

POLICY 6.7 Ministerial Faculties and Approvals

This policy has been established to ensure that the Archbishop and the Archdiocese of Grouard-McLennan can assure the faithful of the Archdiocese that all clergy celebrating Mass and the sacraments of the Catholic Church in the Archdiocese are canonically, and otherwise, able to do so.

- **Priests with Archdiocesan Faculties Wishing to Exercise Ministry Outside the Archdiocese**

The Archdiocese provides a celebret, as described in canon 903, to all incardinated and fidei donum priests with faculties in the Archdiocese of Grouard-McLennan who are in good standing with the Archbishop. This celebret is valid for one year and is renewed as long as the priest remains in the Archdiocese and in good standing.

In recent years, it has become the practice in Roman Catholic dioceses in Canada and internationally to request a “letter of suitability” for visiting clergy. This letter is sent by the visiting priest’s bishop to the bishop of the diocese being visited in advance of the priest’s arrival. Incardinated and fidei donum priests with faculties in the Archdiocese of Grouard-McLennan who wish to exercise ministry outside of the Archdiocese, for a single event or a temporary period, should contact the Vicar General to obtain a letter of suitability, at least six weeks in advance of the arrival date in the diocese being visited.

- **Visiting Priests to the Archdiocese**

- **Wishing to Exercise Ministry during Personal Visit**

Priests from outside the Archdiocese who are visiting a parish, quasi-parish and/or mission of the Archdiocese and wish to celebrate private Mass are permitted to do so, if the parish priest of the parish, quasi-parish or mission is certain there is no canonical impediment and the priest is in good standing in his diocese or religious congregation.

- **Wishing to Exercise Ministry for a Public Celebration**

Priests from outside the Archdiocese who are invited to preside at a public Mass or public celebration such as a baptism or a wedding must provide a letter of suitability from their bishop or superior (or his delegate) to the Vicar General of the Archdiocese of Grouard-McLennan at least two weeks in advance of coming to the Archdiocese. Please use the sample letter in Appendix A or provide a letter that includes the following information about the priest:

- he is in good standing in his diocese or religious congregation;
- he has no record of any canonical, criminal, behavioural, sexual, financial or other issues;
- he has full faculties in the location of his current assignment;
- he has been screened under a policy of his diocese or religious institute that is equivalent to Policy 5.1.1 of this manual; and,
- he is authorized to be present in the Archdiocese of Grouard-McLennan for the particular event where he will preside.

If the event is a marriage, the invited priest and/or the parish making the invitation must notify the Chancellor of the Archdiocese of Grouard-McLennan at least **six weeks in advance**, to allow for the Chancellor to obtain the requisite provincial clergy registration. The invited priest must provide the personal details needed for the application.

○ **Providing Pastoral Assistance during the Absence of a Priest of the Archdiocese**

It is the responsibility of the priest issuing the invitation to a priest from outside the Archdiocese to provide pastoral assistance to ensure that the Vicar General of the Archdiocese receives a letter of suitability (as above). It is also the inviting priest's responsibility to inform the Chancellor of the Archdiocese if the visiting priest will need a clergy registration for the period of pastoral assistance.

Promulgated by the College of Consultors on 12 June 2018

Appendix A Sample Letter of Suitability

[(Arch) bishop/Eparch's NAME]

[Address]

Dear (Arch) Bishop N.N.:

In light of the provisions of canon 903 *CIC* and canon 703 §1 *CCEO*, I write to inform you that Rev. [NAME] is an incardinated priest of the [(Arch) diocese/Eparchy] of [LOCATION], who currently resides in [PLACE OF RESIDENCE]. He will be exercising ministry at [NAME OF THE CHURCH OR INSTITUTION] in [LOCATION OF THE CHURCH OR INSTITUTION] in your diocese, on [DATE].

In regard to Rev. [NAME], I am able to make following statements:

- he is in good standing in his diocese or religious congregation;
- he has no record of any canonical, criminal, behavioural, sexual, financial or other issues;
- he has full faculties in the location of his current assignment;
- he has been screened under a policy of his diocese or religious institute that is equivalent to Policy 5.1.1 of the *Policy Manual of the Archdiocese of Grouard-McLennan*; and,
- he is authorized to be present in the Archdiocese of Grouard-McLennan for the particular event where he will preside.

Respectfully in Christ,

[Name of the (Arch) bishop/Eparch]

[Title]

[Date]