



# Policies & Procedures for the Protection of Minors

Published by the Diocesan Review Committee of the  
Roman Catholic Diocese of Worcester  
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Catholic parents have always relied upon priests, deacons, members of institutes of consecrated life and societies of apostolic life, and dedicated laypersons employed by or volunteering for the Church to assist them in the care and nurture of their children. This is a sacred trust. Whenever that trust is broken by any of these people, the entire Church is betrayed. Most especially, though, the child victim of a sexually abusive act is at risk of suffering physically, emotionally, and/or spiritually. The child's parents, family members, and other caregivers are also deeply affected.

It is a grave responsibility of the Diocese of Worcester to respond to allegations of the sexual abuse of a child by any diocesan or parochial personnel in an immediate, objective, just, and pastoral way.

Therefore, the Diocese not only has updated its procedures for reporting and addressing allegations of the sexual abuse of a child which includes the response of pastoral outreach to victims and their families, to the accused, to clergy, and to parish communities. This pastoral outreach is indispensable to a policy which seeks to be responsive to the needs of the victims and their families. It is the Church's way of assuring them that they have been heard in their suffering and that they will be assisted in their journey toward healing. It is the conviction of the Diocese that trust and confidence will be restored only by committing to be with each of them in his or her recovery.

Through this pastoral outreach, the Diocese of Worcester will listen and respond to the hurt of the victims and their families. It will also listen and respond to the particular needs of the accused and of the parish communities which may be affected. *The Diocese must keep within its vision of concern the expansive breadth of those deeply harmed by the sexual abuse of minors.*

Our response is not new. Historically, in June 1994, Bishop Timothy J. Harrington established a six-member committee to address any reports of the sexual abuse of minors by diocesan personnel. In January 1996, Bishop Daniel P. Reilly expanded the role of this original committee and called it "The Pastoral Care Committee." In August 1996, he promulgated a policy and a series of procedures to be followed in order to address complaints more effectively. Later, Bishop Reilly also broadened the role of The Pastoral Care Committee which included

professionals in the fields of child physical and mental health, child welfare, civil law, canon law, victim services, and offender treatment. It was renamed "The Diocesan Review Committee" in 2003 in keeping with the national Charter for the Protection of Children and Young People.

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## I. POLICY

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The Gospel of Jesus Christ teaches us the sacredness of life and commands us to protect life at all stages and in all circumstances, most especially the lives of the innocent and the most vulnerable. Because the sexual abuse of minors violates the very nature and mission of the Church and the Gospel message, it is abhorrent to all believers. Any such conduct by any diocesan personnel will not be tolerated.

All members of the Church have a sacred and paramount responsibility to protect children. (See *Code of Ministerial Conduct*) Because the sexual abuse of a minor affects the whole Church, the whole Church must, therefore, be involved in its prevention and treatment. Any person who has observed or is aware of any incident of abuse has the obligation to bring it to the attention of civil authorities immediately. In addition, abuse by diocesan personnel should also be reported to the diocesan authorities. Church authority, in turn, will respond to every allegation in an open and just manner, following the procedures described below.

Victims must have their abuse acknowledged and be helped to heal, and the Church will offer them assistance in that process. Alleged offenders will face sanctions, including but not limited to loss of employment; loss of volunteer status and/or any position of authority in the diocese; suspension; administrative leave and/or dismissal from the clerical state.

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## II. PERSONNEL AND PROCEDURES

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### PERSONNEL

#### The Diocesan Review Committee

The Diocesan Review Committee ("DRC") receives and reviews allegations of the sexual abuse of minors made against any diocesan personnel. It also assists the Bishop of the Diocese of Worcester ("Bishop," herein) with the ongoing development of pastoral care guidelines. The role of the DRC includes the following responsibilities:

- 1) to hear and assess all complaints of the sexual abuse of minors made against any diocesan personnel.
- 2) to inform the Bishop and other members of the DRC of any canonical or civil processes which are appropriate.
- 3) to recommend to the Bishop courses of action to be taken upon reception and assessment of reports of the sexual abuse of minors, including but not limited to whether or not the alleged offender should remain in diocesan or parochial ministry, employment, or volunteer status.
- 4) to advise the Bishop regarding the pastoral outreach to alleged victims, including but not limited to treatment for victims and/or family members.

