1101 Individuals, Departments, and Offices Related to Priests

The Division of Clergy Personnel

1101 INDIVIDUALS, DEPARTMENTS, AND OFFICES RELATED TO PRIESTS

1101.1.1 **The Director of Clergy Personnel is a priest of the Archdiocese of Baltimore, appointed by the Archbishop and directly accountable to him, who works collaboratively with the Department of Human Resources**.

- **Personnel System** – The Director is responsible for maintaining and overseeing the personnel system for the priests and deacons serving in the Archdiocese.
- **Term** – His term of office is usually 6 years, renewable, including at least one year as an Associate Director of Clergy Personnel in anticipation of becoming Director of the same office.
- **Staffing** – The Director is responsible for providing adequate staff assistance to the Priestly Life and Ministry Board and its Boards.
- **Assignment Recommendations** – He receives recommendations regarding priest assignments and policy matters from the Board; communicates these recommendations to the appropriate diocesan agents, and takes appropriate follow-up action in response to these recommendations.
- **Other Requests** – The Director and the Associate Director

may assist priests in developing and proposing specific requests to be submitted to the Board.

1101.1.2 **The Associate Director of Clergy Personnel is a cleric of the Archdiocese of Baltimore or suitable layperson who serves under the direction of the Director of Clergy Personnel, and assists the Director in his responsibility for the development and administration of the personnel system for the priests and deacons serving in the Archdiocese**.

- **Leadership Role** – When the Director is completing his term of service in the Office, a new Associate Director, who is a priest, is appointed to assume this role by the Archbishop in anticipation of taking on the full responsibilities of the office as Director of Clergy Personnel.
- **Role with Priests and Others** – The Director and the Associate Director are prepared to cooperate with clergy in setting personal and professional developmental goals as part of a periodic review of ministry process. Upon request, they are also available to facilitate communication, to develop evaluation processes within a parish staff, or to mediate disputes.
- **Clergy Personnel staff** members will also assist parishes in securing weekend, part-time, or temporary assistance. Priests seeking additional work, or parishes seeking assistance, may direct their applications to the Division of Clergy Personnel.

1101.1.3 **The Director of the Office of Retired Priests is a priest of the Archdiocese of Baltimore, appointed by the Archbishop, who serves under the direction of the Director of Clergy Personnel, with the responsibility of providing assistance and care for the Retired Priests of the Archdiocese**.

1101.1.4 **The Director of the Office of Vocations is a priest of the Archdiocese of Baltimore, appointed by the Archbishop and directly accountable to him, who serves under the direction of the Director**

of Clergy Personnel, with the responsibility of coordinating the work of the Vocation Office staff in the recruitment, selection, and training of qualified candidates for the priesthood and of providing pastoral care for Archdiocesan seminarians.

- **Candidates in Parishes** – Upon request from parishes, the candidates are available to make presentations to youth or adult groups, to participate in vocation days or liturgies in parishes or schools, and to assist parish groups in planning and carrying out religious vocation programs.
- **Priests should refer to the Vocation Office staff all men who express an interest in entering the seminary to study for the Archdiocesan priesthood**. Parish priests will be asked to cooperate by providing references or assisting in communication with the families of prospective candidates.
- **Seminarians in Parishes** – Parishes may be asked to provide placements for deacons or seminarians who need, or have requested, pastoral work experience.

1101.2 The Priestly Life and Ministry Board

1101.2.1 Purposes of the Priestly Life and Ministry Board

The Priestly Life and Ministry Board (formerly called the Clergy Personnel Board), was formed in 1968 to serve the professional and personal needs of the priests and seminarians of the Archdiocese of Baltimore. The Board does not interfere with the personal relationship that exists between the priest and his bishop. Its purpose is to serve as a resource to priests in establishing and maintaining satisfactory and fulfilling working and living situations, ongoing formation, compensation and assisting the Archbishop in personnel matters pertaining to priests. (See Appendix 1)

The Board serves in an advisory capacity to the Archbishop and his staff through the Office of Clergy Personnel on personnel matters relating to priests of the Archdiocese. The specific purposes of the Board are:

- To serve as a resource to priests in establishing and maintaining satisfactory and fulfilling working and living situations, ongoing formation, compensation and assisting the Archbishop in personnel matters pertaining to priests.
- To facilitate communication and interaction for the priests of the Archdiocese with the Archbishop on matters relating to their status, functions and welfare.
- To recommend priest assignments consonant with the pastoral needs of the Archdiocese and with the talents and interests of individual ministers.
- To provide a recognized forum for the discussion of all personnel matters concerning the work interests and the welfare of the priests.
- To represent the views of peer and area groups of priests by recommending personnel policies, programs and practices which will utilize and develop the talents of the priests, and increase their satisfaction in ministry.
- To recommend policies that provide for the spiritual development, health care, and career growth of priests and for sound and equitable administration of the pastoral resources of the Archdiocese.
- Shall review and receive a report from the Director of the Office of Human Resources concerning the Annual Compensation for priests.

1101.2.2 Status of the Priestly Life and Ministry Board

- The Priestly Life and Ministry Board is formally constituted by, and exists under the authority of, the Archbishop. It is an elected, advisory body with a changing membership resulting from periodic elections. (see Appendix 1 for specific documents related to this entity)
- The Board serves the interests of all Archdiocesan priests within or outside the Archdiocese.
- The Board’s recommendations are made to the Director of

Clergy Personnel and, through him, to the Archbishop. When appropriate, the Director of Clergy Personnel consults the Executive Director of Human Resources.

- The Board, through the Director of Clergy Personnel, develops and maintains communications and collegial relationships with other Archdiocesan bodies having related purposes or mutual interests.