Requirements for Involvement in any form of Ministry in the Diocese of Limerick

Information required, and referred to in this document, must be sent to

The Chancellery Office, Limerick Diocesan Centre, St Munchin’s Corbally
Limerick

T: +353 (61) 350000
Email chancellery@limerickdiocese.org
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 be registered as a Temporary Solemniser for a Wedding

C. Priests/Deacons who wish to minister for longer periods (including Priests wishing to be given faculties within the Diocese)

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 Limerick
Introduction

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

This permission is obtained through the Chancellery.

It is important to seek permission well in advance of the proposed ministry using the relevant procedure 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 Chancellery Office, Limerick Diocesan Centre, St. Munchin’s, Corbally, Limerick chancellery@limerickdiocese.org giving full details and the Chancellery will respond to you directly.
A. Priests/Deacons who wish to minister at a once-off event or multiple events in the Diocese of Limerick (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:

- Sign the register in the sacristy to declare your presence on a particular time and date.
- 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.

**Data Protection**
Your personal data contained in the sacristy register will be stored permanently by the Diocese of Limerick for safeguarding, archival and historical research purposes. For further information, please see the Diocesan Privacy Policy at [www.limerickdiocese.org](http://www.limerickdiocese.org) or contact the Data Protection Officer. Email: dpo@cashel-emly.ie
B. Priests/Deacons who wish to register as a Temporary Solemniser for a Wedding

Prior to undertaking any ministry this procedure must be followed by Priests/Deacons who wish to minister in the Diocese of Limerick

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or vulnerable persons etc.)
- Submit the Declaration of Good Standing Form, (Appendix 1)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (Appendix 2). This contains the NVB1 Vetting Invitation Form and guidance
- Complete (Appendix 3) Requirements for Registration of Temporary Solemniser.
- If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or vulnerable adults (Police Clearance Certificate) Information on obtaining Police Clearance may be obtained at https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf

The Diocese of Limerick will request your Church Authority/Ordinary to provide a Confirmation of Good Standing, (Appendix 4) with appropriate seal

On receipt of the necessary information, and the Bishop is satisfied, a written approval for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix 5).

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 Limerick.

Information in relation to visas is available at:


The Diocese of Limerick can only issue letters in support of such visas once all of the other Diocesan conditions for ministry have been met

Data Protection

As part of your request to minister in the Diocese of Limerick, 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, please see the Diocesan Privacy Policy at www.limerickdiocese.org or contact the Data Protection Officer. Email. dpo@cashel-emly.ie

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick
C. Priests/Deacons who wish to minister for longer periods

Prior to undertaking any ministry this procedure must be followed by Priests/Deacons who wish to minister in the Diocese of Limerick

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or vulnerable persons etc.)
- Submit the Declaration of Good Standing Form, (Appendix 1)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (Appendix 2). This contains the NVB1 Vetting Invitation Form and guidance
- If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or vulnerable adults (Police Clearance Certificate) Information on obtaining Police Clearance may be obtained at https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate.pdf

The Diocese of Limerick will request your Church Authority/Ordinary to provide a Confirmation of Good Standing, (Appendix 4) with appropriate seal

On receipt of the necessary information, and the Bishop is satisfied, a written approval for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix 5 (i))

Safeguarding

If you are:

- 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).
- involved in an area of youth ministry, you may need to attend an information session (You should make contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org

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 Limerick.

Information in relation to visas is available at: http://www.inis.gov.ie/en/INIS/Pages/visa-long-religion

The Diocese of Limerick can only issue letters in support of such visas once all of the other Diocesan conditions for ministry have been met

Data Protection

As part of your request to minister in the Diocese of Limerick, 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, please see the Diocesan Privacy Policy at www.limerickdiocese.org or contact the Data Protection Officer. Email. dpo@cashel-emy.ie

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick
D. Religious Sisters and Brothers (Non-Ordained) in any form of consecrated life who wish to minister in the Diocese of Limerick

Prior to undertaking any ministry this procedure must be followed by Religious Sisters and Brothers (Non-Ordained) in any form of consecrated life who wish to minister in the Diocese of Limerick

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or vulnerable persons etc.)
- Submit the Declaration of Good Standing Form, (Appendix 6)
- If the ministry involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick (Appendix 2). This contains the NVB1 Vetting Invitation Form and guidance
- If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or vulnerable adults (Police Clearance Certificate) Information on obtaining Police Clearance may be obtained at https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf

The Diocese of Limerick will request your Church Authority/Ordinary to provide a Confirmation of Good Standing, (Appendix 7) with appropriate seal

On receipt of the necessary information, and the Bishop is satisfied, a written approval for ministry is provided to you and copied to your Church Authority/Ordinary (Appendix 5 (i))

Safeguarding

If you are:
- 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).
- involved in an area of youth ministry, you may need to attend an information session (You should make contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org

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 Limerick.

