

## **SERIES 2000**

### **THE PRIEST PERSONNEL BOARD**

#### **2100 PRIEST PERSONNEL BOARD STRUCTURE**

##### **2110 Introduction:**

Since the Archbishop is the one solely responsible for the assignment of all priests in the Archdiocese, he will personally make those assignments himself. The existence of the Priest Personnel Board indicates the Archbishop's desire for assistance in the discharge of this responsibility. Every priest has the right to approach the Archbishop or the Priest Personnel Board concerning his assignment. Since this access requires trust on the part of the priest, the members of the Board are bound to confidentiality and to respect each priest's natural right to privacy.

##### **2120 Functions of The Priest Personnel Board:**

2120.1 To assist the Archbishop in the assignment of priests in the service of the Archdiocese.

2120.2 In the fulfillment of this task of assisting the Archbishop, the Board will:

2120.2.1 Implement personnel policies developed by the Council of Priests and approved by the Archbishop;

2120.2.2 Continually gather data on priest personnel, the personnel needs of the diocese and the more effective placement of clergy personnel all with appropriate discretion;

2120.2.3 Collaborate with the Director of Ongoing Formation in working with the priests of the Archdiocese on their own ongoing personal and professional development;

2120.2.4 Conduct parish consultations along with the appropriate dean before making recommendations to the Archbishop concerning assignments of pastors;

2120.2.5 Conduct consultations with priests in regard to assignments.

**2130 Composition of the Priest Personnel Board:**

- 2130.1** The Priest Personnel Board shall consist of the Archbishop, the Vicar for Clergy (Chair of the Priest Personnel Board) and six priests.
- 2130.2** Three priests shall be elected from among the priests specified in Article IV, Section 2, Paragraph A of the Council of Priests' Constitution who are eligible to vote in Council of Priests' Age Group elections, in the following manner: Priests of the Archdiocese shall be elected from among the diocesan priests incardinated in the Archdiocese of San Francisco or assigned by the Archbishop, having faculties to function therein, living within the confines of the Archdiocese.
- 2130.2.1** The priests of Age Groups V, VI and VII not yet retired shall nominate three priests from their own Age Group.
- 2130.2.2** The priests of Age Groups III and IV not yet retired shall nominate three priests from their own Age Group.
- 2130.2.3** The priests of Age Groups I and II not yet retired shall nominate three priests from their own Age Group. When the nomination process has been completed, all the priests specified in Article IV, Section 2, Sub-section C of the Council Constitution who are eligible to vote in Council Age Group elections shall elect from those nominated: One priest from Age Group V and VI and those in Age Group VII not yet retired; One priest from Age Groups III and IV; and One priest from Age Groups I and II to serve on the Priest Personnel Board.
- 2130.3** Two priests shall be appointed to the Priest Personnel Board by the Archbishop.
- 2130.4.** The Council of Priests shall elect one of its members for a 3-year term. He shall be a voting member of the Priest Personnel Board.
- 2130.5.** The Council of Priests' delegate is an ex-officio member of the Personnel Committee of the Council of Priests.

**2140 Term of Office:**

- 2140.1** Those elected to the Priest Personnel Board shall have a three-year term and may not serve more than two consecutive three-year terms. The nomination and election of the elected members of the Priest Personnel Board shall take place during the month of April each year. They will assume office on July 1st.
- 2140.2** The members appointed by the Archbishop shall serve for a three-year term renewable for a second term.

**2150 Officers of the Priest Personnel Board:**

- 2150.1** Chair: The Chair of the Priest Personnel Board is the Vicar for Clergy.
- 2150.1.1** He is a voting member of the Priest Personnel Board, the Ongoing Formation Board and the Retirement Board.
- 2150.1.2** He sets the agenda for each Priest Personnel Board meeting.
- 2150.1.3** The Chair is responsible for the custody and confidentiality of the Personal Data Forms and Annual Update Forms obtained from the priests.
- 2150.2** Board Members: The Board shall meet at least once a month, except during the months of July and August, to formulate recommendations and advise the Archbishop regarding personnel.
- 2150.2.1** The board is to develop a list of proposed assignments. After the Archbishop gives tentative approval to the proposals, the Board will consult those involved. Since the proposed changes are not yet final, confidentiality should be maintained. The list is then revised in light of this consultation and returned to the Archbishop for his consideration and final action.
- 2150.2.2** In accord with Section 2311.2, Priest Personnel Board members, along with the appropriate dean, will visit a vacant pastorate to consult with the people mentioned in 2311.2. The purpose of this visit is to get a clearer idea of the needs of the parish

and of its present condition. Names of priests to fill the vacancy are not to be solicited, nor if they are spontaneously proposed, should they be accepted for discussion at such a meeting.