- 5) to advise the Bishop regarding pastoral outreach to alleged offenders, including but not limited to supervision and treatment.
- 6) to inform the Bishop of recent developments in Massachusetts General Law relative to the protection of minors against sexual abuse.
- 7) to inform the Bishop of recent developments in the care of the physical and mental health of children, especially as it relates to the sexual abuse of minors.
- 8) to recommend diocesan awareness programs about abuse, most especially the sexual abuse of minors, and other available programs for the education and information of clergy, men and women religious, parochial/pastoral personnel, and all volunteers in service to the Diocese of Worcester.
- 9) To advise on trends and research involving identifying and protecting against child pornography.

#### **Director of the Office for Healing and Prevention**

As part of its commitment to offer outreach to parishes and parish staffs and to members of other diocesan agencies and institutions, the Diocese established the Office for Healing and Prevention. The Director of the Office for Healing and Prevention's general responsibilities will also include implementation and oversight of *Policies & Procedures for the Protection of Minors*. This position reports to the Bishop. The responsibilities of this position are as follows:

#### **Outreach**

- Serve as a liaison from the Bishop's Office to parishes, parish staff and other diocesan institutions.
- Inform parish communities about diocesan initiatives to prevent abuse and address inquiries.
- Provide opportunities for listening sessions for people to express opinions and recommendations.
- Provide ongoing outreach to parishes where the community is suffering the loss of their priest and ensure continued dialogue with parishioners and parish staff.
- Conduct parish outreach with the Victim Services Coordinator.

#### **Implementation**

- Oversee the enforcement of *Policies & Procedures for the Protection of Minors*.
- Assist appropriate diocesan personnel in the implementation of comprehensive *Criminal Offender Record Information (CORI)* policies and procedures.
- Respond to inquiries regarding application of abuse policies and state laws.
- Review the application of the Policy in diocesan institutions in collaboration with the Catholic Schools Office, the Office of Religious Education and the Office of the Chancellor.
- Assist department heads, school administrators, pastors and parish staff in securing and providing training related to abuse, in collaboration with the Catholic School Department and the Religious Education Department.
- Oversee mandated reporter training on a regular basis.

- Prepare reports on behalf of the Bishop to the DRC .
- Collaborate with the Victim Services Coordinator.
- Maintain vigilance over the Code of Conduct adherence, education and updating.

#### **Victim Assistance Coordinator**

As part of its outreach to victims and their families, the Diocese established the position of Victim Assistance Coordinator. This position reports to the Bishop. The responsibilities of this position are as follows:

- Serve as an advocate for victims during the initial reporting process.
- Facilitate reporting of initial complaints with the appropriate agencies, (e.g. Department of Children and Families (DCF) and the diocesan liaison with the Office of the District Attorney.)
- Maintain direct communication with victims and their families.
- Coordinate outreach including counseling, spiritual assistance, and other social services agreed upon by the victim and the diocese.
- Facilitate meetings for victims and/or their families with the Bishop.

#### **Bishop's Liaison to Priests on leave due to allegations of sexual misconduct**

The Diocesan Minister to Priests will serve as a liaison to foster communication between the Bishop and each priest on leave in order to assure that appropriate care is being provided and that the priests are observing the limitations of public ministry required of them. The Diocesan Minister to Priests should always carry out his responsibilities with recognition of his fraternal role on behalf of the Bishop and his brother priests.

The responsibilities of this position are as follows:

- 1) Have a clear understanding of the reports and other issues which precipitated each priest's leave, consulting with the Bishop and his delegates as needed, and to know the defined obligations of that leave.
- 2) Maintain regular contact with each priest on leave based upon their risk assessment, in order to:
  - determine that the priest is carrying out the obligations of his status;
  - afford the priest the opportunity to express his concerns in a fraternal and confidential manner back to his Bishop;
  - discuss and assess the priest's ability to cope with the reality of his status and to plan realistically for the future;
  - encourage the priest in his prayer life and help him to find appropriate ways to be engaged in the life of the presbyterate as a whole; and
  - stay informed of the priest's living arrangements, including contact information, living conditions, health, finances and other pertinent circumstances.

