

**Request For Priest or Deacon from Outside the Diocese of Helena
To Function as a Minister in the Diocese of Helena**

Name of Priest _____
or Deacon _____

Address _____

_____ city state zip

Diocese or Religious Community _____

Address _____
(if known) _____

_____ city state zip

The dates involved are: _____

The priest/deacon will do the following:

Recommendation of Helena Priest/Pastoral Administrator:

Signed: _____ Date: _____
Parish Priest/Administrator

Submit to the Chancery (attention: Father Robertson) at least two months in advance. Diocesan policy indicates that the priest/ deacon cannot be given permission to function until clearance from the Chancery is received.

Priests/Deacons from Outside the Diocese

Diocese of Helena Policy effective May 30, 1995

Whenever a priest/deacon from outside the Diocese of Helena will perform any kind of ministry in the Diocese, the pastor/administrator of the parish, or the presiding officer of the group who wishes to invite the priest/deacon, is to submit to the Bishop's Office his name, address, diocese or religious community, and other pertinent information, including what ministry he will perform in the Diocese of Helena and how long he will be here. The Bishop's Office will contact his Diocese or religious community. If all is in order, permission will be given for the priest/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 is expected in the Diocese. Priests/administrators in the Helena Diocese are not to give permission for a priest/deacon from outside the Diocese to minister here until they receive clearance from the Bishop's Office.

Additional Information About This Policy

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

You need not obtain this 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 Chancery to let us know basic information about the priest; if you do not know the priest yourself, we will make some inquiry for you.

Remember that the request to the Chancery comes from the pastor/administrator in whose parish the visiting priest will function – not from the visiting priest.

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

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