



## **PERSONNEL GUIDELINES**

### **I. INTRODUCTION**

- A. The bishop himself has the primary responsibility for the placement of the clergy personnel within the diocese, seeing that each priest is placed in a position where he can best serve the needs of the Church, while, at the same time, develop his own potential and talents.
- B. All assignments of priests in the Diocese of Owensboro are made by the bishop.
- C. All priests of the diocese share in the ministry of the bishop and therefore share in his responsibility to provide for the needs of the people of God.
- D. The Personnel Committee is the agency whereby the priests of the diocese make recommendations to the bishop as he carries out his responsibility of clergy appointments.
- E. All priests have the right to deal directly with the bishop in matters regarding their assignments.
- F. The dignity of each priest demands the confidentiality of the Personnel Committee. Therefore:
  - 1. The Personnel Committee is bound to secrecy in the personal matters of all priests. The individual's natural right to privacy must be carefully respected.
  - 2. During all consultation in regard to possible changes in appointments, all priests of the diocese are exhorted to observe due reticence in discussing these consultations and all possible changes.
- G. In order to determine whether there might exist a valid reason why an appointment should not be made, each priest involved in a potential change is to be consulted by the bishop or a member of the Personnel Committee before an appointment is actually made.

### **II. PLACEMENT POLICIES**

- A. Any personnel policy must always seek a balance between the needs of the individual priest, the local community, the diocese, and the total Church.
- B. Appointments will be made whenever circumstances require them, but generally, they will become effective in June, with a minimal two-week notice beforehand

**III. TERM OF OFFICE**

- A. It is the general policy of the diocese that the term of assignment be a limited term of office.
- B. For pastors, the norm is ~~up to~~ six years.
- C. For associates, the norm is up to three years.
- D. Any priest may request a transfer, or be asked to move, before the term of office has been completed.
- E. Ordinarily, pastors whose term of office expires after the age of sixty-five will not be asked to move unless they request it or the people request it.

**IV. INITIATIVE FOR CHANGE OF ASSIGNMENT**

- A. The bishop may ask an individual to consider a change before his term expires if it is deemed necessary for the good of the priest, the community, or the diocese.
- B. Any priest may approach the Personnel Committee or the bishop and request a transfer at any time.

**V. SPECIAL POLICIES**

- A. Ordinarily, newly-ordained priests will be placed in parochial assignments for at least three years before being considered for any specialized apostolate (e.g., full-time teaching or study.)
- B. Ordinarily, a priest must have had two different assignments before being assigned as pastor.

**VI. RETIREMENT FROM ROLE AS PASTOR**

- A. When a pastor has completed seventy-five years of age, he is requested to submit his resignation from office to the diocesan bishop who is to decide to accept or defer it after he has considered all the circumstances of the person and place, as per Canon 538, par. 3.