

## §1600 INCARDINATION OF PRIESTS

### §1601 APPLICATION

**1601.1. Policy** A priest seeking to incardinate in the Archdiocese of Chicago shall send a written request to the Archbishop.

#### *Procedures*

- a) The written request for incardination should include:
  - 1) Brief biographical information;
  - 2) Factors leading to his decision to leave his diocese or religious institute
  - 3) Reasons why he is asking to join the Archdiocese of Chicago
- b) The candidate must demonstrate proficiency in English to the Incardination Committee.
- c) The Archbishop will acknowledge receipt of the candidate's letter and will write to the priest's proper Ordinary inquiring whether the application has his consent and asking for any remarks which would assist in determining his suitability as a candidate for incardination in the Archdiocese of Chicago.
- d) The Archbishop's letter will ask the candidate's Ordinary to:
  - 1) indicate the priest's current status,
  - 2) give the priest's ministerial background and experience, and
  - 3) describe any other special considerations pertaining to the priest's application for incardination.
- e) In responding, the letter of the priest's proper Ordinary must contain a statement about the priest's character and reputation. Any confirmed record or history of an untreated problem with substance abuse, violations of celibacy, sexual impropriety, physical abuse, or financial impropriety must be reported. In particular, the priest's proper Ordinary must certify that he is unaware of anything in the priest's background which would render him unsuitable to work with minors. In the case of any incident of sexual misconduct with a minor, the candidate's Ordinary must submit to the Archbishop's Office a comprehensive report of the allegation and its disposition. Information provided in connection with these procedures will be made available to the Offices of the Archbishop, the Chancellor, the Incardination Committee, and, as appropriate, to the members of the Professional Conduct Administrative Committee and/or the Professional Fitness Review Board, and will be maintained in a confidential manner.
- f) When the petition has the necessary information, the Archbishop will refer it to the Incardination Committee.

## §1602 INCARDINATION COMMITTEE

**1602.1. Policy** The Incardination Committee shall consist of a Chairman, Executive Secretary and other members appointed by and serving at the discretion of the Archbishop.

**1602.2. Policy** The Incardination Committee shall interview the candidate for incardination and make a recommendation to the Archbishop.

### *Procedures*

- a) The Chairperson of the Incardination Committee will contact the candidate to set up an initial interview. At this interview, the Chairman will explain the necessary steps and documentation which the candidate must provide to the Incardination Committee. If the Chairman believes it would be helpful, this initial interview may take place with the entire committee.
- b) Upon receipt of the required documentation, the candidate will meet with the entire Incardination Committee. The purpose of the interview is to:
  - 1) get to know the man personally;
  - 2) review the rationale for the petition;
  - 3) clarify/expand on issues raised in the documentation;
  - 4) determine preferred areas of ministry;
  - 5) answer petitioner's questions.
- c) After the interview, the Committee will vote and send its recommendation(s) to the Archbishop.

## §1603 EXPECTATION OF SERVICE

**1603.1. Policy** Ordinarily, a priest to be incardinated shall be expected to render twenty years of service (or its equivalent) to the Archdiocese. In calculating a priest's years of service, consideration may be given for service in the Archdiocese as an extern priest prior to incardination.

**§1604 APPROVAL BY THE ARCHBISHOP**

**1604.1. Policy** The Archbishop shall either accept the candidate into the probationary period or deny the candidate's petition for incardination after receiving the recommendation from the Incardination Committee. If the Archbishop accepts the candidate into the probationary period, the Archbishop shall assign the priest to a parish for a predetermined period, after consultation with the Priests' Placement board and upon recommendation of the Incardination Committee. If the petition for incardination is denied, the Archbishop shall send his denial in writing to the candidate within four months of the priest's petition (cc. 268 and 474). In either event, the Archbishop shall also inform the priest's proper ordinary.

**§1605 PROBATIONARY PERIOD**

**1605.1. Policy** Candidates for incardination into the Presbyterate of the Archdiocese of Chicago shall successfully complete a three-year probationary period, normally consisting of two different parish assignments as an associate pastor, each lasting one and a half years.

**1605.2. Policy** The Chairman of the Incardination Committee shall conduct a written evaluation of the candidate together with the candidate and the pastor or administrator of the parish or agency where he is serving at the conclusion of each assignment.

**Procedures**

The results of the evaluations will be reviewed by the Incardination Committee in determining the second assignment and whether to recommend the candidate for incardination at the conclusion of the probationary period.

**§1606 INCARDINATION**

**1606.1. Policy** The Archbishop shall make the final decision to incardinate a priest into the Archdiocese of Chicago.

**Procedures**

- a) Before making a final recommendation to the Archbishop, the Incardination Committee will meet again with the candidate.
- b) If the decision is to not incardinate the priest, the Archbishop will send his denial in writing to the candidate.

