

ARCHDIOCESAN REGULATIONS FOR VISITING CLERGY

When a priest or deacon from outside the Archdiocese is coming to one of our parishes, schools, or institutions for ministry, whether it is a new assignment or the priest or deacon is coming for a single event like a wedding, the following procedure is to be followed. This is necessary to ensure compliance with Safe Environment requirements as well as so arrangements can be made for the necessary civil certifications, such as registering ordination credentials with the State of Minnesota.

- 1). The parish should contact the Chancellor for Canonical Affairs with the name of the priest or deacon, his home diocese, contact information, and information about the event or ministry which brings him to the Archdiocese (dates, location, purpose). This information can be sent via email (haselbergerj@archspm.org) or telephone (651-291-4437).
- 2). When the priest or deacon intends to minister for a **single event or for a period of less than one week**, a Testimonial of Suitability will be required from the priest or deacon's home diocese or religious order before permission is given or credentials are issued. Once the Testimonial is received, a letter of permission and, if necessary, registration of credentials of ordination will be provided. The parish, school, or institution will be copied on the letter to the visiting priest or deacon informing him that permission has been granted. Without the letter of permission, ministry should not be permitted.
- 3). When a priest or deacon intends to minister for a **period of more than one week**, the same procedure regarding the Testimonial will be followed. In addition, the visiting priest or deacon must sign the authorization forms so that a background check can be completed by the Chancery, sign the Code of Conduct, and he must either register for a VIRTUS training session or present proof that he has completed an acceptable training program in his home diocese. Again, these requirements will be verified by the Chancellor for Canonical Affairs upon receipt of the information requested in #1, and the parish, school, or institution will be informed when all the requirements have been completed. Without this notification, ministry should not be permitted.
- 4). To guarantee that these requirements can be completed before the period of ministry is to begin, the Chancellor for Canonical Affairs should be notified **as soon as possible but not less than one month prior** to cleric arriving in the Archdiocese.
- 5). Priests and deacons of the Archdiocese wishing to minister in other dioceses should be aware that similar requirements are in effect throughout the United States. *Celebret* cards are often insufficient. Therefore, they should contact the parish, school, or institution at which they hope to minister well in advance so that the required process can be completed. The Chancellor for Canonical Affairs is available to assist in fulfilling the requirements.