

§1500 EXTERN PRIESTS

Extern priests are those priests living outside the jurisdiction of their diocese or religious community.

§1501 MINISTRY

1501.1. Policy With due regard for the faculties granted to priests according to canon law, all priests who are not incardinated in the Archdiocese of Chicago shall be required to obtain the permission and faculties of the Archdiocese in order to exercise a ministry which involves the care of souls, the public exercise of divine worship, or some other work of the apostolate on a stable basis, that is, for six months or longer (cf. cc. 392 and 678, §1). A priest who is expected to be present in the Archdiocese for less than six months may be permitted to celebrate the sacraments if he is known to the pastor or rector of the church or if he presents a valid *celebret* issued by his ordinary or superior within the year, certifying that he is a priest in good standing with faculties granted by the Code of Canon Law (c. 903).

§1502 RESIDENCE

1502.1. Policy Extern priests shall not be accepted for residence in a rectory or religious house without prior written permission of the Diocesan Priests' Placement Board.

§1503 EMPLOYMENT

1503.1. Policy Employment of an extern priest shall not commence until approval is received from the Diocesan Priests' Placement Board.

1503.2. Policy The Diocesan Priests' Placement Board shall not grant approval for employment of an extern priest unless he has the permission and required certification of good character from his diocesan bishop or religious superior.

1503.3. Policy It shall be the responsibility of an extern priest from a foreign country to comply with all applicable immigration laws and regulations, including, where applicable, any needed authorization to be employed. Necessary letters of invitation or sponsorship shall be provided by the Diocesan Priests' Placement Board, as required and appropriate, to assist an extern priest in securing his required immigration status.

§1504 FUNDRAISING

1504.1. Policy As a general rule, extern priests shall not be permitted to engage in fundraising activities. An exception may be made on a limited basis if the priest is requested in writing by his bishop or religious superior to do so and has the previous written consent of the Chancellor's Office and, as appropriate, the Catholic Missions Office.

§1505 FACULTIES

1505.1. Policy Faculties for extern priests are granted by the Diocesan Priests' Placement Board only upon presentation of a letter of permission from their proper Ordinary, in accord with the requirements of any pertinent agreement between the United States Conference of Catholic Bishops (USCCB) and the proper episcopal conference of the extern priest. As a general rule, faculties are granted only to priests residing in a rectory or a religious house.

1505.2. Policy Religious priests who are externs shall be granted faculties by the Chancery only upon written presentation by the competent religious superior (cf. c. 971). (The term "religious priest" is intended to include priests who are members of institutes of consecrated life, societies of apostolic life, personal prelatures, associations of the Christian faithful, and any other forms of non-diocesan priestly communities.)

1505.3. Policy The issuance, denial, extension or revocation of faculties, as well as any condition on their exercise or duration, are, in accord with the norm of law, within the sole discretion of the Diocesan Priests' Placement Board.

Procedures

- a) Extern priests may apply for faculties in the Archdiocese by completing a written application form available from the Office of the Archbishop. This is necessary to determine that the priest has proper

authorization for ministry in the Archdiocese under both canon law and federal immigration laws.

- b)** In addition, each extern priest must provide a letter from his proper Ordinary indicating the priest's current status, permission for his ministry in the Archdiocese of Chicago, the length of time for such permission, an indication of his ministerial background and experience, and a description of any other special considerations pertaining to the priest's stay here.

This letter must also contain a statement about the priest's current status, background, 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 extern priest's proper Ordinary must submit to the Archbishop a comprehensive report of the allegation and its disposition. Information provided in connection with this procedure shall be made available to the Offices of the Archbishop and the Chancellor, and as appropriate, to the members of the Professional Conduct Administrative Committee and/or the Professional Fitness Review Administrator and Review Board. The information will be maintained in a confidential manner.

- c)** If required by any pertinent agreement between the USCCB and the episcopal conference of the extern priest, appropriate letters must also be provided by the USCCB's Office for the Pastoral Care of Migrants and Refugees and the proper episcopal conference of the extern priest.
- d)** As provided by canon 271, these procedures and the extern priest's letter of appointment shall constitute the written agreement describing the extern priest's rights and duties in his ministerial assignment.

§1506 SEXUAL MISCONDUCT WITH A MINOR

1506.1. *Policy* Extern priests shall abide by the Archdiocesan policies and procedures relating to sexual misconduct with minors. (See §1100)

Procedure

- a) If an extern priest exercising public ministry or an apostolate in the Archdiocese of Chicago is accused of sexual misconduct with a minor, the Archdiocese must confer with the competent ordinary. The Archdiocese will determine whether or not the priest may continue to exercise a ministry which involves the care of souls, the public exercise of divine worship, or some other work of the apostolate (cf. cc. 392 and 678, §1). If the Archdiocese determines that an extern priest may no longer exercise any ministry in the Archdiocese, his faculties will be revoked, and his proper Ordinary will be requested to recall the priest immediately.

