

# MANY GIFTS, ONE SPIRIT



## ARCHDIOCESE OF SEATTLE POLICY REFRESHER

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### Introduction

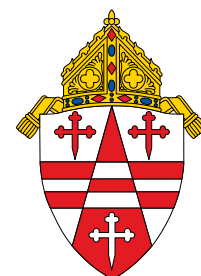


This issue of the Quarterly Policy Refresher addresses three important areas: Testimonials, Speaker Approval, and Performance Evaluations.

Many priests find the testimonial process somewhat burdensome, particularly when it involves a visiting priest friend from outside the Archdiocese, or a priest from a neighboring diocese who will be providing weekend help or coverage during a vacation. However, this process is extremely important especially in regard to ensuring that our

Safe Environment policies are followed and to ensure that the priest has faculties and is in good standing with his diocese at all times. Some of the Archdiocese's most egregious sexual abuse cases have involved externs.

This newsletter will hopefully clarify what can be a fairly straight forward process and provides links to the necessary documents. You may wish to save this edition in an easily accessible place so you can quickly recall the steps and obtain the forms.



### Testimonial Process

All non-incardinated priests who enter the Archdiocese for ministry (e.g., to celebrate a Mass, witness a wedding, provide vacation coverage, etc.) must have their suitability for ministry verified by their bishop or religious superior. The pastor where the priest is visiting initiates this process by requesting a Testimonial Request Form from the Office of the Vicar for Clergy or

obtaining the form online at <http://www.seattlearchdiocese.org/OVC/Resources.aspx>. Once this form is submitted by the pastor to the Vicar for Clergy Office, their staff will contact the visiting priest's (arch) bishop or religious superior. Contact Jan Augustavo at 206-382-4839 for more information about the process or to obtain the form via e-mail. There are no exceptions to this policy. (PM 94)

All non-incardinated priests are subject to and will act consistently with all Church laws and all local laws and policies of the Archdiocese of Seattle, with due respect for universal norms and specific conditions of residence. (PM 93)

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## Speaker Approval Processes

*Evangelization begins with personal relationship with Christ and furthers the conversion process of believers so they can reach out.*

Father Frank DeSiano

Prior to inviting any speaker or ministry event provider from outside the Archdiocese to either speak or serve in any capacity in a parish, faith community, lay organization or school event, within the Archdiocese of Seattle, written permission is required from the Archbishop's Office. This policy must be followed to qualify for use of Archdiocesan facilities, publicity and/or inclusion in the "Organizations and Services" listing within the Catholic Directory of Western Washington. (*Many Gifts, One Spirit*, Faith Formation, Appendix A, I4)

This ministry clearance process is confidential. Prospective speakers and other ministry event providers may not be informed that they are under specific consideration until after the letter granting permission is received. As part

of the event planning process, the parish or sponsoring organization may contact the prospective speaker or ministry event provider to determine the person's availability and request additional information about his or her ministry experience and services. However, no invitation may be extended. Following the review, a letter of permission or refusal will be sent to the organization or parish making the request. If a person is invited before the letter of permission is received, the request for clearance will not be considered.

Those who will have unsupervised contact with children or vulnerable adults, or who will have access to cash or negotiables, must have a background check provided by City Investigations Corporate Security (CICS) completed within the last three years.

The sponsoring parish or organization is responsible for running this background check.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Archdiocese of Seattle. Please allow at least eight weeks to complete the clearance process prior to inviting the speaker or ministry event provider.

The speaker approval process is a service to pastors for parishes, schools and organizations directly related to the Archdiocese of Seattle. The Archdiocese does not provide clearance services for organizations that are not sponsored by an Archdiocesan entity.

