



Memo

Date: April 2, 2024

To: All priests, deacons, principals, DRE's, business managers and department heads

From: Most Reverend Gregory J. Hartmayer OFM, Conv., archbishop of Atlanta; Deacon Dennis J. Dorner, chancellor, director of Permanent Diaconate

Re: Visiting clergy protocol

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

For bishops, priests and deacons ministering in the archdiocese for a period up to fourteen (14) days, the following is required:

- Written confirmation of the invitation of the bishop, priest or deacon by the pastor, principal or agency director (email is acceptable with visible diocesan/order seal)
- An appropriate letter of suitability from the ordinary/recognized authority for bishops, 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 bishops, priests and deacons ministering in the Archdiocese for a period of 15 (fifteen) days or longer, the following official forms of the Archdiocese of Atlanta are required:

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

- Archdiocese of Atlanta Sterling background screening including signed:
 - Code of Conduct for Church Personnel for the Archdiocese of Atlanta, especially in regard to interaction with minors and vulnerable individuals
 - Updated Policy of the Archdiocese of Atlanta Concerning the Protection of Children and Vulnerable Individuals from Sexual Abuse by Church Personnel
 - Ministerial Standards for Clergy and Religious when Dealing With Children and/or Vulnerable Individuals
 - VIRTUS Protecting God's Children certificate

For clergy visiting from outside the US (in addition to the requirements listed above):

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

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 bishop or 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 bishop or priest. Payments should be coded as a gift to either the religious order or the diocese. It is highly recommended that the payor keeps copies of the visa and the check for audit purposes.

As the background reporting process takes as long as eight (8) weeks, please contact the following individual immediately upon extending an invitation to a clergy member: For visiting **bishops or priests**, please contact **Lana Forbes at 404-920-7307 or e-mail lforbes@archatl.com** and for visiting **deacons**, please contact **Kath Owens at 404-920-7328 or e-mail kowens@archatl.com**.

Communication with the visiting clergy member and follow through with the requisite paperwork will be 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 who have been 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](#)