- b) If sexual misconduct with a minor is alleged to have occurred, the Archdiocese retains the right to initiate the process of investigation and follow-up with the Fitness Review Administrator and Review Board and take whatever action it deems appropriate. Any determination about return to ministry and restoration of faculties will be made according to Archdiocesan policies and procedures.

§1507 TENURE

1507.1. Policy The status of each extern who has been in the Archdiocese for three years or longer shall be reviewed.

Procedures

- a) If an extern priest is engaged in ministry and has been in the Archdiocese of Chicago for three years or more, three options are open following review:
 - 1) his tenure may be extended up to three years;
 - 2) he may be asked to return to his home diocese;
 - 3) he may ask to be considered as a candidate for incardination by the Incardination Committee.
- b) If the extern priest declines to apply for incardination or if he is not admitted to the incardination process, he will be given one year to arrange for return to his home diocese or community. His Ordinary will be informed of this.
- c) Similarly, if an extern priest applies for incardination but is not accepted, the same policy applies.
- d) Any exception to this policy will be decided on a case by case basis at the discretion of the Chancery.

1507.2. Policy Student priests who have been in the Archdiocese of Chicago longer than three years shall be requested to have their permission to study renewed by their proper Ordinary and to also give some indication of when they expect to complete their study program. If the Ordinary does not renew his permission, the student priest shall be required to return home at the earliest opportunity.

§1508 DISCLAIMER AND SANCTIONS

1508.1. Policy Any priest who exercises ministry contrary to these policies and procedures for extern priests, or any pastor, administrator or rector of a church who so permits a priest to function does so illicitly and without the permission of the Archdiocese of Chicago. After a warning and admonishment or rebuke, culpable violation may be punished with a just penalty (cf. cc. 1315, 1319, 1339, 1347, 1384 and 1389).

§1509 BENEFITS FOR EXTERN PRIESTS SERVING AS FULL-TIME ASSOCIATE PASTORS¹

- (1) Base pay of associate pastor (no seniority increment).
- (2) Free room and board in rectory.
- (3) Mass stipends according to Archdiocesan schedule.
- (4) Accountable ministerial expense reimbursement plan according to Archdiocesan guidelines.
- (5) Health insurance:
 - a) Archdiocesan coverage provided through one of the plans available to lay employees (cost of premium is paid by parish or agency);
 - b) If priest is covered by his own diocese or religious order, and it is willing to continue coverage, the parish shall reimburse the Diocese or Order (proof required).
- (6) Auto insurance:
 - a) Archdiocesan coverage provided through an insurance carrier designated by the Archdiocese (cost of premium is paid by parish or agency). Copies of the certificate of title and vehicle registration (in the priest's name) must be provided.
 - b) If priest is covered by his own diocese or religious order, and it is willing to continue coverage, the parish shall reimburse the Diocese or Order (proof required) for the cost of the premium.
- (7) Eligible to elect or be elected to the Presbyteral Council (c. 498, §1, 2^o)
- (8) No life insurance.
- (9) No pension benefits
- (10) No term of office or right to reassignment.
- (11) One week of religious retreat per year.

¹The determination of whether an extern priest may serve as a full-time associate pastor depends on the permission and recommendation of the priest's bishop or religious superior, the opinion and consent of the pastor of the parish, and official assignment from the Chancery.

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

§1510 BENEFITS FOR RESIDENT EXTERN PRIESTS (E.G. STUDENTS)

- (1) Spending allowance according to Archdiocesan schedule.²
- (2) Free room and board in rectory
- (3) Mass stipends (individual offering for each Mass; no flat rate).
- (4) No transportation allowance.
- (5) Health insurance not provided.³
- (6) Auto insurance not provided.⁴
- (7) Not eligible to elect or be elected to the Presbyteral council.
- (8) No life insurance.
- (9) No pension benefits.
- (10) No term of residence or right to reassignment.
- (11) One week of religious retreat per year.
- (12) Up to one month of vacation per year (cf. cc. 283, §2; 550, §3).
- (13) No professional growth allowance.

²Resident extern priest is expected to be available for sacramental assistance during the week and on weekends. If further ministerial assistance is to be provided, compensation is to be negotiated by the pastor and the extern priest. If an extern priest only resides in the rectory but does not assist with some parish ministry, he parish may charge room and board from him.

³All extern priests are required to have health insurance. Student priests are expected to take out a health insurance policy at the special university rate. Resident extern priests working part-time in a parish may purchase health insurance through the Archdiocese with the approval of the chancery.

⁴Resident extern priests may purchase automobile insurance through the Archdiocese with the permission of the Chancery. Copies of the certificate of title and vehicle registration (in the priest's name) must be provided.