Information in relation to visas is available at: http://www.inis.gov.ie/en/INIS/Pages/visa-long-religion

The Diocese of Limerick can only issue letters in support of such visas once all of the other Diocesan conditions for ministry have been met

Data Protection

As part of your request to minister in the Diocese of Limerick, 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, please see the Diocesan Privacy Policy at www.limerickdiocese.org or contact the Data Protection Officer. Email. dpo@cashel-emly.ie

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick
E. Lay Ministers who wish to minister in the Diocese of Limerick

Prior to undertaking any ministry this procedure must be followed by Lay-Ministers who wish to minister in the Diocese of Limerick

- Make a written request to the Chancellery seeking permission of the Bishop of Limerick to minister in the Diocese and provide details of the proposed ministry, including date(s), proposed location(s) and type(s) of ministry being considered (provide as much information as possible i.e. if the ministry involves contact with children or vulnerable persons etc.)

- Complete (Appendix 8) giving details on the duration of their visit, the type and location of apostolic work being considered.

- On receipt of a request from you, the Bishop acknowledges same and requests a Confirmation of Good Standing (Appendix 9), signed by the Church Leader or Head of the relevant organisation to which the lay person belongs.

- If the apostolic work involves contact with children or vulnerable persons, which is more than incidental, then you must be Garda vetted by the Diocese of Limerick. (Appendix 2)

- Once the Bishop is satisfied that there are no known concerns about you the Bishop communicates his decision in writing to the you (Appendix 5(ii)). The permission outlines the specified apostolic work, including its duration and location.

- A copy of this permission will be forwarded to the Parish Priest of the relevant location of the apostolic work as outlined in the approval letter.

- A copy of the permission is stored by the Chancellery.

- Approval for Ministry in the Diocese of Limerick (Appendix 5 (iii)) is conditional on the lay minister agreeing to 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

- If coming from outside the island of Ireland, provide written confirmation from the police in your area of residence stating that you have no criminal convictions which relate to children or vulnerable adults (Police Clearance Certificate) Information on obtaining Police Clearance may be obtained at https://www.teachingcouncil.ie/en/Vetting-Re-vetting/Overseas-Police-Clearance/How-to-get-a-police-certificate-.pdf

Safeguarding

If you are:

- 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).

- involved in an area of youth ministry, you may need to attend an information session

(You should make contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org)

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 Limerick.

Information in relation to visas is available at: http://www.inis.gov.ie/en/INIS/Pages/visa-long-religion

The Diocese of Limerick can only issue letters in support of such visas once all of the other Diocesan conditions for ministry have been met

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Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick
Appendix 1 – Application for Ministry for Priest/Deacon including Temporary Solemniser

Declaration of Good Standing

<table>
<thead>
<tr>
<th>Applicants Name:</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Church body to which Applicant is incardinated:

Name and Address of the Church authority/Ordinary:

<table>
<thead>
<tr>
<th>Applicant’s Current Appointment</th>
<th>Commencement date on which The applicant is seeking to minister in ______________ another Church authority/Ordinary</th>
</tr>
</thead>
</table>

Do you approve the applicant’s request to minister in the Diocese of Limerick?  
Yes ☐  No ☐

Previous appointment:

<table>
<thead>
<tr>
<th>Date from:</th>
<th>Date to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td></td>
</tr>
</tbody>
</table>

Previous appointment:

<table>
<thead>
<tr>
<th>Date from:</th>
<th>Date to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
</tbody>
</table>

Previous appointment:

<table>
<thead>
<tr>
<th>Date from:</th>
<th>Date to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
</tbody>
</table>

Previous appointment:

<table>
<thead>
<tr>
<th>Date from:</th>
<th>Date to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 4:</td>
<td></td>
</tr>
</tbody>
</table>

Additional appointments should be detailed on a separate sheet and attached to this form.

