

## **Appendix 38: Visiting Clerics Policy**

The Diocese of Bismarck and Diocese of Fargo have been working to streamline the process for permitting clerical ministry between the parishes and institutions of our dioceses. The following is the process we will follow in the Bismarck Diocese and Fargo Diocese when a letter of suitability is needed. This process will begin **Monday, March 11, 2019**.

**Please note – This procedure only pertains to letters of suitability with the Fargo Diocese. If you intend to minister in any other diocese, you must request a letter of suitability from the Chancery.**

### For Bismarck Priests Ministering in the Fargo Diocese

1. The cleric of the Bismarck Diocese (or serving within the Bismarck Diocese) will contact the local pastor in the Fargo Diocese where he intends to exercise ministry. He should include date(s), type of ministry and location of where he intends to exercise ministry.
2. The local pastor in the Fargo Diocese will contact the Fargo Chancery providing the Bismarck cleric's name, desired ministry date(s), type of ministry and location of ministry. Fargo Chancery will verify cleric's standing in the Fargo Diocese and will notify the local pastor of approval, denial, or further needed action.
3. Local pastor will notify Bismarck cleric of approval and verify ministry dates and location.

The Bismarck Chancery will provide an updated list of active clerics within the Bismarck Diocese who are potentially likely to exercise ministry to the Fargo Diocese. If this list changes during the year, the Bismarck Chancery will inform the Fargo Diocese.

### For Fargo Priests Ministering in the Bismarck Diocese

1. The cleric of the Fargo Diocese (or serving within the Fargo Diocese) will contact the local pastor in the Bismarck Diocese, notifying the pastor of the date(s), type of ministry and location where he intends to exercise ministry.
2. The local pastor in the Bismarck Diocese will contact the Bismarck Chancery providing the Fargo cleric's name, desired ministry date(s), type of ministry and location of ministry. Bismarck Chancery will verify cleric's standing in the Bismarck Diocese and will notify the local pastor of approval, denial, or further needed action.
3. Local pastor will notify Fargo cleric of approval and verify ministry dates and location.

The Fargo Diocese will provide an updated list of active clergy within the Fargo Diocese who are potentially likely to provide ministry. If this list changes during the year, the Diocese of Fargo will inform the Bismarck Diocese.

### Examples

Fr. Bismarck wishes to baptize a child in Fr. Fargo's parish. Fr. Bismarck contacts Fr. Fargo. Fr. Fargo verifies that Fr. Bismarck is on the list held in the Diocese of Fargo. Fr. Fargo notifies Fr. Bismarck that all is well. Process complete.

Fr. Fargo desires (or is invited) to hear confessions at Light of Christ Schools in Bismarck. Fr. Fargo contacts the school network chaplain, who verifies that Fr. Fargo's name is on the list held at the Bismarck Diocese. The chaplain lets Fr. Fargo know that all is well. Process complete.

Fr. Fargo desires to provide spiritual direction at the University of Mary. Fr. Fargo contacts the responsible priest at the University of Mary. The U of Mary priest checks Fr. Fargo's name with the list held at the Diocese of Bismarck. He then notifies Fr. Fargo that all is well. Process complete.

Note that this process does not require obtaining separate letters for each occasion. Nothing specifies *how a local pastor documents* the permissions for those coming to minister within his parish, so clerics are free to document as they are comfortable.

If a name is not on the list, we will then follow the usual formal letter process and/or update our lists.

### For Bismarck Deacons Ministering in the Fargo Diocese

1. The deacon of the Bismarck Diocese will contact the local pastor in the Fargo Diocese where he intends to exercise ministry. He should include date(s), type of ministry and location of where he intends to exercise ministry.
2. The local pastor in the Fargo Diocese will contact the Fargo Chancery providing the Bismarck deacon's name, desired ministry date(s), type of ministry and location of ministry. Fargo Chancery will verify deacon's standing in the Fargo Diocese and will notify the local pastor of approval, denial, or further needed action.
3. Local pastor will notify Bismarck deacon of approval and verify ministry dates and location.

The Bismarck Chancery will provide an updated list of active deacons within the Bismarck Diocese who are potentially likely to exercise ministry to the Fargo Diocese. If this list changes during the year, the Bismarck Chancery will inform the Fargo Diocese.

### For Fargo Deacons Ministering in the Bismarck Diocese

1. The deacon of the Fargo Diocese will contact the local pastor in the Bismarck Diocese, notifying the pastor of the date(s), type of ministry and location where he intends to exercise ministry.

2. The local pastor in the Bismarck Diocese will contact the Bismarck Chancery providing the Fargo deacon's name, desired ministry date(s), type of ministry and location of ministry. Bismarck Chancery will verify deacon's standing in the Bismarck Diocese and will notify the local pastor of approval, denial, or further needed action.
3. Local pastor will notify Fargo deacon of approval and verify ministry dates and location.

The Fargo Diocese will provide an updated list of active deacons within the Fargo Diocese who are potentially likely to provide ministry. If this list changes during the year, the Diocese of Fargo will inform the Bismarck Diocese.

### **Example**

Deacon Bismarck wishes to baptize a child in Fr. Fargo's parish. Deacon Bismarck contacts Fr. Fargo. Fr. Fargo verifies that Deacon Bismarck is on the list held in the Diocese of Fargo. Fr. Fargo notifies Deacon Bismarck that all is well. Process complete.

Note that this process does not require obtaining separate letters for each occasion. Nothing specifies *how a local pastor documents* the permissions for those coming to minister within his parish, so clerics are free to document as they are comfortable.

If a name is not on the list, we will then follow the usual formal letter process and/or update our lists.

### **Who to contact in Bismarck – For Bismarck diocesan clerics:**

1. Denise Jordan at [djordan@bismarckdiocese.com](mailto:djordan@bismarckdiocese.com) or 701-204-7212.

*If there is an e-mail response or voice message that Denise is out of the office for more than two business days...*

2. Stephanie Hoesel at [shoesel@bismarckdiocese.com](mailto:shoesel@bismarckdiocese.com) or 701-204-7213.

*If there is an e-mail response or voice message that Stephanie is also out of the office for more than two business days...*

3. Dale Eberle at [deberle@bismarckdiocese.com](mailto:deberle@bismarckdiocese.com) or 701-204-7216.