

DIOCESE OF MANCHESTER  
BACKGROUND SCREENING AND TRAINING REQUIREMENTS  
FOR EXTERNAL PRIESTS AND PERMANENT DEACONS

An “external” priest or deacon is an ordained member of a religious institute or society of consecrated life or incardinated in a diocese other than the Diocese of Manchester. The following screening and training requirements of an external priest and deacon must be completed prior to beginning ministry if he:

1. **Will serve in “supply” ministry<sup>1</sup> on a regular basis<sup>2</sup> or is assigned by the Bishop of Manchester to ministry in the Diocese of Manchester:**
  - a. A letter of suitability and good standing from his diocesan bishop or religious superior submitted to the Bishop;
  - b. Criminal record check(s) in accordance with the Diocese of Manchester Screening and Training Protocol to the Safe Environment Office;
  - c. Check of the National Sex Offender Registry by the Safe Environment Office;
  - d. Signed acknowledgement of the Diocese of Manchester’s Code of Conduct & Policy for the Protection of Children to the Safe Environment Office;
  - e. Completion of *Background Screening Authorization for Clerics, Religious and Persons in Ecclesiastical Studies* to the Safe Environment Office; and
  - f. One of the following:
    - i. Completion of an approved safe environment training program in the Diocese of Manchester within the last four (4) years  
OR
    - ii. Evidence of completion of a safe environment training program within the last four (4) years from the cleric’s diocese or religious institute AND evidence of instruction on the Diocese of Manchester mandatory reporting requirements for Church personnel to the Safe Environment Office.
  
2. **Will serve in supply ministry in a parish, school or institution of the Diocese of Manchester for more than two days but less than six times per year:**
  - a. A letter of suitability and good standing from his diocesan bishop or religious superior to the Bishop;
  - b. Check of the National Sex Offender Registry by the Safe Environment Office; and
  - c. Evidence from the religious institute or diocese that the priest or deacon underwent a criminal record check and safe environment training to the Safe Environment Office.

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<sup>1</sup> “Supply ministry” means ministry as a substitute or fill-in where the priest is not assigned by the bishop. For example, a retired priest who celebrates Mass at a parish for a pastor who is ill or on vacation serves in “supply ministry.”

<sup>2</sup> A “regular basis” means at least six times per year.

3. **Seeks faculties in the Diocese of Manchester but is not assigned to ministry by the Bishop of Manchester and serves on a regular basis in a non-diocesan school or institution:**
  - a. A letter of suitability and good standing from his diocesan bishop or religious superior to the Bishop;
  - b. Check of the National Sex Offender Registry by the Safe Environment Office;
  - c. Evidence from the religious institute or diocese that the priest or deacon underwent a criminal record check and safe environment training within the past four (4) years to the Safe Environment Office;
  - d. Signed acknowledgement of the Diocese of Manchester's Code of Conduct & Policy for the Protection of Children to the Safe Environment Office; and
  - e. Completion of *Background Screening Authorization for Clerics, Religious and Persons in Ecclesiastical Studies* to the Safe Environment Office.
  
4. **Will 1) preside at a single event, such as a wedding, funeral, mission, workshop, or baptism, 2) concelebrate Mass or assist at Mass once or twice, 3) serve in a parish or diocesan school for one or two days:**
  - a. A letter of suitability and good standing from his diocesan bishop or religious superior to the Bishop.

For those circumstances numbered as 1, 2 or 3 above, the name of the priest or deacon will be entered in the Diocesan Safe Environment Database indicating the sort of documentation furnished and the dates associated with the documents.