

Pastor's Checklist for Receiving a Newly-Arriving International Priest

[Owner: Vicar for Clergy]



Prior to arrival, and once the period of confidentiality concerning the priest's assignment is over, the pastor is to briefly introduce the incoming international priest to the parish and encourage them to receive him warmly upon his arrival.

Upon arrival in the parish the pastor is to complete the following checklist with the newly arriving priest:

It is advisable that pastors seek out one or two families who might be interested in welcoming the newly arriving priest into their homes for occasional visits as a way of offering him support.

Acclimation to the Church, Office and Rectory Plants and to the Staff

1. Keys to facility, office and rectory (other buildings if applicable)
2. Tour of premises
 - ☐ Alarms – setting and disarming
 - ☐ Assigned office, computer, phone
 - ☐ Assigned bedroom area
 - ☐ Instruction on the use of the P. A. System, including practicing with it.
3. Introduce to staff
 - ☐ Name, responsibilities, office location
 - ☐ Copy of current diocesan directory
 - ☐ Calendar of events for the month
 - ☐ List of emergency numbers
4. Courtesies
 - ☐ Food – what are his likes and dislikes.

- ☐ Preparation and cooking – respect for everyone
- ☐ Dining arrangements - rectory and parish staff
- ☐ Air conditioning/heating – comfortable for everyone

5. Working with office and rectory staff

- ☐ Communications:
 - Church parish calendar
 - Scheduling events
 - Location of supplies, etc.
- ☐ Parish policies/practices
- ☐ Instruction on use of all office equipment; fax machines copying machines, phones, etc.
- ☐ Instruction on household equipment/facilities; microwave, house phone, kitchen equipment, etc.

6. Information on programs and ministries in the parish

Acclimation to the Community.

- ☐ Doctor's office
- ☐ Hospital
- ☐ Funeral homes
- ☐ Post Office
- ☐ Grocery and department stores
- ☐ Banks: especially opening a checking account (Social Security Number needed before this can be done).
- ☐ Restaurants
- ☐ Other locations/churches/priests in the diocese

Acclimation to Ministry in the Parish

1. Expectations

- ☐ Hospital call, visits to hospital, nursing homes and shut-ins, school (if applicable).

- ☐ Visibly active in parish ministries
- 2. Mass Scheduling
 - ☐ Opening and closing of church (what/ when to do it).
 - ☐ Setting up and picking up before and after Mass
- 3. ☐ Handling collections after each Mass.
- 4. ☐ Diocesan policies and guidelines
 - How to find the Policy Manual online
- 5. ☐ Register as wedding officiant (Clerk of Court office)
- 6. ☐ Having the international priest share some details about his culture with the receiving community (possibly first weekend masses when he is introduced)
- 7. ☐ Inform the priest of the necessity of being able to drive to do ministry, that he must obtain a driver's license and that, if necessary, he must enroll in a driving school and how to contact the driving school to register.
- 8. ☐ Inform the priest as to how he may purchase a vehicle.
- 9. ☐ Explain the need for auto insurance and that he should contact Dawn Sevin at (985) 850-3135 to apply for the diocesan auto insurance policy.