

 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 7/01/2025	Number: 319
	Subject: International Clergy	
	Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference: Compensation Schedule for Clergy	
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 \$4,000. 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.