

Request for Priest or Deacon from Outside the Diocese of Great Falls-Billings to Function as a Minister In the Diocese of Great Falls-Billings

Whenever a priest or deacon from outside the Diocese of Great Falls-Billings will perform any kind of ministry in the Diocese, the pastor or administrator of the parish, or the presiding officer of the group who wishes to invite the priest or deacon, is to submit to the Bishop's Office all pertinent information by means of the attached form. This includes not only the name of the visitor and what he is going to do within a timeframe, but also the name and address of the man's bishop or superior. If all is in order, permission will be given for the priest or deacon to act as a minister in the Diocese, either for the particular event or for the amount of time involved.

Since this process will take several weeks, requests should be made no later than two months before the priest or deacon is expected in the diocese. Priests or administrators in the Diocese of Great Falls-Billings are not to give permission for a priest or deacon from outside the Diocese to minister here until he receives clearance from the Bishop.

Additional Information about this Policy

It should be clear that this includes any public ministry in the Diocese – a priest or deacon who comes for a wedding; a priest who will celebrate a Sunday Mass or during the week; a priest or deacon who will be preaching; and similar circumstances.

You need **not** obtain permission for a priest who will **concelebrate** on a **single occasion**.

In the situation of a priest who comes for a funeral, please call the Vicar General and give basic information about the priest; if you do not know the priest yourself, the Chancery personnel will carry out a basic inquiry.

Remember that the request to the Chancery comes from the pastor or administrator in whose parish the visiting priest or deacon will function, not from the visitor.

Priests who are on assignment in the **Diocese of Helena** need **no** additional permission from the Great Falls-Billings Bishop's Office to function in the Diocese of Great Falls-Billings.

Please address your requests to the Chancery (attention: Vicar General) using the form provided or give the information requested on the form in a letter.

Diocese of Great Falls-Billings

REQUEST FOR PERMISSION

FOR A PRIEST OR DEACON FROM OUTSIDE THE DIOCESE OF GREAT FALLS-BILLINGS TO FUNCTION AS A MINISTER

Name (of Priest or Deacon): _____

Address: _____

Check one:

Diocese _____

Religious Order _____

Address: _____

Dates of proposed function: _____

Description of proposed function:

Recommendation by the Pastor or Pastoral Administrator of the Diocese of Great Falls-Billings:

Pastor / Pastoral Administrator

Date

Submit to Rev. Jay H. Peterson, V.G. at least two months in advance. Visitors need permission to exercise their ministry, according to diocesan policy.