

INCARDINATION

1. A priest seeking incardination into the Diocese of Spokane must put his request in writing to the Bishop.

If the priest seeking incardination has not served in the Diocese prior to his request, he will be required to exercise his ministry in the Diocese at least three years before seeking incardination.

2. The priest desiring incardination must:

- a. submit the results of a complete medical examination by an approved local doctor.
- b. submit the results of a psychological evaluation by an approved local psychologist.
- c. present names of persons from whom the Bishop can obtain letters of recommendation. These should be persons who have knowledge of the priest's ministry in his two previous assignments.
- d. be interviewed by the Bishop and others whom the Bishop may choose.

3. A letter will be sent by the Bishop of Spokane to the priest's Bishop or Superior, asking his permission and recommendation regarding the incardination. If the man is a Diocesan priest, upon receipt of a letter from his Bishop, an acknowledgement will be sent to the priest and his Bishop informing them that the "ad experimentum" period of three years has begun. In the case of a religious, a rescript of exclaustation will be obtained from his Superior and signed by the Bishop of Spokane. A copy of the signed rescript will be sent to the priest's Superior informing him that the period of "ad experimentum" has begun.

4. The candidate for incardination will be expected to serve in two assignments prior to incardination.

5. There will be an on-going evaluation of the priest's performance in ministry during the "ad experimentum" period by the Bishop or his delegate. Following this evaluation, the Bishop will discuss the results with the priest. In certain circumstances the "ad experimentum" period may be extended, but not for more than another three years.

6. At the end of the "ad experimentum" the priest's case will be reviewed by the Priests' Personnel Board. If the priest has received a positive judgment, a recommendation will be made by the Personnel Board to the Bishop of Spokane who will make the final judgment. If the man is a Diocesan priest, his Bishop must write an explicit letter of excardination.

7. An appointment will be arranged for the priest to receive an official copy of the letter to his former ordinary informing him of the grant of incardination by the Bishop of Spokane.

8. The priest will be included in the Diocesan Pension Plan and will receive salary and benefits from the beginning of the "ad experimentum" period.

The priest's seniority in the Diocese of Spokane will likewise begin at that time.

Policy adopted: 7/85

Revised: 10/91