Please tick Yes or No to the questions hereunder as applicable

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been suspended or otherwise canonically disciplined?</td>
<td>☐</td>
</tr>
<tr>
<td>Have you any criminal record or had criminal charges brought against you?</td>
<td>☐</td>
</tr>
<tr>
<td>Have you experienced any behavioural problems, either past or present, which would indicate how you might deal with children or vulnerable persons in an inappropriate manner?</td>
<td>☐</td>
</tr>
<tr>
<td>Have you ever been involved in an incident or exhibited behaviour that called into question your fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement?</td>
<td>☐</td>
</tr>
<tr>
<td>Have you any mental or physical needs that would adversely affect your performance of sacred ministry?</td>
<td>☐</td>
</tr>
</tbody>
</table>

If approved for Temporary Ministry, the applicant will abide by the requirements of the Diocesan Safeguarding Policy and Procedures and will attend a safeguarding information session or a full-day safeguarding training programme as required.

I authorise the verification of the information provided on this form as to my previous ministries and personal information. I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.

Applicant: __________________________________________________________________ Date: _______________

Data Protection

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Diocese of Limerick Office Use Only

Approved: ____________________________ Dated: ____________________________

Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
Appendix 2 - NVB 1 Vetting Invitation Form

Guidance for completing Vetting Invitation Form NVB 1

Complete, sign and date Section 1 and 2 of the NVB 1 Form and attach

- A letter, on headed paper, from your Church Authority/Ordinary/Church Leader or Head of the relevant Organisation to which you belong, confirming your current address and
- A copy of your valid passport
  (Your Church Authority/Ordinary must sign and date your passport as a true copy and attach appropriate seal)
- Forward the original completed NVB 1 Form and attachments, by post, to the Chancellery
- The Chancellery will complete Section 3 and will forward the NVB1 to the Diocesan Vetting Service.
- The Diocesan Vetting Service will submit your vetting request to the National Vetting Bureau

You will receive an email directly from the National Vetting Bureau and you must complete the online link provided therein within a 30-day period. On receipt of this the National Vetting Bureau will commence the vetting process

When the vetting process is complete the National Vetting Bureau will provide confirmation of the vetting outcome to the Diocesan Vetting Service which will notify the Chancellery and you of the outcome

Please return your completed NVB 1 Form and attachments, by post, to The Chancellery, Limerick Diocesan Centre, St Munchins, Corbally, Limerick

Cont’d.
### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

<table>
<thead>
<tr>
<th>Forename(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Date Of Birth:</td>
<td>/ /</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Role Being Vetted For:</td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
</tr>
<tr>
<td>Line 1:</td>
<td></td>
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<tr>
<td>Line 2:</td>
<td></td>
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<td>Line 3:</td>
<td></td>
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<tr>
<td>Line 4:</td>
<td></td>
</tr>
<tr>
<td>Line 5:</td>
<td></td>
</tr>
<tr>
<td>Eircode/Postcode:</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 – Additional Information (Please tick box in respect of each Statement)

I have been informed of the process involved in the making of this application. I consent to the making of this application, the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person, and to the sharing of the disclosed information with the Parish/Diocese or School Contact Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

I have provided documentation to validate my identity and proof of current address, as outlined in Section 3, copies to be supplied to the Vetting Liaison Person (and kept on file at the School).

Applicant’s Signature

Electronic Signature not accepted

Date: / /
**Section 3 – Organisation Information**

<table>
<thead>
<tr>
<th>Name of Parish/School requesting vetting</th>
<th>Roll No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person (signature below)</td>
<td>Catherine Kelly General Mgr/Diocesan Sec</td>
</tr>
<tr>
<td>Address of Organisation.</td>
<td>Diocese of Limerick, St Munchins, Corbally, Limerick</td>
</tr>
<tr>
<td>Email.</td>
<td></td>
</tr>
</tbody>
</table>

**Photographic Identification/Proof of Address Documents**

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. Only documents listed below can be accepted.

**Copies of these documents must be forwarded to the Vetting Office and should also be held on file by School**

<table>
<thead>
<tr>
<th>Forms of Photographic ID - The combination of identity-proof of address documents provided must result in a combined score of 100</th>
<th>Please insert ✓ to indicate which documents were provided</th>
<th>Over 18 Years Points for Vetting Applicant</th>
<th>Under 18 Years Points for Vetting Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irish Driving license or learner permit (credit card format)</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irish Certificate of Naturalisation</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Certificate (One form of Photographic ID must also be provided with birth certicate)</td>
<td>50</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Garda National Immigration Bureau (GNIB) Card</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Identity Card (EU/EEA/Swiss citizens)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irish Driving Licence (old paper format)</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership card from an Educational Institution</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Age card issued by An Garda Síochána</td>
<td>25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Forms of Proof of Current Address – One must be provided**

<table>
<thead>
<tr>
<th>Forms of Proof of Current Address – One must be provided</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from employer (within last six months) confirming name and address</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P60, p45 or Payslip (within the last year, with name and home address)</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable)</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank/Building Society/Credit Union Statement (Issued with the last six months)</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current written statement from Principal confirming attendance at educational institution on letter head of that institution</td>
<td>N/A</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Combined Minimum Score Required =100**

**Total**

One in five forms that are submitted cannot be processed because information has not been filled in correctly/legibly and is returned to the Organisation.

