



# Memo

**Date:** August 6, 2018

**To:** Priests, Deacons, Principals, Business Managers, Directors of Religious Education and Department Directors

**From:** The Office of the Auxiliary Bishops and  
Deacon Dennis J. Dorner, Chancellor, Director of Permanent Diaconate

**Re:** Archdiocesan Procedures for Visiting Priests and Deacons

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Pursuant to the following archdiocesan policies, Archbishop Wilton D. Gregory is happy to grant faculties to visiting priests and deacons wishing to minister in any of our parishes, schools or agencies.

For priests and deacons ministering in the archdiocese for a period up to eight (8) days, the following is required:

- Written confirmation of the invitation of the priest or deacon by the pastor, principal or agency director (email is acceptable)
- An appropriate letter of suitability from the ordinary for priests and deacons or the provincial or superior in the case of order priests or religious.\*(Email is acceptable with visible diocesan/order seal)

For priests and deacons ministering in the archdiocese for a period of nine (9) days or longer, the following official forms are required:

- Written confirmation of the invitation of the priest or deacon by the pastor, principal or agency director (email is acceptable seal)
- Statement of their ordinary/provincial (email is acceptable with visible diocesan/order seal)
- Archdiocese of Atlanta Sterling background screening
  - o Code of Conduct for Church Personnel for the Archdiocese of Atlanta, especially in regard to interaction with minors and vulnerable individuals

- o Updated Archdiocese of Atlanta Policy Concerning the Protection of Children and Vulnerable Individuals from Sexual Abuse by Church Personnel
- o Ministerial Standards for Clergy and Religious when Dealing With Children and/or Vulnerable Individuals
- VIRTUS Protecting God's Children

For clergy visiting from outside the US:

- Color copy (front and back) of passport and driver's license
- International forms (see contact information below)

Notes regarding payments to visiting international priests who DO NOT have an R-1 Visa:

- For members of a religious order, a check may be made payable to the order
- For a diocesan priest, a check made be payable to his diocese

In either case, without an R-1 Visa, payments cannot be made directly to the visiting priest. Payments should be coded as a gift to either the religious order or the diocese. It is highly recommended that the payer keep copies of the visa and check for audit purposes.

Immediately after extending an invitation to a visiting priest or deacon, please contact the following:

- Visiting priests – Joy Place, [jplace@archatl.com](mailto:jplace@archatl.com) or 404-920-7307
- Visiting deacons – Kath Owens, [kowens@archatl.com](mailto:kowens@archatl.com) or 404-920-7328

Please note the background reporting process takes as long as eight weeks.

Communication with the visiting clergy member and follow through with the requisite paperwork is conducted by the Office of the Chancellor, culminating in the issuance of the letter granting faculties.

These policies are in place to protect God's faithful and those of us entrusted with the responsibility of ministry. It is of utmost importance that these policies be followed, and your endorsement and cooperation are most appreciated. Please do not hesitate to contact us if you have any questions regarding these procedures.

Thank you.

*\*Appropriate letters of suitability follow the format provided by the USCCB*