

Revised 2019

*Diocese of St. Petersburg
Incardination Procedures and Practices*

INCARDINATION

Incardination refers to the canonical procedures and diocesan practices whereby a priest belonging to another diocese or to a religious community is welcomed into the incardinated presbyterate of this diocese. These procedures and practices are meant to ensure that all decisions made regarding incardination of priests are made carefully and prudently, with the best interests of the priest and of the diocese in mind.

- 1) **Personnel Board.** The Incardination procedures are implemented by the members of the diocesan Personnel Board, which meets as needed during the course of the year. The Board makes recommendations to the diocesan bishop regarding applicants for incardination, as well as priest assignments. The board members currently include the Vicar General, Judicial Vicar, Director of Vocations and six (6) additional priests, selected by the Diocesan Bishop.

Each appointed member serves a five-year term, with no limit to the number of terms that a member may serve. Summaries of meetings and files are maintained by the Chancellor.

- B. Age & Immigration Status.** Applications for incardination will be accepted only from priests who were 50 years old or less at the time of their initial canonical appointment to office in the Diocese of St. Petersburg.

No priest will be incardinated in the diocese unless and until he has permanent residency status (green card) in the USA or has at least received approved I-360 status. He may begin the application process, however, prior to the grant of permanent residency status.

- C. Application Pre-requisites.** No application for incardination will be accepted unless the priest is already in ministry here in the Diocese of St. Petersburg, working with the permission of the diocesan bishop of St. Petersburg and permission of his own ecclesiastical superior or bishop of incardination.

At the time a priest from another diocese applies for incardination into the Diocese of St. Petersburg, he needs to inform his own diocesan bishop that he is making the application.

No application for incardination from a member of a religious order or society of apostolic life can be considered unless he has first received the appropriate indult of exlaustation or indult of departure.

D. Procedure. Priests who have the intention of incardinating should be in communication with the Chancellor. He will answer questions relative to the procedures and practices.

A comprehensive evaluation is made during a probationary period, at the conclusion of which the Personnel Board will recommend to the Bishop whether or not a candidate is suitable for incardination.

Generally, a minimum three (3) year probationary period is expected of all priests desiring incardination. The probationary period may be extended. This generally includes assignments to at least two (2) different pastors of the diocese.

Once a secular priest applies for incardination, the time he has spent in ministry in the diocese prior to the application date may be considered as part of the minimum three (3) year probationary period. Likewise, for a candidate for incardination from a religious order, time spent in ministry in the diocese prior to the receipt of the indult of exclaustation or of departure may be considered as part of the said probationary period.

Required documentation for incardination includes:

- 1) The documents requested of all priests who request permission to minister in the diocese if they have not already been received
- 2) Pastoral evaluation from the candidate's bishop of incardination or ecclesiastical superior.
- 3) A psychological evaluation by a professional designated by the Diocese of St. Petersburg.
- 4) Pastoral evaluation from each Pastor and Parochial Vicar with whom the priest has served in the Diocese of St. Petersburg.
- 5) Medical examination by a physician selected by the Diocese of St. Petersburg.