

Basic Guidelines for Priests from the Universal Church in Pastoral Service within the Archdiocese of Paderborn

Preamble

The Archdiocese of Paderborn is characterized by cultural, linguistic, and religious diversity. Liturgical practice includes not only the Latin Rite but also various rites of the Eastern Catholic Churches. A significant number of Catholics with international backgrounds and family histories—hailing from approximately 50 countries—live in the Archdiocese of Paderborn, contributing their lived experiences and realities of faith to both society and the Church. The priests from the universal Church serving in pastoral roles also come from diverse countries around the world. Together, they embody an interculturality that serves to enrich the community of the faithful in the Archdiocese of Paderborn. This shared journey fosters a community of faith and learning within the Archdiocese, allowing the universal Church to continue growing at the local level.

1. General Principles

Priests from the universal Church—coming from countries in Asia, Africa, Central and South America, or Europe—are welcome to serve in the pastoral ministry of the Archdiocese of Paderborn; for years, they have constituted a steady 10% to 15% of the diocesan clergy.

2. Prerequisites for Assignment

An invitation for a long-term assignment in the pastoral service of the Archdiocese of Paderborn is issued only once the following documents have been received and an interview (conducted either digitally or in person) has taken place:

- a) Documents from the sending Ordinary (home bishop or religious superior)
 - a. written release
 - b. declaration of suitability/clearance (qualified testimonial)
 - c. signed contract
 - d. presentation of the "Indultum biritualismi" for members of non-Latin rites
- b) Documents from the priest of the Universal Church
 - a. handwritten curriculum vitae in German, including full details of educational background
 - b. certificate of theological studies
 - c. ordination certificates (diaconate/presbyterate)
 - d. declaration of commitment (German Bishops' Conference, June 23/24, 2014)
 - e. copy of national ID card or passport
- c) written medical certificate of health (in English or German); additionally, the preparation of an advance directive is recommended,
- d) all documents necessary for entry into and residence in Germany/the EU; documents required for the application process will be issued by the Archdiocese of Paderborn,
- e) proof of existing German language proficiency (generally: successful completion of all four modules of the B1 examination, taken at a Goethe-Institut in the home country),
- f) proof of a valid driving license (Class B) for a passenger car.

3. Selection and Application Process

The respective Ordinary must submit a written presentation of the priest from the Universal Church in a timely manner. Prior to employment, an interview must take place to facilitate mutual acquaintance and to verify documents, terms, and the necessary approvals from all relevant authorities. The application deadline is February 1st of each year.

In the case of communities of a different mother tongue (and rite), the responsible delegate or spokesperson for the language group must recommend the candidate's appointment, and the National

Director of the German Bishops' Conference (cf. DBK Working Paper No. 171) must grant approval.

The **indultum biritualismi** (permission for bi-ritual ministry) must be requested by the sending Ordinary (home bishop or religious superior) and documented during the application process.

The procedure is coordinated by the officer responsible for priests from the Universal Church or the officer responsible for communities of a different mother tongue within the Archiepiscopal General Vicariate.

4. Contractual Terms

4.1 Contractual terms for the engagement of a diocesan priest

The admission of a diocesan priest into the pastoral service of the Archdiocese of Paderborn is effected through an agreement between the Archbishop of Paderborn and the priest's bishop of incardination. The Archbishop of Paderborn exercises administrative supervision and jurisdiction for the duration of the assignment within the Archdiocese of Paderborn. Notwithstanding this, the priest remains incardinated in his home diocese with all associated rights and obligations (cf. Can. 271 § 2 CIC).

4.2 Terms for the engagement of a religious priest

The admission of a religious priest into the pastoral service of the Archdiocese of Paderborn is effected through an agreement between the Archbishop of Paderborn and the priest's Major Superior. Where legally possible, the assignment of the religious priest is regulated by a secondment agreement. Under this arrangement, the religious remains subject to his superior in personal and religious matters and acts on behalf of his religious community pursuant to the agreement between that community and the Archdiocese of Paderborn. The religious community retains responsibility for the religious's maintenance as well as for provisions regarding sickness, old age, and incapacity for service.

If a secondment agreement cannot be concluded, the engagement of the religious cleric is arranged by contract between his major superior and the diocese, in accordance with the principles of Canon 271 § 2 of the Code of Canon Law (CIC).

5. Duration of Contract

The agreement regarding the assignment of a priest in the Archdiocese of Paderborn is initially concluded for a period of five years. It may be extended for a further five years with the consent of the priest's Ordinary and the priest himself, and following consultation with the competent immediate superior (usually the parish priest). After ten years, the regular service of the priest from the universal Church in the Archdiocese of Paderborn concludes. A further extension of the assignment in the Archdiocese of Paderborn is possible only in exceptional cases, with the consent of the priest, his Ordinary, and the Archbishop of Paderborn.

The assignment may be terminated prematurely at the request of the priest from the universal Church, the sending Ordinary, or the Archbishop of Paderborn, provided there is a just cause (cf. Can. 271 § 3 CIC). Prior to such termination, the three parties shall consult with one another.

6. Remuneration

The remuneration and provision for priests from the universal Church are governed by the regulations on service-related and retirement benefits for priests in the Archdiocese of Paderborn or, where possible, through a secondment agreement with the respective religious community.

