

MINISTRY GUIDELINES  
FOR  
PASTORAL ASSOCIATES

DIOCESE OF BROOKLYN

Secretariat for Catholic Education and Formation  
310 Prospect Park West  
Brooklyn, NY 11215

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## INTRODUCTION

For several decades and in increasing numbers, lay women and men have undertaken a wide variety of ministries in parishes in the diocese of Brooklyn and Queens. Many of these roles presume a significant degree of formal theological education, spiritual formation, pastoral skills development, and professional competency. Very often these individuals are identified by the position title of Pastoral Associate.

These Diocesan Guidelines are intended for those parishes that are interested in hiring a pastoral associate as well as for individuals who are seeking employment in the ministry. This document offers resources that will be helpful to both parties as they work through the hiring process. It also provides information for those who are already engaged in the ministry of pastoral associate.

These Guidelines do not constitute a personnel manual/handbook. All lay persons employed by a parish as a pastoral associate should refer to the parish lay employee handbook regarding personnel policies.

No statement in these Guidelines is meant to create a contract of employment, expressed, implied, or otherwise with any parish or the Roman Catholic Diocese of Brooklyn.

Members of the staff of the following diocesan offices are available to assist Pastors and Pastoral Associates:

Pastoral Institute  
Diocese of Brooklyn  
310 Prospect Park West  
Brooklyn, New York 11215

Phone: 718-281-9556  
Fax: 718-399-5920  
Email:

[PastoralInstitute@diobrook.org](mailto:PastoralInstitute@diobrook.org)

Website: [www.dob-pastoral-life.org](http://www.dob-pastoral-life.org)

Office of Human Resources  
Diocese of Brooklyn  
310 Prospect Park West  
Brooklyn, New York 11215

Phone: 718-965-7362  
Fax: 781-965-7363  
Email: [hr@diobrook.org](mailto:hr@diobrook.org)

Information on the employment of religious is also available from:

Office of the Delegate for Religious

310 Prospect Park West  
Brooklyn, New York 11215

Phone: 718-399-5900  
Fax: 718-399-5992  
Email: [mslopiccolo@aol.com](mailto:mslopiccolo@aol.com)

## SECTION ONE: THE MINISTRY OF PASTORAL ASSOCIATE

### **A Vision for the Ministry of Pastoral Associate**

Pastoral associates are qualified professionals whose lives are rooted in gospel values and who are responsive to Jesus' call to discipleship. They are committed to service within the Church and are able to assist the pastor with the day-to-day pastoral care and administration of the parish. Pastoral associates are mature, adaptable, and flexible. They exhibit the capacity for leadership and collaboration in all aspects of parish life and ministry and are sensitive to multi-cultural issues.

### **General Pastoral Ministry**

Due to the nature of the ministry, the pastoral associate of any parish will have a general range of responsibilities. However, most of them will serve the community by:

- Fostering the faith life of the parish community
- Demonstrating an interest in the process of evangelization and spiritual renewal
- Helping to develop a consciousness of the social teachings of the Church among staff and parishioners
- Contributing to parish needs assessment, planning, communication, decision-making, and budgetary management
- Coordinating designated parish programs
- Leading communal prayer when liturgically appropriate
- Accessing appropriate resources for persons in need
- Providing ways of making the parish a welcoming community

### **Possible Pastoral Responsibilities**

Specific responsibilities will differ according to the needs of a parish and the skills and competencies of the pastoral associate and other members of the pastoral team. While pastoral associates may be involved in one or more of the following specific areas of ministry, no individual person is expected to serve all of these.

#### Administration

1. Hiring, supervising, and evaluating employees
2. Supervising purchasing, banking, budgeting and bill paying
3. Managing and maintaining parish plant
4. Overseeing the maintenance of diocesan and parish records
5. Representing the pastor at selected meetings

#### Faith Formation

1. Directing the parish's ongoing faith formation program for all of the faithful
2. Directing the parish's religious education programs
3. Directing baptismal preparation
4. Recruiting and overseeing the formation of catechists
5. Providing opportunities for on-going faith sharing
6. Providing support to those involved in the annulment process
7. Developing and directing programs for alienated and inactive Catholics



### Rite of Christian Initiation of Adults

1. Directing a process of formation for those who express a desire to become Catholic, seek full communion, or complete their initiation into the Catholic Faith
2. Adapting rituals, whenever necessary and in an appropriate manner, to meet the specific needs of the persons in the process
3. Recruiting sponsors and catechists for this process
4. Educating members of the parish community regarding the stages of initiation and their role in the process
5. Working with the pastor to implement the RCIA rituals into parish liturgies

### Spirituality

1. Providing spiritual formation and counseling
2. Planning parish renewal programs
3. Planning parish retreat days and prayer sessions for various parish groups
4. Facilitating scripture study and faith sharing groups
5. Assuring the pastoral care of the elderly, sick, homebound and hospitalized

### Liturgical Ministry

1. Providing leadership for the parish liturgy /worship committee
2. Overseeing the on-going training of liturgical ministers
3. Planning and implementing sacramental, liturgical and para-liturgical celebrations
4. Giving reflection at liturgies whenever appropriate

### Social/Collaborative Ministry

1. Networking with neighborhood community action programs
2. Directing bereavement ministry and ministry of consolation
3. Establishing support groups for caregivers and the divorced and separated
4. Accessing resources for needy individuals and families
5. Advocating for parishioners dealing with government programs
6. Recruiting and preparing volunteers for various social ministries
7. Acting as a liaison with various civic organizations
8. Alerting parishioners to take action on local and global contemporary social issues in accordance with Catholic social justice principles
9. Participating in ecumenical endeavors

## **The Pastoral Associate's Relationships to Parish, Cluster, and Vicariate**

### Parish Relationships

The pastoral associate, who is usually a full-time member of the parish team/staff, is accountable to the pastor in all aspects of pastoral ministry. Furthermore, depending on the size, complexity, and cultural make-up of the parish, the pastoral associate:

1. Ministers collaboratively with the pastor, the pastoral council, other members of the parish team, and school personnel
2. Participates in regularly scheduled staff meetings
3. If appointed by the pastor, attends the regularly scheduled meetings of the parish pastoral planning council

