

*Archdiocese of
Anchorage-Juneau*



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

Vetting Policies and Procedures

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

Our Purpose:

The Archdiocese of Anchorage-Juneau 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 ensuing 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 the Archdiocese of Anchorage-Juneau Pastoral 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 must 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 concelebrate 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 Archdiocesan newspaper.**
- ◆ **Confirmation that the vetting process has been completed is necessary before any visiting Clergy or Laity can minister publicly within the Archdiocese of Anchorage-Juneau.**



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 907-297-7720
jestes@caa-ak.org

Fax: 907-279-3041

Mail Correspondence to:

Archdiocese of Anchorage-Juneau
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 either of the two 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-Juneau's Office of the Chancellor.

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

