
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 07/01/2025	Number: 319
	Subject: International Clergy	
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	Reference: Compensation Schedule for Clergy	Distribution: Website
Archbishop Signature: 		

Purpose

This policy outlines a process of selecting and welcoming [International Clergy](#) for service in the [Archdiocese](#) and sets forth the requirements for [International Clergy](#) providing service in the [Archdiocese](#).

Policy

[International Clergy](#) will be accepted into the [Archdiocese](#) based on the needs of this local Church or some specific and discernable benefit to the overall ministry of the Presbyterate. A formal request to respond to this need and requirements to fulfill it will be made in writing to the [Archbishop](#). Once the proposed recruitment of [International Clergy](#) to meet the need has been approved by the [Archbishop](#), he will communicate that need to the Director of Clergy Personnel, who will coordinate the overall process of searching for candidates.

I. PROCESS OF SELECTION

Selection will be based on comprehensive criteria, including a personal interview utilizing appropriate means to determine language ability. The interview will occur after candidates submit a letter from their bishop or religious superior granting preliminary permission to engage in a selection process that may lead to ministry, assignment and admission in the [Archdiocese](#), and review the entire file from home diocese. The completed admission from the diocesan bishop will include a statement related to language skills and proficiency, the potential for adapting to the cultural life of the United States and relationship with [Parish](#) structures and people; the moral, intellectual, physical and psychological attributes of the candidate; documents attesting to the [Cleric's](#) ordination and incardination; a complete assignment history since the time of ordination; a completed Application for Ministerial Faculties form; and any information related to experience of the candidate in their service to any other diocese.

The Director of Clergy Personnel will request appropriate references in order to gauge the [Cleric's](#) readiness for Pastoral ministry in the [Archdiocese](#). The [Cleric](#) will be required to complete a U.S. and international criminal background check before beginning any visa or immigration processes.

At the time of selection, the Chancellor for Canonical Affairs will establish a [Clergy](#) file for the candidate. All documentation related to the process of selection will be included in the [Cleric's](#) file.

Once a mutually agreeable candidate has been identified, a written agreement is to be drawn up between the [Archbishop](#) of the [Archdiocese](#), and the Diocesan Bishop or religious superior of the sending diocese, or religious community and the candidate setting forth in detail all of the duties and responsibilities of the parties (Agreement). All parties must sign the Agreement before the candidate arrives in the [Archdiocese](#).

At the time of selection, consideration is to be given to the visa process and a specific assignment. Terms of both the visa process and a specific assignment should be included in the Agreement between the [Archdiocese](#), and the Diocesan Bishop or religious superior of the sending diocese, or religious community. The costs related to the application of a visa are to be paid by the [Cleric](#) coming to the [Archdiocese](#). The Agreement of [International Clergy](#) for service in the [Archdiocese](#) will include these provisions unless otherwise stated by the [Archbishop](#).

The Agreement must also address the issues of 1) initial duration and options of renewal that allow for the sending ordinary to reserve the right to call the [Cleric](#) home for just cause; 2) faculties, remuneration, and providing for an annual evaluation; 3) financial obligations of the sending diocese; 4) health care provisions; 5) pension; 6) other issues such as graduate studies, if applicable; and 7) additional issues as set forth in this Policy.

Once the above steps have been completed, then the United States visa process will begin through the Director of Clergy Personnel.

Absent a written Agreement, the [Archdiocese](#) will not pay for any expenses for [Clergy](#) coming to the [Archdiocese](#) on an F-1 or R-1 Visa, and in such circumstances the [Clergy](#) member coming to the [Archdiocese](#), or his diocese or Order, is fully responsible for all of their living expenses, health insurance, housing, tuition, legal expenses, transportation, and other financial support.

II. ARRIVAL

The arrival process should begin once the visa process is started. The arrival process will begin with the assignment to a [Parish](#) or institution and include the assignment of a mentor priest outside of the [Parish Pastor](#) or institutional supervisor. The Director of Clergy Personnel will make appropriate arrangements for the [Cleric's](#) arrival and enculturation process and will work with the [Pastor](#) or supervisor of the assignment to prepare the receiving community for the [Cleric's](#) arrival.

The [Cleric](#) can make travel arrangements to the [Archdiocese](#) once the United States visa has been granted by the Department of Homeland Security. Travel costs are to be paid by the [Cleric](#) coming to the [Archdiocese](#) with this provision noted in the Agreement between the [Archdiocese](#) and sending diocese or religious community. The Agreement by [International Clergy](#) for service in the [Archdiocese](#) must include these provisions.

The [Cleric](#) cannot begin public ministry until all safe environment requirements of the [Archdiocese](#) are completed and ministerial faculties are granted by the [Archbishop](#).

The Director of Clergy Personnel and the receiving [Pastor](#) or supervisor are to consult the United States Conference of Catholic Bishops' Guidelines for Receiving Pastoral Ministers in the United States and appropriate sections related to pre-welcome, welcome, orientation, and ongoing support.

Any costs for enculturation including accent reduction and language skills are considered costs of continuing education as outlined in the current [Compensation Schedule for Clergy](#). Any additional costs beyond the limits of the Compensation Schedule are to be paid by the individual [Cleric](#).

