

 <p>ARCHDIOCESE OF SAINT PAUL &amp; MINNEAPOLIS</p>	<b>Effective Date:</b> 3/25/2026	<b>Number:</b> 301
	<b>Subject:</b> Regulations for Visiting Clergy	
	<b>Scope:</b> <input checked="" type="checkbox"/> Archdiocese <input checked="" type="checkbox"/> Parishes <input checked="" type="checkbox"/> Schools	
	<b>Reference:</b>	
<b>Archbishop Signature:</b> 		

## Purpose

To set forth the expectations and requirements for when a deacon, priest, bishop, cardinal, or representative of the Holy See from outside the [Archdiocese](#) seeks to exercise ministry or engage in any other public appearances.

## Policy

### I. Visiting Priests and Deacons

- 1) When a Priest or Deacon from outside of the [Archdiocese](#) seeks permission to engage in ministry within the [Archdiocese](#), whether that ministry involves an official assignment or a single event such as a wedding or funeral, the following procedure applies. This is necessary to ensure compliance with Safe Environment requirements as well as to arrange for the necessary civil certifications, such as registering ordination credentials with the State of Minnesota.
- 2) The receiving [Parish](#), [School](#), or institution should contact the Chancellor for Canonical Affairs with the name of the Priest or Deacon, his home diocese or religious order, contact information, and information about the event or ministry which will bring him to the [Archdiocese](#) (dates, location, purpose). This information should be sent via email ([chancellor@archspm.org](mailto:chancellor@archspm.org)) or, alternatively, by telephone (651-291-4437).
- 3) When the Priest or Deacon requests permission to minister for a **single event or for a period of less than 21 days**, a recent (dated within the last 6 months) Testimonial of Suitability (Letter of Good Standing) must be presented to the Office of the Chancellor for Canonical Affairs before permission is given or credentials are issued. It is the responsibility of the visiting Priest or Deacon to request this letter from his diocese or religious order. Once the Testimonial is received, a letter of authorization will be issued by the Chancellor for Canonical Affairs. The [Parish](#), [School](#), or institution will be copied on the letter to the visiting Priest or Deacon informing him that permission has been granted. Without the letter of authorization, ministry is not permitted.
- 4) When a Priest or Deacon intends to minister for a **period of more than 21 days**, the same procedure regarding the Testimonial will be followed. In addition, an *Application for Faculties of an Extern Priest or Deacon* must be submitted by the Priest or Deacon's Ordinary or religious superior. The Priest or Deacon must comply with the Archdiocesan Safe Environment Credentialing ("[Essential 3](#)") requirements relating to background checks, safe environment

training, and the [Code of Conduct](#). If the Priest or Deacon is not a citizen or legal resident of the United States, the requirements of [Policy 319: International Clergy](#) also apply.

- 5) The Chancellor for Canonical Affairs oversees this process and will provide notice in writing to the applying Priest or Deacon and the applicable [Parish](#), [School](#), or institution when the Safe Environment Credentialing (“[Essential 3](#)”) requirements have been completed. Until that written notification is made, the Priest or Deacon must not engage in ministry in the [Archdiocese](#) after the initial 21-day period has expired.
- 6) To facilitate completing these requirements before the period of ministry is to begin, the Chancellor for Canonical Affairs should be notified as soon as possible but preferably not less than one month prior to the date the Priest or Deacon plans to commence ministry. In all situations in which a Priest or Deacon seeks permission to engage in ministry in the [Archdiocese](#), the [Archdiocese](#) may request additional information from the Priest or Deacon’s diocese or religious order, and may withhold permission until such information is received and considered.

## II. Visiting Bishops, Cardinals, and Representatives of the Holy See

- 1) If a bishop, cardinal, or representative of the Holy See is being invited to participate in a public function anywhere in the [Archdiocese](#), no testimonial of suitability is necessary, but permission must be sought and obtained from the Archbishop’s office before the invitation is extended.