



Reverend and dear Fathers and the beloved laity of the Archdiocese,

For those clergy (diocesan or religious) who do not have valid faculties in the Archdiocese and who are either intending to visit the Archdiocese and desire to be involved in ministry (including: celebration of sacraments; missions; speaking engagements, etc.) whilst here, as well as those organizations or Archdiocesan clergy who desire a member of the clergy to visit and assist with ministry, the following protocol will be observed.

Please note:

- * *Meeting the following criteria does not guarantee that one's petition will be granted.*
- * *The responsibility for the conduct and content of the invited lies with the respective local Pastor who issued the invitation.*

Clergy Visiting for the Purpose of Celebrating a Specific Sacrament

Should a clergyman be invited to celebrate a single sacrament such as a baptism or marriage within the Archdiocese of Toronto the only requirements are:

- I. **Letter of Good Standing** (issued within the last 6 months) from his local Ordinary or religious superior being submitted to the Pastor where the respective sacrament is to be celebrated.
- II. **Delegation from the Local Pastor** where the respective sacrament is being celebrated.

* Visiting clergy who desire to celebrate the sacrament of marriage within the Archdiocese who are not from a Diocese within the Province of Ontario should ensure they have the appropriate license before doing so.

Clergy Visiting for Under 30 days

Prior to the arrival of a member of the clergy, not from this Archdiocese, intent on exercising ministry within the Archdiocese for under 30 days, the following must occur:

1. Three letters will need to be submitted to the Office of Spiritual Affairs:
 - I. **Letter of Invitation** from respective group, religious community, or clergyman indicating what the purpose of the invitation is; the scope of the ministry that is desired to be exercised as well as the duration of stay and place of residence while visiting.

- II. **Letter of Request** to visit the Archdiocese from the respective visiting clergyman. The content of the letter should reflect the information specified in paragraph I. Letter should be signed by the respective clergyman.
- III. **Letter of Good Standing** (issued within the last 6 months) from the respective clergyman's local Ordinary or religious superior indicating that the individual has valid faculties and is not under any ecclesial censure.

2. Once these letters are received by the Office of Spiritual Affairs, and provided everything is in good order, temporary faculties will be issued to the respective clergyman in a sealed envelope for the duration of his/her stay.

Note: Financial

- I. Collections intended for the benefit of the visiting cleric are discouraged.
- II. If the pastor wishes to have a collection, then permission must be obtained from his regional bishop, ensuring that the relative Canada Revenue Agency regulations are observed.
- III. If the pastor wishes to offer remuneration to the visiting cleric, the relevant Canada Revenue Agency regulations must be observed.

Clergy Visiting for Over 30 days

Prior to the arrival of a member of the clergy, not from this Archdiocese, intent on exercising ministry within the Archdiocese for over 30 days, the following must occur:

1. Three letters will need to be submitted to the Office of Spiritual Affairs:
 - I. **Letter of Invitation** from respective group, religious community, or clergyman indicating what the purpose of the invitation is; the scope of the ministry that is desired to be exercised as well as the duration of stay and place of residence while visiting.
 - II. **Letter of Request** to visit the Archdiocese from the respective visiting clergyman. The content of the letter should reflect the information specified in para I. Letter should be signed by the respective clergyman.
 - III. **Letter of Good Standing** (issued within the last 6 months) from the respective clergyman's local Ordinary or religious superior indicating that the individual has valid faculties and is not under any ecclesial censure.
2. Once these letters have been received by the Office of Spiritual Affairs they will be forwarded to the Office of Clergy Personnel who will then send a **Biographical Data Form** to the respective clergyman to be filled out by him.
3. Once this form has been received by the Office of Clergy Personnel, and provided it is in good order, faculties will be requested for the respective clergyman for the duration of his stay from the Office of Spiritual Affairs. Once faculties have been

issued they will be sent to the respective clergyman, or, if requested, to the Pastor of the hosting parish.

Note: Financial

- I. Collections intended for the benefit of the visiting cleric are discouraged.
- II. If the pastor wishes to have a collection, then permission must be obtained from his regional bishop, ensuring that the relative Canada Revenue Agency regulations are observed.
- III. If the pastor wishes to offer remuneration to the visiting cleric, the relevant Canada Revenue Agency regulations must be observed.

Layperson Visiting for the Purpose of Ministering within the Archdiocese

Should a layperson from outside of the Archdiocese of Toronto be invited to minister (regarding faith and morals) within the Archdiocese of Toronto (e.g. speaking/teaching engagements, leading worship outside of approved liturgical celebrations, assisting with sacramental preparation, etc.) the following requirements should be submitted six months prior to their engagement:

- I. **Letter of Invitation** from respective group, religious community, or clergyman indicating what the purpose of the invitation is; the scope of the ministry that is desired to be exercised as well as the duration of stay and place of residence while visiting.
- II. **Letter of Request** to visit the Archdiocese from the respective visiting layperson. The content of the letter should reflect the information specified in para I. Letter should be signed by the respective layperson.
- III. **Letter of Good Standing** (issued within the last 6 months) from the respective layperson's local Ordinary indicating that the individual's ministry is theologically sound and that the individual is not under any ecclesial censure.

Note: Financial

- I. Collections intended for the benefit of the visiting layperson are discouraged.
- II. If the pastor wishes to have a collection, then permission must be obtained from the Vicar for Lay Movements, ensuring that the relative Canada Revenue Agency regulations are observed.
- III. If the pastor wishes to offer remuneration to the visiting layperson, the relevant Canada Revenue Agency regulations must be observed.

Please contact the Office of Spiritual Affairs for further information.