### Parish Relationships, cont.

4. Provides significant personal and liturgical presence at Sunday liturgies and important parish events
5. Is available to parishioners for help with personal needs and special projects
6. Promotes cooperation among the various organizations, age, and ethnic groups within the parish
7. Assists the parish in understanding the needs and concerns of persons with disabilities while helping to integrate these individuals and their families into the fullness of parish life

### Cluster Relationships

The pastoral associate participates in regularly scheduled cluster meetings. As warranted, and depending on the style and needs of the particular cluster, the pastoral associate also:

1. Provides input into cluster planning
2. Assists in the planning and execution of cluster sponsored projects and events
3. Serves on cluster subcommittees as needed
4. Helps facilitate the flow of information between the cluster and the parish

### Vicariate for Evangelization and Pastoral Life Relationships

The pastoral associate is a key person in promoting vicariate-sponsored activities and events within the parish. He/she receives and disseminates information from the Vicariate and takes part in on-going formation programs offered by the Vicariate.

## SECTION TWO: CRITERIA FOR PASTORAL ASSOCIATES

### **Elements Contributing to Ministry of Pastoral Associates**

#### Faith Commitment

The pastoral associate, a fully initiated member in good standing of the Roman Catholic Church, demonstrates a commitment to the Catholic way of life inspired by the Gospel and the vision of the II Vatican Council. He/she participates regularly in the worship and sacramental life of the Church and promotes the teachings of the Church within the practice of his/her ministry.

#### Spiritual Formation

While lay ministry has no single spirituality, the pastoral associate incorporates the following elements into his/her continuing growth in holiness:<sup>1</sup>

- A living union with Christ
- Spiritual formation built on the Word of God
- An incarnational spirituality of presence, and a paschal spirituality of loving service
- An awareness of sin
- A spirituality of suffering
- A Marian spirituality that enables one to better understand and love the Church
- Love for the Church

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<sup>1</sup> United States Conference of Catholic Bishops. *Co-Workers in the Vineyard of the Lord*. USCCB: Washington, D.C., 2005, p. 39-41.

### Spiritual Formation, cont.

- Acceptance of the unique nature of the ministerial sacramental priesthood
- Devotion to the Eucharist
- An ecumenical spirit
- Understanding the spirituality of the laity and their role in the Church
- A spirituality of justice

### The Pastoral Associate:

- Takes time for regular private prayer
- Is aware of the need and takes time for personal spiritual growth, including an annual retreat
- Engages in theological reflection as a process for integrating faith life with his/her daily life experiences
- Has an ability to integrate ministry with prayer, the sacramental life, and the practice of justice

### Theological Competencies

The pastoral associate shall know and integrate into ministerial practice:

- A theology of Revelation as embodied in Scripture and Tradition
- A theology of creation
- A theology of God as one and triune
- A theology of Jesus Christ, true God and true man
- A theology of the human person
- A theology of the Church as developed throughout history
- A theology of liturgy, worship, and the sacramental life
- A theology of pastoral ministry
- A theology of Catholic spirituality
- A theology of the moral life
- A theology of Catholic social teaching for the transformation of church and society
- A theology and pastoral understanding of ecumenism and other faith traditions

In addition, the pastoral associate will have a functional knowledge and understanding of the role of Canon Law in the pastoral life of the Church.

The pastoral associate will be familiar with a variety of theological resources, beginning with the Bible, *The Catechism of the Catholic Church* and documents related to Catholic social teachings; reference materials such as encyclopedias, dictionaries, commentaries on scripture; conciliar and post-conciliar documents, papal encyclicals, and pastoral letters; as well as current journals and magazines devoted to pastoral concerns.

### Pastoral Skills Competencies

In order to function effectively in parishes within an urban, multi-cultural diocese, the pastoral associate possesses the ability to:

- Recognize, address, and assist in shaping the parish vision
- Be self-directed as well as work collaboratively with others
- Lead public prayer and to preach when canonically and pastorally appropriate

### Pastoral Skills Competencies, cont.

The pastoral associate also demonstrates:

- A familiarity with the processes of evangelization and adult faith formation
- Good leadership and gift discernment skills including the ability to empower others
- The ability to relate well to a wide variety of people
- A sensitivity to, and respect for, the cultural and ethnic identity, language, and diversity of the parish/neighborhood
- A perspective that includes an understanding of the mission and role of the Christian family in the life of the Church
- Counseling and/or active listening skills
- Oral and written communication skills

In addition, in order for the pastoral associate to work effectively in many parishes, he/she will be competent in speaking a second language or be willing and able to pursue studies leading to such competence.

### Administrative Competencies

The pastoral associate provides effective leadership and administration by possessing the ability to:

- Work collaboratively with the pastor and members of the pastoral staff
- Assist in the recruiting, supervision, and evaluation of the parish staff and volunteers
- Assume responsibility for delegated tasks
- Facilitate short and long-term planning
- Develop and administer programs to meet assessed needs

In addition, the pastoral associate exhibits:

- Good public relations skills
- Good management and organizational skills
- Knowledge of the diocesan mission and structure and a willingness to work with and within it
- Knowledge of record-keeping regulations in both civil and canon law
- Knowledge of parish budgeting and finances and sensitivity to fiscal concerns
- Ability to manage conflict

### **Academic Qualifications**

Ordinarily, a pastoral associate would possess or be studying for a M.A. Degree from a Catholic institution in divinity or in pastoral, theological, or religious studies. For those individuals who already have a Masters Degree in education, administration, supervision, social work or similar profession, a Certificate in theology or pastoral ministry (18 graduate credits) will supply for the academic qualifications.

Other equivalencies will be considered on an individual basis and determined by the applicant's ability to articulate and demonstrate knowledge of Catholic theology appropriate to a Masters Degree level in divinity, theology, or pastoral studies.

### **Ministerial Experience**

A pastoral associate has a minimum of three years of leadership experience in varied areas of parish ministry, such as faith formation, RCIA, Catholic school administration, ministry of consolation, liturgy, pastoral care of the sick, etc.

