

§5300 INCARDINATION OF PRIESTS

§5301 APPLICATION

5301.1. Policy A priest seeking to incardinate in the Diocese of Springfield in Illinois shall send a written request to the Bishop.

Procedures

- a) The written request for incardination should follow the Checklist of Incardination Candidate's Documents
- b) The Bishop will acknowledge receipt of the candidate's letter and will write to the priest's proper Ordinary inquiring whether the application has his consent and asking for any remarks which would assist in determining his suitability as a candidate for incardination in the Diocese of Springfield in Illinois.
- c) In responding, the letter of the priest's proper Ordinary must contain a statement about the priest's character and reputation. Any confirmed record or history of an untreated problem with substance abuse, violations of celibacy, sexual impropriety, physical abuse, or financial impropriety must be reported. In particular, the priest's proper Ordinary must certify that he is unaware of anything in the priest's background which would render him unsuitable to work with minors. In the case of any incident of sexual misconduct with a minor, the candidate's Ordinary must submit to the Bishop's Office a comprehensive report of the allegation and its disposition. Information provided in connection with these procedures will be made available to the Offices of the Bishop, the Chancellor, the Vicar General and the Vicar for Priests, and will be maintained in a confidential manner.
- d) When the petition has the necessary information, the Bishop will consult with his advisors.

§5302 EXPECTATION OF SERVICE

5302.1. Policy Ordinarily, a priest to be incardinated shall be expected to render twenty years of service (or its equivalent) to the Diocese. In calculating a priest's years of service, consideration may be given for service in the Diocese as an extern priest prior to incardination.

§5306 INCARDINATION

5306.1. Policy The Bishop shall make the final decision to incardinate a priest into the Diocese of Springfield in Illinois.

Procedures

- a) If the decision is to not incardinate the priest, the Bishop will send his denial in writing to the candidate.

- b) If the decision is positive, the Bishop will inform the priest's ordinary. Upon receipt of a decree of excardination, and after the priest has declared in writing that he wishes to be dedicated to the service of the Diocese of Springfield in Illinois (c. 269, 3°), that there is nothing in his background which would limit or disqualify him from exercising a ministerial assignment or holding a pastoral office, and that he has not engaged in any type of misconduct or other inappropriate activity which could justifiably give rise to public scandal, the Bishop will issue a notarized decree of incardination (c. 267).

§5307 REVOCATION OF INCARDINATION

5307.1. Policy Statements relating to suitable character and fitness are conditions *sine qua non* for incardination into the Diocese of Springfield in Illinois. False statements, material mis-representation of facts or fraudulent concealment of facts in this regard shall be grounds for revocation of incardination (cf. cc. 63; 125, §2; and 126).