This position will require great sensitivity as it seeks to balance the need for honest communication, based on trust and openness, and the requirement to be aware of the

activities of these priests so that the legitimate concerns of the Church and the need for public safety are served.

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**PROCEDURE FOR MAKING AND RECEIVING  
A COMPLAINT OF ABUSE OF A PERSON  
UNDER 18 YEARS OLD AT THE TIME OF THE  
COMPLAINT**

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When a person suspects that a child under the age of eighteen (18) is being abused or neglected, he/she should immediately telephone the Department of Children and Families (“DCF”) area office serving the child's residence and ask for the Protective Screening Unit. Area offices are: Leominster 978-353-3600; Whitinsville 508-929-1000; and Worcester 508-929-2000 or visit [mass.gov/eohhs/gov/departments/DCF](http://mass.gov/eohhs/gov/departments/DCF). Offices are staffed between 9 a.m. and 5 p.m. weekdays. To make a report at any other time, including after 5 p.m. and on weekends and holidays, a person should call the Child at Risk Hotline at 800-792-5200. The DCF will accept and process anonymous complaints. In the case of mandated reporters, he or she is required by Massachusetts Law to mail or fax a written report to DCF within 48 hours after making the oral report. The form for filing the report can be obtained from the local DCF Area Office, school, or the Office for Healing and Prevention at the Chancery. It should be noted that mandated reporters are required by law to provide DCF with his or her name, address and telephone number.

A person should also make a formal complaint to the Office for Healing and Prevention when it involves someone who is or was in the employ of the Diocese of Worcester or one of its volunteers. The main number for all calls is **508-929-4363**.

The Diocese will cooperate fully with DCF and other civil authorities involved in the investigation of the allegation. Information regarding the complaint will be presented to the DRC for discussion at its next meeting. It will be the responsibility of the DRC to consider the report and to advise the Bishop with reference to the specific allegation and the recommended action to be taken. The DRC, however, will not recommend action solely on an anonymous complaint.

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**PROCEDURE FOR MAKING AND RECEIVING  
AN INITIAL COMPLAINT OF PAST ABUSE OF A  
PERSON 18 YEARS OLD AND OLDER AT THE  
TIME OF THE COMPLAINT**

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A person, who wishes to make an initial complaint of past sexual abuse inflicted upon a minor when the person is beyond the age of minority, should call the Office for Healing and Prevention to initiate the reporting process. The main number for all calls is **508-929-4363**. Anonymous complaints will be considered insufficient to give reasonable cause to believe abuse has occurred.

Two members of an initial review team will meet with the complainant, and a written report will be prepared. This team will include a member of the DRC accompanied by the Victim Assistance Coordinator, or another member of the Office for Healing and Prevention. In all cases, at least one member of that team will be a licensed clinical social worker or equivalent. The report will then be signed by the complainant. The report will be submitted to the Bishop and appropriate civil authorities including the District Attorney in whose jurisdiction the alleged incident had occurred and to the alleged offender. The Diocese will cooperate fully with civil authorities involved in the investigation of the allegation.

The information will be submitted to the DRC at its next meeting. It will be the responsibility of the DRC to consider the report and to advise the Bishop with reference to the specific allegation and the recommended action to be taken.

**CLERICS FROM OUTSIDE THE DIOCESE AND  
MEN AND WOMEN RELIGIOUS**

If the alleged offender is a member of an institute of consecrated life or a society of apostolic life and is residing in the Diocese of Worcester, the Vicar General will promptly report the allegation to the individual's major superior.

If the alleged offender is a cleric incardinated into another diocese, the Vicar General will promptly notify the Bishop of the diocese of incardination.

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**III. OUTREACH TO VICTIMS AND THEIR  
FAMILIES AND TO THE ACCUSED**

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The sexual abuse of a child is immoral and a criminal act. Victims and their families will need support and spiritual leadership to repair a trust that has been broken.

The Diocese of Worcester will reach out to victims and their families to assure them of the Diocese's commitment to victims and their families in their difficult situation. The Victim Assistance Coordinator will seek to establish and sustain an open and personal communication with victims and their families.

