

**To submit a vetting request
or if you have any questions, please contact:**

Office of the Chancellor:

**John Harmon — Chancellor (907) 297-7702
jharmon@caa-ak.org**

Or

**Jessica Estes— Assistant to the Chancellor
jestes@caa-ak.org (907) 297-7720
Fax: (907) 279-3041**

Mail Correspondence to:

**Archdiocese of Anchorage-Juneau,
Office of the Chancellor
225 Cordova Street
Anchorage, AK 99501**

Reminders:

- * Visiting ministers must be approved by the Archbishop before use of Archdiocesan or parish facilities, bulletin announcements and advertisements, including the North Star Catholic.**
- * All Virtual events that include visiting Clergy, Religious, Laity and Ministry Groups are subject to this policy regardless of their physical location during a sponsored virtual event.**
- * Confirmation that the vetting process has been completed is necessary before any visiting Clergy or Laity can minister publicly within the Archdiocese of Anchorage-Juneau.**



ARCHDIOCESE OF
ANCHORAGE-JUNEAU

**Ministry Clearance Policy
“Vetting”
For Visiting Clergy, Religious, Laity and
Ministry Groups**

Dear Friends,

As Archbishop, I take my role as chief teacher and shepherd very seriously. Therefore, I am endorsing this policy which outlines the Archdiocese of Anchorage-Juneau’s mandatory requirements for inviting any person from outside the Archdiocese as a prospective ministry provider, speaker, or presenter. This assures the people of our Archdiocese that those who speak or serve publicly do so by ensuring a safe environment and in a manner consistent with the teachings of our Church.

Thank you for cooperating in this process.

Sincerely in Christ,

Most Reverend Andrew E. Bellisario, C.M.
Archbishop of Anchorage-Juneau



April 2021

Archdiocese of Anchorage-Juneau
Vetting Policy and Procedure:

**The Issuance of Temporary Faculties for Visiting Clergy
and Vetting Approval for
Event Presenters, Speakers and Ministry Groups:**

Our Purpose

The Archdiocese of Anchorage-Juneau welcomes the vocation and ministry of priests, religious, deacons and lay ministers. Because the Archdiocese is committed to standards assuring suitability of priestly and lay ministry and ensuring fidelity to Church teaching, we seek the cooperation of all Archdiocesan Personnel in the details and implementation of this policy.

Each year a growing number of visitors come into the Archdiocese from around the world to assist in ministry or visit family, friends or vacation in the State. However, it is imperative that we take our collective responsibility for the oversight of our parishes seriously. We must be diligent in obtaining what is required for any clergy or lay minister who is requested or asks to exercise ministry in our Archdiocese. We are all responsible for verifying that ordained ministers, religious and the laity are worthy of the trust of the People of God.

The goal of this process is twofold: (1) to ensure fidelity to Church teaching and (2) to ensure that required safe environment procedures are followed as stated in Archdiocesan Pastoral Policies and the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, Articles 12 and 13.

Required Steps:

- I. The sponsoring parish, school or organization notifies The Office of the Chancellor in writing by mail, email, or fax of the request for the visiting clergy/religious, lay minister, or ministry group.
This notification should include the name of all visiting ministers, contact information, diocese, name of superior, purpose and dates of planned visit and if applicable, intended topic for presentation and curriculum vitae showing competence of presenting topic.
- II. Once the above information is submitted to the Office of the Chancellor, the sponsoring parish, school, or organization should request a letter of suitability from the visiting minister's Superior/Supervisor at least 21 days prior to arriving in Alaska. The letter of suitability should be sent to Archbishop Andrew E. Bellisario, C.M. If the sponsoring parish, school, or organization needs assistance in making this request, please contact the Office of the Chancellor.
- III. The requesting parish/school/organization will be sent a copy of the faculty letter for clergy or a notification of approval for lay ministers once a letter of suitability has been received and approved by the Archbishop.
- IV. No program/ministry should proceed without receipt of the approval

Please Note:

Ordained ministers, **including those seeking to concelebrate at Mass** must have this "vetting" process completed. Please notify the Archdiocese at least three to four weeks prior to the proposed arrival of the visiting minister. **All Virtual events** that include visiting Clergy, Religious, Laity and Ministry Groups are subject to this policy regardless of their physical location during a sponsored virtual event.