- 2150.3.      **Executive Secretary:** The Executive Secretary, appointed by the Archbishop upon the recommendation of the Board, is an ex-officio non-voting member of the Board. The Executive Secretary is to assist the Board by preparing data and studies of particular areas of concern, e.g. medical chaplaincies, prisons, campus ministry, reports regarding the disbursement of personnel and projections of available personnel.

## **2200 GENERAL POLICIES GOVERNING PRIEST PERSONNEL**

### **2210 Principles governing the assignment of priests:**

- 2210.1      **The Good of the Church and of the Priest:** A priest is ordained to serve the People of God. Therefore, his assignment should involve the needs of the local Church and his own needs to grow personally, spiritually and ministerially.
- 2210.2      **Continuity in Ministry:** Another factor in the assigning of priests is a commitment to maintain continuity in the ministerial situation and direction already successfully taken by their predecessors.

### **2220 Terms for the assignments of priests:**

- 2220.1.      **Pastors:** Pastors will be assigned for a term of six years.
- 2220.1.1      A pastor who does not wish to be reappointed to a second term must inform the Archbishop in writing.
- 2220.1.2      Otherwise, on the recommendation to the Archbishop by the Priest Personnel Board, and following an evaluation, the pastor may be appointed to another six-year term. At the end of the term, with the consultation of the Priest Personnel Board, the Archbishop may continue the priest in his pastorate.
- 2220.2      **Parochial Vicars:** The normal length of a parochial vicar's assignment is three to five years.

**2230 Annual consultation with clergy:**

To assist the Board in making assignments, in December of each year each priest of the Archdiocese is asked to reflect on his continuing service to the Church.

A Pastor is asked to indicate his wish: 1) to remain in his present assignment; 2) to be considered for another pastorate, indicating the type of parish (e.g. suburban, inner-city, bilingual) for which he feels qualified; 3) to be considered for assignment in a non-pastor role.

A non-pastor is asked to indicate his wish: 1) to remain in his present assignment; 2) to be considered for another non-pastor assignment; 3) to be considered for assignment as a pastor, indicating the types of parish (e.g. suburban, inner city, bilingual) for which he feels qualified.

**2240 Policy and procedures on letters of commendation and complaint about the priests of the Archdiocese:**

Should the Archbishop or members of the Priest Personnel Board receive letters of commendation or complaint concerning one of the priests of the Archdiocese, these shall be incorporated into his personnel file under the following procedure:

2240.1        A letter of commendation will be forwarded to the priest with a copy being retained for his personnel file.

2240.2        Upon receipt of a complaint, the Archbishop or a member of the Priest Personnel Board will urge the person to bring his or her complaint directly to the priest. Substantive signed letters of complaint shall be referred to the priest about whom the complaint is made. After the priest has responded to the allegation, follow-up action will be initiated, as necessary. In the event that a correspondent wishes to remain anonymous, the complaint will not be placed in the priest's personnel file.

2240.2.1      If there is the possibility of facilitating reconciliation between the priest and complainant, it will be pursued.

2240.3        When necessary, all who lodge legitimate, signed complaints against one of the priests of the Archdiocese should be notified of the policy and procedures by the Archbishop or anyone the Archbishop would delegate to act as intermediary.

## **2300 ASSIGNMENT PROCEDURES OF THE BOARD**

### **2310 Procedure to be followed in the assignment of pastors:**

Whenever a parish staffed by the priests of the Archdiocese becomes vacant because of the death, resignation, transfer, or retirement of the pastor, the requirements of Canon 524 are observed in utilizing one or more of the following procedures:

**2310.1** The Archbishop asks the Priest Personnel Board to present to him the names of three priests who are best suited for the vacant pastorate. Before presenting the prioritized terna, the Priest Personnel Board should observe the following procedures:

**2310.1.1** Notify the presbyterate that the pastorate is vacant by means of written notification. Any priest may apply.

**2310.1.2** Along with the dean, hold a listening session with each of the following: 1) the outgoing pastor; 2) the parochial vicar(s) and staff; and 3) the parish leadership.

**2310.1.3** Consult the Self-Study of the parish and recent Archdiocesan reports and studies of the parish.

**2310.1.4** Review the Annual Update Forms for priests who have shown an interest in changing pastorates or in becoming a pastor.

