

**PROTOCOL FOR
EXTERN PRIESTS
SEEKING TO SERVE IN THE ARCHDIOCESE OF MIAMI**

Effective: November 1, 2004

The following is the procedure to be observed when a diocesan priest from another diocese or a religious priest seeks to serve in the Archdiocese of Miami.

The purpose of this procedure is to safeguard the faithful who implicitly place their trust in any priest serving publicly in the Archdiocese of Miami. It also protects the Archdiocese of Miami from liabilities incurred by permitting a priest to exercise his ministry here.

A. AD HOC OR SINGLE EVENT

1. An extern priest who comes to the Archdiocese of Miami for a single ministerial event (e.g., baptism, funeral, wedding) is required to present a current *celebret* to the pastor/administrator before being permitted to celebrate the sacraments.
2. During this same visit, the pastor/administrator may permit this priest to celebrate Mass publicly in the parish during the course of one weekend.
3. A priest on vacation should be welcomed to concelebrate Mass. The celebrant has the right to request to see a *celebret*. A vacationing priest with a current *celebret* may be permitted by the pastor to celebrate Mass in the parish, but not to exceed one weekend.

B. INTERMEDIATE TIME OF SERVICE

1. An extern priest who is invited or seeks to exercise the ministry in the Archdiocese of Miami for more than a single event but not more than one month is required to have a *Certificate of Aptitude for Priestly Ministry* signed by either his diocesan bishop or religious provincial. This includes priests offering parish missions or retreats, spiritual or catechetical talks, summer assistance, etc.
2. The Chancellor will request a *Certificate of Aptitude for Priestly Ministry* from the priest's diocesan bishop or provincial as soon as a written request by the pastor/administrator is received. This request should name the priest, his diocese or religious province, the purpose of the intended visit and the dates the priest will be in the Archdiocese of Miami.

For priests from the United States, a *Certificate* can ordinarily be obtained in one month. For priests from other countries, a period of three months is usually sufficient. In exceptional cases, every effort will be made to obtain the required *Certificate* more speedily.

3. The pastor's written request is required even if the priest has served in the Archdiocese of Miami in the past (e.g. previous summer assistance).
4. If an extern priest presents a document equivalent to the *Certificate* from his proper superior, a copy is to be sent to the Chancellor for approval.

C. EXTENDED SERVICE IN THE ARCHDIOCESE OF MIAMI

The following is the procedure for any priest who seeks to serve in the Archdiocese of Miami for an extended period of time (i.e. more than one month). This process is to be completed before the priest moves into the Archdiocese of Miami.

1. The priest's diocesan bishop or religious provincial writes personally and directly to Archbishop Favalora indicating the priest's availability to serve in the Archdiocese of Miami. Whenever possible he will also indicate the length of time for which the priest has permission to function away from his home diocese.

A retired priest who intends to live in the Archdiocese of Miami may write directly to the Archbishop, indicating his desire to serve here. Or, his bishop may write as indicated above.

2. Archbishop Favalora will consider the request in light of the priest's suitability for ministry and the pastoral needs of the Archdiocese of Miami.
3. If it was not included in the original letter, the Chancellor requests a signed *Certificate of Aptitude for Priestly Ministry* from the priest's diocesan bishop as well as bishops of other dioceses where he has served. For priests from the United States, a *Certificate* can ordinarily be obtained in one month. For priests from other countries, a period of three months is usually sufficient.
4. Letters of recommendation from priests of the Archdiocese of Miami will be accepted.
5. The priest will be asked to complete a *Priests' Database Form*, providing information on his personal background, his education, language abilities, previous ministerial service, etc.
6. Once all the documents are gathered, the file is presented to Archbishop Favalora for his consideration.
7. Upon a favorable decision by the Archbishop, either faculties will be granted to the priest or his name will be referred to the Priests' Personnel Board for a recommended official appointment.

8. If only faculties are granted, ordinarily this is for an initial period of six months. Upon the request of the pastor/administrator, faculties can be renewed for another six months. Afterward, requests for renewal of faculties will be considered at intervals of one year. Requests for the renewal of faculties should be submitted in writing at least one month before faculties are due to expire.

For a religious, faculties can be granted for the duration of his assignment.

9. An extern priest who only enjoys faculties (and does not have an official appointment) does not qualify to participate in the Health Plan or Pension Plan of the Archdiocese of Miami. If needed, the health plan office will do what it can to assist such priests to find private insurance.
10. An extern diocesan priest with an official appointment is enrolled in the Health Plan of the Archdiocese of Miami. The parish or entity where he serves is responsible for paying the monthly premium.

While such priests do not become members of the Pension Plan, the parish or entity also contributes each month an amount equal to the pension premium into a special retirement fund at the Archdiocese of Miami. When the priest's appointment ends or upon the removal of his faculties, the monies collected in this fund are given (in a lump sum) to the priest.

11. Religious priests follow the Florida Provincial regulations regarding health insurance and pension.
12. An extern priest will be required to leave the Archdiocese of Miami when called home by his diocesan bishop or provincial or at the instruction of Archbishop Favalora. At this point the faculties of the Archdiocese of Miami will either expire or be formally removed.