

## GUIDELINES FOR VISITING CLERGY

A priest canonically resident in another diocese seeking to officiate at a marriage (or seasonal chapel supply, funeral, baptism or other) in the Diocese of New Hampshire is required to do the following:

1. Request permission from the Bishop of New Hampshire to officiate in the diocese for the purpose noted on the *Permission to Officiate* form. This request must be made to the Bishop Office at least 30 days prior to the date of the event.
2. For weddings:
  - the priest must submit an application to the New Hampshire Secretary of State's office for a license to officiate as non-resident clergy in the State of New Hampshire. The current fee is \$25. This application is provided when the priest contacts the Bishop's Office or may be downloaded from the diocesan website.
  - If one of the couple has been previously married and divorced, the priest must have the written consent of her/his bishop to perform the wedding and include the consent with *Permission to Officiate* request.
3. The Bishop's Office must receive a *Letter of Good Standing* from the priest's bishop stating she/he is a "priest in good standing" in her/his diocese. (Include with the *Permission to Officiate* form.)
4. The priest should contact the rector, vicar or priest-in-charge of the "cure", i.e., "geographic territory", where she/he will be officiating to arrange to record the marriage (or other act) in the parish register. For example, if Fr. John Jones wants to do a wedding at the Center of New Hampshire in Manchester, she/he will need to contact the rector at Grace Church, Manchester. (When in doubt re: the "cure", call Paula Bibber in the Bishop's Office.)

Upon receipt of *Permission to Officiate* forms, the Bishop reviews the request to officiate, confirms required information/documentation and signs the permission form. The Bishop's consent:

- grants permission to officiate contingent on receiving a letter from the priest's bishop stating she/he is a "priest in good standing."
- includes information regarding the application to the Secretary of State for non-resident clergy. (if needed)
- provides contact information for the rector, vicar or priest-in-charge in whose cure they will be officiating.

A copy of the signed *Permission to Officiate* form with the bishop's consent is returned to the priest with a copy mailed to the rector, vicar or priest-in-charge of the church where the priest will officiate.