## **SECTION THREE: THE PASTORAL INSTITUTE AND PASTORAL ASSOCIATES**

### **Services to Pastoral Associates**

As part of its mission to foster local leadership for pastoral ministry, the Pastoral Institute will assist current pastoral associates in their ongoing work among God's people. The Pastoral Institute, in collaboration with other diocesan agencies, will sponsor continuing education and formation opportunities for pastoral associates. Representatives of the Pastoral Institute will meet with the diocesan Conference of Pastoral Associates that serves as a voluntary networking and support organization for pastoral associates.

The Pastoral Institute services prospective candidates for the ministry of Pastoral Associate by:

1. Reviewing the qualifications of those interested in serving as pastoral associates in the diocese
2. Interviewing such candidates to assess their qualification for the ministry
3. Coordinating the orientation program for all newly hired pastoral associates
4. Regularly offering opportunities for ongoing professional development for all pastoral associates

### **Services to Parishes**

The Pastoral Institute will also serve the parishes of the diocese by:

1. Receiving data from diocesan surveys in order to identify parishes that may be interested in and able to hire a new pastoral associate
2. Maintaining a list of all those who may be interested in serving as pastoral associates and distribute it among the parishes interested in hiring an associate
3. Assisting parish staffs in assessing their need for a pastoral associate

## SECTION FOUR: PROCEDURES FOR ASSISTING PARISHES WITH HIRING A PASTORAL ASSOCIATE

### **Pastoral Institute Procedures**

Those interested in working for a parish as a pastoral associate should complete the Information Form (see Appendix A), a copy of which may be obtained from the Pastoral Institute.

The following items are to be included with the Information Form:

1. Most recent official academic transcripts
2. For members of a religious community, a letter of approval from the appropriate superior (see Appendix B)
3. For lay candidates, a letter of recommendation from a member of the clergy attesting to their good standing in the Church (see Appendix C)

A list of those individuals who have filed an Information Form and are available to be hired as pastoral associates will be made available to all interested pastors on a periodic basis by the Pastoral Institute.

All newly hired pastoral associates must attend an orientation program sponsored by the Vicariate for Evangelization and Pastoral Life and coordinated by the Pastoral Institute. The program will involve a series of meetings and events that are designed to review various pastoral skills and competencies that form part of the ministry of the pastoral associate. It will also provide resources and information about the multicultural aspects of the diocese.

Interviews are conducted by the pastor with the prospective candidate and will address the candidate's education, formation, pastoral experience, and ability to fulfill the requirements of the position as envisioned by the pastor.

The pastor is also advised to check the employment references and past pastoral and ministerial history of all prospective candidates for the position of pastoral associate. Letters of recommendation are to be supplied at the request of the pastor.

The decision to hire an individual as a pastoral associate is reserved to each pastor of the diocese who serves as the official employer of the newly hired pastoral associate on behalf of the parish.

The following activities are taken care of at the local level:

1. Criminal Background Check (done through the Office of Human Resources)
2. *Virtus* Training (through the Office of Safe Environment)

### **Multiple Parishes or Cluster Procedures:**

If more than one parish wishes to employ a single pastoral associate, a clear definition of the duties and responsibilities expected of the associate, the time required to fulfill those duties in each location, and the appropriate sharing of financial obligations among the employers must be clarified before the position is made available. Special care must also be given to establish an annual evaluation procedure that allows participation by each pastor and the pastoral associate. The pastors should agree on this matter before the position is made available.

### **Developing a Job Scope**

Since each parish is unique, separately incorporated, and varies in its approach to addressing the pastoral needs of its people, it is important that all parties concerned have a clear understanding of the specific responsibilities delegated by the pastor to the pastoral associate. In defining how this role fits into the overall mission of a parish, the job scope provides pastors with the opportunity to examine and identify the areas of responsibility and major tasks for which the pastoral associate is responsible (see Section One, pp. 2-3).

By developing mutually agreed upon expectations, the pastor and pastoral associate clarify operational and procedural responsibilities to be carried out at the local level.

## **SECTION FIVE: EMPLOYMENT IN ANOTHER PARISH**

Pastoral associates who are presently employed by parishes within the diocese and wish to seek employment in another parish within the diocese and who have indicated to their pastor their intent not to renew their current year's contract are free to contact the Pastoral Institute to obtain the current list of parishes seeking to employ a pastoral associate.

It is understood that the actual process of obtaining an application and contacting prospective parishes is the sole responsibility of the pastoral associate seeking a transfer.

## **SECTION SIX: SERVICE AGREEMENT**

### **Written Service Agreements**

It is recommended that each pastoral associate execute a written service agreement with the pastor on behalf of the parish. Service agreements should be dated and signed with a copy of the job scope attached. A copy of the service agreement is retained in the pastoral associate's employment file located in the parish. A copy is also given to the pastoral associate.

General information on hiring a member of a religious congregation is provided in Appendix D. Pastors will find this document helpful in developing a service agreement, determining the stipend package, etc.

A sample service agreement for lay persons is included in Appendix E; one for religious can be found in Appendix F.

### **Termination/Non-Renewal**

Those pastoral associates who do not wish to renew their current service agreement are asked to inform their respective pastor in writing by April 15<sup>th</sup> of the given year.

Conversely, those pastors who do not wish to renew the current service agreement of their pastoral associates are asked to state their intentions in writing by April 15<sup>th</sup> of the given year.

## SECTION SEVEN: COMPENSATION

### **Salary/Stipend**

A layperson who is hired as a pastoral associate should receive an annual salary commensurate with his/her experience, educational background, and pastoral responsibilities. Compensation for a pastoral associate who is a member of a religious congregation is equal to the approved annual stipend and benefits for members of institutes of consecrated life.

## SECTION EIGHT: GENERAL RESPONSIBILITIES AND WORKING CONDITIONS

### **Working Conditions**

To allow for optimal performance and to provide for the greatest possibility for ministerial effectiveness, the parish should provide each pastoral associate with the following:

1. Adequate office space with sufficient privacy for consulting with parishioners
2. Easy access to needed equipment (computer, internet access, copier, audio visual etc.)
3. Secretarial help, full or part time, depending on the ministerial duties of the associate

## SECTION NINE: EVALUATIONS

### **Evaluation/Performance Review**

Throughout the year, the pastoral associate and pastor will engage in ongoing dialogue and informal reviews regarding the pastoral associate's performance.