III. SALARY AND INTERNATIONAL PRIESTS RETIREMENT RESERVE FUND

During the time the [Cleric](#) is serving in the [Archdiocese](#), he will receive remuneration commensurate with the [Archdiocese's](#) Comprehensive Schedule for Clergy, which shall be paid by the [Archdiocese](#) during the enculturation period and thereafter by the institution where the [Cleric](#) is providing ministry.

- 1) The [Cleric](#) will also receive health and dental insurance similar to those of diocesan priests serving within the [Archdiocese](#) which benefits shall initially be paid by the [Archdiocese](#) during the enculturation period and thereafter by the institution where the [Cleric](#) is providing ministry.
- 2) Payments will be made to the International Priests Retirement Reserve Fund (IPRRF) pursuant to the current schedule of the [Archdiocese](#) for such contributions. Said payments may be made by the [Archdiocese](#) during the enculturation period and thereafter shall be made by the institution where the [Cleric](#) is providing ministry. When the [Cleric](#) is no longer assigned to ministry in the [Archdiocese](#), the amount to be provided from the IPRRF to the home diocese of the [Cleric](#) for the [Cleric's](#) service in the [Archdiocese](#) will be calculated by multiplying the number of years of service in the [Archdiocese](#) times \$5,000. The factor for the partial years of service will be rounded to the nearest whole month.
- 3) In order for the home diocese of the [Cleric](#) to receive any payments from the IPRRF, the [Parish](#) where the [Cleric](#) is assigned must make all required payments into the IPRRF during the time the [Cleric](#) serves at that [Parish](#). If the [Parish](#) does not pay in full to the IPRRF as invoiced by the [Archdiocese](#), the amount the [Archdiocese](#) will remit to the home diocese of the [Cleric](#) will be reduced on a pro-rata basis based upon the amount the [Parish](#) actually pays into the IPRRF versus the amount the [Parish](#) was invoiced. The [Cleric](#) shall have no right to receive any payments directly from the IPRRF.

Attached hereto as an addendum is a [memo](#) on the legal requirements and restrictions relating to Student Visas and Religious Worker Visas.

Legal Requirements and Restrictions Relating to Student Visas and Religious Worker Visas

F-1 Student Visa

An F-1 Student Visa allows a clergy member to enter the United States as a full-time student at an accredited college, university or seminary. The clergy member must be enrolled as a full-time student. The only work a clergy member can do while on an F-1 Visa is to work part-time on the campus where they are studying. Accordingly, a clergy member can be issued faculties by the Archdiocese, which allow them to exercise ministry on a part-time basis on the campus of the college or university where they are enrolled. The clergy member is also eligible to concelebrate Mass within the Archdiocese without compensation, as long as another priest is present as the presider. The F-1 Visa does not allow a clergy member to provide fill-in or substitute ministry off campus, with or without compensation. An F-1 Visa requires the clergy member to have sufficient funds available for self-support during the entire proposed course of study. An F-1 Visa also requires that the clergy member be enrolled in a program or course of study that culminates in a degree, diploma or certificate, and the college or university must be authorized by the U.S. Government to accept international students.

R-1 Religious Worker Visa

An international clergy member may enter the United States on an R-1 Religious Worker Visa. An international clergy member in the United States on an R-1 Visa must have his primary purpose be the performance of priestly ministry and he must work a minimum of 20 hours per week in ministry. A clergy member has the best chance of obtaining an R-1 Visa if he is assigned to a parish (but not yet working at the parish) prior to making application for the R-1 Visa. A clergy member on an R-1 Visa can only study at a college or university on a part-time basis and the studies may only be incidental to the clergy member working primarily in religious ministry. To obtain an R-1 Visa an international clergy member must have a sponsor, which generally is a diocese or archdiocese. The sponsor is legally responsible for making sure that the clergy member complies with the R-1 Visa requirements, that he is working a minimum of 20 hours per week in ministry and that his studies, if any, are no more than incidental to his primary obligations to provide ministry.

The Religious Worker Visa Program is intended for religious workers whose lives are dedicated to religious practices and functions, as distinguished from secular members of the religion. To qualify, the foreign national must have been a member of a religious denomination, having a bonafide non-profit religious organization in the United States for at least two years immediately before the filing of the petition for an R-1 Visa.

A nonimmigrant religious worker on an R-1 Visa is limited to 5-years of service in the U.S. and then must remain outside the U.S. for a continuous 1-year period to requalify for the nonimmigrant religious worker status. Alternatively, prior to expiration of the 5-year period, an application for permanent residency may be filed. The normal processing time of the first petition, (Form I-360) is 5.5 to 7.5 months. Once approved, it is necessary to file an Application to Adjust Status (Form I-485) prior to expiration of the initial 5-year period.

Transition from F-1 Visa to R-1 Visa

It is also possible for a clergy member to change his F-1 Visa Status to an R-1 Religious Worker status. He can remain a student at a university or college during this process but until the R-1 Visa is granted, his employment is strictly limited as indicated in the first paragraph of this memo. The best chance of successfully transitioning from an F-1 Visa to an R-1 Visa is for the clergy member to be assigned to a parish, effective upon issuance of the R-1 Visa. The filing fee to change from an F-1 Visa to an R-1 Visa is \$460.00. The attorney's fees are approximately \$1,500 - \$2,000, to expedite the process there is an additional premium processing fee of \$1,400. The premium processing timeframe is about 15 days. The normal processing period is 5-6 months.