



Archdiocese of Newark

Policies on Professional and Ministerial Conduct

Supplemental Norms for Clergy

**EFFECTIVE: SEPTEMBER 2003
Version 12/04**



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Supplemental Norms for Clergy

I. Introduction

- A. As “stewards of the mysteries of God in the service of His people” clerics are bound by a special obligation to pursue a life perfected in holiness for the sake of the sacred ministry entrusted to them (Code of Canon Law, c. 276, §1).”
- B. Members of institutes of consecrated life, and others in approved forms of religious life (“religious”), are also called to “the perfection of charity in the service of God’s Kingdom” that enables them to “build up the Church” for the sake of the salvation of the world (c. 573, §1).
- C. Accordingly, members of the clergy, whether incardinated in the Archdiocese of Newark, or otherwise legitimately associated with the Archdiocese are obligated to observe the Policies on Professional and Ministerial Conduct (the “Conduct Policies”) to a degree that makes evident to all others the Church’s constant desire to safeguard the dignity of the human person and to promote the Gospel values necessary for effective ministry.
 1. Without prejudice to the norm of universal law, all clerics are bound by the general provisions of the Conduct Policies as indicated therein, as well as by these additional norms, both as to their personal observance of them as well as to the implementation of them within their particular sphere of public ministry within the Archdiocese of Newark.
 2. At the same time, due to the special canonical rights, obligations, and procedures that apply to clerics, additional norms are necessary to set out those provisions.
 3. These Supplemental Norms are in no way to be construed as a privilege extended to members of the clergy; indeed, these norms reflect the special obligations that arise from their state of life in the Church, and the extent to which clergy are called to embody the Church’s constant desire to assure that not one of Christ’s faithful will ever be harmed by those sent to minister to them.
- D. The following are bound by these Supplemental Norms (“Supplemental Norms”) to the Conduct Policies:
 1. Clerics incardinated in the Archdiocese of Newark.
 2. With due regard for c. 586, clerics who are members of religious institutes or in other forms of consecrated life, and who are assigned to pastoral work in the Archdiocese or who are otherwise engaged in the care of souls, the public exercise of divine worship, and other works of the apostolate (c. 678).



3. Clerics of other jurisdictions who are assigned to pastoral work in this Archdiocese, whether seeking incardination within the Archdiocese or not.
4. Clerics who are otherwise legitimately residing within the territory of the Archdiocese of Newark, including retired clerics and those engaged in part-time ministry or supply ministry.
5. Religious clerics who, even though not engaged in a public apostolate (c. 678) within the Archdiocese, are still residing in property that is owned or otherwise administered by the Archdiocese of Newark.
6. It should be recalled that religious clerics are also subject to the particular law of their institute concerning matters of the sexual abuse of minors.

II. Norms for the Life and Ministry of Clerics

- A. Clerics are obliged “to recognize and promote the mission which the laity exercise, each according to his or her part, in the Church and the world (c. 275, § 2).”
 1. The Conduct Policies seek to assure that when the lay faithful carry out the mission entrusted to them by the Church they will not be hindered from doing so by a hostile or abusive environment, or given cause for scandal by others.
 - a. Thus, by diligent observance and implementation of the Conduct Policies clerics will assist greatly in promoting the mission of the laity.
 - b. To the extent that they are invested with the authority and responsibility to do so, clerics are bound by a grave obligation to assure that the Conduct Policies are implemented and maintained in their particular sphere of ministry.
 - c. Malicious or negligent failure to implement and maintain the provisions of the Conduct Policies within their particular sphere of ministry or office, and according to their responsibility to do so, may result in the imposition of a just penalty according to the norm of law.
 2. Additionally, clerics will conduct themselves in relationship to the lay faithful in a way reflective of their own state of life in the Church.
 - a. They are faithfully and untiringly to fulfill the obligations of their pastoral ministry (c. 276 §2).
 - b. They will avoid whatever may give rise to scandal in their interactions with others.
 - c. They will lead a “simple way of life, avoiding all things that appear worldly (c. 282, §1).”
 - d. And they will witness to their calling by wearing suitable ecclesiastical dress in accordance with the norms of the United States Conference of Catholic Bishops or the particular law of their institute (see cc. 284; 669, §1).



