



**TO:** PRIESTS, DEACONS, PASTORS/PASTORAL ADMINISTRATORS/CAMPUS MINISTERS  
**FROM:** REV. DANIEL J. CONDON, CHANCELLOR  
**DATE:** 1/10/2012  
**SUBJECT:** VISITING CLERGY

I am writing to clarify current practice with regards to visiting clerics. This practice applies to all clerics, diocesan or religious, priests or deacons, active or retired.

1.) Any cleric not incardinated in the Diocese of Rochester, or serving within the Diocese of Rochester who wishes to exercise any public ministry in any setting within the Diocese of Rochester, whether at the invitation of a parish, an institution, or individuals, must provide a Statement of Suitability for Ministry from their proper bishop or religious superior to the Pastor/Pastoral Administrator/Campus Minister with a copy to the Bishop of Rochester.

2.) Any cleric incardinated in the Diocese of Rochester, or serving within the Diocese of Rochester, who will exercise any public ministry outside the territory of the Diocese of Rochester must request the diocesan chancellor to prepare a Statement of Suitability for Ministry on their behalf to be sent to the Pastor/Administrator/Chaplain of the place with a copy to the competent diocesan bishop. When requesting this statement, please indicate the type of ministry, the place, and date that you will be present in another diocese.

3.) Clerics who are not US citizens who wish to exercise public ministry in the Diocese of Rochester must present a Statement of Suitability from the Bishop of incardination and the Bishop of the place where they are presently exercising ministry. A copy of current visa is also to be submitted in order to determine eligibility for compensation. Failure to ascertain the proper status may place parish business managers and bookkeepers in a difficult position when directing them to compensate these visitors.

Each parish and campus ministry should maintain a file containing the Statements of Suitability received. It is likely that future onsite audits conducted on behalf of the USCCB will visit parishes and such a file will be requested.

4.) This practice is the way that #12 of the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* has been implemented in the dioceses and eparchies in the United States.