

# Steubenville Main Campus – Clergy Participation

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It is our pleasure to welcome priests and deacons to attend a summer youth conference. It is both a blessing and a witness to hundreds of youth every weekend to see the great servants of the Church all around them. Information on bringing/being a priest/deacon at a Steubenville Main Campus Youth Conference is below.

## Free Admission for Priests

As a sign of our gratitude for their priestly service, we have waived the registration fee. To all priests: We sincerely thank you for your service and for your beautiful testimony! We honestly could not have successful conferences without your diligent work. *Note: priests do no count toward a group's Chaperone Ratio.*

## Letters of Good Standing/Clergy Faculties

A current Letter of Good Standing on official letterhead, signed and stamped by an authorized member of your diocese or community must be submitted to the Diocese of Steubenville for every priest and deacon attending a conference on the campus of Franciscan University of Steubenville in the summer of 2024.

Please include the conference name and date of your visit to the university and address it to the attention of Rev. Bradley Greer, Chancellor of the Diocese of Steubenville, via email at [bgreer@diosteub.org](mailto:bgreer@diosteub.org) no later than two weeks before your arrival. The diocesan letter granting permission to exercise clerical ministry within the Diocese will be kept on file in the Chapel Office. This permission letter is necessary even for concelebration.

**Priests/Deacons from the Diocese of Steubenville:** must reach out to the Diocesan Office to inform them that you will be attending a conference on campus and request that they submit proof of your faculties, background check, and safe environment training to the Chapel office no later than two weeks prior to the conference you plan to attend. The below Letter of Good Standing template is acceptable.

## Sacraments

Priests and deacons are asked to assist with the Sacraments (as applicable) throughout the weekend by signing up for desired time slots. Signups will be held on Friday night during the first session. Priests should bring their own alb and stole, as we may not have enough to accommodate everyone.

- **Reconciliation:** For the good of the youth in attendance and to help them in understanding the great mercies of God, we asked for your help and your time to hear Confessions throughout the weekend. Please help us by signing up for as many time slots as you can to serve as many youth as possible.
- **Concelebrating Mass:** All vesting for Mass will take place in the Racquetball Court, located in the Finnegan Fieldhouse. You will be able to store your vestments there if you would like. If you need access to the room during closed hours, please ask at the Conference Information Center/Guest Services (in the J.C. Williams Center) and they will be able to assist you.
- **Private Mass:** While attending any conference at Franciscan University, you (and your group) are welcome to participate in all the conference liturgies. Unfortunately, we are not able to accommodate any private (or group) Masses on campus (including in the resident halls or Christ the King Chapel) outside of the regularly scheduled conference liturgies. Thank you for understanding.

## Required Forms

All priests/deacons in attendance at a Steubenville Main Campus Youth Conference must submit:

- A Letter of Good Standing submitted directly to the Diocese of Steubenville
- A Liability Waiver Form, completed online via link provided by their group leader. More information for Group Leaders can be found in the Group Leader Information Packet.

## Housing

Priests will be housed separately from all other conference guests. Accommodations are air-conditioned and each will receive a private room. Deacons will be housed with their male youth.

Even if your group is staying off campus, we can provide on-campus housing accommodations for a priest, if requested.

# Steubenville Youth Conferences Letter of Good Standing Instructions & Template

A current Letter of Good Standing **on official letterhead, signed and stamped by an authorized member of your diocese or community** must be submitted to the Diocese of Steubenville for every priest and deacon attending a conference on the campus of Franciscan University of Steubenville in the summer of 2024.

Please **include the conference name and date of your visit to the university** and address it to the attention of Rev. Bradley Greer, Chancellor of the Diocese of Steubenville, via email at [bgreer@diosteub.org](mailto:bgreer@diosteub.org) **no later than two weeks before your arrival**. The diocesan letter granting permission to exercise clerical ministry within the Diocese will be kept on file in the Chapel Office. This permission letter is necessary even for concelebration.

**An existing letter of good standing provided by your diocese or community is acceptable so long as it meets the same criteria as outlined here.**

## 2024 Steubenville Youth Conference Dates

- Main Campus 1 – June 21-23, 2024
- Main Campus 2 – June 28-30, 2024
- Main Campus 3 – July 12-14, 2024
- Main Campus 4 – July 19-21, 2024

## 2024 Letters of Good Standing due no later than

- Main Campus 1 – June 7, 2024
- Main Campus 2 – June 14, 2024
- Main Campus 3 – June 28, 2024
- Main Campus 4 – July 5, 2024

Please send completed letter to:

Diocese of Steubenville  
Attn: Rev. Bradley Greer, Chancellor  
P.O. Box 969  
422 Washington Street  
Steubenville, OH 43952

Phone: (740) 282-3631, Fax: (740) 282-3327

You may also submit via email to [bgreer@diosteub.org](mailto:bgreer@diosteub.org)

## LETTER OF GOOD STANDING TEMPLATE:

*If creating the letter from this template, please delete all the instructions above and fill in the information highlighted in yellow.*

Dear Rev. Bradley Greer, Chancellor of the Diocese of Steubenville:

I, the undersigned, \_\_\_\_\_ (name of undersigned), hereby certify that \_\_\_\_\_ (clergy's name) is a cleric in good standing from the (Arch)Diocese of \_\_\_\_\_ (name diocese) who enjoys all the faculties for the exercise of his pastoral ministry.

After reviewing his personal file, checking with those who worked with him in previous assignments, and from my own personal knowledge of the subject, I am able to certify without qualification that:

1. He is a cleric in good standing.
2. He has never been suspended or otherwise canonically disciplined.
3. No criminal charges have even been brought against him nor does he have a criminal record.
4. He has participated in an approved training session on safe environment for children

I am able to state without qualification that \_\_\_\_\_ (clergy name) is of good character and reputation and is qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for \_\_\_\_\_ (name/dates of conference in attendance; see above).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

[Stamp or Place Diocesan Seal above]