

SAMPLE
Statement of Suitability for Ministry
of a Religious Priest for a Stable Assignment

[(Arch) bishop/Eparch's NAME]

[Address]

Dear (Arch) Bishop N.N.:

Under the Guidelines proposed by the United States Conference of Catholic Bishops, Conference of Major Superiors of Men, Leadership Conference of Women Religious and Council of Major Superiors of Women Religious (NCCB, November 1993) and the policies of this religious institute, I write to certify the suitability of [NAME] as a member of this religious institute in good standing. I do this in the spirit of mutuality, trust, respect and common understanding in accord with the principles set forth in *Multuae Relationes* (Rome, May 14, 1978).

Specifically, I write to inform you that I have proposed a member of our Province, Reverend [NAME], to the [PLACE], effective [DATE], as [ASSIGNMENT].

[NAME] was born on [DATE], made his Final Procession on [DATE], and was ordained to the Priesthood on [DATE]. **[Include information such as DATES OF PREVIOUS ASSIGNMENTS, RELEVANT INFORMATION, and SPECIAL SKILLS here]**.

I am able to the best of my ability to assure you that [NAME] is a person of good moral character and reputation and is qualified to serve in an effective and suitable manner in your diocese. In addition, also based on inquiry and to the best of my knowledge, and in light of the provisions of can. 903 CIC and can. 703 §1CCEO, I can assure you that nothing in his background in anyway would limit or disqualify him from this assignment.

I am unaware of anything in his background which would render him unsuitable to work with minor children. [NAME] has completed training in an educational program, a diocesan and/or the CMSM Instruments of hope and Healing—Safeguarding Children and Young People program, conducted by Praesidium Religious Services, **[GIVE DATES OF ATTENDANCE]**, which is in accord with the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Minors by Priests and Deacons (USCCB 2006).

Therefore, I respectfully ask that the priestly faculties of the **[NAME OF (ARCH)DIOCESE or EPARCHY]** be granted to [NAME], effective [DATE], and for the duration of his assignment to [PLACE].

Be assured of my prayers for you during this time.

[Name of the Major Superior]

[Title]

Effective _____ through _____