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that I have validated the identity and current address of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

**Contact Person Signature**

Electronic Signature not accepted

**Date:**

**DIOCESE OF LIMERICK**
Appendix 3 - Requirements for Registration of Temporary Solemniser

In order to register a Priest/Deacon to officiate a marriage the Chancellery will need the following:

Priest/Deacon Name: ____________________________________________________________

Date of Birth: ________________________________________________________________

Diocese/Congregation: ________________________________________________________

Address: _________________________________________________________________

Telephone Number: __________________________________________________________

Email: _________________________________________________________________

Name of Bride: ______________________________________________________________

Name of Groom: _____________________________________________________________

Date of Marriage: ___________________________________________________________

Place of Marriage: __________________________________________________________

Any other relevant Information:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Data Protection
Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary.

For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
### Appendix 4 - Application for Ministry for Priest/Deacon including Temporary Solemniser

**Confirmation of Good Standing - Church Authority/Ordinary**

<table>
<thead>
<tr>
<th>Applicants Name:</th>
<th>Also known as Name/Alias</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Email</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>Church body to which Applicant is incardinated:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Address of the Church authority/Ordinary:</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Applicant’s Current Appointment</th>
<th>Commencement date on which you are seeking to minister in another Church Authority/Ordinary</th>
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**Do you approve the applicant’s request to minister in the Diocese of Limerick?**

- [ ] Yes
- [ ] No

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<th>Previous appointment:</th>
<th>Date from:</th>
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<th>Address 4:</th>
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**Additional appointments should be detailed on a separate sheet and attached to this form.**

**Please tick Yes or No to the questions hereunder as applicable**

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<td>Has the applicant ever been suspended or otherwise canonically disciplined?</td>
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<tr>
<td>Has the applicant ever been involved in an incident or exhibited behaviour that called into question their fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement?</td>
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<tr>
<td>Has the applicant any mental or physical needs that would adversely affect their performance of sacred ministry?</td>
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If approved for Temporary Ministry, the applicant will abide by the requirements of the Diocesan Safeguarding Policy and Procedures, and will attend a safeguarding information session or a full-day safeguarding training programme as required.

I authorise the verification of the information provided on this form as to the applicant’s previous ministries and personal information. I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.

Church Authority/Ordinary Signature: ____________________________ Date: ____________

**Appropriate Seal to be attached**

**Data Protection**
Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

**Diocese of Limerick Office Use Only**

Approved: ____________________________ Dated: ____________

Chancellor/Diocesan Secretary

**Note:** The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
Appendix 5 – Approval for Ministry within the area of the Diocese of Limerick as a Temporary Solemniser

Dear

I wish to confirm that you are authorised to minister in the Diocese of Limerick: as follows:

Type of ministry: _____________________________________________________________

Location of Ministry: _________________________________________________________

Duration of Ministry: _________________________________________________________

This approval is valid solely for the duration(s) as specified above but may include a number of occasions over a specific time period.

Marriage of: __________________________________________________________________

The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy has been forwarded to your Church authority/Ordinary/Church Leader/Head of the relevant Organisation to which you belong and to the local superior/parish priest of the location in which you will be ministering.

Please note this authorisation is conditional on your agreeing to comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policy and Procedures of the Diocese of Limerick.

Involvement in ministry with children or vulnerable persons requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.

Training, if required, must be undertaken in advance of your proposed ministry.

With every blessing,

+Brendan Leahy
Bishop of Limerick

Data Protection
The personal data which you/your Church Authority/Ordinary have supplied in connection with your application for involvement in ministry in the Diocese of Limerick will be processed by the Diocese as necessary in its legitimate interests in connection with your application/involvement in ministry. 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, please see the Diocese’s Privacy Policy at www.limerickdiocese.org or contact the Data Protection Officer.
Appendix 5 (i) - Approval for Ministry within the area of the Diocese of Limerick as a Priest/Deacon or Non Ordained Religious in any form of consecrated life

Dear

I wish to confirm that you are authorised to minister in the Diocese of Limerick: as follows:

Type of ministry: _____________________________________________________________

Location of Ministry: ___________________________________________________________

Duration of Ministry: ____________________________________________________________

This approval is valid solely for the duration(s) as specified above but may include a number of occasions over a specific time period.