The Diocese of Worcester will also maintain and provide current information on victim treatment services, victim support groups, and victim advocacy groups. This information, support, and encouragement will be made available to anyone who approaches the Diocese with a credible allegation and a request for help.

The Diocese of Worcester will encourage the victims of abuse and their families to seek professional counseling to assist them in their healing. The Diocese will recommend agencies which offer appropriate services and provide help to identify counselors with experience in treating trauma and the effects of abuse. The Diocese of Worcester will respond to specific request for assistance to the best of its ability.

### OUTREACH TO THE ACCUSED

The Bishop of the Diocese of Worcester or his liaison will reach out to the accused, meeting with them to ascertain ways in which the Diocese may be able to assist them. Personal communication will be maintained throughout the process of rehabilitation if the accused chooses to participate in such programs. The Diocese will provide the accused an opportunity to be heard in an appropriate pastoral and/or canonical forum in accord with canonical norms. In addition, the accused will be referred to professional personnel for evaluation and ongoing treatment, to support groups, and to other treatment resources if such a referral is requested and/or indicated. The Diocese will make known to the accused current information on these services and will fulfill its temporal responsibilities of continued care and support as mandated by Canon Law.

This information, support, and encouragement will be made available to any diocesan or parochial personnel or volunteer who is accused of child sexual abuse and who requests help.

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### IV. SCREENING

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All clergy, diocesan/parish employees and volunteers (See Glossary of Terms for definition of "Volunteer") must complete the background checks mandated by the Diocese. The Diocese requires disclosure from all applicants or volunteers in accord with Massachusetts General Law. Refusal to grant permission for background checks and/or reference checks will bar anyone from any compensated or volunteer position in a diocesan institution.

As of January 2004, all personnel and volunteers must submit to a CORI or SORI screening in order to be permitted to minister, work or serve in a voluntary capacity in a position involving unsupervised contact with children or youth under the age of 18 at any diocesan/parish institution. Such record will be kept on file with the appropriate diocesan office.

Diocesan personnel will continue to be screened in the following ways:

#### SEMINARIANS

All applicants for the diocesan priesthood undergo a rigorous and ongoing assessment of their character and behavior. In addition to other features of the application process, all applicants for admission to the diocesan priestly formation program, which includes application for entrance to a seminary, must have:

- 1) a series of interviews with the Diocesan Director of Vocations;
- 2) an interview by the Bishop;
- 3) psychological evaluation by a competent and licensed psychologist with profiles including but not limited to:
  - *Clergy Applicant Screening Questionnaire*
  - *Minnesota Multiphasic Personality Inventory-II (MMPI-2)*
  - *Sixteen Personality Factor Inventory (16PF)*
  - *State Trait Anger Inventory (STAXI)*

- *Beck Depression Inventory (Beck)*
  - *Erickson's 8 Stages of Psychosocial Development*
  - *Measures of Psycho-Social Development (MPD)*
- 4) a state CORI check; and
  - 5) a federal criminal background investigation.

An applicant must also receive the testimony of his pastor, employers, and colleagues.

If the candidate is accepted as a diocesan seminarian, all results are shared with the administrators of the seminary that the candidate attends.

The character and behavior of seminarians are continually monitored by the Diocese as well as by seminaries throughout their years in the priestly formation program.

#### APPLICANTS TO THE DIOCESAN DIACONATE PROGRAM

All applicants to the Diocesan Diaconate Program must undergo:

- 1) a personal interview with the Director of the program or his assistant;
- 2) a home interview with a team from the Diocesan Diaconate Selection Committee;
- 3) an out-of-home interview with another team from the Selection Committee;
- 4) a state CORI check; and
- 5) psychological testing by an assigned Psychologist.

If an applicant is accepted into the Diaconate Program, evaluation of character and conduct continues through observation by and interaction with the director and teachers in the spiritual and academic formation program.

#### CLERICS FROM OTHER DIOCESES

When a priest or a deacon from another diocese seeks or is formally presented for an official assignment in the Diocese of Worcester, the following procedure will be observed:

##### Interviews

He must first have an interview with

- a) the Vicar General and
- b) the Bishop.

