



Archdiocese of Los Angeles

Office of Vicar for Clergy
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www.la-archdiocese.org/org/clergy

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TO: All Priests and Parish Life Directors

FROM: Father Alex D. Aclan, Vicar for Clergy
Father James Halley, Associate Vicar for Clergy

DATE: September 22, 2015

SUBJECT: Revised Short-Term Faculties Policy

The Priests Policies and Guidelines is currently under revision. However, the Short-Term Faculties policy has been presently amended. The provision allowing Pastors/Administrators the ability to grant permission to visiting priests to minister for less than fifteen days has been eliminated. Pastors/Administrators (or other priests possessing habitual archdiocesan faculties, e.g., Associate Pastors, Chaplains, etc.) now have the ability to only grant permission to visiting priests to minister at their parishes for single events such as Funerals, etc.

The visiting priest must still present to the parish a valid Statement of Suitability for Ministry from his home diocese or religious community attesting to his good standing as a priest and his moral integrity including his behavior with minors. (See attached sample Statement of Suitability for Ministry.) *If for any reason Pastors/Administrators wish more in-depth screening in regards to a guest priest visiting for a single event, the Pastor/Administrator may request one-day faculties for the guest priest from the Office of Vicar for Clergy with sufficient time to process.*

If the guest priest will be visiting temporarily up to two months in the Archdiocese and will be doing ministry during this time, the Pastor/Administrator should request short-term faculties for the visitor priest through the Vicar for Clergy Office. The Pastor's request letter along with the visiting priest's Short-Term Application and the Statement of Suitability should be sent to the Vicar for Clergy Office for processing. (The Short-Term Application may be omitted for one-day requests, but the Statement of Suitability is always required, and we ask that you still provide a parish request letter.) Ideally, these requests for short-term faculties should be submitted at least a month before the guest priest's arrival date to facilitate proper screening and verification of the documents.

If the visiting priest is from another country, he can travel into the United States with a valid visa. If the priest needs a visitor's visa (B-1/B-2), the Pastor/Administrator may write a letter of invitation for the priest that can be provided as evidence when he applies for the visitor's visa. However, parishes in our Archdiocese are not allowed to sponsor visiting priests for R-1 Religious Worker visas due to jurisdictional issues. Only the Archdiocese of Los Angeles

through the Vicar for Clergy Office can sponsor priests for R-1 Visas, and this is solely done for Extern Priests who have applied for long-term assignments here.

If you have any questions about short-term faculties requests for visiting priests, you can call the Applications and Faculties Team of the Vicar for Clergy Office:
Jesse Arellano (213) 637-7274/Sandra Cabrera (213) 637-7304/Armando Garcia (213) 637-7439.

“Obeying out of love, sacrificing even a certain legitimate freedom when the authoritative discernment of the Bishop so requires, the priest lives out in his own flesh that ‘take and eat’ with which Christ, in the Last Supper, gave himself to the Church.”
--St. John Paul II

Statement of the Ordinary / Major Superior

In accordance with the Guidelines approved by the United States Conference of Catholic Bishops, this is to certify that Reverend _____, is a cleric in good standing and has full faculties with the _____.

I have reviewed the personnel file and other available records, and I have consulted with those knowledgeable about him and his previous assignments. Based on this review, I assure you to the best of my ability that _____ is a person of good moral character and reputation, and is qualified to serve in an effective and suitable manner in the Archdiocese of Los Angeles. In addition, based on these inquiries and my best knowledge, I assure you that he has:

- Never been suspended or otherwise canonically disciplined;
- No criminal record, nor criminal charges ever been brought against him;
- Manifested no behavioral problems in the past that would indicate that he might deal with minors in an inappropriate manner;
- Never been involved in an incident or exhibited behavior which called into question his fitness or suitability for priestly ministry due to alcohol, substance abuse, sexual misconduct, financial irregularities, or other causes;
- No other particular mental or physical attribute, condition, and/or past situation which would adversely affect performance of his sacred ministry.

He is commended to the Ordinary for permission to celebrate Mass and the Sacraments and has my permission to be in the Archdiocese of Los Angeles from (date) _____ to _____.

Signature

Date

Name:

Title:

SEAL

Telephone:

I certify that this Statement of Suitability is supported by the information in our files: _____
(Please Initial)

Additional relevant comments:

This priest has applied to minister at _____ parish in the Archdiocese of Los Angeles.