

# Requirements for Involvement in any form of Ministry in the Diocese of Cloyne

*Information required, and referred to in this document, must be sent to Cloyne Diocesan Centre, Cobh Co. Cork. P24 RK54 T: +353 (021)4811430 Email info@cloynediocese.ie*

## **This procedure applies to:**

- A Priests/Deacons who wish to minister at a once-off event or multiple events e.g. Funeral (maximum of 3 days)
- B Priests/Deacons who wish to minister for longer periods (including Priests wishing to be given faculties within the Diocese)
- C Priests/Deacons who wish to be registered as a Temporary Solemniser for a Wedding
- D Religious Brothers and Sisters (Non-Ordained/in any form of consecrated life who wish to minister in the Diocese)
- E Lay Ministers who wish to minister in the Diocese

**Please allow sufficient time for the process to be completed well in advance of any proposed plan to minister within the Diocese of Cloyne**

## **Introduction**

People wishing to be involved in any form of Ministry within the Diocese of Cloyne must have permission from the Bishop of Cloyne.

This permission is obtained through the Diocesan Office.

It is important to seek permission well in advance of the proposed ministry using the relevant procedures in this document.

If a difficulty arises in obtaining foreign police clearance or if you are unsure about any matter, please set out the difficulty in writing or by email to the Diocesan Office giving **full details** and the Bishop will respond to you directly.

## **A. Priests/Deacons who wish to minister at a once-off event or multiple events in the Diocese of Cloyne (maximum of 3 days)**

Should you be present in the Diocese for a once-off event, or multiple events over a maximum of 3 days and your contact with children or vulnerable persons is only incidental, you do not require to be approved for ministry or Garda vetted. However, you must:

- (a) Sign the register in the sacristy to declare your presence on a particular time and date.
- (b) Provide your celebret for inspection by the parish priest or duly delegated person (e.g. Sacristan), and this must be noted beside the visitor's signature in the register in line with the sacristy safeguarding protocol.
- (c) Comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Diocesan Safeguarding Policy and Procedures
- (d) If the ministry involves contact with children or vulnerable adults, which is more than incidental, then garda vetting is required by the Diocese of Cloyne.

## **B. Priests/Deacons/Religious Brother/Sister/Lay Minister who wish to minister for longer period of time**

Prior to undertaking any ministry in the Diocese of Cloyne, written application must be made to the Chancellery seeking the permission of the Bishop of Cloyne to minister in the Diocese. Details outlining the proposed nature of the ministry including the location(s), date(s), nature of the ministry and whether children or vulnerable adults are involved and all other relevant details should be included. Obligatory information includes;

- (a) Application to the Diocese for permission
- (b) Submit the Declaration of Good Standing Form signed by Bishop/Superior
- (c) Submit DOB, Address, phone number, date, place and nature of proposed ministry
- (d) Garda Vetting clearance will be required. The person to contact is Rosarie O'Riordan Monday – Wednesday on 022-21009 / [safeguardingchildrenoffice@cloynediocese.ie](mailto:safeguardingchildrenoffice@cloynediocese.ie)
- (e) Leading an area of youth ministry, you must attend or provide evidence of attendance at the one-day training programme of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).

### **Visa Requirements**

Some people coming from outside Ireland may need to obtain a visa enabling them to be involved in ministry. It is the person's own responsibility to obtain such a visa and provide this to the Diocese of Cloyne. Information in relation to visas is available at: <http://www.inis.gov.ie/en/INIS/Pages/visa-long-religion>

## **C. Priests/Deacons who wish to register as a Temporary Solemniser for a Wedding**

A priest wishing to preside at a wedding must be placed on the Register as a temporary solemniser. The following is required:

- (a) Application to the Diocese for permission
- (b) Submit the Declaration of Good Standing Form signed by his Bishop/Superior
- (c) Submit his DOB, address, phone number, email address, date and place of the wedding, and, the name of the couple getting married.

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### **Data Protection**

*As part of your request to minister in the Diocese of Cloyne, you and your Church Authority/Ordinary will provide the Diocese with personal data relating to you. The Diocese will process this data as necessary in its legitimate interests in connection with your request and/or ministry in the Diocese. The Diocese will store this data for as long as is necessary. In particular, sacristy registers are retained permanently for safeguarding, archival and historical research purposes. For further information, Email. [dpo@cashel-emly.ie](mailto:dpo@cashel-emly.ie)*