**2310.1.5** Review any letters of application for the specific parish.

**2310.2** The Archbishop may request that the Priest Personnel Board investigate the possibility of transfers between two or more pastors. The Board is to consult with the appropriate deans, the Self-Study of the parishes involved, and any other pertinent information before making recommendations to the Archbishop.

**2310.3** The Archbishop, without consulting the Priest Personnel Board, may make the appointment based upon his knowledge of the needs of the Archdiocese and of the parish.

**2310.4** At all times the qualities outlined in the description of a pastor set forth in this policy under Pastoral Ministries and Responsibilities, years of service to the Archdiocese and the specialized needs of the

parish are to be significant factors in the choice of a pastor for a particular parish.

- 2310.5        The requirements of Canon 524 are to be observed:  
                  “A diocesan Bishop is to entrust a vacant parish to the one whom he considers suited to fulfill its parochial care after weighing all the circumstances and without favoritism. To make a judgment about suitability, he is to hear the Vicar Forane (Dean) and conduct appropriate investigations having heard certain presbyters and lay ministers, if it is warranted.”

2320    Procedures to be followed in the assignment of clergy other than Pastors:

The Priest Personnel Board shall be responsible for the procedures governing changes of assignment and/or ministry. A member of the Board shall meet with the priest requesting a change or completing his term of assignment in order to discuss the type of future assignment desired. This information shall be coordinated with the priest's Clergy Detail Report and Annual Update Form, the parish profiles and job descriptions, and shall be presented to the Board in summary fashion. The Board shall draw up a list of assignments based upon the foregoing:

- 2320.1        Once a list of recommended assignments has been approved, the consultation will begin. Those consulted are:

2320.1.1       The pastor or head of the department or institution to which the priest is presently assigned;

2320.1.2       The pastor or head of the department or agency to which the priest is proposed for assignment;

2320.1.3       The priest who is being moved.

- 2320.2        The consultation procedure is that method by which the Board informs the priest that a change in assignment is pending. The priest being moved and his proposed pastor or superior are informed that this is the considered recommendation of the Board based on:

2320.2.1       The parish profile or job description of the institution;

2320.2.2       The Clergy Detail Report and evaluation of the priest involved in a change;

- 2320.2.3      The overall good of the Church in the Archdiocese and the good of the priest.
- 2320.3      Because the recommendation of an assignment for a priest is based upon the foregoing realities and values, a priest is expected to give serious consideration to the recommended assignment. If the priest is aware of compelling reasons why he should not accept the recommendation, he should state those reasons to the consultant. However, his reasons should be based upon facts, which are rooted in the same criteria with which the recommendation is made.
- 2320.3.1      In order to avoid confusion and unfounded expectations, the priests shall maintain confidentiality concerning these consultations.
- 2320.3.2      It is expected that each priest being moved, shall meet with his prospective pastor or superior to discuss his or her mutual expectations and responsibilities in the proposed assignment.
- 2320.4      After consultation has been completed, a final list of recommended assignments is presented to the Archbishop for his approval. Once this approved has been given, letters of assignment are sent to all persons concerned, and the assignments are published via an Official Announcement.
- 2330      Procedures for the assignment of priests to work outside the Archdiocese of San Francisco:
- 2330.1.      A priest of the Archdiocese of San Francisco who is considering ministry outside the Archdiocese should discuss his intentions with the Archbishop or the Vicar for Clergy. After feedback from the Vicar for Clergy, he shall submit a request for such an assignment to the Priest Personnel Board, who will make a recommendation to the Archbishop, who is responsible for the assignment.
- 2340      Procedures for the assignment of newly ordained Archdiocesan priests:  
To assist in the assignment of those priests who will be ordained and given their first priestly assignment, the following procedure will be maintained:
- 2340.1.      The members of the Priest Personnel Board shall meet and interview each candidate for ordination approximately four months prior to the date of ordination.
- 2340.2.      The Rector of the Seminary and the Director of Field Education from the Seminary shall provide an evaluation of the candidate's



previous work. This evaluation shall have already been reviewed by the candidate, appropriate Seminary faculty members, Pastor of the site, and the Director of Field Education. The Rector, the Director of Field Education and the Vocation Director shall serve as consultants to the Priest Personnel Board in formulating recommendations for the priestly assignments of the candidates for ordination.

2340.3 Once the proposed recommendations have been approved by the Archbishop, the pastor of the parish to which the newly ordained priest is to be sent is to be contacted. There must be serious reasons for the pastor to object to the assignment.

