



CATHOLIC DIOCESE
OF ROCKHAMPTON

Presbytery Policy

1. Purpose

To establish guidelines for the appropriate use and stewardship of presbyteries within the Catholic Diocese of Rockhampton ('Diocese').

2. Scope

This policy applies to all presbyteries within the Diocese.

3. Policy Statement

The Presbytery is provided as a home for a priest during his appointment to a parish by the Bishop. The Presbytery is also a place where invited guests of the priest may visit from time to time to enjoy the company and hospitality of the priest(s).

This policy has been written to reflect the principles outlined in the Diocesan Safeguarding Children & Vulnerable Adults Policy.

4. Principles

4.1. Presbytery guests

4.1.1. The Presbytery is the residence of the priest(s) and, although it is typically provided through the generosity of parishioners, it is not to be treated as the parishioners' residence.

4.1.2. Family or friends of a priest may stay as overnight guests in the Presbytery at his express invitation. If the Presbytery is shared with other priests, all priests must agree to the priest's family or friends staying overnight.

4.1.3. When family or friends of a priest stay overnight, their bathroom facilities must not be shared with the other priests of the Presbytery.

4.1.4. Clergy, including those visiting the Presbytery, should be designated their own individual bathrooms.

4.1.5. It is not appropriate for family or friends under 18 years of age to stay at the Presbytery overnight without the express knowledge and permission of their parents/guardians.

4.2. Parish activities and the Presbytery

4.2.1. Specific professional standards apply to the Presbytery and are outlined at parts 1.4 and 2.2 of *Integrity in Ministry: A Document of Principles and Standards for Catholic Clergy & Religious in Australia* (National Committee for Professional Standards: A Committee of the Australian Catholic Bishops & the Leaders of Religious Institutes in Australia, 2004 [reprinted 2010]).

4.2.2. Pastoral activity conducted in the course of priestly ministry should wherever possible take place in a separate building to the Presbytery to assist in maintaining professional boundaries. Where a parish office or pastoral advice area is currently located within the Presbytery, the Parish Finance Council (PFC) must take steps to ensure that those activities are relocated to a separate building within six (6) months of the effective date of this policy.

4.3. Stewardship of the Presbytery

- 4.3.1. The resident priest(s) is responsible for ensuring that the Presbytery is kept tidy.
- 4.3.2. A priest who causes damage to a Presbytery, other than fair wear and tear, may be asked to pay for the cost of repairing the damage.
- 4.3.3. The PFC is responsible for ensuring that the maintenance (and where necessary, renovation) of the Presbytery is attended to and provided for in parish budgets.
- 4.3.4. The PFC is required to keep an inventory of furniture and fittings in the Presbytery that are owned by the parish and to update the inventory each year.
- 4.3.5. All personal items owned by priests are to be documented by him using the *Clergy Personal Inventory Schedule* and co-signed by the chair of the PFC. This document is to be filed with the minutes of the PFC.

5. References

National Committee for Professional Standards: A Committee of the Australian Catholic Bishops & the Leaders of Religious Institutes in Australia. (2004 [reprinted 2010]). Integrity in Ministry: A Document of Principles and Standards for Catholic Clergy & Religious in Australia. Alexandria.

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7. Policy Information

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| Subordinate Schedules | |
| Accountable Officer | Professional Standards & Safeguarding Manager |
| Policy Type | Governance Policy |
| Approved Date | 12/12/2020 |
| Effective Date | 13/12/2020 |
| Review Date | 13/12/2023 |
| Relevant Legislation | |
| Related Policies | Safeguarding Policy |
| Related Procedures | |
| Related forms, publications and websites | Clergy Personal Inventory Schedule |
| Definitions | Presbytery A house owned and maintained by a parish for the purpose of accommodating its clergy. |