



# Protocols for Faculties, Ministry Cards, Towards Healing Declarations and ACMR (Australian Catholic Ministry Register) ID Numbers

## Introduction

All clergy engaged in public ministry require habitual Faculties granted by the Bishop of the place in which they reside and/or exercise their appointed ministry. Whenever clergy move to minister in another diocese or parish they require *Permission to Minister* in that new situation from the appropriate authority. Such permission can only be granted when a cleric's Bishop or Ordinary has testified to his good standing and his Working With Children Check (WWCC) has been verified by the receiving diocese or parish.

There are various procedures for obtaining permission to minister in another diocese depending on where a cleric is incardinated and on which documentation is available.

Two new kinds of identification for clergy have now been developed:

1. **A Greater Sydney Ministry Card:** By a mutual agreement, the Archdiocese of Sydney and the Dioceses of Broken Bay, Parramatta and Wollongong have authorised the use of Ministry Cards for clergy from these dioceses which testify to both the cleric's good standing and record his verified WWCC.
2. **An ACMR ID Number:** The ACMR ID Number is a national scheme established by the National Professional Standards Office that acknowledges the good standing of a member of the Clergy using the Towards Healing declarations (45.6 and 45.7). Once registered and given an ACMR ID Number, Clergy are able to use this ID Number in any diocese throughout Australia to confirm their good standing. However, confirmation of a cleric's ID Number does not verify his WWCC clearance.

**This protocol explains the use of these two forms of identification in relation to visiting clergy who wish to minister in Sydney.**

**Note that, unlike many other dioceses in Australia, in Sydney it is the Parish Priest who has the legal responsibility to verify that visiting clergy are cleared for working with children.**

**PLEASE NOTE: Clerics from an Eastern Rite are considered as clerics from another Diocese and should follow the protocols according to whether they have an ACMR ID Number or not. (Please see Protocol 3 and 4).**

- **When Sydney clergy wish to visit and minister in Broken Bay, Wollongong or Parramatta dioceses, send details of your Ministry Card in advance to the parish you will visit, and show your card on arrival.**
- **If you wish to visit another diocese in Australia, contact the Chancery of the diocese you will visit (or its website) to obtain the relevant information about the requirements for visiting clergy. Normally, you will need to sign a personal Declaration, and obtain a Statement of Good Standing from the Sydney Chancery, or provide your ACMR number, and forwarded this to the parish or diocese you will visit.**

## 1. When a cleric with a Greater Sydney Ministry Card visits to minister in a Sydney parish (including Sydney clergy ministering in another parish) he is required to:

1. Present his current Ministry Card to the Parish Priest prior to celebrating mass or any other ministry in the visited parish (NB clergy meetings and social events are not ministry).

### The Sydney Parish Priest is required to:

1. Prior to the event, sight the Ministry Card and check SYD is indicated on card and check the expiry date of the card (make sure it is current)
2. Record in a **Visiting Clergy/Religious Register** the following:

• Date of arrival	• Date of departure
• Name of priest/religious	• Diocese (BB/PA/WO) or other
• Signature of priest/religious	• Purpose of Visit
• Ministry Card Number or other details required if without a Ministry Card (as seen in two options listed on next page)	• Card sighted by or email received by

**Please Note: Retain your Visiting Clergy/Religious Register (this register is to be sent to the Chancery Office 2 x per year at the end of every six month period (1 Jan / 1 July))**

## 2. When a cleric with Sydney faculties, but without a Ministry card, visits to minister in a Sydney parish (including Sydney clergy ministering in another parish), he is required to:

1. Prior to the event, present to the Sydney Parish Priest
  - Working With Children Check Number\*
  - Date of Birth
  - Proof of Faculties (Pagella or Faculties Card)

\* If you minister in the parish regularly, this only needs to be recorded once and only shown again if your Faculty details change. **Note:** You will need to write your name and sign in to the Parish Visitor Register every time you visit the parish.

### The Sydney Parish Priest is required to:

1. Record visiting clergy/religious information in **Visiting Clergy/Religious Register once** at first visit. **Note:** Ensure clergy sign into the Parish Visitor Register every time they visit your parish.

### 3. When a cleric without a Ministry card, without Sydney faculties, but with an ACMR ID number, visits to minister in a Sydney parish, he is required to:

1. Prior to an event, email or post the following to the Chancery Office: Your
  - AMCR ID Number (Chancery to verify)
  - **A signed Working With Children Check (WWCC) Details Form** – note the different form and conditions depending on whether clergy
    - Are from within NSW
    - From elsewhere in Australia, or
    - From overseas

*Choose form according to home location (forms are available on the Archdiocese of Sydney website under 'Information for Visiting Clergy Tab – bottom right hand corner):*

**Permission to Minister in the Archdiocese will be issued by the Chancery Office once the above have been submitted and verified. The visiting cleric and the Parish Priest will be notified of this permission.**

#### **The Parish Priest is required to:**

1. Check email from Chancery and record visiting cleric/religious information in the **Visiting Clergy/Religious Register** .
2. Record visiting cleric/religious information in the before mentioned **Visiting Clergy/Religious Register** (see Visiting Clergy/Religious Register details on page 2 of this document).

### 4. When a cleric without a Ministry card, without Sydney faculties, and without ACMR ID number, visits to minister in a Sydney parish, he is required to:

1. Prior to an event, email or post the following forms to the Chancery Office (forms are available on the Archdiocese of Sydney website under 'Information for Visiting Clergy' Tab (bottom right hand corner):
  - **Towards Healing Declaration** by a Priest desiring to Work in the Catholic Archdiocese of Sydney **AND**
  - **Statement of Good Standing by Church Authority Declaration** (to be completed by appropriate authority)
  - **A Working With Children Check (WWCC) Details Form**—note the different form and conditions depending on whether clergy:
    - **are from within NSW,**
    - **from elsewhere in Australia, or**
    - **from overseas.**

***Choose form according to your home location.***

Permission to Minister in the Archdiocese will be issued by the Chancery once these forms have been submitted and verified. The visiting cleric and the Parish Priest will be notified of this permission.

#### **The Sydney Parish Priest is required to:**

1. Check email from Chancery and record visiting cleric/religious information in the **Visiting Clergy/Religious Register** .

# Catholic Archdiocese of Sydney

## INFORMATION FOR VISITING CLERGY Safeguarding and Child Protection Ministry Card and *Towards Healing* Guidelines and Templates

Go to website:

[www.sydneycatholic.org](http://www.sydneycatholic.org)

