Endorsement of Suitability for Clergy

to Exercise Ministry and/or be a Presenter in the Diocese of Saginaw

**Note to Chancellors and Religious Superiors:** The template below should be copied and placed on your (arch)diocesan or religious institute’s stationery, and then fully completed and signed. After completion, the Chancellor or Religious Superior – **not the visiting priest or deacon** – is then asked to mail the letter directly and in a timely manner to: Diocese of Saginaw, Attn: Chancellor, 5800 Weiss St., Saginaw, MI 48603 or e-mail it to [chancellor@diosag.org](mailto:chancellor@diosag.org). **A cleric’s visit to the Diocese of Saginaw may not be publicized until this endorsement of suitability is received and approved by the Chancellor of the Diocese of Saginaw.**

The *Diocese of Saginaw Policy for the Protection of Children, Young People, and Vulnerable Adults* states that, “The Diocese of Saginaw requires an endorsement from the office of the bishop or religious superior for clerics who request to exercise ministry and/or be a presenter in the Diocese of Saginaw, even for a one-time event. The endorsement must confirm that the cleric has received safe environment training and that there is no credible allegation of child sexual abuse against the cleric. If the Diocese of Saginaw parish, program, or school receives the endorsement, a copy is to be forwarded to the Chancellor’s Office and vice versa.” (Section 1.3.1)

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Letter of Suitability for (name of cleric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Arch)diocese or religious institute with which cleric is affiliated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish and location to which cleric is assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the cleric has a Vatican, USCCB, (arch)diocesan, parish or seminary position, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State the Diocese of Saginaw parish/school/diocesan event(s) at which the cleric will minister and/or present:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate the date(s) the cleric will exercise ministry or present in Diocese of Saginaw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please confirm:**

* He is a person of good moral character and reputation. \_\_\_\_\_\_\_
* I know of nothing which would in any way limit or disqualify him from this ministry or presentation. \_\_\_\_\_\_\_
* I am unaware of anything in his background which would render him unsuitable to work with minor children. \_\_\_\_\_\_\_\_\_\_

Are there any concerns or limitations of faculties/known difficulties regarding theological teaching, ministry, or service to the Church? If so, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of cleric’s most recent criminal history background check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of cleric’s most recent safe environment training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the cleric in compliance with his (arch)diocesan or religious institute's Safe Environment policy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your signature *(required)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_