2340.4 First Assignments of parochial vicars shall be limited to parish work for a period of 3-5 years. At the conclusion of this assignment there will be an evaluation of the Parochial Vicar conducted by the Personal Board including the use of an instrument similar to the "Periodic Review of Priestly Ministry Survey" used for the evaluation of Pastors.

2340.5 The newly ordained priest will normally be assigned to a parish, which will broaden his experience of pastoral ministry beyond that which he received during the years of his priestly formation.

**2350 Procedures to be followed for priests wishing to enter new forms of ministry:**

2350.1 In order to accomplish the work of spreading the good news, the Church has traditionally relied on both parochial and non-parochial ministry placements. While continuing to encourage traditional forms of ministry, the Archdiocese welcomes new and creative approaches to parochial and non-parochial ministry, which may more effectively meet the particular needs of this time and place. The new types of ministry will be evaluated in light of the priorities of the Archdiocese, the personnel available, and the good of the area.

2350.2 Procedures for the establishment of new forms of priestly Ministry:

2350.2.1 Suggestions for new forms of ministry are to be presented to the Archbishop.

2350.2.2 The Archbishop will evaluate the suggestion for a new form of priestly ministry and may decide to involve the Priest Personnel Board for their advice.

2350.2.3 There shall be criteria developed for the ongoing evaluation of this new form of ministry.

2350.2.4 After three years the Archbishop, in conjunction with the Priest Personnel Board, shall determine whether this new form of ministry can be staffed further by a diocesan priest.

2360 Procedures governing the assignment of non-incardinated priests in the Archdiocese of San Francisco:

2360.1 Preamble: Priestly ministry in the Archdiocese of San Francisco is and has been enhanced by the service of many non-incardinated priests. It is important that priest personnel policy also include the service provided by priests who are not incardinated in the Archdiocese or are assigned to service in the Archdiocese by their religious superiors with the approval of the Archbishop. Full authority and competency for acceptance, assignment and continuation of service of non-incardinated clergy rests with the Archbishop of San Francisco and with those persons or committees with whom he chooses to share the responsibility for this work.

2360.2 Definition of Terms:

2360.2.1 For purposes of this policy statement non-incardinated priests are considered to be:

2360.2.1.1 Clergy incardinated in other dioceses who wish to serve in the Archdiocese of San Francisco; and

2360.2.1.2 Religious clergy other than those regularly assigned by their own religious superiors to a parish or apostolate staffed by their religious community with the approval of the Archbishop, and who wish to serve in the Archdiocese of San Francisco.

2360.2.1.3 For purposes of this policy statement, service in the Archdiocese of San Francisco is construed to mean the receipt of an official appointment letter signed by the Archbishop. Temporary service should always conform to Archdiocesan Policy, and should be closely monitored by the Vicar for Clergy.

**2360.3 Application Procedures for Non-Incardinated Priests:**

**2360.3.1 The Vicar for Clergy of the Archdiocese shall be responsible for:**

**2360.3.1.1 Responding to all requests for assignment and placement from non-incardinated priests;**

**2360.3.1.2 Personally interviewing and evaluating priests who are deemed competent, with the assistance of members of the Priest Personnel Board;**

**2360.3.1.3 Presenting the recommendations of the Priest Personnel Board to the Archbishop concerning the assignment and evaluation of all non-incardinated priests.**

**2360.4 Documentation Required for Petitioners for Priestly Service in the Archdiocese of San Francisco:**

**2360.4.1 A letter of attestation and permission, conforming with guidelines issued by the USCCB, from the priest's diocesan bishop or religious superior clearly stating that the priest is in good standing in his diocese or congregation and is available for an assignment of a specified term. Personal contact by phone should be made with the bishop or provincial to review the contents of the letter and to clarify the reasons the applicant wishes to leave his diocese or province of origin.**

**2360.4.2 A resume (or a completed Personnel Data Form for Non-Incardinated Priests) written by the priest seeking service in the Archdiocese including:**

**2360.4.2.1 Personal history, date and place of birth, upbringing, schools attended and degrees received, significant illnesses, special talents or skills in ministry, physical and emotional health at the present moment;**

**2360.4.2.2 Current documentation from the United States Citizenship and Immigration Service, if applicable;**

2360.4.2.3 Ministerial history - where and when ordained, number and types of assignments held, reasons for transfer;

2360.4.2.4 Reasons for requesting to serve in the Archdiocese;

2360.4.2.5 Types of assignments for which he feels suited;

2360.4.2.6 Types of assignments for which he feels unsuited.

2360.4.3 Letters of recommendation, Letters from the petitioner's diocesan bishop or religious superior and from the pastor or superior of his last two assignments are required. The letters should attest to his physical and emotional health and the effectiveness of the petitioner's prior service.

