

## §4300 PRIESTLY DEVELOPMENT

### §4301 SPIRITUAL DEVELOPMENT

**4301.1. Policy** Each priest shall be expected to make an annual retreat. At least every other year priests are highly encouraged to make a retreat with the other priests serving in the Diocese at the time and place convenient for the priests as designated by the Bishop. In other years priests may make their retreat at a Catholic retreat house of their choice with the approval of the Vicar for Priests. Additionally, in the year when diocesan priests choose to attend the retreat with the priests of the Diocese at the time and place designated by the Bishop, they may also make another retreat at a Catholic retreat house of their choice with the approval of the Vicar for Priests, as long, as this second retreat does not extend over a weekend.

#### *Procedures*

- a) Reimbursement for annual retreats is available from the priest's professional allowance.

### §4302 MONTHLY DEANERY MEETING

**4302.1. Policy** The Deans shall arrange for a monthly meeting of the priests of their to discuss pastoral matters and/or promote priestly fraternity within the deanery through meals or other social gatherings.

### §4303 PROFESSIONAL DEVELOPMENT

#### §4303.1. Resources

**4303.1. Policy** The Vicar for Priests shall coordinate resources for ongoing formation.

#### §4303.2. Professional Allowance

**4303.2. Policy** The funding for ongoing formation is provided in the Professional Allowance. Each priest is allowed up to \$2000.00 per year to spend on ongoing formation.

**Procedures**

- a) The Professional Allowance for priests to cover retreat and professional development is part of the benefits package. This stipend for professional development for parish priests should be enough for retreat, professional reading, professional equipment, seminars, and conferences.

**§4303.3. Accountability**

**4303.4. Policy** Each priest shall be responsible to inform his Dean at his annual review regarding his ongoing formation and retreat.

**§4303.4. Annual Evaluation**

**4303.4. Policy** The Bishop, the Vicar General, the Vicar for Priests, and the Dean shall review each priests' annual review each year.

**§4304 PASTOR AND PAROCHIAL VICAR RELATIONSHIP**

**4304.1. Policy** The Office of Vicar for Priests and the Office of Vicar General shall offer a program for new pastors as they begin their first assignment as a pastor to enable them to be more effective into their transition as a pastor.

**4304.2. Policy** The Office of Vicar for Priests and the Office of Vicar General shall offer a program for newly ordained priests as they begin their first assignment as a priest to enable them to be more effective into their transition into the presbyterate. This program will include an opportunity for the Pastor to meet with his new Parochial Vicar so as to enable him to be more effective in their relationship with one another.

## §4305 SABBATICAL PROGRAM

**4305.1. Policy** All diocesan priests incardinated in the Diocese and ordained for at least seven years shall be eligible to request a sabbatical for on-going theological, pastoral, and/or ministerial formation every seven years.

### *Procedures*

- a) Requests for sabbaticals should be made to the Office of Vicar for Priests.
- b) Requests are considered in the order in which they are received. They must be received at least six (6) months prior to the date when the sabbatical begins.
- c) Priests should submit an application with an enclosed letter of acknowledgment from the local dean supporting his decision.
- d) A sabbatical ordinarily lasts 3-4 months.
- e) Tuition, room and board costs or their equivalent are paid by the Diocese as well as the priest's salary and benefits. Transportation costs are paid by the individual priest. The parish/institution will cover the salary and benefits of the priest supplying coverage.