



DIOCESE OF EAST ANGLIA

Diocesan policy on the INCARDINATION OF PRIESTS AND DEACONS

(as at 1.1.2007)

1. Introduction

- 1.1 Any priest or deacon coming to minister for an extended period in the Diocese of East Anglia is required to comply with the Diocesan Policy on Welcoming Priests and Deacons. This includes the signing of the diocesan policy statement by the priest or deacon and his Bishop, Provincial or Abbot, the sending of a Testimonial of Suitability for Ministry, and a Criminal Records Bureau check or equivalent.
- 1.2 If coming into the diocese from overseas, the priest or deacon's immigration status will be checked before his stay begins, monitored regularly, and confirmed when incardination is being considered.
- 1.3 Priests and deacons seeking to come to East Anglia with a view to possible eventual incardination need to be aware that incardination will not be considered by the Bishop for at least three years after arrival in the diocese, and on the recommendation of the Diocesan Personnel Board. No commitment to incardination will be made.
- 1.4 A priest seeking incardination will normally be expected to minister as an assistant priest in one or more parishes for at least three years before incardination is considered. A deacon will normally be attached to a particular parish for at least three years.
- 1.5 The Bishop will meet with the priest or deacon formally once each year during that period.
- 1.6 All priests and deacons seeking eventual incardination need to be aware of the provisions of canons 265 - 272 and 691-693 of the *Code of Canon Law*.

2. Procedures

- 2.1 After three years in the diocese, the priest or deacon may apply to the Bishop for incardination.
- 2.2 The Diocesan Personnel Board will be responsible for making a recommendation to the Bishop regarding the acceptance or non-acceptance of the priest's or deacon's request for incardination.
- 2.3 The provisional willingness of the priest's or deacon's own Bishop, Provincial or equivalent to grant excardination or equivalent will be sought, along with confirmation that the priest or deacon is in good standing in his diocese or religious community. A fresh Testimonial of Suitability for Ministry will be requested.
- 2.4 The petitioner will be asked to undergo a medical from a doctor agreed by the Diocese of East Anglia.

2.5 The priest or deacon requesting incardination will be asked to present to the Bishop and Personnel Board a resume including:

- 2.5.1 A personal history, date & place of birth, upbringing, schools attended and degrees received, special talents or skills in ministry, any physical or other problems.
- 2.5.2 Ministerial history: when and where ordained, assignments and appointments.
- 2.5.3 Reasons for requesting incardination into the Diocese of East Anglia.
- 2.5.4 Reasons for leaving current Diocese or Congregation.
- 2.5.5 Types of assignments for which he feels suited.
- 2.5.6 Types of assignments for which he feels unsuited.
- 2.5.7 A medical certificate from a doctor agreed by the Diocese of East Anglia.

2.6 Letters of recommendation will be sought from:

- 2.6.1 Parish Priest and at least three other priests of the Diocese of East Anglia with whom the priest or deacon has worked during his time in the Diocese, evaluating his priestly spirituality and ministerial skills.
- 2.6.2 Letters from those with whom he has worked in the past in his current Diocese or Congregation.
- 2.6.3 Letters from his current Bishop, Provincial or equivalent.

2.7 Final Decision

- 2.7.1 The final decision on the request for incardination is the responsibility of the Bishop, on receipt of the opinion of the Personnel Board, the petitioner's resume, the letters of recommendation, and after a personal interview with the petitioner.
- 2.7.2 Before reaching a final decision, an enhanced Criminal Records Bureau check will be required.
- 2.7.3 The petitioner will be asked to sign a statement expressing his willingness to exercise his ministry in accordance with all policies and customs of the Diocese of East Anglia, the *Diocesan Pastoral Plan (2004)*, and the *Code of Canon Law* and current liturgical and other norms of the Catholic Church.
- 2.7.4 Once the Bishop has decided to agree to Incardination, he and the priest's or deacon's own Bishop or Provincial will exchange Decrees of Incardination and Excardination or equivalent as agreed.

3. Review

This policy will be reviewed every three years by the Bishop in consultation with the Council of Priests.