

*TO: All Pastors and Safe Environment Directors*

*From: the Chancellor's Office*

Reminder about Diocesan Protocol for Visiting Priests and Deacons:

- If a priest is visiting relatives in your parish and wants to concelebrate or say a private Mass at the Church, he must present his celebret to the pastor (simply to ensure that he is, in fact, a priest).
- If a priest or deacon requests permission to administer a sacrament or conduct a funeral for a relative or friend (a one-time event), he must present his celebret or letter of suitability from his Bishop to the pastor.
- If a priest who is a member of a religious institute, but not domiciled in the Dallas Diocese, comes periodically to assist a confrere (a priest of the same religious institute), he must have an affidavit from his superior on file at the Pastoral Center.
- If a Priest is invited by the Bishop to minister in a parish over an extended period of time, he is required to follow the screening procedures and protocol through the Chancellor's Office. In many instances, this necessitates securing an R-1 visa which now is an even more lengthy and detailed process.