The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy has been forwarded to your Church authority/Ordinary and to the local superior/parish priest of the location in which you will be ministering.

Please note this authorisation is conditional on your agreeing to comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policy and Procedures of the Diocese of Limerick.

Involvement in ministry with children or vulnerable persons requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.

Training, if required, must be undertaken in advance of your proposed ministry.

With every blessing,

+Brendan Leahy
Bishop of Limerick

Data Protection
Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary.
For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie
Appendix 5(ii) - Approval for Ministry within the area of the Diocese of Limerick as a Lay Minister

Dear

I wish to confirm that you are authorised to minister in the Diocese of Limerick: as follows:

Type of ministry: ____________________________________________

Location of Ministry: _________________________________________

Duration of Ministry: _________________________________________

This approval is valid solely for the duration(s) as specified above but may include a number of occasions over a specific time period.

The Chancellery of the Diocese of Limerick will retain a copy of this letter, and a copy has been forwarded to your Church Leader/Head of the relevant Organisation to which you belong and to the local superior/parish priest of the location in which you will be ministering.

Please note this authorisation is conditional on your agreeing to comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and with the Safeguarding Policy and Procedures of the Diocese of Limerick.

Involvement in ministry with children or vulnerable persons requires you to attend a one-day safeguarding training day or an information session or to provide evidence of attendance at the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) one-day safeguarding training programme. Please contact with the Diocesan Safeguarding Service at 061 350000 or finola.downes@limerickdiocese.org to confirm this or to arrange to attend the Diocese of Limerick one-day safeguarding training programme.

Training, if required, must be undertaken in advance of your proposed ministry.

With every blessing,

+Brendan Leahy,
Bishop of Limerick.

Data Protection
Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary.
For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie
Appendix 6 - Application for Ministry as a Non-Ordained Religious - Declaration Form of Good Standing (Applicant)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Also known as Name/Alias</th>
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<tbody>
<tr>
<td>Date of Birth</td>
<td>Email</td>
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<tr>
<td>Church body to which you are incardinated:</td>
<td></td>
</tr>
<tr>
<td>Name and Address of Church authority/Ordinary:</td>
<td></td>
</tr>
<tr>
<td>Current Appointment</td>
<td>Commencement date on which you are seeking to minister in another Church Authority/Ordinary</td>
</tr>
<tr>
<td>Has your request to minister in the Diocese of Limerick been approved by your Church authority/ordinary?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Previous appointment:</td>
<td>Date from:</td>
</tr>
<tr>
<td>Address 1:</td>
<td></td>
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<tr>
<td>Previous appointment:</td>
<td>Date from:</td>
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<td>Address 2:</td>
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<td>Previous appointment:</td>
<td>Date from:</td>
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<td>Address 3:</td>
<td></td>
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Additional appointments should be detailed on a separate sheet and attached to this form.

<table>
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<th>Please tick Yes or No to the questions hereunder as applicable</th>
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<tr>
<td>Have you ever been suspended or otherwise canonically disciplined?</td>
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<tr>
<td>Have you any mental or physical needs that would adversely affect performance of your sacred ministry?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If approved for Temporary Ministry, I will abide by the requirements of the Diocesan Safeguarding Policy and Procedures. I will attend a safeguarding information session or a full-day safeguarding training programme as required.

I authorise the verification of the information provided on this form as to my previous ministries and personal information. I also authorise the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.

Signature: ___________________________ Date: ___________________________

Data Protection

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Diocese of Limerick Office Use Only

Approved: ___________________________ Dated: ___________________________

Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
Appendix 7 – Confirmation of Good Standing Non-Ordained Religious Church Authority/Ordinary

Form to be completed by the Church Authority/Ordinary when a Sister or Brother or other person from the Province or Region is applying for ministry, including working with children or vulnerable persons in the Diocese of Limerick

Name and Date of Birth of the person applying for ministry ______________________________

Also known as Name/Alias ____________________________________________________________

Name of his/her Province/Region ____________________________________________________

1. Why does this person want to minister in the Diocese of Limerick?
________________________________________________________________________________

2. Location(s) and duration(s) of proposed ministry
________________________________________________________________________________