The pastoral associate and pastor should engage in an annual performance appraisal process. This process is ordinarily completed by a date that is mutually agreed upon by both parties but no later than April 15th. The process will vary from parish to parish, dependent upon the responsibility and needs of each situation.

A sample performance appraisal instrument is contained in Appendix G.

### **Program Evaluations**

Since the responsibilities of pastoral associates in the diocese of Brooklyn are varied, a standard evaluation tool is not possible. However, the above-mentioned Evaluation/ Performance Review should, by its nature, include a review of the programs for which the pastoral associate is responsible.



## SECTION TEN: CODE OF ETHICS

The Diocese of Brooklyn's *Code of Pastoral Conduct for Priests, Deacons, and Pastoral Ministers* (contained in Appendix H) applies to those hired as pastoral associates. Each applicant is responsible for reviewing the Code and adhering to the directives contained within them.

In addition, when the applicant is hired, he/she must complete the documents contained in Appendices I and J). If one ministers to both adults and children/adolescents, both forms should be returned to the Office of Safe Environment.

## SECTION ELEVEN: PROFESSIONAL GROWTH

Continuing education programs and activities contribute to the professional growth of each pastoral associate. At a minimum, the pastoral associate is expected to participate in diocesan meetings scheduled by the Office of the Vicar for Evangelization and Pastoral Life that pertain to his/her area of responsibility. The pastoral associate is encouraged to participate in various workshops and conferences offered throughout the year.

It is recommended that the pastoral associate be allowed reasonable time away from the parish to gather with other pastoral ministers for mutual support, planning and encouragement. This recognizes that their ministry serves diocesan interests, goals and needs beyond the boundaries of the parish.

Whenever possible, the parish budget will include funds for professional growth opportunities for the pastoral associate. The professional growth allowance is to be used for education and job related programs selected by the pastoral associate and approved by his/her pastor.

The Conference of Pastoral Associates meets three times a year to address mutual concerns facing pastoral associates. The Conference also offers an annual day of reflection. All pastoral associates are invited to participate.

These guidelines will be reviewed and updated on a periodic basis  
in collaboration with the Vicar for Evangelization and Pastoral Life.

<p><b>DIOCESE OF BROOKLYN PASTORAL ASSOCIATE INFORMATION FORM</b></p>
---

**Full name** \_\_\_\_\_  
First
Middle Initial
Last

**Home Address** \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Religious Congregation** (if applicable) \_\_\_\_\_

**Education**

Institution/City	Degree or Certificate	Major or area of study	Year Graduated
Undergraduate College/University:			
Graduate School:			
Post-Graduate:			
Continuing Education (name 2 most recent experiences): 1.  2.			

*Please attach a recent photo (passport size) to the top of this page.*



**References** (please list two non-family persons whom your prospective employer may contact)

<i>Name</i>	<i>Address/City/State/Zip</i>	<i>Phone</i>

**Ministerial Preferences**

The ministry of a pastoral associate is quite diversified and can include responsibilities for several programs and/or projects in the parish.

From the list below, please check all of your areas of expertise and interest. This information will enable us to refer you to those parishes that best match your competencies and expectations.

	<b>Area of Expertise</b>	<b>Area of Interest</b>
<input type="checkbox"/> Adult Faith Formation	_____	_____
<input type="checkbox"/> Rite of Christian Initiation of Adults	_____	_____
<input type="checkbox"/> Evangelization	_____	_____
<input type="checkbox"/> Spirituality	_____	_____
<input type="checkbox"/> Liturgical Ministry	_____	_____
<input type="checkbox"/> Social Ministry/Parish Outreach	_____	_____
<input type="checkbox"/> Pastoral Care of the Sick	_____	_____
<input type="checkbox"/> Ministry of Consolation	_____	_____
<input type="checkbox"/> Bereavement/Counseling	_____	_____
<input type="checkbox"/> Parish Administration	_____	_____

**Ministry Locations**

Please check the areas of the diocese that you prefer:

- I will consider any parish in the diocese
- I will consider any parish in Brooklyn
- I will consider any parish in Queens

I hereby give permission for the Pastoral Institute to consider the information provided in this application and to share it with prospective parish employers.

I give permission for potential employers to contact any references by letter, phone, or email.

I attest to the accuracy of the information.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE RETURN TO THE PASTORAL INSTITUTE WITH REQUIRED DOCUMENTS.**

**DIOCESE OF BROOKLYN  
PASTORAL ASSOCIATE INFORMATION FORM**

**STATEMENT OF THE RELIGIOUS SUPERIOR CONCERNING A MEMBER OF THE**

\_\_\_\_\_  
(name of religious institute)  
**BEING PRESENTED FOR MINISTRY IN THE DIOCESE OF BROOKLYN**

Under the guidelines proposed by the National Council of Catholic Bishops (and approved by the Conference on November 18, 1993), the Conference of Major Superiors of Men, the Leadership Conference of Women Religious, and the Council of Major Superiors of Women Religious, and the policies of \_\_\_\_\_

(name of Institute)

I certify that \_\_\_\_\_ is a religious in good

(name of member)

standing in the \_\_\_\_\_ Province. To the best of my

(name of province)

knowledge in the external forum, I am of the opinion that \_\_\_\_\_

(name)

is of good character and reputation.

I believe that he / she is qualified to perform ministerial duties in an effective and suitable manner. More specifically, I am unaware of anything in his / her background which would render him / her unsuitable to work with minor children. Further, I have no knowledge that

\_\_\_\_\_ has a current, untreated abuse problem. Therefore, I

(name)

present \_\_\_\_\_ for ministry in the Diocese of Brooklyn.

(name)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

DIOCESE OF BROOKLYN  
PASTORAL ASSOCIATE INFORMATION FORM

CLERGY RECOMMENDATION  
FOR LAY PASTORAL ASSOCIATE

**CANDIDATE’S NAME** \_\_\_\_\_

**CANDIDATE’S PARISH** \_\_\_\_\_

How long have you known the candidate and in what capacity? \_\_\_\_\_  
\_\_\_\_\_

What gifts/strengths have you observed in the candidate that would contribute to his/her effective leadership as a Pastoral Associate?

