

Archdiocese of Indianapolis



VETTING PROTOCOLS FOR VISITING CLERGY, RELIGIOUS AND LAITY

Please Note:

The Office of the Chancellor, in coordination with the Office of Safe Environment, holds the discretion to require any safe environment procedures to be put in place when determined necessary to ensure the safety and protection of minors and vulnerable adults and compliance to the Archdiocesan Code of Conduct and the USCCB's Charter for the Protection of Children and Young People.

Contact the Office of Safe Environment – 317-236-1594 for any questions.

Intercultural Ministry Office

Ministry Approval For Speakers and Presenters

Office of Intercultural Ministry

Archdiocese of Indianapolis

Our Purpose

To Assure Quality Pastoral Care

1. to ensure fidelity to Church teaching and Archdiocesan policies
2. to ensure that required safe environment procedures (Safe & Sacred) are followed as stated in the Archdiocese Code of Conduct Policy and the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, for all those engaged in ministry, Articles 12 and 13. A background check will be conducted through Safe and Sacred.

Our Policy

Requirements:

- The Pastor or Event Coordinator must submit the "Ministry Clearance Request Form," also available from the Office of Multicultural Ministry or from the Archdiocese of Indianapolis website to initiate the clearance process.
- Completed forms should include detailed information about the prospective speaker, type of ministry, topic of presentation, and purpose of the proposed event. This ministry clearance process is confidential. *(Clergy who are only seeking temporary faculties in order to administer the sacraments while in the Archdiocese of Indianapolis, and who will not be separately engaging in speaking or presenting, need to contact the Office of the Vicar General/Moderator of the Curia 317-236-1405).*
- A testimonial of suitability from the presenter's Pastor/Bishop/Superior is required, this must be dated within the last 12 months.
- Please keep in mind that the clearance process needs to be completed before the arrival of the requested Clergy or Minister and the publication of public notices regarding the event. The average background check is completed in 5 days, yet it could take as long as 21 days if international reports are needed.

The Approval Process:

Following review of this information, and approval from the Pastor of any event requesting use of parish facilities, a letter of final approval will be sent to the organization or parish making the request.

Please ensure that all requested information is included with special attention given to safe environment requirements. The absence of this information will delay the completion of this process and final approval.

Policy reminders:

- Those events where the presenter or speaker may have unsupervised contact with children and/or vulnerable adults, it is required that the speaker or minister, have submitted by the diocese or province from which they reside, the date and program used of their Safe Environment Training (completed approximately within the last 3 years) and date of background check (completed approximately within the last 3 years) with confirmation of background check suitability (copies of the training certificates or background check will suffice).
- Please allow two to four weeks to complete this process. Everything needs to be submitted three months before the date of the event.
- To qualify for use of Archdiocesan or parish facilities, bulletin announcements and advertisements including the Catholic Anchor, this policy must be followed.
- This process must be completed each time an individual comes to the Archdiocese, yet safe environment records may not need to be repeated if they remain current based on the required time period.
- If the vetting policy is not followed, the cleric's superior will be informed immediately and the cleric involved is to cease any ministry immediately and may be required to leave the Archdiocese.

Summary of Ministry Clearance – Vetting Policy

For Ministry Clearance for Presenters and/or Speakers (including Clergy):

- A ministry clearance request form for visiting clergy, religious and laity
- Testimonial of Suitability of Letter of Good Standing from Pastor/Bishop/Superior which includes:
 - Date and type of safe environment training from Diocese of origin or the document itself– when applicable.
 - Date and place of most recent background check from Diocese of origin or the document Itself - when applicable.

When is Archdiocese of Indianapolis safe environment requirements necessary?

- When the event and content is for the participation of families, children and/or vulnerable adults and there may be unsupervised contact with minors or vulnerable adults, especially if break-out sessions are scheduled.

For more information and/or forms please contact:

Archdiocese of Indianapolis

Office of Intercultural Ministry

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NETTING PROTOCOLS FOR VISITING CLERGY, RELIGIOUS AND LAITY

Please submit all requests to:
Office of Intercultural Ministry

Personal Information (Clergy/Religious/Presenter)

Name: _____

Address: _____

Cell: _____ E-mail: _____

Diocese of Residence/Religious Congregation/Province: _____

Title/Position: _____ Description of Ministry : _____

Bishop, Pastor, Superior or Provincial: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Event Information

Title and Topic: _____

Date(s): _____ Location(s): _____

Will minors and/or vulnerable adults be present? _____ yes _____ No

If yes, describe the context of their participation:

Event Organizer (Requester)

Name: _____

Title/Occupation: _____ Parish/Organization: _____

Pastor/Chaplain: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Please Note: If this individual has been previously vetted for the same type of presentation, please indicate when previously vetted and questions #1-3 do not need to be completed.

Personal Information (Clergy/Religious/Presenter)

1. What are this person's credentials and/or ministerial experience?

2. What is the purpose of the event and what do you hope to accomplish through it?

3. Please include a brief biography or any websites which display a biography of the presenter/preacher.

4. Please include a brief description of the presentation/retreat/event:

5. Recommendations from other parishes or organizations where this presenter has been:

Signature of Pastor/Designated Authority

Signature of Event Coordinator

Printed Name

Date