

## APPENDIX - VISITING CLERGY APPROVAL

### PROCEDURAL GUIDELINES

#### **What is a testimonial?**

A testimonial is a document that certifies a visiting priest's or deacon's faculties and suitability for pastoral ministry. It verifies that permission for the visit is granted by his Ordinary. It establishes the specific dates and locations of the intended ministry.

#### **When is a testimonial needed?**

Any priest or deacon who wishes to minister in the Diocese of Baker must have a valid testimonial on record in the Diocesan Pastoral Office.

#### **When is a testimonial not needed?**

A testimonial is not necessary if the visiting priest is a Bishop, Archbishop or Cardinal. However, the visiting prelate should send a courtesy letter to the Bishop of Baker notifying him of the intended visit, its purpose and date.

#### **How do we process a request for a visiting priest?**

1. A written request is to be sent to the attention of the Chancellor containing:
  - A. The complete name of the visiting cleric;
  - B. the specific purpose of visit and;
  - C. actual dates of visit.
  - D. If possible, provide the contact information for the cleric's Superior:
    - 1) If the cleric is Religious, please verify where the Order is headquartered.
    - 2) If the cleric is diocesan, ask the visiting cleric which Diocese he is affiliated with, regardless of the location of his current assignment.
    - 3) If you can provide address, telephone and fax (or email address) of the cleric's Superior, this will expedite the request.
  - E. Each Pastor must provide delegation to a visiting priest; so this request should be signed by the Pastor to verify he is informed and approves.
2. Upon receipt of a request letter, the Diocesan Pastoral Office will process the required testimonial documentation. This involves sending documentation to the cleric's Superior for review and approval.
  - A. This documentation cannot be completed by the visiting cleric, but must be completed and signed by the cleric's Superior.
  - B. The visiting cleric's Superior informs the Bishop of Baker that he approves of the visit, its purpose and schedule and verifies that the visiting cleric is authorized (with appropriate faculties) to perform activities involved with the visit.
3. Once testimonial documentation is received from the visiting cleric's Superior, the Pastor (the requestor) will be sent a written authorization notification. The Pastor is encouraged to provide comments following the visit which may be helpful in considering future visits by this cleric.

**Please note:** It is important for the Bishop to be informed of the fact and purpose of a cleric's visit and accurate dates of his presence in this Diocese. If you are working with a specific schedule of intermittent dates over a longer period of time, you may apply for authorization covering an extended duration. The Pastoral Office will seek permission only for the specific event, purpose and dates requested.