2360.4.4 A DVD or VHS of a petitioner's homily.

2360.4.5 If deemed advisable by the Board, professional evaluation of the applicant.

2360.5 Procedures to be followed by the Priest Personnel Board in the process of assignment of non-incardinated priests:

2360.5.1 After gathering the documentation necessary, two members of the Priest Personnel Board are to interview the priest.

2360.5.2 Based upon the documentation, interviews and possible consultations, the Priest Personnel Board will then make the appropriate recommendation to the Archbishop.

2360.5.3 If the Archbishop accepts the priest into the Archdiocese, the Priest Personnel Board will follow the same criteria and procedures employed in the assignment of incardinated priests for his assignment;

2360.5.4 The Priest Personnel Board, in conjunction with the Ongoing Formation Board, is to establish a program to familiarize the priest with the programs and the policies of the Archdiocese.

- 2360.5.4.1 If the priest is from another culture, the Priest Personnel Board is responsible for arranging for the priest to attend a program to help him become familiar with the culture of the United States and with the traditions of the local Church. This orientation program will take place as soon as possible.
- 2360.5.4.2 Every effort should be made to introduce the priest to other priests of the Archdiocese.
- 2360.5.4.3 A priest's language skills should be appropriate for his assignment. For incardination, reasonable proficiency in English is a prerequisite. When the need is indicated, the Archdiocese will assist a priest in achieving the necessary facility in English through utilization of appropriate programs. This is a task to be accomplished within three years.
- 2360.5.5 At the end of six months, the Chair of the Priest Personnel Board or his delegate should meet with the priest and his pastor, and review the priest's service in the Archdiocese.
- 2360.5.6 Having heard the Chair/delegate's report, the Priest Personnel Board should make a recommendation to the Archbishop concerning that priest's continuing service in the Archdiocese.
- 2360.5.7 Non-Incardinated priests who are not assigned by the Archbishop must have their residency in a rectory approved by the Archbishop.

## **2400 GENERAL POLICY AND PROCEDURES GOVERNING INCARDINATION IN THE ARCHDIOCESE OF SAN FRANCISCO**

### **2410 Introduction:**

Mindful of the provisions of the Code of Canon Law 268.1 and 693, non-incardinated priests are eligible for incardination.

- 2410.1 The following steps must be undertaken for priests to be considered for incardination:

- 2410.1.1 The priest must write a letter of request for incardination, addressed to the Archbishop, in which he includes reasons for requesting incardination, types of assignments for which he feels suited; and types of assignments for which he feels unsuited;
- 2410.1.2 He must complete five years of appointed ministry within the Archdiocese, with no interruptions in service;
- 2410.1.3 He must have two independent assignments within those five years and be evaluated at the end of each assignment;
- 2410.1.4 The Archdiocese must have on file recommendations from pastors and staff under whom he has served evaluating the priestliness and ministerial skills of the petitioner and indicating the writer's willingness to have the petitioner as his assistant or cooperator (these letters will have been followed up by oral interviews);
- 2410.1.5 The Archdiocese must have on file recommendations from a minimum of three other priests incardinated in the Archdiocese evaluating the priestliness and ministerial skills of the petitioner and indicating the writer's willingness to be associated with the petitioner in ministry; these letters will have been followed up by oral interviews;
- 2410.1.6 The Archdiocese must have on file a copy of the applicant's correspondence with his diocese of origin, or religious order requesting excardination; and the response received from his bishop or religious superior;
- 2410.1.7 The Vicar for Clergy must have on file the results of a psychological exam arranged through the Office of the Vicar for Clergy;
- 2410.1.8 Two members of the Priest Personnel Board will have completed an interview with the applicant and shared their recommendations with the Priest Personnel Board;

- 2410.1.9      The Priest Personnel Board will make its recommendation to the Archbishop;**
- 2410.1.10     The Archbishop will review a summary of the applicant's file with the College of Consultors before reaching a final decision.**
- 2410.1.11     The final decision on any request for incardination rests solely with the Archbishop.**
- 2410.1.12     The priest seeking incardination will be informed within four months of his request of the decision in regard to excardination or incardination. If he is ultimately refused, the priest will be referred back to his own diocese or religious order.**

