

§200 PLACEMENT OF DIOCESAN PRIESTS

§201 NAME OF THE PRIESTS' PLACEMENT BOARD

201.1. Policy The name of the Diocesan Clergy Personnel Board of the Archdiocese of Chicago shall be changed to the "Diocesan Priests' Placement Board of the Archdiocese of Chicago (hereinafter "Board").

§202 PLACEMENT OF ASSOCIATE PASTORS IN PARISHES

Section 202 contains the policies and procedures for the placement of priests, whether newly ordained or not, in open associate pastor positions. There are certain placement policies which only apply to the newly ordained, but they are contained in section 203.

§202.1. Open Listing of New Positions

§202.1.1 Existence of an Opening

202.1.1.1. Policy Pastors shall submit to the Board written position descriptions for associate pastor positions which they are requesting to be approved for the open list.

Procedures

The Board will provide parishes with a model format for developing position descriptions.

202.1.1.2. Policy The Board shall decide which parishes *shall* be on the open list for associate pastors in accordance with §202.1.2.

Procedures

Considerations for the Distribution of Diocesan Priests in Parishes

a) Priestly Service

- ✓ consideration of the number of sacramental ministrations reasonably required by a placement site;
- ✓ consideration of the size of the Catholic population served;
- ✓ consideration of the wider responsibilities attached to a particular site (ie., hospitals, nursing homes, high school adjacent to parish site, etc.).

b) Priestly Presence

- ✓ consideration for missionary or evangelical efforts in areas which are largely non-Catholic;
 - ✓ consideration of the Proclamation of the Word and the need for shaping the vision and spirituality of a Christian community;
 - ✓ consideration of the value of the symbolic presence of a priest/minister at a placement site.
- c) Deployment of Other Ministerial Personnel
- ✓ consideration of the proximity of other priests to the site;
 - ✓ consideration of the operative vision and readiness of a parish for the placement of men or women religious, permanent deacons, or lay ministers in ministerial positions previously occupied by priests.

§202.1.2. Consultation Mandate

202.1.2. Policy Before deciding which parishes should be on the open list for associate pastors, the Board shall consult with the appropriate Episcopal Vicar and the appropriate Dean, the Parish Staffing Team, and the Director of the Department of Personnel Services and the Director of Research and Planning.

Procedures

- a) Consultation. The Board should consult with the parish staff and the people of the parish, make a resume of this parish consultation, and prepare a parish profile.
- b) Notification. The Board will publish two listings:
- 1) To the Pastors: a list of associates to be changed.
 - 2) To the Associate Pastors: a list of parishes that are "Open".

§202.1.3. Prioritized Open Listing

202.1.3. Policy To insure the most equitable distribution of diocesan priest personnel, the Board shall prepare a prioritized list of available parishes. This prioritized list shall include those parishes with the most pressing needs as determined by the Board during the consultation process (§202.1.2).

Procedures

In order to assist the Board in making its decisions, pastors are required to give reasons for the preferences they have expressed.

§202.2. Application and Placement Process

202.2.1. Policy Priests interested in a specific associate pastor position shall submit to the Secretary of the Board a written application.

Procedures

- a) In preparation for the annual change of associate pastors, the Board will notify associate pastors, whose term of office in their present assignment has expired, of the existence of an open associate pastor position. The Board will also inform the Presbyterate of the opening for reassignment of associate pastors whose term has not yet expired.
- b) The application must be submitted within 17 days of the date of the notification of the open position. The date will be specified in the official notification.
- c) The application must include a written resume, using a form provided by the Board.
- d) Each associate pastor slated for change is asked to present a list of no fewer than five preferences. This list is to be submitted before the application deadline date and is confidential.
- e) In order to assist the Board in making its decisions, associate pastors are encouraged to give reasons for the preferences they have expressed.
- f) Selection. Only after the expiration of the deadline date for accepting applications may the Board begin the process of selecting candidates for a specific associate pastor position.

