



ARCHDIOCESE OF ST ANDREWS & EDINBURGH

# Arranging a supply priest

When arranging a supply priest for your parish, six weeks' notice should be given to the Archdiocese's Chancery department.

Please email [chancery.administrator@staned.org.uk](mailto:chancery.administrator@staned.org.uk)

## What is required

Please provide the supply priest's name and contact details along with a Testimonial and copy Celebret. Once these documents have been checked, Chancery will advise whether supply can go ahead.

Once approved, the Archdiocesan safeguarding team will then contact the supply priest to confirm what is needed. A PVG (Protecting Vulnerable Groups) membership and safeguarding training will be required depending on the length of stay.

The following identification should be brought to the Archdiocese to enable the PVG application to be processed:

- Passport.
- Driving Licence.
- National Insurance number.
- Proof of home address.

Other items which may be needed are a National Identity Card and DBS (Disclosure and Barring Service) certificate.

When applying for a PVG, details of address history going back five years may be requested. There is a fee of £59 for a new PVG and £18 for an update to a PVG (required every five years in Scotland). This can be agreed with the host parish priest.

**Questions? Please contact [Margaret.McCluskey@staned.org.uk](mailto:Margaret.McCluskey@staned.org.uk) | Tel 0131 623 8943**