the cleric is in good standing and is of good character and reputation and qualified to perform his pastoral duties.
- That the cleric has never been suspended or otherwise canonically disciplined.

- That no criminal charges have ever been brought against the cleric nor does he have a criminal record.
- 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.
- That the cleric does not have a current untreated alcohol or substance abuse problem.
- That the cleric does not have a current, untreated emotional or mental health problem.
- 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.
- 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.

Upon proper consideration of the Letter of Good Standing, the request will either be granted or denied.

If the request is granted, it will only be for the duration of date(s) approved.