202.2.2. Policy The Board shall recommend a specific appointment to each associate pastor through his contact person.

Procedures

After the associate has been informed he will advise the pastor of the recommendation. If, after consultation, either the associate pastor or the pastor has serious reservations about the recommended assignment, he must notify the Board in writing before the specified deadline.

202.2.3. Policy The Board shall follow the procedures to this policy in making recommendations to the Archbishop of specific appointments of associate pastors.

Procedures

- a) In making its recommendations, the Board should give consideration to an individual's past assignments, especially his having served in the urban apostolate or difficult assignments. In its efforts to know the priests better, the Board should consult with the deans when appropriate.

- b) Recommendations are submitted to the Archbishop for his approval and official appointment.

§202.3. Letter of Agreement

202.3. Policy After the Board makes its recommendation of a specific appointment for an associate pastor, the associate pastor and pastor shall meet and prepare a letter of agreement setting forth the tenure of the associate pastor and their mutual expectations. This shall be signed by both parties and sent to the Board for approval.

Procedures

- a) Upon approval, the agreement will be kept in the priest's personnel file.

- b) The Board will provide a model format for letters of agreement.

§202.4. Tenure

202.4. Policy Ordinarily, tenure for associate pastors shall be five years. However, in the letter of agreement a term of three, four or five years may be agreed upon. Extensions may be granted by the Board, if the pastor and associate pastor both request it. Ordinarily, even with extensions, seven years shall be the maximum tenure for an associate pastor.

§202.5. Mid-Year Request for Associate Transfer

202.5. Policy An Associate Pastor may request a transfer from the Board. The Board shall make a decision concerning the mid-year transfer using the following procedures.

Procedure

- a) The Associate Pastor's case for transfer is presented to the Board. The Associate will be asked to state his reasons for the transfer. If the

Board judges there are sufficient reasons for a transfer, the case proceeds.

- b) The Associate is asked to speak to his Pastor about the proposed transfer and report the results to the Board.
- c) When the Board learns that the Associate has spoken to his pastor about his transfer, a Board member will contact the Pastor and offer him the opportunity to discuss the matter.
- d) If the Pastor agrees that a transfer should take place in midyear, the Board makes such a recommendation. If the Pastor opposes the transfer, his reasons are brought to the entire Board.
- e) After hearing the Associate Pastor and Pastor, the Board will make a judgment about the proposed transfer.

§203 PLACEMENT OF THE NEWLY ORDAINED IN PARISHES

This section of policies and procedures must be used in conjunction with section 202 for the placement of the newly ordained in parishes.

§203.1. Conference with Deacons

<p>203.1. Policy The Seminary shall meet with each Deacon to review his Seminary career and discuss the focus of his first assignment.</p>

Procedures

- a) The Seminary and Deacon will highlight the gifts and strengths each Deacon brings to ministry as well as areas that remain cutting edges.
- b) The Deacon will complete a personnel application form.
- c) The results of this conversation, as well as the application form, will be forwarded to the Board.

§203.2. Selection of Parishes for Placement of the Newly Ordained

§203.2.1. Identification of Parishes

<p>203.2.1. Policy The Board shall review possible parishes for the placement of the newly ordained.</p>

Procedures

- a) Prior to their selection discussions, the Board shall have sent the expectations to the parishes being considered. Thus, parishes who indicate interest in newly ordained will be aware of what is asked of them.
- b) The Board will try to select parishes in light of the needs for priestly personnel as well as the specific requirements for a newly ordained. The Seminary will alert the Board to particular talents in the class, (e.g., language ability).
- c) The Board will select at least twice the number of sites as there are newly ordained.

§203.2.2. Meeting with Parishes

203.2.2. Policy The Seminary and Board shall meet with the parishes identified in §203.2.1.

Procedures

This meeting, normally held in January, will allow the expectations of the newly ordained to be fully explained and will give parishes an opportunity to ask questions, and/or withdraw without "penalty" from the newly ordained process.

§203.2.3. Finalized List of Parishes

203.2.3. Policy The list of possible parishes shall be finalized and submitted to the Archbishop for his approval. Following his approval, the list shall then be presented to the seminary representative and the Board to begin the discussion of matching the newly ordained with parishes.

