

Permission to Minister for Visiting Clergy: Instructions and Forms

Clerics from other dioceses are welcome in the Diocese of Crookston. However, prior to the beginning of their ministry here, whether it is a single event (i.e. to witness the marriage of a friend or relative) or a lengthy substitution, they must be given permission for their ministry by the Bishop of Crookston.

The following is the procedure to request permission to minister in the Diocese of Crookston. In order to allow for the time necessary to fulfill the requirements of this policy, and if at all possible, the visiting cleric should make his request for permission to minister one month prior to the ministry.

Note: *in the exercise of some ministries, as in a visiting cleric witnessing a marriage, the pastor must still give his delegation. Permission for simple concelebration can also be given at the discretion of the pastor.*

Procedure

1. The visiting cleric must request permission to minister from the Bishop of Crookston (Request form, below).
2. The cleric requesting permission to minister is asked to access the Safe Environment Policy. See http://www.crookston.org/DOC_Safe_Environment/Documents.html
3. The cleric is asked to complete the 'Acknowledgment and Consent Form for Independent Contractors' form, and to send it to Diocese of Crookston, 1200 Memorial Drive, PO 610, Crookston, MN 56716, ATTN: Background Checks.
4. The chancery will
 - A. request a testimonial from the bishop/superior of the place of incardination of the cleric;
 - B. permission to minister will be offered or denied to the cleric in writing, with a copy of the letter being forwarded to the pastor of the place of proposed ministry;
 - C. approval for ministry in the Diocese of Crookston will be for a specified period of time, to be determined in the letter of approval. for up to one year.

Request for Permission to Minister

SEND TO:

Bishop Michael Hoepfner
1200 Memorial Drive
P.O. Box 610
Crookston, MN 56716

Dear Bishop Hoepfner:

I write to request permission to minister in the Diocese of Crookston.

1. Personal Contact Information

My name _____

Ecclesiastical Office _____

Address _____

Telephone _____

FAX _____

E-mail _____

2. Diocese/Institute of Incardination

Place of incardination _____

Name of Bishop/Superior _____

Address _____

Phone _____

Fax _____

3. Occasion of my ministry in the Diocese of Crookston is (substitution, wedding, et cetera) including dates:

4. Length of time

I expect to be ministering in the Diocese of Crookston from
(date)_____ to (date)_____

5. Residence during Ministry

I expect to be staying at (name of rectory or address)

With my signature below I give you permission to contact my Bishop/Superior for a recommendation. I understand that I am accountable for the information contained in the *Safe Environment Policy*, which includes the *Code of Conduct* of the Diocese of Crookston, available at www.crookston.org. I enclose with this acknowledgement that I am accountable for this material, along with the consent form for a criminal background check.

Sincerely,

SIGNATURE

DATE