##### Assessment

The sending bishop must then assure the fitness of the cleric who is proposed as a candidate for assignment. This assurance will be based upon personal knowledge of the sending bishop, the review of the written record of the candidate's performance, and inquiry of those persons from the candidate's previous assignments who are best able to evaluate his conduct and character.

##### Transmittal of Information

Based upon the knowledge of the sources mentioned above, the sending bishop will be asked to complete the information on the *Testimonial of Suitability for Priestly/Diaconal Ministry in the Diocese of Worcester* ("Testimonial," herein). The *Testimonial* must be signed personally by the sending bishop or his official delegate and then embossed with the official seal of the diocese from which the candidate comes.

The *Testimonial* is indispensable prior to the Bishop's consideration of accepting the ministry of the candidate. Without it, the Bishop will not consider accepting a candidate from another diocese for any ministry in the Diocese of Worcester. Other testimonials of a similar nature may be offered in addition to but not as a substitute for the *Testimonial* of the Diocese of Worcester.

The *Testimonial* must assure the Bishop that the candidate is a cleric in good standing in his home diocese. Further and more specifically, the *Testimonial* must assure the Bishop that the candidate has not exhibited unacceptable behavior, such as, but not limited to, an untreated problem with substance abuse, violations of celibacy, or improprieties with minors. Lastly, it must also assure the Bishop that the candidate does not have a record of any criminal charges or is not subject to any canonical penalty. In addition, the candidate is subject to an out-of-state criminal record check.

#### **ORDAINED RELIGIOUS**

When an ordained religious is formally presented or recommended for ministry in the Diocese of Worcester, the major superior must complete, sign, and seal the *Testimonial* as described directly above. If the cleric is formally presented or recommended for ministry toward incardination into the Diocese, then the process as described above will be followed.

#### **VISITING CLERGY TO THE DIOCESE**

All visiting clergy must provide a letter of suitability from their diocese or religious institute when present in a parish, or other diocesan institution for limited ministry, including retreats, weddings and other liturgies. It is up to the individual location (parish or school) to confirm that the process has been followed and a record is kept of the visit for future reference. The diocesan office coordinating visiting clergy for the Propagation of the Faith will request and assure that letters of suitability have been received prior to assigning anyone to a parish.

#### **CATHOLIC SCHOOL EMPLOYEES AND VOLUNTEERS**

The Catholic Schools Office of the Diocese of Worcester shall require annual CORI screening on all employees and volunteers in all schools under the jurisdiction of the Diocesan Superintendent of Schools. Such records are to be maintained at the appropriate diocesan agency. Additionally, all school employees and volunteers as required must follow Massachusetts State law requiring fingerprinting.

#### **PARISH EMPLOYEES AND VOLUNTEERS**

The pastor of a parish or a person delegated by him will require a CORI authorization from each current parish employee and from each parish volunteer as well as new employees or volunteers. Employees or volunteers under the age of 18 will be subject to a SORI (Sex Offender Registry Information) in lieu of a CORI. All reports are confidential.

#### **NON-PARISH EMPLOYEES AND VOLUNTEERS**

The department head or the executive director of affiliated programs and agencies in the Diocese of Worcester will require a CORI report of all of its employees. Volunteers will also be subject to a CORI report. Employees or volunteers under the age of 18 will be subject to a SORI (Sex Offender Registry Information) in lieu of a CORI. All reports are confidential.

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#### **V. MANDATED PREVENTION AND EDUCATION PROGRAMS & CODE OF CONDUCT**

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The Office for Healing and Prevention (OHP) oversees mandated prevention and education programs in parishes, schools and other diocesan institutions for preventing child abuse before it occurs and for identifying abuse once it has occurred.

OHP will maintain a list of the prevention and education programs mandated by the Bishop, including online training programs. After January 1, 2004, no person will be permitted to minister, work or volunteer in the Diocese without having completed the mandated prevention and education programs. In addition to 24/7 online programs, OHP will ensure that on-site prevention and education programs are offered several times each year for clergy, diocesan employees, and volunteers who are new to the Diocese.

Personal safety programs for children will be standard, permanent elements of education in our Catholic schools. It will also be part of parishes religious education programs if it is not being taught as part of the Massachusetts Frameworks in their public school district. These programs will include information about appropriate behavioral and physical boundaries between adults and children, and what to do if those boundaries are violated. Education to supplement public school programs is highly encouraged in parishes for minors as well as their parents.