§203.3 Placement Process

203.3. Policy The Board and appropriate members of the seminary faculty shall make recommendations as to which candidate in the newly ordained class will be recommended to the parish that would appear to best meet his needs.

Procedures

- a) After these recommendations have been finalized, the newly ordained's Board contact will inform both the newly ordained and the pastor of this recommendation.

- b) In early February, the newly ordained will meet with the pastors and their staffs to determine if the recommendation is viable.
- c) The Board will meet with representatives of the seminary faculty to review the meetings between the newly ordained and the parish.
- d) In the case where either the pastor or the newly ordained is not supportive of the recommendation, further parishes will be suggested.

§203.4. Final recommendations and Approval by the Archbishop

203.4. Policy After consultation with the Board, the final recommendations of the Board shall be submitted to the Archbishop for appointment of an associate pastor.

Procedures

When the Archbishop has approved the assignments, the Board contact person will communicate with the pastor and newly ordained. The newly ordained and pastor will have a final consultation. If at this time there are reservations, they must put these in writing and submit them to the Board. The Board will make the final recommendation.

§204 REVIEW PROCEDURE FOR THE NEWLY ORDAINED

§204.1. First Year Review

204.1.1. Policy In February of the first year of a newly ordained's assignment, the Office of Misisterial Evaluation shall conduct a review of that assignment.

Procedures

- a) The review will be an "in-house" check. The primary focus of the review will be to allow the newly ordained to receive feedback from the parish staff and vice-versa.
- b) The results of the review will be communicated to the parties involved by the end of February.

204.1.2. Policy The preferred assignment for a newly ordained would be five years at the same parish. This would provide ample time for the newly ordained to be absorbed into parish life. However, circumstances may dictate two assignments within the five years in order to provide the opportunity to participate in two different experiences with two pastors prior to becoming a pastor.

Procedures

- a) If serious issues surface during an assignment, the newly ordained or pastor should contact the Episcopal Vicar. The Episcopal Vicar will explore the issues.

- b) The Episcopal Vicar may chose to consult with appropriate sources such as the Vicar for Priests and/or Priests Placement Board.

§204.2. Second Year Review

204.2. Policy In January of the second year, the Board shall conduct a discernment process:

- (1) They shall ask the pastor “Should this associate remain?”
- (2) They shall ask the associate, “Do you wish to remain?”

If the answer is affirmative, the associate shall continue to the completion of his term. If the answer is negative, on one or both sides, the Board shall explore the issues and make a final decision by the end of January.

§204.3. Leaving an Assignment Without Prejudice (Keep as is.)

204.3. Policy After two years, a priest may leave an assignment without prejudice.

Procedure

If a priest leaves before the completion of his first assignment the Priest Placement Board will determine his next assignment.

§205 PLACEMENT OF DIOCESAN PRIESTS IN AGENCIES

205.1. Policy Under certain circumstances, the Archbishop may assign priests to Pastoral Center agencies and departments.

Procedures

a) Circumstances

- 1) when the position is linked to the spiritual formation of future diocesan priests;
- 2) when the position requires a priest by canon law;
- 3) when it is the expressed preference of the Archbishop, or for good pastoral reasons;
- 4) when the presence of a priest serves a genuine symbolic value;
- 5) when the availability of other qualified personnel is limited;
- 6) when the pastoral service of specific populations require it;

b) Consultation

- 1) the department director and representatives of the Agency assess their personnel needs and formulate position descriptions.
- 2) the department director and/or agency director make a presentation of these needs to the Archbishop, the Vicar General, Chancellor and the Board.

c) Verification

- 1) When the Archbishop decides that a need is justified, permission is given to the Board to put the available position on Open Listing.

d) Notification

- 1) The Board will notify the priests of the Archdiocese of available open positions. Upon request, the Board will supply a position description to those interested.

