



DIOCESE OF HAMILTON

PROTOCOL FOR VISITING CLERGY, RELIGIOUS AND LAY PERSONS

The following protocol is to be observed by Pastors and any Lay Movements or Associations that invite clergy, religious or laity who reside outside the Diocese of Hamilton, to offer retreats, conferences, days of reflection and sacramental ministry to the faithful in the Diocese of Hamilton.

1. At least two months prior to the anticipated visit of a Priest, Deacon, Religious or Lay Person in the Diocese of Hamilton, the Pastor or leadership of the Lay Movement or Association must submit to the Office of the Chancellor the following documentation in one submission:
 - Letter of invitation from the Pastor or Lay Movement or Association;
 - Profile Information Form for visiting Priest, Deacon, Religious or Lay Person;
 - Statement or Letter of Good Standing from the proper Bishop, Superior (or delegate) of the visiting Priest, Deacon, Religious or Lay Person (issued within the last six months).

Profile Information Forms and Forms for Statement of Good Standing for each category are available on the Diocesan website by logging into the Pastoral Handbook, username: **handbook** and password: **diocese1000**. The Forms can be found under General Information for Pastors.

2. Upon receipt of all three documents, the Chancellor will review the request and, if all is in order, will grant the necessary permissions or faculties for the visitor who wishes to exercise ministry in Hamilton Diocese.
3. Failure to submit the necessary documentation in a timely manner will result in a denial of the request for the visitor to minister in Hamilton Diocese.
4. The only exception to this protocol is for Priests or Deacons who wish to exercise ministry on the occasion of a Funeral. In this case, a Letter of Good Standing with a verbal request to the Office of the Chancellor will suffice to secure permission to exercise faculties for the visitor.
5. Should a Priest or Deacon wish to celebrate a single sacrament such as Baptism or Marriage, delegation from the proper pastor is required.
6. Clergy coming from outside the Province of Ontario will require a temporary Marriage License. A request for this must be made to the Chancellor's Office at least three months prior to the proposed Marriage celebration.
7. Collections of any kind for the benefit of the visitor are strongly discouraged. If a collection is desired, permission must be obtained from the Chancellor, ensuring that the relative Canada Revenue Agency regulations are observed. If the Pastor or leadership of the Lay Movement or Association wishes to offer remuneration to the visitor, the relevant Canada Revenue Agency regulations must be observed.