

CLERGY PERSONNEL BOARD

The purpose of the Board is primarily to advise the bishop in appointments of diocesan clergy. The Personnel Board will normally meet in conjunction with meetings of the Presbyteral Council. The meetings will be chaired by a priest selected by the members. The agenda and necessary background materials will be provided in advance by the Director of Clergy Personnel. Membership will be constituted from nominations from the diocesan priests at large. Members will usually serve a three-year term and may be reappointed.

Description of Functions:

1. An extended long-range planning meeting will be held annually in June. This meeting will consider the future pastoral needs of the parishes of the diocese on a three- and five-year basis. Members of the Personnel Board will meet in collaboration with those in charge of the formation of seminarians and deacon candidates for the diocese, as well as those in charge of lay leadership formation and representatives from the Diocesan Pastoral Council and Director of Pastoral Planning and Outreach.
2. The Clergy Personnel Board will be responsible, together with the chancellor and director of clergy, to review all applications for incardination as outlined in the diocesan policy on incardination.
3. The Clergy Personnel Board will meet yearly with the bishop to discuss possible candidates for sabbaticals, future studies and/or degrees in collaboration with the chairman of the Priestly Life and Ministry Committee of the Presbyteral Council.
4. The Clergy Personnel Board will meet yearly to discuss those priests who are ready for reassignment to determine potential future assignments. Attention is to be given to the priests' preferences as specified on the Priests' Preference Form. Priests are encouraged to meet with individual members of the Personnel Board to express their desires. The board may assign the director of clergy or another member to meet with the priests personally to discuss possible future assignments.
5. The Clergy Personnel Board will collaborate with the Priests' Retirement Board to help priests prepare for their retirement years and subsequent pastoral roles.