3. Have you any specific concerns about the performance of his/her ministry? Yes ☐  No ☐
If yes, please state your reasons below.
________________________________________________________________________________

4. Is there any reason why the above-named person should not be permitted to be involved in ministry with children or vulnerable persons? Yes ☐  No ☐
If yes, please outline your concerns:
________________________________________________________________________________

5. Please write any additional comments below.
________________________________________________________________________________

I confirm that ______________________________ who is applying for ministry in
(Name of applicant)

The Diocese of Limerick is a person in good standing in the ______________________________
(Province/Region)

Name and Leadership position in Province/Region (please Print)
________________________________________________________________________________

I authorise the verification of the information provided on this form as to the applicants proposed ministry and personal information and to the appropriate and necessary sharing of the information I provide to the Diocese of Limerick

Appropriate Seal to be attached

Signature ___________________________ Date ____________________

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary.
For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Diocese of Limerick Office Use Only

Approved: ___________________________ Dated: ____________________

Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
Appendix 8 - Form to be completed by a person who wishes to be involved as a Lay Minister in the Diocese of Limerick

I ___________________________________________ wish to apply for permission to be involved in ministry as a lay minister in the Diocese of Limerick.

The name and address of my Church Leader/Head of the relevant organisation to which I belong is:
________________________________________________________________________________________

The nature of my proposed lay ministry is:
________________________________________________________________________________________

The period(s) of my involvement in this ministry is:
________________________________________________________________________________________

The location(s) of my lay ministry is:
________________________________________________________________________________________

________________________________________________________________________________________

Other relevant information:
________________________________________________________________________________________

I authorise the verification of the information provided on this form as to my proposed ministry and personal information and to the appropriate and necessary sharing of the information I provide to the Diocese of Limerick.

If approved to act as a Temporary Lay Minister in the Diocese of Limerick, I agree to comply with the N.B.S.C.C.C.I. Safeguarding Children Policy and Standards for the Catholic Church in Ireland and the Safeguarding Policy and Procedures of the Diocese of Limerick.

I confirm that I have requested my Church leader to complete the necessary confirmation of good standing on my behalf, and to forward this and other documentation to The Chancellery Diocesan Centre, St. Munchin’s, Corbally, Limerick.

Signed: _______________________________ Date: _______________________________
(Applicant)

Limerick Diocese will process the personal data contained in this form as necessary in its legitimate interests in connection with your application for and ministry in the Diocese. The data will be stored for as long as is necessary. For further information, please see the Diocesan Privacy Policy or contact the Data Protection Officer. E-Mail: dpo@cashel-emly.ie

Diocese of Limerick Office Use Only

Approved: _______________________________ Dated: _______________________________
Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.
Appendix 9 - Confirmation of Good Standing for Lay Persons - Church Leader responsible for the Organisation/body

Form to be completed by the Church Leader responsible for the Organisation/body, when a Lay Person wishes to be involved in ministry, including working with children or vulnerable persons in the Diocese of Limerick

Name of person wishing to minister in the Diocese of Limerick
__________________________________________________________

Name of his/her Diocese/Organisation
__________________________________________________________

1. Nature of the proposed ministry in the Diocese of Limerick?
__________________________________________________________

2. Location(s) and duration(s) of proposed ministry
__________________________________________________________

3. Have you any specific concerns about the performance of his/her ministry? Yes ☐ No ☐
If yes, please state your reasons below.
________________________________________________________________________
________________________________________________________________________

4. Is there any reason why the above-named person should not be permitted to be involved in ministry with children or vulnerable persons? Yes ☐ No ☐
If yes, please outline your concerns.
________________________________________________________________________
________________________________________________________________________

5. Please write any additional comments below.
________________________________________________________________________
________________________________________________________________________

6. I confirm that ___________________________________________ (Name of Applicant) who is applying for ministry in the Diocese of Limerick, is a person in good standing with the Catholic Church

I authorise the verification of the information provided on this form as to the applicants proposed ministry and personal information and to the appropriate and necessary sharing of the information I provide to the Diocese of Limerick

Name and Leadership position in
Diocese/Parish/Province/Organisation ____________________________

Appropriate Seal to be attached

Signature ___________________________ Date ___________________________

Diocese of Limerick Office Use Only
Approved: ___________________________ Dated: ___________________________

Chancellor/Diocesan Secretary

Note: The Diocese of Limerick reserves the sole right to grant or refuse permission to be involved in ministry within the Diocese of Limerick.