

**To submit a vetting request
or if you have any questions, please contact:**

Office of the Chancellor:

John Harmon — Chancellor (907) 297-7702
jharmon@caa-ak.org

Or

Jessica Estes— Assistant to the Chancellor
jestes@caa-ak.org (907) 297-7720

Fax: (907) 279-3041

Mail Correspondence to:
Archdiocese of Anchorage,
Office of the Chancellor
225 Cordova Street
Anchorage, AK 99501

*With regards to Clergy and Lay Ministers within the
State of Alaska:*

**All assigned Priests and Deacons, in good standing
with any of the three Alaska Dioceses have been vetted
through the Office of the Archbishop, yet verification of
good standing should be confirmed by contacting the
Archdiocese of Anchorage's Office of the Chancellor.**

**To confirm good standing for any Religious or Lay
Minister working in either of the other two
Dioceses within the State of Alaska, contact their home
diocese or parish and request written verification prior to
their involvement in ministry.**



**Ministry Clearance Policy
“Vetting”
For Visiting Clergy, Religious, Laity and
Ministry Groups**

Dear Friends,

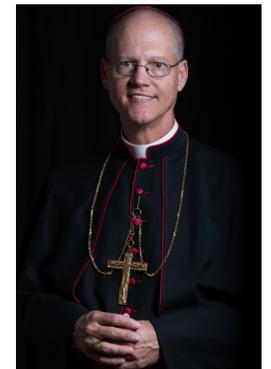
As Archbishop, I take my role as chief teacher and shepherd very seriously. Therefore, I am endorsing this policy which outlines the Archdiocese of Anchorage mandatory requirements for inviting any person from outside the Archdiocese as a prospective ministry provider, speaker, or presenter. This assures the people of our Archdiocese that those who speak or serve publicly do so by ensuring a safe environment and in a manner consistent with the teachings of our Church.

Thank you for cooperating in this process.

In the Heart of Christ,

A handwritten signature in blue ink that reads "Paul D. Etienne".

† Paul D. Etienne, D.D., S.T.L.
Archbishop of Anchorage



06/2018

Archdiocese of Anchorage
Vetting Policy and Procedure:

**The Issuance of Temporary Faculties for Visiting Clergy
and Vetting Approval for
Event Presenters, Speakers and Ministry Groups:**

Our Purpose

The Archdiocese of Anchorage welcomes the vocation and ministry of priests, religious, deacons and lay ministers. Because the Archdiocese is committed to standards assuring suitability of priestly and lay ministry and ensuring fidelity to Church teaching, we seek the cooperation of all Archdiocesan Personnel in the details and implementation of this policy.

Each year a growing number of priests come into the Archdiocese from around the world to assist in ministry or visit family, friends or vacation in the State. Our parishes and missions rely on their generosity.

However, it is imperative that we take our collective responsibility for the oversight of our parishes seriously. We must be diligent in obtaining what is required for any clergy or lay minister who is requested or asks to exercise ministry in our Archdiocese. We are all responsible for verifying that ordained ministers, religious and lay are worthy of the trust of the People of God.

The goal of this process is twofold: (1) to ensure fidelity to Church teaching and (2) to ensure that required safe environment procedures are followed as stated in Archdiocesan Safe Environment Policies and the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, Articles 12 and 13.

Required Steps:

- I. The sponsoring parish, school or organization notifies The Office of the Chancellor in writing by mail, email, or fax of the request for the visiting clergy/religious, lay minister, or ministry group.

This notification should include the name of all visiting ministers, contact information, diocese, name of superior, purpose and dates of planned visit and if applicable, intended topic for presentation and curriculum vitae showing competence of presenting topic.

- II. Once the above information is received a request for a letter of suitability to the visiting minister's Superior/Supervisor will be sent from the Office of the Chancellor.
- III. The requesting parish/school/organization will be sent a copy of the faculty letter for clergy or a notification of approval for lay ministers once a letter of suitability has been received.

Please Note:

- * Ordained ministers, **including those seeking to con-celebrate at Mass** must have this "vetting" process completed.
- * Please notify the Archdiocese at least two to four weeks prior to the proposed arrival of the visiting minister.
- * This policy must be followed to qualify for use of Archdiocesan or parish facilities, bulletin announcements and advertisements, including the Catholic Anchor.
- * Confirmation that the vetting process has been completed is necessary before any visiting Clergy or Laity can minister publicly within the Archdiocese of Anchorage.