

Model Letter of Suitability for Temporary Ministry for Priests/Deacons

Most Rev. Edgar M. da Cunha, S.D.V.
Diocese of Fall River
47 Underwood Street
Fall River, MA 02720

Re: Rev. [NAME]
Date of Birth:
Date of Ordination:
Date of Safe Environment Training:

Your Excellency,

In light of the provisions of canon 903 CIC and canon 703 §1 CCEO, I write to inform you that Rev. [NAME] is an incardinated priest, in good standing, of the [(Arch) diocese/Eparchy] of [LOCATION]. He will be exercising ministry at [NAME OF THE CHURCH OR INSTITUTION] in [LOCATION OF THE CHURCH OR INSTITUTION] in your diocese, on [DATE].

This is to verify that after reviewing his personnel file, I am able to certify, in accord with the USCCB Guidelines on the assessment of Clergy and Religious for Assignment or Faculties, that Rev. [NAME]:

1. Has never been suspended or otherwise canonically disciplined.
2. Has no criminal record, nor have criminal charges ever been brought against him.
3. Manifested no behavioral problems in the past that would indicate he might deal with minors or vulnerable adults in an inappropriate manner.
4. Has never been involved in an incident which called into question his fitness or suitability to fulfill the responsibilities and duties of his priestly ministry.
5. Has no other mental or physical attribute or condition which would adversely affect the performance of his priestly ministry.
6. Had no serious questions arise regarding his ability to relate to people in his parish assignments.
7. Is legally permitted to minister in the United States.

I am able to assure you, to the best of my ability, Rev. [NAME] is qualified to perform his priestly duties in an effective and suitable manner.

Respectfully in Christ,

[Name of the (Arch) bishop/Eparch]

[Title]

[Date]