

WHEN DO YOU NEED A LETTER AS A TESTIMONIAL OF SUITABILITY?

WHENEVER:

- A priest, parish, Catholic school, or other Church organization invites a priest or other individual to come in to minister

AND

- Minors may be present

AND

- That individual has not completed and been cleared under the Diocese of Owensboro's Safe Environment policies

THEN:

- A Testimonial of Suitability must be on file at the place of ministry AND mailed to the Office of the Bishop (Catholic Pastoral Center, 600 Locust St., Owensboro, KY, 42301) BEFORE that person arrives to minister. (Keep attached forms available for use.) The forms are part of the "Diocesan Sexual Abuse Policy Statement" (http://www.rcdok.org/safe/sexual_abuse_policy.pdf) , pgs. 24-25.

Testimonial Of Suitability for Priestly Ministry

Most Reverend William F. Medley
Bishop of Owensboro
600 Locust Street
Owensboro, KY 42301

Dear Bishop Medley:

The Rev. _____ is seeking to exercise priestly ministry in your diocese. He will be at _____ (name of Parish/Institution) in _____ (city) the week of _____ providing the ministry of _____. I have carefully reviewed our personnel files and all other records, which we maintain, and I have consulted with those who served with him in the works he has been assigned under our authority. Based on these inquiries, and on my own personal knowledge, I am able to make each of the statements listed below which I have *checked off and initialed*:

_____ () He is a priest in good standing of _____
(Diocese or Religious Institute)

_____ () He has never been suspended or otherwise canonically disciplined.

_____ () No criminal charges have ever been brought against him, and he has no criminal record.

_____ () He has never behaved in such a way as to indicate that he might deal with minors in an inappropriate manner.

_____ () He does not have a current, untreated alcohol or substance abuse problem.

_____ () He does not have a current, untreated emotional or mental health problem.

_____ () He has never had a problem with financial impropriety.

_____ () He has never been involved in any incident, to my knowledge, which would adversely affect his performance as a priest.

Based on my inquiries and on my personal knowledge, the Rev. _____ is a man of good moral character and reputation, and is qualified to serve as a priest in an effective and suitable manner in your diocese.

Signature

Date

Title

(SEAL)

***Keep original in Diocesan Policy Manual.

**Testimonial
Of Suitability for Ministry (Religious and Lay)**

Most Rev. William F. Medley
Bishop of Owensboro
600 Locust Street
Owensboro, KY 42301

Dear Bishop Medley:

_____ is seeking to exercise ministry in your diocese. She/He will be at _____ (name of Parish/Institution) in _____ (city) providing the ministry of _____. I have carefully reviewed our personnel files and all other records, which we maintain, and I have consulted with those who served with her/him in the works she/he has been assigned under our authority. Based on these inquiries, and on my own personal knowledge, I am able to make each of the statements listed below which I have *checked off and initialed*:

_____ () She/He is a Sister/Brother/Person in good standing of

(Religious Institute/Institution)

_____ () She/He has never been suspended or otherwise canonically disciplined.

_____ () No criminal charges have ever been brought against her/him, and she/he has no criminal record.

_____ () She/He has never behaved in such a way as to indicate that she/he might deal with minors in an inappropriate manner.

_____ () She/He does not have a current, untreated alcohol or substance abuse problem.

_____ () She/He does not have a current, untreated emotional or mental health problem.

_____ () She/He has never had a problem with financial impropriety.

_____ () She/He has never been involved in any incident, to my knowledge, which would adversely affect her/his performance as a minister.

Based on my inquiries and on my personal knowledge, _____ is a person of good moral character and reputation, and is qualified to serve in an effective and suitable manner in your diocese.

Signature

Date

Title

***Keep original in Diocesan Policy Manual.