

# MANY GIFTS, ONE SPIRIT



## ARCHDIOCESE OF SEATTLE POLICY REFRESHER

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### Use of Weekday Rite of Distributing Holy Communion Outside Mass and Sunday Celebration in the Absence of a Priest



A recent study by Office of Pastoral Planning and Research found that the number of daily Masses offered in the Archdiocese as well as daily Mass attendance has for the most part held steady over the last ten years. While on the surface this finding is encouraging, on the other hand there are many parishes that do not have Mass daily or at least not more than two or three times a

week. Every priest is expected to celebrate Mass daily. Mass should not simply be celebrated because of the expectations of canon law but because of the priest's own interior sense of spiritual leadership and desire to provide the celebration of the Eucharist with his people.

The Archbishop's Office and the Office of the Vicar for Clergy occasionally receive letters or comments from parishioners who feel that, in their parish, daily Mass and Sunday liturgy are too easily replaced by Communion Services. It is imperative that the policies contained in *Many Gifts, One Spirit* are clearly followed. Communion Services must be seen as an exception and not as the norm.

It is also important to note that only a deacon and trained or qualified lay person recommended by the pastor or pastoral coordinator and approved by the Archbishop may preside at Sunday Celebration in the Absence of a Priest or at a weekday Rite of Distributing Holy Communion Outside Mass. The fact that one is an extraordinary minister of the Eucharist does not, in and of itself, qualify one to lead Communion Services. It is also important that those put forth for approval are properly trained.

If there are any questions, please contact the Archdiocesan Liturgical Office at 206-382-4878. See EU 5.5 and EU 25 - 30 in the sacramental section for the specific policies.

<http://www.seattlearchdiocese.org/Archdiocese/Policies/contents.aspx>

#### Special points of interest:

- EVERY PRIEST IS EXPECTED TO CELEBRATE MASS DAILY.
- COMMUNION SERVICES MUST BE SEEN AS AN EXCEPTION AND NOT AS THE NORM
- IT IS ALSO IMPORTANT THAT THOSE PUT FORTH FOR APPROVAL ARE PROPERLY TRAINED.

### Priest's Day Off and Vacation

Each priest is entitled to take one day off each week. He is further reminded that vacation, as indicated both in canon law and in archdiocesan guidelines, allows a priest one month, which includes three weekends. If one is going to be absent from the Archdiocese longer than four weeks, they must get permission. If a priest is gone on a day off or on vacation over a weekend, it is vital that he contact the Office of the Vicar

for Clergy (206-382-4839) to see that proper coverage is provided for the celebration of Mass. It is not sufficient to leave and conduct a communion service using Sunday Celebrations in the Absence of a Priest. People have a right to the full Eucharistic celebration. Eucharist is not about going to Communion; it is about celebrating communion through the sacrament of the Body and

Blood of Christ at Mass that unites us to Christ and to each other.

If you need assistance in finding coverage, contact the Vicar for Clergy Office at 206-382-4839. For specific policies see PM 4I and 68-70 in the Priestly Ministry section of *Many Gifts, One Spirit*.

<http://www.seattlearchdiocese.org/Archdiocese/Policies/contents.aspx>

#### Inside this issue:

WSCC POLICY ON CAMPAIGNING	2
DEACONS FACULTY RESTRICTION	3
OTTO KOLTZENBURG	3
RECTORY GUESTS	3
USE OF CHURCH FACILITIES BY UNION	4
PARISH/RELIGIOUS WOMEN CONTRACTS	4
FUNERAL POLICY	4

## WSCC policy on campaigning:

*“In the Catholic tradition, responsible citizenship is a virtue, and participation in political life is a moral obligation.”*

Forming Consciences  
for Faithful Citizenship,  
USCCB 2007

In each election year, we are called as faith-filled citizens to carry the values of the Gospel into the public square. Many of you will receive requests from your parishioners or outside groups to take positions on issues or to become more involved in campaigns. In order to assist parishes and Catholic organizations to determine activities that are permitted during election campaigns and activities that are prohibited, the WSCC provides the following on its website, [www.thewsc.org](http://www.thewsc.org): “Washington State Catholic Conference Guidelines for Parishes and Agencies on Political Activities”.

The Guidelines contain a list of what parishes and parish leaders CAN DO and CANNOT DO.

To assist parishioners to speak about political issues, the primary role of leadership is to help them in the continuing development of a well formed conscience. In this endeavor Church leaders may:

- Make comments and provide moral guidance on political issues.
- Express the Church’s teaching on public issues.

### **In addition parish leaders may:**

- Encourage Catholics to vote and to become involved in the political process.
- Use parish bulletins to publish and distribute materials on public issues approved by the Washington State Catholic Conference (WSCC).

