

POLICY ON VISITING PRIESTS, DEACONS AND RELIGIOUS

In the Diocese of San Diego, ALL clergy from outside of the diocese who will be engaging in ministry within the Diocese, must submit a Testimonial of Suitability *prior* to their visit. These documents must be dated within one (1) month of event(s) and no later than two weeks before the event. Letter must be submitted to the Office for the Vicar for Clergy, who will then notify the parish of the approval.

Pastors may extend or approve the invitation to clergy and other ministers for ministry at their parish. Parish and diocesan groups should have the Ministry Event Details Form. For parish events, approval is granted by the pastor. For diocesan events, approval is granted by the Office for Vicar for Clergy. Approval must be granted *prior* to extending invitations to clergy and religious.

This requirement intends to protect the faithful and ministerial organizations, and to ensure compliance with *Diocesan Code of Ethical Standards for Church Ministers* and Safe Environment programs.

Parish group or diocesan group process sequence:

1. Submit Ministry Event Details Form to pastor for parish approval of events and to the Office for Vicar for Clergy for diocesan approval of events.
2. Invites clergy or religious and inform them of Statement of Suitability or Letter of Good Standing to be submitted no earlier than one (1) month before the event and no later than two weeks before the event.
3. The Statement of Suitability or Letter of Good Standing must include the date(s), parish/location of the event, event name, and the ministry to be exercised. Blanket Letters of Suitability will not be accepted.
4. Statement of Suitability or Letter of Good Standing must be submitted to the Office for the Vicar for Clergy, for approval, who will then notify the parish.

Testimonial of Suitability for Temporary Ministry

In light of the provisions of canon 903 of the *Code of Canon Law*, this certifies the suitability and good standing of:

[Name of Priest, Deacon and Religious, include contact phone number and email]

[Home Diocese/Religious Institution]

The bearer will be exercising ministry at [Name of Parish] in [Location of Parish] in your diocese on [Date]. The ministry includes: [Description of ministry to be conducted]

In regard to [Name] I am able to make the following statements:

- The bearer is in good standing with their home diocese/religious institution

- The bearer is a person of good moral character and reputation.

- I know of nothing which would in any way limit or disqualify the bearer from this ministry.

- I am unaware of anything in the bearer's background which would render them unsuitable to work with minor children.

Respectfully in Christ,

(Signature of Ordinary)

(Title)

(Date)

Ministry Event Details

Official name of diocesan office, movement, apostolic group, organization sponsoring the event:

Event Coordinator's full name and title:

Event Coordinator's address, phone number, and email address:

Minister: Priest, Religious, Deacon, invited or requesting to visit the diocese:

Minister's full legal name and date of birth:

Minister's address, phone number, and email address:

Minister's Diocese or Religious Order or Organization:

Date(s) and location of event(s):

Ministry/Event Description. Describe Ministries to be exercised/conducted (complete all that apply; other documents may be added.

- Retreat, Mission, Conference, Presentation: themes, topics, format

- Prayer services to be conducted: Mass, penitential, healing, charismatic, etc.
Deliverance and Exorcism Prayers are NOT permitted.

- Other:

- Is this a charged event? Yes No (if "yes", see Parish Policy 6)

If there is a collection for this group, the special purpose collection process would apply.

