



## **Protocol for Clergy and Laity Making Presentations for the Mission Co-operative Program in the Archdiocese of Toronto**

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Those clergy, religious, and laity who are assigned to present for the Mission Co-operative Program in the Archdiocese of Toronto must follow the protocol of the Archdiocese when seeking permission to make a presentation on behalf of their Diocese, Religious Order, or Organization.

Please refer to the guidelines below and follow the instructions applicable to your Mission Speaker:

**If the assigned speaker is a Diocesan Bishop, the following documentation is required to be sent to the Archdiocese of Toronto, Attn: Mission Co-operative Program, prior to their arrival in Toronto:**

- A letter of request to visit the Archdiocese of Toronto, indicating acceptance of the invitation from the Mission Co-operative Program, the names of the assigned parish(es), and the duration of stay and the place of residence while visiting.

Upon receipt of this documentation, the Office of Spiritual Affairs will issue the appropriate letter, with a copy to the assigned parishes.

**If the assigned speaker is the Superior of a Religious Order, the following documentation is required to be sent to the Archdiocese of Toronto, Attn: Mission Co-operative Program, prior to their arrival in Toronto:**

- A letter of request to visit the Archdiocese of Toronto, indicating the name of the Religious Order that they are representing, the names of the assigned parish(es), and the duration of stay and the place of residence while visiting.
- A letter of good standing, issued in the calendar year from the General Superior of the Order indicating the individual:
  - has valid faculties (if clergy)
  - is not under any ecclesial censure
  - does not have a criminal record, and has not had criminal charges brought against them.

Upon receipt of this documentation, the Office of Spiritual Affairs will issue temporary faculties to the respective clergy and/or a letter of approval for the speaker to their Diocese / Religious Order, with a copy to the assigned parishes.

**If the assigned speaker is either clergy or religious, the following documentation is required to be sent to the Archdiocese of Toronto, Attn: Mission Co-operative Program, prior to the speaker arriving in Toronto:**

- A letter of request to visit the Archdiocese of Toronto, indicating the name of the Diocese/Religious Order that they are representing, the names of the assigned parish(es), and the duration of stay and the place of residence while visiting.
- A letter of good standing, issued in the calendar year from the local Ordinary or Religious Superior indicating that the individual:
  - has valid faculties (if clergy)
  - is not under ecclesial censure
  - does not have a criminal record, and has not had criminal charges brought against them.

Upon receipt of this documentation, the Office of Spiritual Affairs will issue temporary faculties to the respective clergy or a letter of approval for non-clergy, and send it to their Diocese or Religious Order, with a copy sent to the assigned parishes.

**If the assigned speaker is a member of the secular laity (i.e. non-religious), the following documentation is required to be sent to the Archdiocese of Toronto, Attn: Mission Co-operative Program, prior to the speaker arriving in Toronto:**

- A letter of request to visit the Archdiocese of Toronto, indicating the name of the Organization that they are representing, the names of the assigned parish(es), and the duration of stay and the place of residence while visiting.
- A letter of good standing, issued in the calendar year from the local Ordinary indicating that the individual:
  - is in good standing
  - is not under ecclesial censure
  - does not have a criminal record, and has not had criminal charges brought against them,
  - presents his/her material in conformity to the teachings of the Catholic Church.

Upon receipt of this documentation, the Office of Spiritual Affairs will issue a letter of approval for the speaker and send it to their respective Local Ordinary, with a copy to the assigned parishes.

If you have any questions please contact the Mission Co-operative Program at [mcp@archtoronto.org](mailto:mcp@archtoronto.org).