Do you have any reservations about the suitability of this candidate for parish leadership? Please explain.

According to the Guidelines for Pastoral Associates in the Diocese of Brooklyn, the candidate must be a “fully initiated member in good standing of the Roman Catholic Church...”

To the best of your knowledge, does the candidate fulfill this requirement?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Please add any comments you wish to make (use reverse side if needed).

\_\_\_\_\_  
**Name (please print)** *Signature*

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN TO:**

**PASTORAL INSTITUTE      310 PROSPECT PARK WEST    BROOKLYN, NY 11215**

**GUIDELINES FOR HIRING A MEMBER OF A RELIGIOUS CONGREGATION**

(Supplied by Office of the Delegate for Religious, Diocese of Brooklyn)

**1. RECOGNITION OF RELIGIOUS**

A religious, through public vows, makes a total commitment of her or his life to God in service of the Church. In such service, religious are not employees but rather share in the mission and ministry of the Church. This status has been confirmed by the American Bishops and by the U.S. Government (vis-à-vis tax rulings).

Any member of a religious congregation who is to provide direct service to the Diocese of Brooklyn and receive compensation for that ministry does so by entering into a Service Agreement. Generally, Service Agreements are signed at the beginning of the fiscal year. All Service Agreements are to be filed with the hiring agency and the Congregation with a copy to the religious.

Entrance into a Service Agreement should not be construed to constitute a contract between the Diocese and a religious. Religious, however, experience both the benefits and the responsibilities of any policies and procedures of the Diocese (Parish, Office of Catholic Education, Office of Religious Education, or other Diocesan Agency) where they are engaged in ministry.

These policies for religious will be normative for the Diocese of Brooklyn and administered to all inclusively.

**2. MISSIONING OF RELIGIOUS**

In virtue of their vow of obedience, religious are missioned by their Congregational Leadership to engage in ministry in the Diocese of Brooklyn.

Most congregations are no longer able to maintain a corporate commitment to a parish, institution or agency. In those places where a corporate commitment is still in effect, religious are assigned by Congregational Leadership according to their accepted placement procedures and the congregation and the individual religious enter into a Service Agreement with the parish, school, or agency administration.

In filling a replacement for a particular ministry position, Congregational Leadership and individual religious are to honor the process as outlined at the local level. This includes adherence to guidelines or procedures established by a search committee or parish council and/or pastor.

For religious not serving in a corporate commitment, this missioning becomes effective only after the implementation of the following steps:

- a) An interview with and acceptance by the pastor/administrator where the religious will provide ministry.
- b) Completion of the Service Agreement signed by congregational leadership and the supervisor which thus completes the missioning process.

### **Religious from Outside the United States**

Religious from foreign countries who wish to enter into ministry in the Diocese must first have contact with the Office of Delegate for Religious and obtain the approval of the Bishop. Upon the initial entry of the congregation into the Diocese, the congregation will enter into a Diocesan-Congregational Agreement in accord with Canon 618 (2). It is expected that they will adhere to the guidelines approved by the United States Conference of Catholic Bishops and the National Conference of Vicars for Religious as implemented by the Diocese of Brooklyn. Guidelines can be obtained through the Office of Delegate for Religious.

Religious from outside of the United States are responsible to have their passports, visas, educational transcripts, etc. in proper order. Other papers needed for documentation should also be in good order. A copy of all official documents and papers should be on file in the Office of Delegate for Religious. Prior to engaging in ministry, any foreign religious should have, at a minimum an **R1** form from the U.S. Immigration Office. **Alert to pastors:** An extensive fine can be leveled against a parish for giving any compensation or salary to a foreign religious to work (or engage in ministry) without proper immigration documents.

### **3. COMPENSATION**

All religious who are to receive compensation from a diocesan parish, institution or agency enter into a **Service Agreement**. They receive a standard compensation package, recommended by the Interdiocesan Stipend Committee and approved by the bishop as part of the annual budget process. Compensation and benefits may be pro-rated for those religious who serve on a part-time basis. (Also see Policy on Adjusted Stipend).

Forms and directives for Service Agreements are supplied by the Pastoral Institute. Service Agreements are renewed annually. A copy of each year's agreement should be on file with the parish and the religious. A sample of the Diocese of Brooklyn/Service Agreement can be found in the appendix of these policies (see *Guidelines for Pastoral Associates*, Appendix E).

Compensation for religious in the Diocese of Brooklyn includes:

- A stipend / housing allotment
- Contribution toward Social Security, retirement and health insurance

Every year there is a review of the compensation scale for religious. This takes place at a meeting of the Interdiocesan Stipend and Retirement Committee of Brooklyn and Rockville Centre. The Delegate for Religious is a member of the Committee.



**SAMPLE SERVICE AGREEMENT FOR LAY PASTORAL ASSOCIATES**

This agreement made on \_\_\_\_\_ by and between \_\_\_\_\_  
as Pastor and on behalf of the Parish(es) of \_\_\_\_\_  
(herein after referred to as Employer) and \_\_\_\_\_, who holds  
the position of Pastoral Associate at the Parish(es) of \_\_\_\_\_.

This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_  
during which time the Employer agrees that the Pastoral Associate shall be compensated for her/  
his services at the annual salary of \_\_\_\_\_ payable in \_\_\_\_\_ equal  
installments.

The Pastoral Associate accepts the aforesaid employment and agrees to perform professionally in  
a manner satisfactory to the Employer, to the best of his/her ability, in accordance with the  
standard role description, mutually agreed upon scope of responsibility, and the parish lay  
employee handbook.

If this agreement is not to be renewed, written notice of intention to terminate employment must  
be given by the party desiring such termination not later than April 15<sup>th</sup> preceding the  
agreement's expiration. Both parties further agree that any termination of employment,  
including non-renewal of this agreement, shall be according to the policies and procedures  
established by the parish lay employee handbook.

Pastor \_\_\_\_\_  
*Signature*

Pastoral Associate \_\_\_\_\_  
*Signature*

**APPENDIX F**

**SERVICE AGREEMENT FOR RELIGIOUS IN PASTORAL MINISTRY**

(Supplied by Office of the Delegate for Religious, Diocese of Brooklyn)

This agreement is made between \_\_\_\_\_,  
Pastor/Administrator  
on behalf of \_\_\_\_\_ Parish / Agency and  
Sister / Brother \_\_\_\_\_,  
a religious of the Congregation of \_\_\_\_\_.