“We recognize that the responsibility to make choices in political life rests with each individual in light of a properly formed conscience...” *Forming Consciences for Faithful Citizenship*, USCCB, 2007

Many of you will receive requests from individuals and groups to distribute specific election material on Church property, or to use it as a bulletin insert, or to place or link their material on the parish website. Some of this material may even bear a Catholic label. It is important to note that the bishops of Washington State do not permit distribution of election material unless it is published by the Washington State Catholic Conference or the United States Conference of Catholic Bishops.

Churches may be involved in issues, but not in candidate campaigns.

In addition, church leaders acting in an official role must be careful not to use their position to promote candidates. Inappropriate promotion would include:

- a) Commenting on candidates from the pulpit, including introductions as members of the parish during an election campaign.
- b) Allowing your name with title to be used on candidate campaign literature.
- c) Permitting the use of Church stationery, phones or email to promote candidates.

For information on issues or questions, the WSCC can be contacted at 206-301-0556, or by email at [wsc@thewsc.org](mailto:wsc@thewsc.org).

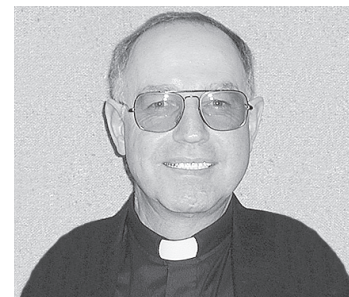
Information specific to the upcoming elections on November 2nd may be found at <http://www.thewsc.org/bishops-educate-for-common-good-election-2010>.

## Deacons Faculty Restriction:

Deacon Bob Dardis and Deacon Bruce MacPherson are irregular for the exercise of orders received due to having attempted marriage without the appropriate dispensation from the Vatican. As a result they do not have any archdiocesan faculties to function as deacons in the Archdiocese of Seattle.

## Otto Koltzenburg:

Father Otto Koltzenburg, a priest of the Spokane Diocese, had his faculties in the Archdiocese of Seattle revoked due to violation of our Safe Environment Policies. He was subsequently reported to be active in the Archdiocese celebrating Sacraments without authorization. Together with Bishop Skylstad, a letter was sent to Father Koltzenburg requesting that he refrain from entering the Archdiocese of Seattle or celebrating any sacramental ministry here. If anyone knows of instances where this rescript is not being observed, please contact the Vicar for Clergy's Office at 206-382-4839.



Father Otto Koltzenburg

## Rectory Guests

The Priestly Ministry section of *Many Gifts, One Spirit* outlines the policies and guidelines for parish rectories. The rationale for the policies explains that the rectory provides a positive living environment that allows priests to be totally dedicated to the work for which the Lord has raised them up (Presbyterorum Ordinis 3). Living arrangements that support the spiritual and emotional well being of our priests have positive effects on the quality of ministry.

Priests are encouraged to live in environments that support their commitment to prayer and service, that encourage opportunities for friendship and promote a balanced lifestyle. Only priests are allowed to live in on-site or off-site rectories unless the Archbishop allows a written exception in a specific case. Seminarians assigned to a parish are assumed to have received permission to live in the rectory. In all circumstances, the priest must avoid any ap-

pearance of impropriety that may cause scandal. Minors are not permitted to be present in a priest's residence without adult supervision. See PM 55 and PM 30 for the specific policies. <http://www.seattlearchdiocese.org/Archdiocese/Policies/contents.aspx>

*"A positive living environment allows priests to be totally dedicated to the work for which the Lord has raised them up"*

(Presbyterorum Ordinis 3)

## Use of church facilities by union

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Pastors, priest administrators, pastoral coordinators, and parish administrators are reminded that rental of parish facilities to for-profit organizations and some non-profit organizations (i.e. unions) is strongly discouraged because of the potential tax exemption issues. Political organizations are also prohibited. For more information and the full delineation of Property Use Guidelines please go to:

[http://www.seattlearchdiocese.org/Assets/Property/254\\_ParishPropertyUseGuidelines.pdf](http://www.seattlearchdiocese.org/Assets/Property/254_ParishPropertyUseGuidelines.pdf) If you have questions, contact the Property and Construction Office at 382-4273.

## Parish/Religious women contracts

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Women Religious are Agents of their religious congregations. When a woman religious comes into the Archdiocese and applies for ministry within a parish or faith community, the

Office of the Delegate for Religious is to be informed. The Delegate will make contact with the leadership (Provincial) and a testimonial will be required before a contract is offered.

## Funeral Policy:

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The Order of Christian Funerals (OCF) states: "By means of the funeral rites it has been the practice of the Church, as a tender mother, not simply to commend the dead to God, but also to raise high the hope of its children and give witness to its faith in the future resurrection of the baptized with Christ" (OCF, p.xi). The policies outlined in the Christian Funeral Rites of *Many Gifts, One Spirit*, clearly articulate these values. Section II outlines

the pastoral concerns to be expressed in decisions related to the funeral rite. Section III provides guidance regarding the very limited situation where the funeral rites may be denied. Lack of registration in a parish is never a reason for denying funeral rites in the parish in which they lived.