



Clerics Visiting for the Purpose of Ministry within the Archdiocese

Clergy (diocesan or religious) desiring to visit the Archdiocese of Toronto, who will be involved in ministry (including the celebration of sacraments; participation in some apostolic mission; speaking engagements in person or virtually, etc.), are to follow protocol outlined below.

Please note:

The responsibility for the conduct and content of the invited person lies with the host who issued the invitation.

Clergy Visiting for the Purpose of Celebrating a Specific Sacrament

If a priest or deacon is invited to celebrate or concelebrate a sacrament such as a baptism, wedding*, or funeral, he requires:

- **A Letter of Good Standing** (issued within the last 6 months) from the cleric's local Ordinary or religious superior. The letter should include information regarding:
 - dates of arrival and departure
 - the place of residence while visiting
 - the sacrament to be celebrated in the Archdiocese of Toronto
- **Delegation from the Local Pastor** where the respective sacrament is being celebrated.

* Visiting clergy who desire to celebrate the Sacrament of Matrimony within the Archdiocese of Toronto who are not from a diocese or community within the Province of Ontario, should ensure that they have the appropriate civil license from the Province. Application for such a licence requires at least 4 months prior notice with the Registrar General. The Office of Clergy Personnel can assist in the application process.

Once the necessary documents are received by the Office of Spiritual Affairs, temporary faculties will be issued. These documents should be submitted with sufficient time for processing, as well as far enough in advance before any public announcement of the visit.

Clergy Visiting for Under 30 days

When a member of the clergy from another diocese desires to exercise ministry within the Archdiocese of Toronto for a period of less than 30 days, he should obtain:

- **A Letter of Invitation** from an archdiocesan group, religious community, or parish, indicating the purpose of the invitation; the scope of the ministry that is to be undertaken, as well as the dates of arrival and departure, and the place of residence while visiting, and / or
- **A Letter of Request** to visit the archdiocese. The letter should specify the same information noted above.
- **A Letter of Good Standing** (issued within the last 6 months) from the cleric's local Ordinary or religious superior. The letter should conform to the expected conditions for ministry in the Archdiocese of Toronto.

Once these letters are received by the Office of Spiritual Affairs, temporary faculties will be issued. These documents should be submitted with sufficient time for processing, as well as far enough in advance before any public announcement of the visit.

Note: Financial

- Collections intended for the benefit of visiting clergy are highly discouraged.
- 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.
- 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 cleric desiring to exercise ministry within the archdiocese for over 30 days, he should obtain:

- **A Letter of Invitation** from an archdiocesan group, religious community, or parish, indicating the purpose of the invitation; the scope of the ministry that is to be undertaken, as well as the dates of arrival and departure, and the place of residence while visiting, and / or
- **A Letter of Request** to visit the archdiocese. The letter should specify the same information noted above.
- **A Letter of Good Standing** (issued within the last 6 months) from the cleric's local Ordinary or religious superior. The letter should conform to the expected conditions for ministry in the Archdiocese of Toronto.

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 priest or deacon to be filled out by him.

Faculties by the Office of Spiritual Affairs will only be granted once the Office of Clergy Personnel have received the above noted biographical forms.

Note: Financial

- Collections intended for the benefit of the visiting clergy are highly discouraged.
- 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.
- If the pastor wishes to offer remuneration to the visiting cleric, the relevant Canada Revenue Agency regulations must be observed.

Laypersons Visiting for the Purpose of Ministry within the Archdiocese

Laypersons from outside of the Archdiocese of Toronto who desire to minister within the archdiocese (e.g. for missions or speaking/teaching engagements regarding faith and morals; leading worship outside of approved liturgical celebrations; assisting with sacramental preparation; etc.), are to provide:

- **A Letter of Invitation** from an archdiocesan group, religious community, or parish, indicating the purpose of the invitation; the scope of the ministry that is to be undertaken, as well as the dates of arrival and departure, and the place of residence while visiting, and / or
- **A Letter of Request** to visit the archdiocese. The letter should specify the same information noted above.
- **A Letter of Good Standing** (issued within the last 6 months) from the layperson's local Ordinary or religious superior. The letter should conform to the expected conditions for ministry in the Archdiocese of Toronto.

Note: Financial

- Collections intended for the benefit of the visiting layperson are highly discouraged.
- 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.
- 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.