- B. Clerics, who are bound already to “observe perfect and perpetual continence for the sake of the Kingdom of heaven,” and religious, who have embraced the evangelical counsel of chastity (c. 599), will take care always to “behave with due prudence in relation to persons whose company can be a danger to their obligation of preserving continence or can lead to scandal of the faithful (c. 277, §1).”
- C. Those clerics who are in the state of matrimony are to strive always for perfect chastity with their spouses, and to avoid any activity that might threaten the sacredness of the marriage bond or otherwise give cause for scandal to the faithful.
- D. Rectories and other residences of clerics, whether ecclesiastical or private property, will be available as overnight lodging solely for other clerics, male religious, seminarians, and seminarian candidates officially recognized as such by the Archdiocese.
1. Immediate family members may lodge temporarily in such residences provided other clerics in residence give consent.
 2. Other adults who are not immediate family members may lodge in private residences.
 3. In order to avoid even the appearance of impropriety, no minors will lodge in rectories or other residences of clerics, with the following exceptions:
 - a. Children of clerics who are in the state of matrimony.
 - b. Minor children of immediate family members provided at least one parent or legal guardian has given permission.
 - c. In exceptional circumstances, other minors provided written permission has been obtained beforehand from the Archbishop or Vicar General of the Archdiocese of Newark.
 - d. In all cases of doubt as to the applicability of these provisions, the Chancellor of the Archdiocese of Newark is to be consulted.
 4. Superiors of canonically erected religious houses that are not Archdiocesan property but which are located within the Archdiocese are strongly encouraged to adopt these provisions, and implement them to the fullest extent possible, without prejudice to their rights of internal governance.
- E. Particular care should be taken to avoid any semblance of inappropriate physical contact with minors in a confessional situation.
1. Physical contact of any kind in a confessional situation (i.e. touching, hugging, holding, holding a child on one’s lap, etc.) is to be avoided.
 2. If confessionals with partitions are available, they should be used.



3. If confessionals are not available for hearing a minor's confession,
 - a. the confessional seating should be arranged so as to discourage or even obstruct possible physical contact, and
 - b. the priest and the penitent should be visible (but not audible) to others.
 4. Confessions (of minors or adults) are not to be heard in the private living quarters of the confessor. Confessions should be heard in the private living quarters of the individual confessing only when necessitated by the physical condition of the individual. In the latter case, an effort should be made for the priest and confessee to be visible (but not audible) to others.
- F. In short, all clerics will avoid all things unbecoming to their state, even if those things are in themselves legitimate, but which might harm the effectiveness of the ministry entrusted to them by the Church (see c. 285, §§1-2).

III. Reporting Allegations Against Clerics

- A. Clergy must hold each other accountable for maintaining the highest legal, moral, ethical and professional standards. Allegations that a cleric has violated the Conduct Policies or these Supplemental Norms should follow the same reporting process as contained in Section VIII of the Conduct Policies.
1. If the allegation concerns conduct that is not a violation of civil law but is contrary to canon law or the Church's moral teaching, a cleric may contact:
 - a. The appropriate Regional Bishop/ Vicar, or
 - b. The Vicar General/Moderator of the Curia.

IV. Actions To Be Taken When Offenses Have Been Committed

- A. The priest or deacon, even when striving after holiness, is still not "preserved from all human weaknesses, the spirit of domination, error, even sin (*Catechism of the Catholic Church*, 1550)."
1. In light of this, the Archdiocese of Newark recognizes that the sad occasion may arise in which a cleric does, in fact, commit an offense in contravention of the Conduct Policies or these Supplemental Norms. If and when this does occur, the allegation will be addressed in accordance with:
 - a. Civil and Canon Law,
 - b. The Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, as approved by the United States Conference of Catholic Bishops,
 - c. The Policy of the Archdiocese of Newark in Response to Complaints of Sexual Abuse, and/or
 - d. The Conduct Policies and these Supplemental Norms.



B. Promulgation of the Supplemental Norms

1. These Supplemental Norms for Clergy constitute particular law for the Archdiocese of Newark and bind those clerics as provided for in the Supplemental Norms themselves.
2. As particular law they are binding from the date of their promulgation.
3. All former and any contrary policies, norms, particular law, and customs of the Archdiocese of Newark are abrogated with the promulgation of these Supplemental Norms.
4. These Supplemental Norms are not intended or foreseen to be in conflict with any provisions of universal law or particular law of the United States Conference of Catholic Bishops.
5. In the event that a conflict between particular law of the Archdiocese of Newark and particular law promulgated by the United States Conference of Bishops or the universal law of the Church should arise, the universal law of the Catholic Church shall constitute the primary authority for resolution of the issue.