

## **CONCERNING PRIESTS**

It is our pleasure to welcome any and all Priests to attend our conferences for Youth. It is both a blessing and a witness to hundreds of youth every weekend to see the great servants of the Church all around them.

As an extension of our gratitude for your service to both the Church and to the youth during the conference weekend, all priests attend the youth conference *free of charge*.

**All priests in attendance at a Steubenville Main Campus Youth Conference must submit a “Letter of Good Standing” to Franciscan University, as well as a Liability Form, in order to attend the conference. The letter is due by April 12, 2019.**

- Priests are not required to submit an Adult Chaperone Application/Verification Form, as the “Letter of Good Standing” will be submitted in its stead.
- You may use the below letter (p.2) to request the required “Letter of Good Standing” for your priest.
- *If you wish to bring a priest and the above noted deadline for the “Letter of Good Standing” has already passed, please contact us directly by calling 740-284-5888 so that we may assist you in the best way possible.*
- See the 2019 Group Leader Information Packet or pgs. 2 and 3 for “Letter of Good Standing” requirements.
- Liability Forms are collected via the Liability Platform. Group Leaders are responsible for sending all priest in attendance with their group the specific group link.

Priests may assist with the below Sacraments throughout the weekend by signing up for desired time slots. Signups will take place Friday evening of the conference.

- **Reconciliation:** For the good of the youth in attendance and to help them in understanding the great mercies of God, we asked for your help and your time to hear Confessions throughout the weekend.
  - Please help us by signing up for as many time slots as you can in order to serve as many youth as possible.
  - We sincerely thank you for your service and for your beautiful testimony. We honestly could not have successful conferences without your diligent work. As a sign of our gratitude, we have waived the registration fee for all priests in attendance.
  - Please bring your own alb and stole, as we may not have enough to accommodate everyone.
- **Concelebrating Mass:** All vesting for Mass will take place in the Racquetball Court, located in the Finnegan Fieldhouse.
  - You will be able to store your vestments there if you would like.
  - If you need access to the room during closed hours, please ask at Switchboard (in the J.C. Williams Center) and they will be able to assist you.
- **Forms:** All priests must submit a Letter of Good Standing AND a Liability Form via his group leader’s specific group link.
- **Housing:** Priests will be housed separate from all other conference guests. They will be assigned a roommate.



STEUBENVILLE MAIN CAMPUS



Christian Outreach Department  
1235 University Boulevard  
Steubenville, Ohio 43952-1763  
740-284-5888  
[www.steubenvilleconferences.com](http://www.steubenvilleconferences.com)

December 20, 2017

Dear Your Excellency, Chancellor, Provincial, or Diocesan Representative,

We, the Christian Outreach Office at Franciscan University of Steubenville, facilitate the Steubenville Conferences. We graciously ask for your assistance in order to be compliant with the requirements promulgated by the United States Conference of Catholic Bishops' for granting faculties to priests visiting from other dioceses to assist in serving our conference guests in the sacrament of reconciliation and allowance to con-celebrate liturgies.

Additionally, in accordance with the United States Conference of Catholic Bishops' and Franciscan University's Policy for the Protection of Minors, all priests must provide a Letter of Good Standing. The Letter of Good Standing must be written on diocesan letterhead and signed by the Bishop or approved designated representative. The letter must be addressed as follows: "*Dear Franciscan University of Steubenville and the Chancellor of Canonical Affairs.*" The Letter of Good Standing must include the following certifications (See a Sample Letter of Good Standing attached):

1. That the cleric is in good standing and is of good character and reputation and qualified to perform his pastoral duties.
2. That the cleric has never been suspended or otherwise canonically disciplined.
3. That no criminal charges have ever been brought against the cleric nor does he have a criminal record.
4. That the cleric has never behaved in such a way as to indicate that he might deal with minors or adults in an inappropriate manner.
5. That the cleric does not have a current untreated alcohol or substance abuse problem.
6. That the cleric does not have a current, untreated emotional or mental health problem.
7. That the cleric has never been involved in any incident which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. That the cleric has, as mandated by the Charter for the Protection of Children and Young People, participated in an approved training session on how to provide a safe environment for children and young people.

If you have questions, please do not hesitate to contact us, via email [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu) or by phone [740-284-5888](tel:740-284-5888).

Sincerely,

A handwritten signature in black ink that reads "Catherine Welker". The signature is written in a cursive, flowing style.

Catherine Welker  
Registration Coordinator  
Franciscan University of Steubenville  
(740) 284-5887

## LETTER OF GOOD STANDING INSTRUCTIONS

### INSTRUCTIONS:

- You may copy and paste the below template, fill in the personalized information (in blue).
- The letter **MUST BE** printed on diocesan letterhead and stamped with (you may imprint/apply) a diocesan seal.
- If your church or diocese already has a Letter of Good Standing template in place, you may use it, however, please be sure that the letter meets the same specifications as the below.

*Priests DO NOT need to submit an Adult Chaperone Verification Form.*

**DUE DATE:** April 12, 2019

Ways to submit Letter:

1. Email: [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu)

*Email is PREFERRED! Please inform us by email if you have sent your letter by mail.*

2. Mail:

Franciscan University  
Christian Outreach Attn: Catherine Welker  
1235 University Blvd  
Steubenville, OH 43952

## LETTER OF GOOD STANDING TEMPLATE

Dear Franciscan University of Steubenville and the Chancellor of Canonical Affairs,

I, the undersigned, **SIGNEE'S NAME**, hereby certify that **PRIEST IN GOOD STANDING'S NAME** is a cleric in good standing from our Arch/Diocese who enjoys all the faculties for the exercise of his pastoral ministry.

After reviewing his personal file, checking with those who worked with him in previous assignments, and from my own personal knowledge of the subject, I am able to certify without qualification that:

1. He is a cleric in good standing.
2. He has never been suspended or otherwise canonically disciplined.
3. No criminal charges have even been brought against him nor does he have a criminal record.
4. He has never behaved in such a way as to indicate that he might deal with minors or adults in an in appropriate manner.
5. He does not have a current untreated alcohol or substance abuse problem.
6. He does not have a current, untreated emotional or mental health problem.
7. He has never been involved in any incident, to my knowledge, which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. He has participated in an approved training session on how to provide a safe environment for children and young people.

I am able to state without qualification that **PRIEST IN GOOD STANDING'S NAME** is of good character and reputation and qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for the time period requested.

Signature: \_\_\_\_\_

[Stamp or Place Diocesan Seal]

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_