



Application for Diaconal Service

[Owner: Vicar for Clergy]

The term "application for diaconal service" is understood to refer to an application by a deacon of another diocese to serve in an officially appointed position in the Diocese of Houma-Thibodaux, which includes the right to receive the remuneration and health insurance coverage in accord with diocesan policies and all applicable laws..¹

An application for diaconal ministry must be presented and processed in the following manner:

1. The applicant shall submit, in writing, a petition to the Bishop of Houma-Thibodaux declaring his intention to serve in diaconal ministry within the Diocese of Houma-Thibodaux.
2. A *votum*, which includes the applicant's suitability for ministry in accord with the *Charter for the Protection of Children and Young People* is required from the Bishop of the applicant's diocese of incardination, to be sent in a sealed envelope directly to the Bishop of Houma-Thibodaux.
3. The following is additionally required by means of a certified personal letter is from the applicant's own Bishop to the Bishop of Houma-Thibodaux:
 - 3.1. the period of time for which the Bishop grants permission for the applicant's absence from his diocese
 - 3.2. the purpose of his stay in the diocese
 - 3.3. the specific terms and expectations concerning his return
4. If the applicant is currently serving in a diocese other than that of his incardination of his incardination, a similar *votum* must be obtained from the Bishop of his current diocese of service is required. This must include the Bishop's endorsement of his suitability for ministry in accord with the *Charter for the Protection of Children and Young People*.

¹ Regarding Remuneration, see the *Policy Regarding the Remuneration of Deacons*.

5. *A curriculum vitae* of the applicant and a certificate of his ordination to the diaconate must accompany the application.
6. If the applicant is not a citizen of the United States of America:
 - 6.1. but is currently working at another diocese or with a Catholic institution/organization within the US - He must show proof of his legal status to work in the U.S. (e.g. Religious Worker visa or R-1 or Permanent Resident card or Green Card) in addition to the other requirements mentioned in this document;
 - 6.2. and whose entry to the US will be dependent on our acceptance of his application - He is to coordinate closely with the appropriate diocesan official in order to obtain all the requirements necessary for his travel, legal entry and permit to work in the USA.
7. The Bishop of Houma-Thibodaux, personally or through one whom he delegates, has the right to require confidential testimonials and character references about the applicant's personality and life.
8. After an evaluation has been made, the Bishop will decide as to the acceptability of the applicant's petition.
9. Once the application is accepted, the one appointed by the Bishop will, on behalf of the Bishop, draw up the contract or written agreement that will state all the essential rights, duties, responsibilities, remunerations and benefits accorded to such employment. The one here delegated by the Bishop will disseminate copies of this document to the appropriate offices within the Diocese of Houma-Thibodaux and within the applicant's diocesan curia.
10. As long as the deacon remains incardinated in his own Diocese, his proper Bishop retains the right to recall him and the Bishop of Houma-Thibodaux reserves the right to end the service at any time regardless of dates or periods of time stipulated in the initial agreement.
11. If the applicant is a deacon who belongs to a religious community, the same policies apply except that the case will be transacted with the applicant's religious superior.
12. The Diocese of Houma-Thibodaux will reimburse the applicant for only those expenses of the transfer which are incurred with the prior *written* approval of the Diocese. Ordinarily, such reimbursements will be made only when the applicant intends to become a permanent member of the presbyterate of this diocese.

- 12.1. No expenses may be charged by the applicant directly to the Diocese of Houma-Thibodaux.
- 12.2. Any application for reimbursement must be accompanied by a copy of the written approval of the Diocese of Houma-Thibodaux *and* proof of payment by the applicant.
- 13. An applicant who, while currently serving the Diocese of Houma-Thibodaux, intends to enter enter a process of discernment regarding application for incardination in this diocese at some future date be incardinated into the Diocese of Houma-Thibodaux must express this intention in writing to the Bishop of Houma-Thibodaux.
 - 13.1. A *votum* supporting this petition for incardination must be obtained from the Bishop of the applicant's originating diocese.
 - 13.2. The process of discernment would include:
 - 13.2.1. A minimum of five (5) years of service in the Diocese of Houma-Thibodaux prior to commencing the formal process of discernment for incardination.
 - 13.2.1.1. The years determining his qualification begin on the first day of his actual service within the Diocese of Houma-Thibodaux.
 - 13.2.1.2. Residence in the Diocese of Houma-Thibodaux for five (5) years does not guarantee automatic incardination. The requirements of c. 268, §1 must be fulfilled.²
- 14. The one charged by the Bishop of Houma-Thibodaux with oversight of deacons will provide comprehensive orientation for any deacon new to the diocese of Houma-Thibodaux.³

² *Code of Canon Law*, c. 268, §1: A cleric who has legitimately moved from his own particular church to another is incardinated in the latter particular church by the law itself after five years if he has made such a desire known in writing both to the diocesan bishop of the host church and to his own diocesan bishop and neither of them has expressed opposition in writing to him within four months of receiving the letter.

³ Deacons in formation for Holy Orders in the presbyteral rank are subordinate to the Director of Seminarian Formation.