Archdiocese of Toronto

Catholic Pastoral Centre
1155 Yonge Street
Toronto, Ontario M4T 1W2
T 416.934.0606
www.archtoronto.org

Protocol for Clergy and Laity Making Presentations

for the Mission Co-operative Program in the Archdiocese of Toronto

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:

1. Speaker is a 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 from the Arch/Bishop confirming his acceptance to participate in the Mission Co-operative Program and that he will be making the appeal on behalf of his Diocese, indicating the names of the assigned parishes, and the duration of stay and the place of residence while visiting for non-Toronto residents.

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

NEW Notes:

- *A **Latin Rite Catholic Bishop** may preside at Holy Mass, sit in choir and/or preach. He may only concelebrate if another Latin Bishop is presiding.*
- *An **Eastern Rite Catholic Bishop** may preside at Holy Mass in the Roman Rite **only if he has bi-ritual faculties** granted to him by the Dicastery for the Eastern Churches, otherwise he may sit in choir and/or preach. He may concelebrate only if Bishop is presiding.*

2. Speaker is the Superior of a Religious Order - the following documentations required to be sent to the Archdiocese of Toronto, Attn: Mission Co-operative Program, prior to their arrival in Toronto:

- A letter from the Superior confirming his acceptance to participate in the Mission Co-operative Program and that he will be making the appeal on behalf of his Religious Order, indicating the names of the assigned parishes, and the duration of stay and the place of residence while visiting for non-Toronto residents.

- 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 for the respective clergy and/or a letter of approval for the speaker, with a copy to the assigned parishes.

NEW Note:

- *An **Eastern Rite Catholic** priest may preside at Holy Mass in the Roman Rite **only if he has bi-ritual faculties** granted to him by the **Dicastery for the Eastern Churches**, otherwise he may concelebrate or sit in choir and/or preach.*

➔ *Please turn over...*

3. Speaker is a diocesan priest or a priest belonging to a community of consecrated life - 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 from the Arch/Bishop or General Superior confirming acceptance to participate in the Mission Co-operative Program and authorizing the speaker to make the appeal on behalf of the Diocese, Religious Order or Lay Organization. Names of the assigned parishes should be indicated, as well as the duration of stay and the place of residence while visiting for non-Toronto residents.

- A letter of good standing, issued in the calendar year from the local Bishop or Religious 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 for the respective clergy and/or a letter of approval for the speaker, with a copy sent to the assigned parishes.

Note: If the speaker is local from the Archdiocese of Toronto *and has active ministry and valid faculties in Toronto, the letter of good standing may be waived.* ***But a designation letter to speak on behalf of the Diocese, Religious Order or Lay Organization is still required****.*

NEW Note:

- *An* ***Eastern Rite Catholic priest*** *may preside at Holy Mass in the Roman Rite* ***only if he has bi-ritual faculties*** *granted to him by the* ***Dicastery for the Eastern Churches****, otherwise he may concelebrate or sit in choir and/or preach.*

4. 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 from the Arch/Bishop or General Superior or Lay Director confirming acceptance to participate in the Mission Co-operative Program and authorizing the speaker to make the appeal on behalf of the Diocese, Religious Order or Lay Organization. Names of the assigned parishes should be indicated, as well as the duration of stay and the place of residence while visiting for non-Toronto residents.

- A letter of good standing, issued in the calendar year from the local Bishop or Religious Superior or Pastor of the Parish 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, with a copy to the assigned parishes.

If you have any questions, please send an email to the Mission Co-operative Program at mcp@archtoronto.org.