

Overview of the Catholic Ministry Formation Register for Vocations Directors

Purpose

The primary intention of the CMFR is to assist you in identifying that a person who is discerning a vocation with you, or who is applying for formation, has previously sought formation elsewhere. This is especially important where previous applications or time spent in formation may not have been disclosed. We hope that awareness of this background will aid you in allocating your time and resources and protect against potentially deliberate evasion.

In the longer term the statistics that are generated through this system will be analysed by ACSL and others. Insights from this analysis, whether relating directly to safeguarding or formation trends more broadly, will be made available to those involved in vocations ministry and formation. ACSL will not use or share this data except in deidentified aggregate, such that no person or entity could be identified by it.

Process and Responsibilities

Church Authorities, being finally responsible for formation in each Church entity, will determine whether an entity will make use of the CMFR. Participating entities will be able to make use of the register, and will be obliged to comply with ACSL's requirements and procedures. The critical point of contact between each Church entity and ACSL will be vocations directors, nominated by each Church Authority to work with us on their behalf.

As you have been nominated by your Church Authority to work with the CMFR you will have three main points of engagement with us. These will include submitting notices of applications (or registrations for those already in formation), requesting namechecks and providing annual formation updates.

Notice of applications

The core of the formation register would be a simple data set recording the names and minimal identifying information of those who have applied for formation. The identifying information collected will include their legal name, any other names used as well as their date and place of birth. You will work with those applying for formation with your Church entity to provide this information, along with consent from the applicant to our limited use of this.

Whenever you reach the point at which an application is to be formalised, you will send in a simple form including the applicants details and consent. When we receive this we will enter the details into the register, and notify you if the person is recorded as having previously applied for formation elsewhere.

Enrolment on the register is voluntary and requires a person's consent. Each entity is free to determine whether consent is a prerequisite to consideration for formation, or how else they may approach a person withholding consent.

Name checks

We understand that by the time an application for formation is submitted you may have invested significant time, effort and possibly resources in working with someone. In order to make the CMFR as useful as possible to you, registered CMFR Contact People will have the ability to request a name check. This will involve contacting us via a simple form, to ask whether a particular person is recorded in the system. If they are, we will disclose this.

Disclosures

Whether in response to a notice of application or a name check, ACSL will disclose any previous formation in a manner which assists you while respecting applicants' privacy.

In both cases ACSL will have a procedure in place for identifying and managing partial matches. We will also make use of fixed templates for disclosures. For example:

- 1) The CMFR indicates that [name] has previously applied for formation with [Church Entity] on DD/MM/YY.
- 2) The CMFR indicates that [name] has previously received formation with [Church Entity] having applied on DD/MM/YY.
- 3) The CMFR indicates that [name] has previously received formation with [Church Entity] having applied on DD/MM/YY and is recorded as having [ceased/completed] formation on DD/MM/YY.

Where a disclosure is made, it will state that the person has previously applied for or received formation with one or more Church entity, whether the person has completed or ceased formation, and the dates of application and cessation or completion.

This disclosure would also identify the Church entity allowing you to make enquiries as needed.

Updates

Outside of assisting with applicants' registration on the CMFR, the main responsibility of Vocations Directors will be to provide annual formation updates. Each February ACSL will distribute lists of those currently in formation to each Vocation Director, along with a simple questionnaire. In this

process you will be asked for each person's location, whether any screening events (i.e. psychological evaluation) or formation events (i.e. vows or ordinations) that have occurred and whether they have ceased or completed their formation. Once a person is recorded as no longer in formation, they will not be listed on these annual updates nothing further will be required from you.

We understand that in some Church entities, given the variety of processes in formation and the varied roles of those involved, you may have to seek some of this information from others. For example a you may have to contact a rector or formator for some details events. We have taken this approach in order to maintain only one point of contact for each entity, and so minimise the risk of problems or discrepancies emerging in the data that we hold.

Privacy and Security

Information on the CMFR will be kept securely and only accessed by ACSL staff for the purposes of managing it. This storage and handling will occur in accordance with ACSL's privacy policy and all relevant laws, including the Privacy Act 1988 (Privacy Act). Disclosure, modification or additions to any record will occur as set out in the CMFR policy.