**All employees and volunteers must agree to and sign the Code of Ministerial Conduct which will be kept on file at the place of employment or volunteer ministry.**

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#### **APPENDIX A: MEMBERS OF THE DIOCESAN REVIEW COMMITTEE**

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As of the date of publication of this policy:  
 Most Rev. Robert J. McManus, S.T.D., Bishop of Worcester  
*(ex-officio)*  
 Judith Audette, M.S.W., Exec. Director of Pathways,  
*chairperson*  
 Maurice Boisvert, CEO Emeritus, YOU Inc.  
 Raymond Delisle, Chancellor and Director of  
 Communications *(ex-officio)*  
 Heather Forkey, M.D., pediatrician  
 Claire Freda, Leominster City Councilor, *vice chairperson*  
 Richard Hummel, Ph. D. Child Sexual Assault Specialist  
 Marian McGovern, Massachusetts State Police, (ret.)

Christina Martinez, LMHC, child sexual assault therapist,  
 Director of Behavioral Health, CENTRO  
 Frances Nugent, L.C.S.W. Director, Office for Healing &  
 Prevention, Victim Assistance Coordinator  
 Father Dean N. Paleologos, Dean (ret.), Saint Spyridon  
 Greek Orthodox Cathedral  
 Msgr. F. Stephen Pedone, J.C.L. Judicial Vicar and Vicar for  
 Canonical Affairs (*ex-officio*)  
 Katherine Perkins, L.I.C.S.W., Child Sexual Assault  
 Specialist  
 Rev. Richard Reidy, Vicar General and Moderator of the  
 Curia (*ex-officio*)  
 Hon. Edward J. Reynolds, (ret), practicing attorney  
 Robert K. Stiles, Esquire, practicing attorney  
 Msgr. Thomas J. Sullivan, pastor  
 Mary Lou Walsh, SND, Diocesan Promoter of Justice (*ex-*  
*officio*)

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#### QUICK REFERENCE DIRECTORY

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Director for the Office for Healing and Prevention 508-929-  
 4363  
 Victim Services Coordinator 508-929-4363  
 District Attorney's Sexual Abuse Unit 508-792-0214  
 District Attorney's Office Main Tel: 508-755-8601  
 DCF Leominster: 978-353-3600  
 DCF Whitinsville 508-929-1000  
 DCF Worcester 508-929-2000 Lynda M. Young, M.D.,  
 pediatrician

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#### GLOSSARY OF TERMS

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**Cleric** – a deacon, priest or bishop

**CORI** - Criminal Offender Record Information

**A Diocese** - a portion of the Catholic Church entrusted for  
 pastoral care to a bishop.

**Diocese of Worcester** - the geographical boundaries of  
 Worcester County constitute the Diocese of Worcester.

**Diocesan (or Church) Personnel** - includes bishops, priests,  
 deacons, pastoral ministers, administrators, staff, employees  
 and volunteers employed or engaged in ministry for the  
 Diocese of Worcester, its parishes, Catholic schools, and  
 institutions.

**Institute of Consecrated Life** - most often understood as a  
 community officially recognized by the church whose  
 members pronounce public vows and lead a life in common  
 with each other.

**Society of Apostolic Life** - a group formally recognized by  
 the Church, whose members, without religious vows, pursue  
 a particular apostolate and lead a life in common.

**Religious** - men or women who formally consecrate their  
 lives to God and the service of the Church, most often  
 through vows or promises, and are officially recognized as  
 such by the Church.

**Incardinated** - the permanent attachment of a cleric to a  
 particular diocese or religious community.

**Excardinated** - the permanent transfer of a cleric from one  
 diocese or religious community to another diocese or  
 religious community.

**Minor** – a person under eighteen years of age

**Sexual Abuse** – includes, but is not limited to, rape and  
 abuse of a child; rape and abuse of a child with force;  
 indecent assault and battery; posing a child under 18 in the  
 nude including for photography or social media; soliciting a  
 child under 18 for sex including through social media;  
 possession or dissemination of information harmful to a  
 minor; or dissemination of child pornography.

