

Steubenville Main Campus – Concerning Priests

It is our pleasure to welcome any and all priests to attend a summer youth conference. 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. Below please find more information about bringing or being a priest at a Steubenville Main Campus Youth Conference.

Free Admission

As a sign of our gratitude for their priestly service, we have waived the registration fee. To all priests: We sincerely thank you for your service and for your beautiful testimony! We honestly could not have successful conferences without your diligent work.

Letters of Good Standing

Each priest must submit a Letter of Good Standing to Franciscan University of Steubenville. The letter must be dated, list the dates of the conference attending, printed on diocesan letterhead and be signed and stamped with the diocesan seal. It is due by June 1, 2021. A sample letter is provided below, however the standard diocesan letter is acceptable so long it meets same criteria.

If the above date has already passed and you would like to bring a priest with your group, please contact us directly by calling 740-284-5888 so that we can assist you in the best way possible.

Sacraments

Priests may assist with the Sacraments throughout the weekend by signing up for desired time slots. Signups will be held on Friday night during the first session. Priest should bring their own alb and stole, as we may not have enough to accommodate everyone.

- **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.
- **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.

Required Forms

All priests in attendance at a Steubenville Main Campus Youth Conference must submit:

- A Letter of Good Standing to Franciscan University of Steubenville, mailed or emailed to the Conference Office
- A Liability Wavier Form, completed online via link provided by their group leader. More information for Group Leaders can be found in the Group Leader Information Packet.
- Priest are NOT considered chaperones, therefore they do not need to provide an Adult Chaperone Verification Form

Housing

Priests will be housed separately from all other conference guests in upper-classmen housing (ie., in Assisi Heights). These units are air-conditioned and have a small kitchenette. Each unit houses up to four people, each with separate bedrooms.

Even if your group is staying off campus, we can provide on-campus housing accommodations for a priest, if requested.



Steubenville Youth Conferences Letter of Good Standing Instructions & Template

A current Letter of Good Standing must be submitted for **every priest and deacon** attending a conference on the campus of Franciscan University of Steubenville in the summer of 2021. Once the letter is received by the Conference Office it will be kept on file with the Franciscan University Chapel Office.

The letter must **be printed on diocesan letterhead, stamped/imprinted with an official diocesan seal, include the conference name and dates, and be received by May 15, 2021** (or as soon as possible if registration occurs thereafter).

An existing letter as provided by the diocese is acceptable so long as it meets the same criteria as outlined here.

2021 Steubenville Youth Conference Dates

- Main Campus 1 – June 11-13, 2021
- Main Campus 2 – June 18-20, 2021
- Main Campus 3 – June 25-27, 2021
- Main Campus 4 – July 9-11, 2021
- Main Campus 5 – July 23-25, 2021

Please send completed letter to:

Franciscan University of Steubenville
Conference Office
Attn: Youth Registration
1235 University Blvd
Steubenville, OH 43952

You may also submit via email to conferences@franciscan.edu

LETTER OF GOOD STANDING TEMPLATE:

If creating the letter from this template, please delete all the instructions above and fill in the information highlighted in yellow.

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

I, the undersigned, _____ (name of undersigned), hereby certify that _____ (clergy's name) is a cleric in good standing from the (Arch)Diocese of _____ (name 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 participated in an approved training session on safe environment for children

I am able to state without qualification that _____ (clergy name) is of good character and reputation and is qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for _____ (name/dates of conference in attendance; see above).

Signature: _____

Printed Name: _____

Title: _____

Date: _____

[Stamp or Place Diocesan Seal above]