

## **“INDEPENDENT CONTRACTOR” PROCEDURE FOR INCOMING PRIESTS/DEACONS/LAY SPEAKERS**

Priests/Deacons/Lay Speakers from other dioceses are welcome in the New Ulm Diocese, whether for a single event (i.e., to witness the marriage of a friend or relative; give a presentation) or a lengthy substitution. Prior to beginning ministry or presenting, they must be given permission by the Bishop of New Ulm. The visiting priest/deacon/lay speaker is required to make his/her request for permission at least **one month** prior to the date the ministry/date begins.

*Note: In the exercise of some ministries, as in a visiting priest/deacon witnessing a marriage, the pastor **must also** give his delegation in addition to obtaining the Bishop's permission. Permission for simple concelebration can be given at the discretion of the pastor.*

### **Procedure**

1. The visiting priest/deacon/lay speaker must request permission to minister/present from the Bishop of New Ulm at least one month in advance of the date ministry begin. The request form is available online at [www.dnu.org](http://www.dnu.org)
2. The visiting priest/deacon/lay speaker is required to review the diocesan Safe Environment Policy for the protection of children and young people, available on-line at [www.dnu.org](http://www.dnu.org)
3. The visiting priest/deacon/lay speaker is to download the Request Form for Incoming Priests/Deacons/Speakers from the diocesan website, complete it, and send it to the Bishop's Office at the diocesan Pastoral Center located at 1400 6<sup>th</sup> Street North, New Ulm, MN 56073. Or FAX it the Bishop's Office at (507) 354-3667.

The results of a criminal background check are required. If the diocese/order/employer has one on file dated within the past 5 years, the visiting priest/deacon/lay speaker is responsible for forwarding a copy to the Diocese of New Ulm for comparison against the criteria New Ulm has established for adequate background checks. If the background check does not meet the criteria, the visiting priest/deacon/lay person must consent to a new background check to be processed by the Diocese of New Ulm, the cost paid by the hosting diocesan office/parish/school.

4. A testimonial statement from the bishop/superior/pastor/employer of the place of incardination/employment of the priest/deacon/lay speaker will be requested. For a non-catholic speaker, three references will be required.
5. Permission to minister/present will be offered or denied to the priest/deacon/lay speaker in writing, with a copy of the letter being forwarded to the hosting diocesan office/parish/school.

Approval for ministry/presentation in the Diocese of New Ulm will be for a specified period of time, to be determined in the letter of approval.

6. A list of incoming clerics and lay speakers will be submitted to the Bishop's Office on a monthly basis for his review.

October 2, 2007