

**RELIGIOUS PRIESTS, SISTERS, AND BROTHERS**  
**ARRIVING/LEAVING**  
**THE DIOCESE OF SAINT PETERSBURG**

**TO:** All Pastors, Administrators, Principals, and Religious  
**FROM:** Sister Marlene Weidenborner, OSF Vicar for Religious  
**SUBJECT:** Religious Arriving/Leaving the Diocese  
**DATE:** July 28, 2010

It is **vitaly important** that we keep an accurate record of all religious priests, brothers, and sisters who are living in and/or working for the various entities within the Diocese of St. Petersburg. It is also very important for us to determine if the person is in good standing with her/his Religious Congregation *before* s/he begins her/his work/ministry within the diocese.

To help us accomplish this, PLEASE **CALL** the Office of the Vicar for Religious **BEFORE** you sign any agreement with a religious community for the services of a particular religious sister or brother. We will then obtain a signed statement from a major superior and in turn, inform you of the good standing of the person being considered. The original signed statement will be held in the person's file in the Office of the Vicar for Religious.

Please note that parishes, schools and other entities will be responsible for **Background Screening and Safe Environment Training** of the religious. Background screening and other records for **priests** who are members of a Religious Congregation will be conducted and maintained by the Chancellor's Office.

Lastly, it is also important to **notify the Office of the Vicar for Religious when a member of a Religious Congregation leaves the diocese.** Please duplicate and complete the information on the attached form **whenever a Religious Order/Congregation priest, brother or sister arrives or leaves the Diocese of St. Petersburg and mail or fax it to:**

**Office of the Vicar for Religious**  
**P.O. Box 40200**  
**St. Petersburg, FL 33743-0200**  
**Fax 727-374-0208**

*Secretaries, Thank You for your attention to this important administrative matter.  
See Form on reversed side.*

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**ARRIVING/LEAVING**  
**THE DIOCESE OF SAINT PETERSBURG**

**RELIGIOUS COMING TO THE DIOCESE**

**Name** \_\_\_\_\_

**Name of the Religious Community** \_\_\_\_\_

**Name, Address, and Phone Number of Major Superior in USA** \_\_\_\_\_

**Diocesan Entity** \_\_\_\_\_

**Primary Ministry** \_\_\_\_\_ **/ Effective Date** \_\_\_\_\_

**RELIGIOUS LEAVING THE DIOCESE**

**Name** \_\_\_\_\_

**Diocesan Entity** \_\_\_\_\_

**Effective Date** \_\_\_\_\_

Signature of person completing this form \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Parish/School/Other \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS FORM TO:**

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