§205.5. Application

<p>205.5. Policy Priests interested in specific positions shall submit to the Board a completed application form within 17 days of notification.</p>

Procedures

- a) Representatives of the Department/Agency screen all the applicants.
- b) Each written application is carefully considered.
- c) Personal interviews are arranged for those considered qualified.
- d) The Department/Agency may also encourage other qualified persons to make written application.
- e) The department director and the Board discuss the final slate of recommendations.
- f) The department director and representatives of the Priests' Placement Board present the recommendations to the Vicar General, Chancellor and the Archbishop.

§205.6. Appointment

<p>205.6. Policy After consultation with the Board, the Archbishop shall make the appointment of Diocesan Priests in agencies/departments.</p>

205.7. Policy As a general rule non parochial assignments are for three-year terms which may be renewed.

§206 RESIDENTIAL PLACEMENT OF PRIESTS IN NON-PAROCHIAL ASSIGNMENTS

Parochial involvement is a value of priestly life, and some involvement in parochial ministry is expected of diocesan priests in full-time, non-parochial assignments.

§206.1. Placement Process

206.1. Policy The Board shall provide a priest who is looking for a residence with a number of possible residences. The Board shall approve the residence using the following procedures.

Procedures

- a) With the assistance of the Board, the priest will find a pastor who is agreeable to his residency. They shall sign a letter of agreement, setting forth their mutual expectations. The agreement must be signed by both parties and sent to the Board for approval.
- b) Upon approval by the Board, the agreement will be kept in the priest's personnel file.

§206.2. Tenure

206.2. Policy Ordinarily, tenure for residents shall be five years. However, in the letter of agreement a term of three, four or five years could be agreed upon. Extensions may be granted by the Board if the pastor and resident both request it. Ordinarily, even with extensions, seven years shall be the maximum tenure for a resident.

§207 PLACEMENT BOARD REVIEW PROCESSES

207.1. Policy The Board shall meet on a regular basis with the Archbishop and the Director of Personnel Services to review all assignment processes for all diocesan priests.

§208 PLACEMENT OF CANDIDATES FOR LICENTIATE IN (SYSTEMIC) SACRED THEOLOGY

§208.1. Assignment Process

208.1. Policy S.T.L. candidates shall follow a similar assignment process as other newly ordained. The focus of their assignment shall differ however. They should begin their assignment the second weekend of March.

§208.2. One Year of Study

208.2. Policy This placement is "terminal" - i.e., only for the year of study. S.T.L. candidates are expected to be a full time student with residence on campus Monday through Friday. Weekends will be used for parish ministry with residence in the parish. They are considered as residents - their salary shall be paid as such. Parish shall pay Mass stipends. Advanced Studies shall provide salary and auto insurance.

§208.3. Completion of Studies

208.3. Policy They shall complete their year of study in June and then be assigned as newly ordained.

§208.4. Possibility of Remaining

208.4. Policy It might be possible for them to remain in their "terminal" assignment. However, there must be need; the Board and parish must be open. It is the ordinary expectation they will seek another assignment.

§208.5. Participation in Newly Ordained Program

208.5. Policy As newly ordained, they shall be expected to participate in the newly ordained program.

§209 URBAN APOSTOLATE

209.1. Policy Within fifteen years of Ordination, a priest is expected to accept an assignment to serve in the Urban Apostolate. Priests who do not fall within the scope of this proposal shall be asked by the Board to give serious consideration to the Urban Apostolate's needs in the Archdiocese.

Procedures

- a) "Urban Apostolate" means a ministry in parishes ministering to the African American Community, the Spanish-speaking community, other ethnic communities with special language or cultural needs, an economically deprived community, or a racially, culturally, or economically changing community within the Archdiocese of Chicago.
- b) In general, each priest is be "expected" to serve in the Urban Apostolate. However, there may be exceptions based on personal evaluation and/or evaluation by the Board.
- c) Education programs, sponsored by the Center for Pastoral Ministry in cooperation with the Board, will be available for priests exercising ministry in the Urban Apostolate.
- d) "Assignment" means the normal five year period of ministerial service allowing the usual reasons for abbreviation and extension.