## Clergy Speakers

All non-incardinated priests who enter the Archdiocese to speak at a special event are required to have their suitability for ministry confirmed by their (arch) bishop or religious superior. The pastor or organization who is inviting the priest to speak initiates this process by requesting a

Testimonial Request Form and a Speaker Clearance Form from the Office of the Vicar for Clergy or online at <http://www.seattlearchdiocese.org/OVC/Resources.aspx>. Once these forms are submitted, the Vicar for Clergy Office contacts the visiting priest's (arch) bishop

or religious superior. Without the proper testimonial and without faculties granted, extern priests are not allowed to minister or speak publicly in the Archdiocese of Seattle. (PM 95)



## Religious Sisters and Brothers Speakers

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Prior to inviting any religious sister or brother to come from outside the Archdiocese of Seattle as a speaker or ministry event provider, the pastor, priest administrator or pastoral coordinator needs to complete the Ministry Clearance Request form and

obtain a letter of permission from the Archbishop's Delegate for Religious. For copies of the form or information about the process please contact Charlene Cook at 206-382-4832 or you can obtain the form online at <http://www.seattlearchdiocese.org/Vocations/ROL/Women.aspx>.

Clearance requests may also be submitted by the institutional leader of those organizations and religious communities listed in the Catholic Directory. All requests should be submitted via mail or by fax to 206-382-3495.

## Lay Speakers

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The same process and procedures apply to any lay person coming from outside the Archdiocese of Seattle as a speaker or ministry event provider. In this case the pastor, priest administrator or pastoral

coordinator needs to complete the Ministry Clearance Request form and submit the materials to the Office of Catholic Faith Formation. For copies of the form please go to

<http://www.seattlearchdiocese.org/CFF/Resources.aspx> or for information about the process please contact Pat Mulhall 206-382-4096.

*There are different gifts  
but the same Spirit;  
there are different  
ministries but the  
same Lord.*

I Corinthians 12:4

## Performance Evaluations

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Human Resources Policy requires three and six month evaluations for new employees and annual evaluations thereafter. However, ongoing, informal feedback opportunities need to occur throughout the year. Think of the annual evaluation as a summary of conversations with the employee that have

occurred during the preceding year. Employees should not be surprised or blindsided by the content of an evaluation.

Many supervisors dread the idea of performance evaluations. Some fear "playing God" with their employees. Others feel intimidated by the paperwork, the lack of training

or by the idea of having an uncomfortable conversation with an employee who is not performing satisfactorily. (A common misconception is that if an employee is performing satisfactorily an evaluation is not necessary.) Finally, some supervisors are petrified that they will say the wrong thing and get into legal trouble.



## Performance Evaluations *continued from page 3*

*If your actions inspire others to dream more, to learn more, to do more and to be more than they are, then you are a leader.*

John Quincy Adams

Performance evaluations don't have to be difficult, complicated or scary. The most effective way to frame an evaluation is to answer these three questions about the employee being evaluated:

### **1. What has gone well during the past evaluation period?**

Use the evaluation to highlight and reinforce successful work performance by identifying goals and objectives that were accomplished. Include in this section special acknowledgement of major projects successfully managed, unexpected crises or unusual

circumstances handled well by the employee.

**2. What has not gone well – what have been some of the challenges or barriers to meeting the goals?** Identify job performance areas that were not completed or carried out in a satisfactory manner. (Sometimes goals are not met for reasons not related to the employee's performance, e.g., shifting priorities, unexpected situations. These can be acknowledged in this section and either dropped or added to section 3 below for the next year.) This is also the

place to discuss behaviors, e.g., tardiness, counterproductive to satisfactory performance.

**3. What is the plan going forward?** Create a development plan if necessary to address any deficits or problem areas; create goals and objectives for the upcoming year. It is also important to review the job description and make any necessary adjustments to reflect changes in the roles or responsibilities that have occurred. Be sure to sign (both employee and supervisor) and date the revised description.

For more tips and an opportunity to review several and download several different evaluation tools, please go to the Human Resources section of the Archdiocese of Seattle website and review the Performances section of the Manager's Toolkit: (<http://www.seattlearchdiocese.org/Archdiocese/HR/Performance.aspx>) The staff of the Office of Human Resources is available to answer questions and provide guidance on creating effective performance evaluations. Please call 206-382-4570 or 1-800-261-4749.