

Institute for Professional Standards and Safeguarding

Archdiocese of Canberra and Goulburn

Visiting Clergy and Religious Procedure

Last updated: May 2016





VISITING CLERGY AND RELIGIOUS PROCEDURE

INTRODUCTION

Visiting Clergy and Religious requesting to carry out a ministry or apostolate within the Archdiocese will need to present their *Towards Healing* Declaration forms. A further requirement is compliance with child protection and vulnerable person regulations. This procedure details the roles and responsibilities for submitting, processing and approving requests from visiting Clergy and Religious. For more information, please contact the Institute for Professional Standards and Safeguarding at ipss@cg.org.au.

RELATED POLICIES AND PROCEDURES

- Working with Vulnerable People (ACT) Policy
- Child and Vulnerable People Protection Policy
- Working with Vulnerable People Procedure

PROCEDURE

FOR VISITING CLERGY AND RELIGIOUS

Prior to carrying out a ministry or apostolate within the Archdiocese, please complete the following steps:

1. Download the *Towards Healing* Priest's Personal (45.6) and Church Authority (45.7) Declaration forms at www.cg.catholic.org.au > Go to Administrative Services > Visiting Clergy
2. Provide the following applicable registration details:
 - Your ACMR personal identification number OR
 - Your NSW Working with Children Check* (WWCC)
 - Your ACT Working with Children & Vulnerable People* card (WWVP)

** Please apply or renew registrations if required*
3. Forward completed Declaration forms with your ACMR or WWCC and WWVP details (including full copy of card) to ipss@cg.org.au for processing.

ARCHBISHOP'S OFFICE OF EVANGELISATION (AOE)

All requests submitted by visiting Clergy and Religious, will be processed by AOE as follows:

1. Confirm Declaration forms as well as WWCC and WWVP registration details have been received
2. Enter details into *Short Term Visiting Clergy Request – Approval form* and attach Declarations
3. Forward *Approval Form* to IPSS to verify WWCC/WWVP registrations and for signatory approval
4. Forward *Approval Form* to the Archbishop for review and signatory approval
5. Forward *Approval Form* to Chancellor to assess and indicate if Faculties are required and to sign.
6. Forward *Approval Form* to Vicar General for review and signatory approval
7. Inform IPSS that the *Approval Form* is complete prior to the confirmation email being actioned
8. File completed *Approval Form* for archival and compliance purposes



Catholic Archdiocese of
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INSTITUTE FOR PROFESSIONAL STANDARDS AND SAFEGUARDING

Prior to the visit, IPSS will issue a confirmation email to:

- The Parish Priest where the visit will take place
- The visiting Clergy and Religious

The visiting Clergy and Religious' applicable WWCC and WWVP clearances will be noted in the email.

The IPSS will record and verify all WWCC and WWVP registrations for all visiting Clergy and Religious within the Archdiocese.

OUR PARISHES

Parishes will save and permanently archive all received confirmation emails for visiting Clergy and Religious for compliance purposes.

IPSS will also archive this information for compliance purposes.

PERSONS INVOLVED:

Approved by:	Mr Victor Dunn
Issuing Group	Institute for Professional Standards and Safeguarding
Implementation Date:	
Last updated:	May 2016
Contact Officer:	Manager, Institute for Professional Standards and Safeguarding



Catholic Archdiocese of
Canberra and Goulburn

APPENDIX ONE: REQUEST TO VISIT ARCHDIOCESE PRIEST PERSONAL DECLARATION

The Most Reverend Christopher Prowse
Archbishop of Canberra and Goulburn
GPO Box 89
CANBERRA ACT 2601

Your Grace

I, _____
will be visiting the Archdiocese and during that visit I propose to exercise my ministry. In accordance with the policy of the Catholic Church in Australia relating to professional standards I state that there have been no substantiated complaints of abuse against me nor do I know of any circumstances that could lead to a complaint of abuse.

Purpose of Visit			
Duration of Visit/Appointment			
Date of Arrival		Date of Departure	

Yours sincerely

Signature	
Date	
Current Appointment	
Address	
Email	
Phone	
WWC/WWVP Number	
State/Territory Issued	
Date of Birth	

Relevant Paragraphs from Towards Healing

- 45.6 Whenever a cleric or religious is to transfer from one diocese or institute to another, (whether within Australia or coming from overseas) or is to carry out a ministry or apostolate in another diocese or institute, the Church Authority to which the person is to be transferred shall ask for a written statement from the cleric or religious indicating whether there have been any substantiated complaints of abuse against him or her or whether there are known circumstances that could lead to a complaint of abuse. Such statements shall be held as confidential documents by the Church Authority.
- 45.7 In these same circumstances the Church Authority in the diocese or institute where the cleric or religious previously lived and worked, shall provide a statement in writing to the new diocese or institute indicating whether such authority knows of any complaints of abuse which have been substantiated or is aware of circumstances that could lead to a complaint of abuse, or whether it considers that there would be an unacceptable risk to children, young people or vulnerable adults if the person were to be allowed to engage in particular kinds of ministry. Where there has been a substantiated complaint, the Church Authority shall furnish all information necessary to evaluate the seriousness of the offence, and shall report on all treatment undertaken, and other measures employed to ensure that further offences do not occur. Such statements shall be held as confidential documents by the Church Authorities



Catholic Archdiocese of
Canberra and Goulburn

APPENDIX TWO: REQUEST TO VISIT ARCHDIOCESE CHURCH AUTHORITY DECLARATION

The Most Reverend Christopher Prowse
Archbishop of Canberra and Goulburn
GPO Box 89
CANBERRA ACT 2601

Your Grace

In response to the requirements of Towards Healing Paragraph 45.7, as the Church Authority of

_____ of
(Name of Visiting Priest)

(Address)

I hereby state that in relation to this person, there have been no substantiated complaints of abuse against him or her, nor are there any known circumstances that could lead to a complaint of abuse.

I am aware that, in moving into a new jurisdiction, this person will be subject to the requirements of relevant State legislation concerning clearances to work with certain categories of persons.

Yours sincerely

Signature	
Name	
Official Role	
Address	
Date	

Relevant Paragraphs from Towards Healing

- 45.6 Whenever a cleric or religious is to transfer from one diocese or institute to another, (whether within Australia or coming from overseas) or is to carry out a ministry or apostolate in another diocese or institute, the Church Authority to which the person is to be transferred shall ask for a written statement from the cleric or religious indicating whether there have been any substantiated complaints of abuse against him or her or whether there are known circumstances that could lead to a complaint of abuse. Such statements shall be held as confidential documents by the Church Authority.
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