



Constitution

Priest Personnel Board

Diocese of Erie, Pennsylvania

Article I – Name

Section I The name of this advisory body shall be the Priest Personnel Board of the Diocese of Erie.

Article II – Purpose

Section 1 The purpose of the Personnel Board is

- (a) To advise the Diocesan Bishop and the Director of Priest Personnel in matters pertaining to priestly ministry
- (b) Assess and recommend the appointment of priests in light of diocesan needs and priorities
- (c) Consult the appropriate Dean and Episcopal Vicar when altering the pastoral staffing of parishes

Article III – Membership

Section 1 The Personnel Board shall be comprised of:

- (a) Diocesan Bishop
- (b) Director of Clergy Personnel
- (c) Vicar General
- (d) One priest, Category A, ordained 0 - 10 years
- (e) One priest, Category B, ordained 11 - 20 years
- (f) One priest, Category C, ordained 21- 30 years
- (g) Two priests active in ministry, Category D, ordained 31 + years

Article IV – Nominations/Elections

Section 1 Ordinary Elections/Expired Terms

- (a) In July of the election year, the Director shall invite priests to submit the names of two priests from their **ordination category** for possible membership on the Board. The two (2) priests receiving the highest number of votes in their ordination category shall be contacted by the Director to determine acceptance of their nomination.
- (b) Ballot two (2) will list the names of the two priests in each category. Since Board members are elected to serve the entire presbyterate, all priests shall vote for the nominee in each category. The one (1) priest receiving the highest number of votes in his ordination category shall be elected.

- (c) Elected members shall begin their term of service in November of the year elected. Members in Categories A, B, and C will serve for a term of three years, renewable once. Members in Category D will serve for a term of four years, renewable once. Elections will be conducted respectively at the end of the third/fourth year.
- (d) When a Board member fails to complete a full term, the appointment of a replacement to complete the term will be at the discretion of the Diocesan Bishop.

Article V – Officers

Section 1 Officers shall be the Director who will serve as Chair and the Secretary.

Section 2 Duties of the Chair shall include

- (a) Acting as liaison between the Diocesan Bishop and the Board
- (b) Presiding at Board meetings
- (c) Preparing agendas
- (d) Appointing committees and coordinating their work
- (e) Notifying membership of meetings dates

Section 3 The Secretary of the Board shall record the minutes of the meetings.

Article VI – Meetings

Section 1 The board will normally meet once every two months or more frequently as determined by the Diocesan Bishop.

Section 2 Pending the approval of the Diocesan Bishop, the Chair may convene the Board for extraordinary meetings.

Section 3 The majority of the Board shall constitute a quorum.

Article VII – Confidentiality

Section 1 Absolute confidentiality is the obligation of every Board member. Discussions, deliberations and decisions that take place in Board meetings are deemed confidential information unless otherwise specified. The revelation or dissemination of confidential information without prior authorization from the Diocesan Bishop or the Director shall be considered cause for removal.

Section 2 While letters addressed to the full Board or individual members should normally be acknowledged, full responses may not always be possible, particularly when questions are raised or information is requested that would violate confidentiality.

Article VIII – Procedures

- Section 1** Appointments will normally be made in May of each year.
- Section 2** Official announcement of vacancies will be made electronically to all priests by the Director. Interested applicants will be required to submit a written letter to the Diocesan Bishop with a copy to the Director by the date specified in the announcement. A parish profile will be available to applicants through the Priest Personnel Office.
- Section 3** The role of Board members is to review applications and to recommend the most qualified applicant to the Diocesan Bishop. Upon acceptance of the recommendation, the Diocesan Bishop and/or Director will meet with the candidate. The purpose of the meeting is to apprise the candidate of the particulars of the appointment and answer any questions.
- Section 4** The candidate chosen will be notified personally by the Diocesan Bishop and/or Director and then formally by letter. Priests who have applied but are not selected will be notified by the Director.
- Section 5** Board members have the responsibility to advise the Diocesan Bishop and Director on any matters that may affect the advisability of a particular appointment.
- Section 6** Recommendation of applicants for ministry in the Diocese should be arrived at by consensus of the Board members. The Diocesan Bishop will decide when consensus is not achieved.
- Section 7** It is the right of the Diocesan Bishop to make direct appointments or request Board members to recommend other names for his consideration. The Diocesan Bishop reserves the right to fill a vacancy without prior consultation.

Article IX – Office of the Director of Priest Personnel

- Section 1** Besides the duties of the Director as Chair enumerated above, additional duties include
- (a) Identification of personnel needs in areas other than parish ministry
 - (b) Evaluation of ministries
 - (c) Maintenance of priest personnel files and Priest Personnel Board minutes
 - (d) Maintenance of the diocesan Priest Personnel web page
 - (e) Periodic review of the *Priest Personnel Policy Manual* and the *Priest Personnel Board Constitution*

Article X – Amendments

- Section 1** The Constitution may be amended
- (a) By mandate of the Diocesan Bishop
 - (b) At the recommendation of the Board in consultation with the
Presbyteral Council and the approval of the Diocesan Bishop.

Anything to the contrary notwithstanding.

The Most Reverend Lawrence T. Persico, JCL
Bishop of Erie

L.S.

The Reverend Christopher J. Singer, JCL
Chancellor

Given at the Curia
of the Diocese of Erie
on this 30th day of May, 2014

Proposed	
by Personnel Board	1984
Adopted	
by Presbyteral Council	1985
Amended	
by Personnel Board	1991
Approved	
by Presbyteral Council	1991
Amended	
by Personnel Board	2003
Approved	
by Presbyteral Council	2003
Amended	
by Personnel Board	2014