



Procedures to be followed by visiting Carmelites priests from outside Ireland who wish to minister

The Prior Provincial has a responsibility to put measures in place to ensure the safety and welfare of children. Therefore, any Carmelite priest coming to Ireland to perform public ministry in a Carmelite community is required by civil and/or church law to provide the following documentation to the Carmelite Provincial Office:

1. All visiting priests must write seeking permission from the Provincial, giving details about the duration of the visit and the form and location of ministry being considered.
2. This request will be acknowledged, and the visiting priest will be required:
 - to produce his celebret or confirmation of good standing, signed by his Provincial/Ordinary.
 - to complete the self-declaration form of good standing.
 - to complete Garda Vetting.
3. If the Provincial is satisfied that there are no concerns about the visiting priest, a letter of permission will be given in writing outlining the specified ministry, including its duration and location.
4. A copy of this letter of permission will be given to the prior of the place of ministry and a copy will also be stored securely in the Safeguarding Office.

Non-ordained Carmelites who wish to minister are also subject to Carmelite safeguarding procedures as outlined above.

Best practice guidance for visiting Non-Carmelite priests ministering in a Carmelite church:

- Visiting priests should contact the local Carmelite Prior/Provincial to seek permission to minister.
- The visiting priest must sign the sacristy register confirming that they have celebrated/concelebrated on a given day.
- A request will be made to see the visiting priest's celebret, which is recorded in the sacristy register.
- If the visiting priest is going to be involved in particular ministry with children, then he will be subject to Carmelite safeguarding procedures.

Carmelite priests planning to minister in a diocesan parish, external to a Carmelite community for more than three consecutive days, should contact the respective local Diocese to clarify the safeguarding requirements.