**Volunteer** – a person over 14 years of age who performs a  
 specific task or assignment on a regular basis. Excludes  
 annual or one-time events at which a person is not alone with  
 minors in an unsupervised setting.

*While it is our intent to be comprehensive and thoughtful in  
 the development and updating of these policies and  
 procedures, we recognize that all policies and procedures  
 can be improved and we welcome any suggestions. Our goal  
 is to be as effective as possible in the protection of children  
 and young people from sexual abuse. Please direct your  
 written suggestions by mail to the Director of the Office for  
 Healing and Prevention at 49 Elm Street, Worcester, MA  
 01609*

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APPENDIX B

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**TESTIMONIAL OF SUITABILITY  
FOR PRIESTLY MINISTRY IN  
THE DIOCESE OF WORCESTER**

Most Reverend Robert J. McManus  
Bishop of Worcester  
49 Elm Street  
Worcester, MA 01609

Your Excellency,

I am requesting that you grant permission to     Name of Priest      
a priest of the Name of Diocese to exercise priestly ministry in the Diocese of Worcester, Massachusetts. I have carefully reviewed his personnel files and all other records we maintain, and I have consulted with those who have served with him in the works he has been assigned under our authority. From my own personal knowledge and from the results of these inquiries, I am able to attest to all of the statements below

In regard to the <Name of Priest> I am able to make the following statements:

He is a person of good moral character and reputation.

I know of nothing which would in any way limit or disqualify this from this ministry.

I am unaware of anything in his background which would render him unsuitable to work with minor children.

Therefore, I am able to state that     <Name of Priest>    , is a priest of good moral character and reputation and is fully qualified to serve as a priest in an effective and suitable manner should he be granted faculties to exercise ministry in the Diocese of Worcester.

I request this permission for     <Name of Priest>     to exercise ministry in the Diocese of Worcester, USA, with the understanding that such ministry is not undertaken for the purpose of seeking incardination into the Diocese of Worcester.

Signature \_\_\_\_\_

<Name of Bishop/Superior>  
Priest Order

If completed by Bishop's delegate:

Signature of the Delegate \_\_\_\_\_

Title:

Date: \_\_\_\_\_

***Nota Bene:***

**Please emboss below with the official seal of (diocese or religious order)**

Example of TESTIMONIAL OF SUITABILITY  
FOR PRIESTLY MINISTRY  
(Sent to another Diocese)

<Date>

<Name>  
<Position>  
<Parish>  
<Address>  
(City, State Zip)

Dear <Sal>,

In light of the provisions of Canon 930 CIC and Canon 703 § 1 CCEO, I write to inform you that the Reverend <Name> is an incardinated priest of the Diocese of Worcester who currently serves as pastor/associate/deacon of <Parish> in Worcester, MA. He will be officiating at the wedding of <Name of Couple> on <Date> at <Time>. at the <Church, Address>.

***In regard to the Reverend <Name>, I am able to make the following statements:***

He is a person of good moral character and reputation.

I know of nothing which would in any way limit or disqualify this from this ministry.

I am unaware of anything in his background which would render him unsuitable to work with minor children.

Sincerely yours in Christ,

Most Reverend Robert J. McManus  
Bishop of Worcester

**Decree  
In the Name of God.**

Whereas on May30, 2002 the Most Reverend Daniel P. Reilly, then Bishop of the Diocese of Worcester, decreed the *Policies and Procedures for the Protection of Minors* as particular law for the Diocese of Worcester;

Whereas the Charter for the Protection of Children and Young People issued by the United States Conference of Catholic Bishops stated that in each diocese/eparchy "there will be clear and well publicized diocesan/Eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people." (Article 6);

I hereby promulgate this *Revised Policies and Procedures for the Protection of Minors* as particular law for the Diocese of Worcester, effective April 28, 2016, in accord with canons 8, §2 and 9, of the *Code of Canon Law*, and direct that it be published.

Given at the Chancery of the Diocese of Worcester, this twenty-eighth day of April in the Year of Our Lord, two-thousand sixteen.



Most Rev. Robert J. McManus, S.T.D.  
Bishop of Worcester





Raymond L. Delisle  
Chancellor