1. For a period of \_\_\_\_\_ year(s) beginning \_\_\_\_\_, the Parish / Agency engages the pastoral associate and (s)he agrees to serve the Parish / Agency. Both parties agree to the position description appended to this agreement.
2. The pastoral associate will receive the religious stipend and benefits as determined by the Diocese. Payments will be made monthly.
3. The time devoted to parish ministry shall be equivalent to a 35-hour week.
4. The pastoral associate shall be allowed 12 sick / personal days per year. In case of serious illness the religious will be granted a paid sick leave for a period of three months as explained in the *Long Term Disability for Religious Policy (2000)*. Bereavement time for the death and funeral of close relatives will be provided.
5. The pastoral associate will be entitled to four weeks of vacation and a week for retreat. In addition, the usual religious and legal holidays will be granted.
6. The parish shall provide professional expenses pertaining to the specific ministry. Items such as an operating budget, professional materials and supplies, clerical assistance, workshops, transportation, etc., are determined on the local level.
7. Participation in degree programs and / or full time summer study is negotiated at the local level.
8. Evaluations will be conducted at least annually by the pastor / supervisor for the pastoral associate. An annual self -evaluation is expected of the pastoral associate. In the first year, mid-year evaluations are conducted.
9. This agreement may be terminated by mutual consent of the parties provided that the party initiating termination gives 90 days notice in writing.

10. The pastoral associate shall not be discharged without good and sufficient reason and without prior warning. If this agreement is not to be renewed, written notice of this intention must be made available to the appropriate party no later than April 15. For persons in first year of ministry, such notice is given after the mid-year evaluation.
11. For serious cause, the pastoral associate may be suspended immediately pending review by an impartial panel convened for this purpose by the Territorial Vicar and the Episcopal Delegate for Religious.

This service agreement is subject to the prescriptions of the Code of Canon Law.

Signature of Pastor / Administrator	Date
Signature of Pastoral Associate	Date
Co- signature of Major Superior	Date

**SUGGESTED PERFORMANCE REVIEW**

PASTORAL ASSOCIATE \_\_\_\_\_

PARISH \_\_\_\_\_

FORM COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

**PERFORMANCE RATINGS**

- 4. Consistently excellent performance - (explanation required)
- 3. Above average performance on a consistent basis
- 2. Performance meets the basic job requirements
- 1. Performance fails to meet the job requirements - (explanation required)

**PART ONE: PERFORMANCE AGAINST PREVIOUS YEAR'S OBJECTIVES**

OBJECTIVE					COMMENTS
1.	4	3	2	1	
2.	4	3	2	1	
3.	4	3	2	1	

**PART TWO: NEXT YEAR'S OBJECTIVES**

A.
B.
C.

Source: Adapted from *Performance Appraisal: A Manual for Church Administrators*  
National Association of Church Personnel Administrators

**PART THREE: LIST KEY RESPONSIBILITIES AND EVALUATE PERFORMANCE**  
*(Prioritize primary responsibilities from Job Description)*

**KEY JOB RESPONSIBILITIES**

**COMMENTS**

4.	4	3	2	1	
5.	4	3	2	1	
6.	4	3	2	1	
7.	4	3	2	1	
8.	4	3	2	1	
9.	4	3	2	1	

**COMMUNICATION SKILLS**

10. Verbal Skills	4	3	2	1	
11. Written Skills	4	3	2	1	
12. Ability to communicate with peers	4	3	2	1	
13. Ability to communicate with pastor	4	3	2	1	

**PROBLEM SOLVING SKILLS**

14. Works in collaboration to solve problems	4	3	2	1	
15. Uses sound judgment	4	3	2	1	
16. Makes constructive recommendations	4	3	2	1	

**KNOWLEDGE OF JOB**

17. Exhibits needed skills	4	3	2	1	
18. Performs duties within required standards	4	3	2	1	
19. Continues education to update skills and learn new ones	4	3	2	1	
20. Exhibits skills in leadership of others	4	3	2	1	

**GROUP WORK**

21. Facilitates effective group meetings	4	3	2	1	
22. Delegates authority effectively	4	3	2	1	
23. Works collaboratively with other ministerial groups	4	3	2	1	
24. Contributes to a sense of community	4	3	2	1	

**RESPONSIBILITY**

25. Volunteers to handle non-routine tasks	4	3	2	1	
26. Demonstrates mediation skills	4	3	2	1	
27. Locates and evaluates new resources	4	3	2	1	
28. Works effectively with the parish environment	4	3	2	1	
29. Exhibits interpersonal skills	4	3	2	1	
30. Initiates new parish programs	4	3	2	1	

**PART FOUR: COLLABORATIVE EFFORTS**

Include actual work, committees, and projects that were performed on a cluster, diocesan, or national level by the Pastoral Associate.

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**PART FIVE: GENERAL COMMENTS**

Signature of Reviewer \_\_\_\_\_ Position \_\_\_\_\_

Signature of Pastoral Associate \_\_\_\_\_ Date \_\_\_\_\_

**SALARY WORKSHEET**

**Current Salary** \_\_\_\_\_

**Increase Percent** \_\_\_\_\_

**New Salary** \_\_\_\_\_

**Effective Date** \_\_\_\_\_

**Signature of Pastor** \_\_\_\_\_

**Signature of Pastoral Associate** \_\_\_\_\_

**DIOCESE OF BROOKLYN  
CODE OF PASTORAL CONDUCT**

**Introduction**

The documents which follow this introduction are legal and cautionary. When we first read the *Codes for Pastoral Conduct*, we were concerned about how individuals who consecrate their lives or dedicate their free time to the promotion of the Gospel might feel about the *Codes*, for Paul writes in 2 Corinthians 3.6: “Not that of ourselves we are qualified to take credit for anything as coming from us; rather, our qualification comes from God, who has indeed qualified us as ministers of a new covenant, not of letter but of spirit; for the letter brings death, but the Spirit gives life.”

