

Office of the Bishop  
September 17, 2009

To: Priests and Deacons

Subject: Permissions for clergy and laity exercising ministry outside of the Diocese of Tyler and for visiting clergy and laity ministering in the Diocese of Tyler

This reminder is issued regarding the permissions that clergy must have when ministering outside of the Diocese of Tyler, permissions for visiting, non-diocesan clergy ministering in the Diocese of Tyler, and for laity coming into the diocese to exercise some ministry. These directives are in consequence to the Ethics and Integrity obligations that all priests and deacons ministering in the Church in the USCCB must follow.

#### **I. Diocesan Clergy ministering outside of the Diocese of Tyler**

1. If you have been invited to minister as a priest or deacon outside of this diocese you must obtain the permission of both Bishops: the hosting Bishop and the Bishop of Tyler. This can be done formally by letter or by email. Although I can give you verbal approval, I want this documented, therefore contact the Chancellor so that he can make an entry in your file.
2. You must be in good standing and a suitability statement must be prepared for you. Please contact the Chancellor as soon as you are aware of your leave. The Chancellor will review your file to certify that you are in good standing and prepare the document. If your Ethics and Integrity ACS has expired you are not in good standing. He will then fax or send by PDF your suitability statement to the Diocese and parish where you will be serving. When requesting a suitability statement you will need to give the name of the Parish, Diocese, date(s) of ministry, and what ministry you will be performing such as a baptism, conducting a retreat, being the celebrant in a Mass, etc. The Chancellor will mail the original statement to you by regular mail or send a copy via email or fax depending on your need. You must do this for each and every trip. I will not issue blanket authorizations. In an emergency, contact the Chancellor who will advise me of your need and the Chancellor will issue a suitability statement shortly after.

#### **II. Visiting Clergy ministering in the Diocese of Tyler**

1. The Bishop must approve all visits for priests and deacons coming into the Diocese the Tyler. The Chancellor will request a suitability statement from the clergy's home diocese or archdiocese. AFTER the statement is received and if approved by me, then you may proceed to finalize the invitation and arrangements for the priest or deacon. This applies to all clergy with faculties to perform any priestly or diaconal ministry, conducting retreats, meetings, training, lectures, or other functions in the name of the Church. If there is a question, please call the Chancellor's office for clarification. The same applies for lay ministers invited to speak, give lectures or retreats in the Diocese of Tyler.

Most Reverend Alvaro Corrada, S.J., Bishop of Tyler

### III. Lead time for permissions and lodging requirements

1. Lead time: Whether traveling outside the diocese or someone coming into the diocese, enough time must be allowed so that I may respond appropriately. Unless it is an emergency, 30 days is a reasonable lead time. If international travel is required, please allow more time for submittals and approvals.
2. Lodging: Visiting priests and deacons cannot stay at any rectory without the Bishop's approval. Additionally, visiting clergy may not stay in people's homes without Bishop's approval. When you travel to perform a ministry in the name of the Church, you too are not to lodge in a private residence unless it is your family or receive permission from the local Bishop.


### IV. Lay Visitors working in the name of the Church

1. Occasionally, lay persons from other Dioceses travel to the Diocese of Tyler to perform a ministry in the name of the Church. They too must have permission from their local Bishop and from the Bishop of Tyler. These permissions must be documented in writing.

If there are questions regarding this reminder, please call the Chancellor's office for clarification. Please use prudence when these circumstances arise. By adhering to these basic rules, you will have played a significant role in the overall success of a safe environment and appropriate conduct requirements of the Diocese of Tyler.

For your convenience, I have enclosed a form to be filled out every time you request permission to minister outside the Diocese of Tyler as well as when you invite a priest / lay minister to your parish / Diocese. The form should be sent to my office for approval which thereafter the Chancellor will prepare your letter of good standing (letter of suitability). A letter of good standing from the corresponding Bishop is required for the visiting priest / lay minister.

Sincerely yours in Christ Jesus,



Most Reverend Alvaro Corrada, S.J.  
Bishop of Tyler