- c) If the decision is positive, the Archbishop will inform the priest's ordinary. Upon receipt of a decree of excardination, and after the priest has declared in writing that he wishes to be dedicated to the service of the Archdiocese of Chicago (c. 269, 3°), that there is nothing in his background which would limit or disqualify him from exercising a ministerial assignment or holding a pastoral office, and that he has not engaged in any type of misconduct or other inappropriate activity which could justifiably give rise to public scandal, the Archbishop will issue a notarized decree of incardination (c. 267).
- d) The Office of the Chancellor will notify the Priests' Placement Board that the priest is available for a regular assignment and will inform the Department of Personnel Services, Office of Employee Services, P.R.M.A.A., any other Archdiocesan agencies as appropriate, official mailing lists, and the Archdiocesan Directory that the priest is to be added to their lists of incardinated priests.
- e) Newly incardinated priests will be introduced and welcomed into the Presbyterate by the Archbishop at a liturgical rite of incardination at the Presbyteral Day or Priests' Convocation normally scheduled in May or June. This liturgical rite of incardination is to be prepared by the Office of Divine Worship in consultation with the Incardination Committee.

## §1607 REVOCATION OF INCARDINATION

**1607.1. Policy** Statements relating to suitable character and fitness are conditions *sine qua non* for incardination into the Archdiocese of Chicago. False statements, material misrepresentation of facts or fraudulent concealment of facts in this regard shall be grounds for revocation of incardination (cf. cc. 63; 125, §2; and 126).

## §1608 BENEFITS FOR INCARDINATED PRIESTS

**1608.1. Policy** Priests incardinated into the Archdiocese of Chicago shall share in all benefits and responsibilities of the priests of the Archdiocese.

**§1609 BENEFITS FOR EXTERN PRIESTS SERVING AS FULL-TIME ASSOCIATE PASTORS IN PROBATIONARY PERIOD OF INCARDINATION PROCESS****§1609.1. Base Salary**

Base pay of associate pastor (no seniority increment until incardinated; if he is incardinated, seniority increment should be figured from the date of ordination).(See *Annual Compensation Guidelines for Lay Employees, Men and Women Religious, and Diocesan Priests Working in Parishes*)

**§1609.2. Residence**

Room and board with reimbursement for parish meals as per Archdiocesan schedule, provided through the parish or agency of assignment.

**§1609.3. Stipend**

Mass stipends and stole fees(See *Compensation Guidelines for Lay Employees, Men and Women Religious, and Diocesan Priests Working in Parishes*).

**§1609.4. Health Insurance**

- a) The Pastor or Agency Director must make sure a priest in the incardination process has Health Insurance which is valid in the Archdiocese. If necessary, written authenticated proof of insurance must be provided by the priest himself to his Pastor or Agency Head;
- b) The priest may be certifiably enrolled in Health Insurance through his home diocese or religious community. If such is the case, the equivalent cost of the premium is paid to the home diocese or religious community by the priest's assigned Parish or Agency:
- c) If a priest does not have Health Insurance elsewhere, he will be enrolled in the Employees' Plan at the Archdiocese of Chicago. The Parish or Agency will cover the cost of the premium. Once incardinated, the priest will be enrolled in the Priests' Health Plan, which provides the same benefits as the Employees' Plan, but is paid for through the Parish assessment;

**§1609.5. Automobile Insurance**

- a) The Pastor or Department/Agency Director must make sure the priest has Automobile Insurance. Proof of insurance is required;
- b) If the priest's car is covered through his home diocese or religious community and that group is willing to continue coverage, the Parish or Agency will reimburse the home diocese or religious community for the cost of the premium;
- c) Otherwise, the Parish or Agency will enroll the priest in the Automobile Insurance Plan of the Archdiocese. The cost of the premium is paid by the Parish or Agency.

Copies of the Certificate of Title in the priest's name and vehicle registration must be provided to the Archdiocesan Plan.

**§1609.6. Presbyteral Council**

A candidate is eligible to elect or be elected to the Presbyteral Council (c. 498, §1, 2°).

**§1609.7. Life Insurance**

No life insurance for candidates;

**§1609.8. Pension Plan**

No pension plan for candidates;

**§1609.9. Retreat**

One week of religious retreat per year.

**§1609.10. Vacation**

Up to one month of vacation per year (cf. cc. 283, §2; and 550, §3).

**§1609.11. Ministerial Expense Plan**

The candidate is eligible for the accountable reimbursement plan according to Archdiocesan guidelines.