We, like you, are concerned about “life.” Pope John Paul II writes in *Evangelium vitae*, 4:79:

We have been sent. For us, being at the service of life is not a boast but rather a duty, born of our awareness of being “God's own people, that we may declare the wonderful deeds of him who called us out of darkness into his marvelous light” (cf. 1 Pet 2:9). On our journey we are guided and sustained by the law of love: a love which has as its source and model the Son of God made man, who “by dying gave life to the world.”

We have been sent as a people. Everyone has an obligation to be at the service of life. This is a properly “ecclesial” responsibility, which requires concerted and generous action by all the members and by all sectors of the Christian community. This community commitment does not however eliminate or lessen the responsibility of each individual, called by the Lord to “become the neighbor” of everyone: “Go and do likewise” (Lk 10:37).

Together we all sense our duty to preach the Gospel of life, to celebrate it in the Liturgy and in our whole existence, and to serve it with the various programmes and structures which support and promote life ([http://www.vatican.va/edocs/ENG0141/\\_PV.HTM#\\$2T](http://www.vatican.va/edocs/ENG0141/_PV.HTM#$2T)).

The life of our mission is well known to us. Recent events have made it necessary to facilitate civil expectations about personal conduct connected to our programs and structures and that is what the *Code of Pastoral Conduct* does. It states realities of dealing with individuals and groups and enunciates clearly and unequivocally what past practice has had to highlight, reject, and warn against. As such, the *Code* is important and to be heeded as much as we need to heed our call to be a service to the life of the Gospel and the Church.

Our concern is to have you know how much we support and encourage your pastoral work and how we feel this *Code of Pastoral Conduct* helps in your work. We endorse and pray for the success of your service to the Gospel in all sectors of our Christian community.

**The Committee on Codes of Pastoral Conduct  
August 2005**



# Diocese of Brooklyn

## Code of Pastoral Conduct

For Priests, Deacons and Pastoral Ministers

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## I. Preamble

Priests, deacons, and pastoral ministers in our parishes (hereafter referred to as clergy and pastoral ministers) must uphold Christian values and conduct. The Code of Pastoral Conduct provides a set of standards for conduct in certain pastoral situations. It is not meant to be exhaustive, and it is not intended to cover every situation that may exist.

## II. Responsibility

The public and private conduct of clergy and pastoral ministers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy and pastoral ministers must, at all times, be aware of and sensitive to the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to the Code of Pastoral Conduct rests with the individual. Clergy and pastoral ministers who disregard this Code of Pastoral Conduct will be subject to remedial action by the parish, agency and/or Diocese. Corrective action may take various forms (from a verbal reproach to the removal from the ministry) depending on the specific nature and circumstances of the offense and the extent of the harm.

## III. Application

This Code of Pastoral Conduct shall apply to all clergy and pastoral ministers in the Diocese of Brooklyn. While certain sections of this Code of Pastoral Conduct are directed specifically toward Pastoral Counselors and Spiritual Directors (Section 5), it is to be noted that many of the directives found in Section 5 are also applicable to others who may be involved in pastoral service who attempt to offer assistance even outside the relationship of spiritual direction or pastoral counseling. The same standards apply involving competence (5.1), pre-existing relationship (5.2), audiotape or videotape (5.3), sexual intimacy (5.4 and 5.5), physical contact (5.7), and appropriate setting (5.8).

## IV. Pastoral Standards

### 1. Conduct With Youth

**Clergy and pastoral ministers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.**

1.1. Clergy and pastoral ministers must be aware of their own and others' vulnerability when working alone with youth. A team approach to managing youth activities should be used.

- 1.2. Physical contact with youth can be misconstrued. It should occur:
  - (a) only when completely nonsexual and appropriate, and
  - (b) never in private.
- 1.3. Clergy and pastoral ministers should refrain at all times from (a) illegal possession and/or illegal use of drugs and/or alcohol, and (b) the use of alcohol when working with youth.
- 1.4. Clergy should never allow young people to visit or stay overnight in the cleric's private accommodations or residence. Rectory offices are to be used for pastoral/spiritual work with all parishioners.
- 1.5. Staff and volunteers should not provide, without another adult supervisor present, shared, private, overnight accommodation for individual young people. This includes, but is not limited to, accommodations in any Church-owned facility, private residence, or hotel room.
  - 1.5.1. In rare, emergency situations, when accommodation is necessary for the health and well being of a youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
  - 1.5.2. A team should always be used to manage emergency situations.

## **2. Sexual Conduct**

**Clergy and pastoral ministers must not exploit the trust placed in them by the faith community.**

- 2.1. At all times in relationship clergy and pastoral ministers are called to be examples of the virtue of chastity, as appropriate to their state of life. For celibate clerics and those in consecrated life, this includes the observance of "perfect and perpetual continence for the sake of the kingdom of heaven." (cf. canons 277,599).
- 2.2. Clergy and pastoral ministers who provide pastoral counseling or spiritual direction services must avoid developing inappropriate intimate relationships with minors, staff and parishioners.(see section 7.2.2)
- 2.3. No clergy or pastoral minister may exploit another person for sexual purposes.
- 2.4. Allegations of sexual misconduct should be taken seriously and reported to the immediate superior in the Church and to civil authorities, if the situation involves a minor. Diocesan procedures will be followed to protect the rights of all individuals.
- 2.5. Allegations regarding sexual misconduct of a priest with a child or someone who is now an adult should be called in to the Brooklyn Diocesan reporting line at 1-888-634-4499.
- 2.6. Clergy and pastoral ministers should review and know the contents of the child abuse regulations and reporting requirements for the State of New York and should follow those mandates.

### **3. Harassment**

**Clergy and pastoral ministers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other Church staff or volunteers.**

- 3.1. Clergy and pastoral ministers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 3.2. Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
  - Physical or mental abuse
  - Racial insults
  - Derogatory ethnic slurs
  - Unwelcome sexual advances or touching
  - Sexual comments or sexual jokes
  - Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation
  - Display of offensive materials
- 3.3. Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect of it is to create a hostile, offensive, or intimidating work environment.
- 3.4. Allegations of harassment should be taken seriously and reported immediately to the appropriate supervisor. Diocesan procedures will be followed to protect the rights of all involved.

