

§500 PRIESTLY DEVELOPMENT

§501 SPIRITUAL DEVELOPMENT

501.1. Policy Each priest shall expected to make an annual retreat.

Procedures

- a) Reimbursement for annual retreats is available from the clerical benefits package. (See §600, *Salary and Benefits Schedule for Diocesan Priests*)
- b) The Department of Ministry Formation, through the Cardinal Stritch Retreat House, offers retreats and days of recollection, and will also advise priests of other retreat opportunities.

§502 FRATERNAL SUPPORT

502.1. Policy In addition to a priest's normal time off, he shall be entitled to one day off per month (including overnight) to meet with his fraternal support group.

§503 PROFESSIONAL DEVELOPMENT

§503.1. Resources

503.1. Policy The Center for Development in Ministry shall coordinate resources for ongoing ministry formation.

Procedure

The Center for Development in Ministry will provide a process by which ministers can identify a personal path for development which takes into account their gifts and the Church's ministerial needs.

§503.2. Time

503.2. Policy In addition to one week for an annual retreat and one month for a vacation, each priest shall be entitled to one week per year from his assignment for purposes of professional development. (See §600, *Salary and Benefits for Diocesan Priests*)

Procedures

Every active priest should engage in professional development. This includes all of the fields of knowledge and all of the skills which pertain to his priestly work

§503.3. Allowance

503.3. Policy The ministerial expenses account for priests shall be provided in the benefits package. This allowance includes retreat, professional growth and other ministerial expenses. (See §600, *Salary and Benefits for Diocesan Priests*)

Procedures

- a) The ministerial expenses account for priests to cover retreat and professional development is part of the benefits package. The stipend for professional development for parish priests should be enough for retreat, professional reading, professional equipment, seminars, conferences. The stipend will be consistent with the professional growth allowance range established for various other groups of ministers in the Archdiocese.
- b) A scholarship allowance is also available to diocesan priests pursuing advanced study while in their assignment. Applications are available through the Center for Development in Ministry.

§503.4. Accountability

503.4. Policy The individual priest shall be responsible to inform his Dean and, in the case of a diocesan priest, the Diocesan Priests' Placement Board, regarding his ongoing formation and retreat.

Procedures

- a) This accountability policy will afford the occasion for personal attention. To gain the full benefit of ongoing development programs, there must be some conversation on the connection between priestly

performance and professional development. The Dean will be able to highlight this pastoral connection.

- b) Continuing education and retreat formation will be significant components in the appraisal process of Pastors and Associates.

§503.5. Annual Review

503.5. Policy The Department of Ministry Formation shall review the professional development for priests' program annually.

§504 PASTOR AND ASSOCIATE PASTOR RELATIONSHIP

504.1. Policy The Department of Personnel Services, through the Center for Development in Ministry, shall offer programs for pastors and associate pastors to enable them to be more effective in their relationships with one another.

§505 SABBATICAL PROGRAM

505.1. Policy All diocesan priests incardinated in the Archdiocese and ordained for at least seven years shall be eligible for a sabbatical every seven years.

Procedures

- a) All priests should be encouraged to take a sabbatical when they qualify.
- b) Applications for sabbaticals are available from the Center for Development of Ministry ("CDM"). Program evaluations and other site information may also be obtained at CDM. A CDM advocate is available for an interview, for assistance in creating a proposal, and for site registration procedures.
- c) The Sabbatical Board has three criteria for a sabbatical. An overall plan is expected to include, 1) a 2/3 structured program, 2) spiritual renewal, and 3) some free time.
- d) Applications are considered in the order in which they are received. They must be received at least 4 months prior to the date when the sabbatical begins.

- e) Pastors should submit an application with an enclosed letter of acknowledgment from the local dean supporting his decision.
- f) Associates should submit an application with the enclosed letter of acknowledgment signed by the pastor or director of the agency/institution to indicate that: 1) the proposed sabbatical's implications have been discussed at the parish or agency level and, 2) salary will be continued while on sabbatical unless the parish is on subsidy.
- g) The sabbatical ordinarily lasts 3-6 months.
- h) Tuition, room and board costs or their equivalent are paid by the Archdiocese through the Center for Development in Ministry. Transportation costs are paid by the individual. Salary is paid by the parish/institution last employing the priest before the sabbatical begins, unless the parish is on Archdiocesan subsidy.
- i) A sabbatical is for priests in active ministry and applications from retirees would only be considered if their program were going to be within the first three years of retirement.
- j) Upon return the priest in transition is to contact the Placement Board and is expected to take a temporary assignment until his permanent assignment is designated.

§506 HEALTH PROGRAM FOR PRIESTS

The Health Program for Priests is available to assist priests of the Archdiocese of Chicago to live holistic lives.

The Health Advisory Committee serves as an advisor to the Vicars for Priests Office and to the health office of PRMAA (Priest Retirement and Mutual Aid Association) on issues affecting the health and well being of the Chicago Archdiocesan Priest. The committee discusses the health needs of the priests and then directly determines and implements the methods, surveys, programs, resources, referrals, education and any other means to meet these health needs. A Vicar for Priests co-chairs the committee.

The following services are presently available for the clergy of the Archdiocese of Chicago.

A. Physical Health.

Health insurance is provided to each priest of the Archdiocese of Chicago. Yearly physicals are encouraged.

B. Spiritual Direction

Priests should call the Vicars for Priests office for referrals to spiritual directors who are qualified and have been recommended.

C. Behavioral Health Program

To begin referral service for behavioral assessment and treatment priests should call the Vicars for Priests office. Referrals are then made to a pool of behavioral specialists, lay, religious, men, women, in group or private practice who provide a full spectrum of behavioral health services.