6.1 Remuneration in accordance with the Regulations on Service-Related Remuneration and Benefits for Priests in the Archdiocese of Paderborn

The salary is primarily intended to cover personal living expenses: home furnishings, ongoing household operating costs, food and clothing, the purchase and maintenance of a car, personal contributions towards mobile phone and internet costs, social interaction with fellow priests and leisure activities, and vacations or trips to one's home country. The monthly salary is sufficient to cover all such expenses in the normal course of events. Neither the parish nor the Archdiocese assumes any costs for daily living expenses beyond the salary itself.

If a priest from the universal Church has agreed with his body of incardination to remit a portion of his salary directly to that body, it is essential to ensure that the portion of the salary remaining with the priest guarantees an adequate standard of living in Germany.

6.2 Remuneration under a service provision agreement

For duties performed by a religious order under a service provision agreement, the Archdiocese of Paderborn provides financial compensation in the form of a so-called "service provision fee" (*Gestellungsgeld*). The amount is determined by the "Regulations on the Provision of Religious Order Members" in their current version.

This service provision fee does not constitute personal remuneration to which the individual member of the order is entitled; rather, it represents an exchange of services between the religious order and the diocese. The religious order remains responsible for the social security and welfare of the individual member (e.g., in the event of illness, accident, occupational disability, or old age). Arrangements must be made between the religious priest and his order to ensure that the priest is guaranteed an adequate standard of living in Germany.

7. Social Security

A priest remunerated in accordance with the regulations governing priests' service and pension emoluments is responsible for registering with a statutory health insurance provider of his choice. Enrollment in private health insurance is not permitted. Contributions for health, unemployment, long-term care, and pension insurance are deducted monthly via the payroll and remitted accordingly. In addition, supplementary retirement provision is provided through the *Kirchliche Zusatz- und Versorgungskasse* (KZVK).

A secondment agreement may only be concluded if the Archdiocese of Paderborn is presented with a certificate from the religious order confirming exemption from statutory pension insurance. The religious order must provide proof to the Archdiocese that health and long-term care insurance coverage has been obtained.

8. Language – Internship – Assignment

Priests from the global Church serving in territorial pastoral care or in communities of other mother tongues are managed and supported through close cooperation between the relevant departments of the General Vicariate and their direct supervisors (usually the parish priests). Responsibility for onboarding—including inculturation, language acquisition, and further training—lies with the officer responsible for priests from the global Church or the officer responsible for communities of other mother tongues (and rites) within the Archbishop's General Vicariate.

In preparation for a long-term pastoral assignment in the region, priests from the global Church must—upon arriving in the Archdiocese—attend the advanced German and phonetics courses designated by the Archdiocese of Paderborn and obtain TELC certificates attesting to successful language proficiency at the B1 and B2 levels.

While preparing for the B2 language exam, priests from the global Church complete a pastoral internship involving pastoral work within one of the Archdiocese's pastoral areas. A member of the local pastoral team acts as a mentor, addressing all matters related to their initial pastoral assignment. The internship concludes with the final German course preparing them for the B2 exam. If the B2 exam is not passed on the first attempt, it may be retaken. If the required certificate has not been obtained after three years, the Archdiocese of Paderborn will terminate the assignment.

In addition, priests from the global Church participate in a pastoral course designed to foster the exchange of ideas and familiarity with the cultures, pastoral practices, traditions, and customs of the Archdiocese of Paderborn, and they complete training on the prevention of sexual and spiritual abuse in pastoral work. Upon successful completion of the B2 examination, the assignment as a vicar is—subject to the agreement of all parties involved—gladly arranged within the current pastoral area or the designated parish of a different native language (and rite). A revised description of duties is drawn up after three years at the latest.

The Archdiocese of Paderborn covers the costs of pastoral and language courses.

9. Driver's License

A passenger car driver's license valid within the European Union is required for service in the Archdiocese of Paderborn. As a rule, the license is obtained during the first year. The costs of obtaining the license must be borne by the individual priest or the religious community. This also applies to the purchase and maintenance of a car. Travel expenses necessary for official duties may be reimbursed in accordance with the applicable "Travel Expense Regulations for Clergy" (GRKO).

10. Vacation – Retreats – Continuing Education

For priests from the universal Church, the principle of "trust-based working hours" applies—as is customary for priests. Consequently, regulations regarding vacation, retreats, and continuing education apply. Requests for specific dates are generally discussed with the supervising parish priest with reasonable advance notice and approved by him after weighing local pastoral needs. Regarding vacation, the currently valid version of the "Vacation Regulations for Clergy Active in Parish Pastoral Care" (KA 156 (2013), No. 111) applies.

One week per year is available for retreats. A financial subsidy is granted in accordance with the guidelines for the financial support of retreats for pastoral staff in active service in the Archdiocese of Paderborn (KA 164 (2021), No. 90), in their currently valid version.

Furthermore, priests from the universal Church may participate in events from the continuing education program for pastoral staff organized by the Personnel Development Department. As a rule, the Archdiocese bears the costs.

11. Donations

A priest serving the universal Church does not solicit donations from parishes or individuals. To prevent the uncontrolled collection of funds, fundraising drives may only be conducted with the written authorization of the local Ordinary, who may seek an opinion from the relevant international Catholic institution—specifically Missio, Adveniat, Misereor, or Renovabis—before granting such approval. Furthermore, the diocesan regulations governing collections, donations, Mass stipends, and the administration of funds within parishes and pastoral areas/pastoral associations (KA 161 (2018), No. 151), as currently in force, shall apply.

12. Final Provisions

These Statutes enter into force on October 1, 2024.

Paderborn, September 9, 2024

The Archbishop of Paderborn

Dr. Udo Markus Bentz

Archbishop