### **4. Parish, Agency and Diocesan Records and Information**

**Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.**

- 4.1. Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.
  - 4.1.1. Subject to pertinent law or court order, information regarding adoption and legitimacy remains confidential, regardless of age.
  - 4.1.2. Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.
  - 4.1.3. Pastors and Administrators should designate the specific persons who have access to sacramental records and other records of the parish or agency.

- 4.2. Parish, religious, community/institute, or organization financial records are confidential unless review is required by the Diocese or by an appropriate government agency. Contact the Finance Department (718-965-7300) upon receipt of any request for release of financial records.
- 4.3. Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

## **5. Conduct for Pastoral Counselors and Spiritual Directors**

### **Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.**

- 7.1. Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 7.2. Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling or spiritual direction relationship with someone with whom they have a pre-existing relationship or over whom they have supervisory or evaluative control (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2.]
- 7.3. Pastoral Counselors and Spiritual Directors should not audiotape or videotape.
- 7.4. Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel or direct. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 7.5. Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client, such as relatives or friends of the client, when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 7.6. Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 7.7. Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel or direct can be misconstrued and should be avoided.
- 7.8. Sessions should be conducted in appropriate settings at appropriate times.
  - 5.8.1. No sessions should be conducted in private living quarters.
  - 5.8.2. Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 5.9. Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled or directed. They must maintain appropriate confidentiality in creating, storing, accessing and disposing of such logs.

## 6. Confidentiality

**Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.**

- 6.1. Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
  - 6.1.1. If there is a clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.
  - 6.1.2. Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 6.2. Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling or direction.
- 6.3. Pastoral Counselors and Spiritual Directors should keep minimal confidential records of the content of sessions.
- 6.4. Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- 6.5. While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:
  - Attempt to secure written consent from the minor for the specific disclosure
  - If consent is not given, disclose only the information necessary to protect the health and well being of the minor
  - Consultation with the appropriate Church supervisory personnel is required before disclosure.

These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure, even indirect disclosure, of information received through the confessional.

## 7. Conflicts of Interest

**Clergy and pastoral ministers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into questions.**

7.1. Clergy and pastoral ministers should disclose all relevant factors that could create a conflict of interest.

7.2. Clergy and pastoral ministers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

7.2.1. No clergy or pastoral minister should take advantage of anyone to whom they are providing services in order to further their personal, religious, political or business interests.

7.2.2. Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3. When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- Clarify with all parties the nature of each relationship
- Anticipate any conflict of interest
- Take appropriate actions to eliminate the conflict
- Obtain from all parties written consent to continue services.

7.2.4 Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:

- Prior dealings with the person
- Becoming personally involved
- Becoming an advocate for one (person) against another
- In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

## **8. Reporting Ethical or Professional Misconduct**

**Clergy and pastoral ministers have a duty to report their own ethical or professional misconduct and the misconduct of others.**

- 8.1. Clergy and pastoral ministers must hold each other accountable for maintaining the highest ethical and professional standards.
- 8.2. When an uncertainty exists about whether a situation or course of conduct violates this Code of Pastoral Conduct or other religious, moral, or ethical principles, consult with:
  - Peers
  - Others knowledgeable about ethical issues
- 8.3. When it appears that a member of the clergy or a pastoral minister has violated this Code of Pastoral Conduct or other religious, moral, or ethical principles, report the issue to a supervisor or next higher authority.

## **9. Administration**

**Clergy and pastoral ministers shall be treated justly in the day-to-day administrative operations of their ministries.**

- 9.1. Personnel and other administrative decisions made by clergy and pastoral ministers shall meet civil and canon law obligations and reflect Catholic social teachings and this Code of Pastoral Conduct.
- 9.2. No clergy or pastoral minister shall use his or her position to exercise unreasonable or inappropriate power and authority.
- 9.3. Each priest, deacon and pastoral minister providing service to children and youth must read this Code of Pastoral Conduct, sign the Acknowledgment Form, and return it to the designated office, before providing service.

Updated August 2005



Diocese of Brooklyn  
**Code of Pastoral Conduct**  
For All Who Minister to Adults

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To all who minister to adults:

Please read the Code of Pastoral Conduct and sign below to indicate your receipt and acknowledgement to the Diocese of Brooklyn. This acknowledgement will become a permanent part of the Diocesan records.

**Statement of Acknowledgement:**

- I have received and have reviewed a copy of the Code of Pastoral Conduct. I understand that it is my obligation to abide by the provisions contained in the code.
- I understand that this code is not a contract and does not grant any rights to continued employment, ministry or volunteer service. I understand that the Diocese of Brooklyn reserves the right to change, modify and/or revise any part of this code at any time but that the Diocese of Brooklyn will notify church personnel of any changes to the code as soon as possible.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Parish where you minister \_\_\_\_\_

Parish Address \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Telephone Number (h) \_\_\_\_\_ (o) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

(Please list one only (ex: Pastor, catechist, deacon, etc.)

**Return to:**  
Office of Safe Environment    Diocese of Brooklyn    310 Prospect Park West    Brooklyn, NY 11215

Updated August 2005

# Diocese of Brooklyn

## Code of Pastoral Conduct

**For all who minister to children and adolescents**

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To all who minister to children and adolescents:

Please read the Code of Pastoral Conduct and sign below to indicate your receipt and acknowledgement to the Diocese of Brooklyn. This acknowledgement will become a permanent part of the Diocesan records.

**Statement of Acknowledgement:**

- I have received and have reviewed a copy of the Code of Pastoral Conduct. I understand that it is my obligation to abide by the provisions contained in the code.
- I understand that this code is not a contract and does not grant any rights to continued employment, ministry or volunteer service. I understand that the Diocese of Brooklyn reserves the right to change, modify and/or revise any part of this code at any time but that the Diocese of Brooklyn will notify church personnel of any changes to the code as soon as possible.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Parish where you minister \_\_\_\_\_

Parish Address \_\_\_\_\_

Home address (if different from parish) \_\_\_\_\_

\_\_\_\_\_

Telephone Number (h) \_\_\_\_\_ (o) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

(Please list one only (ex: Pastor, catechist, deacon, etc.))

**Return to:**

Office of Safe Environment    Diocese of Brooklyn    310 Prospect Park West    Brooklyn, NY 11215