

**DIOCESE OF SPRINGFIELD**

OFFICE OF THE CHANCELLOR  
P.O. BOX 1730 - 76 ELLIOT STREET  
SPRINGFIELD, MASSACHUSETTS 01102-1730

September 20, 2018

Dear Monsignor/Father/Deacon:

I am pleased to inform you that the Bishops of the Boston Province (which includes the Dioceses of Portland, Burlington, Manchester, Springfield, Worcester, and Fall River) have established a secure database to issue **Letters of Suitability** by e-mail for temporary ministry (14 days or less) for clerics incardinated in those dioceses. Effective October 1, 2018, all new requests for temporary ministry **within the Boston Province** should be submitted with the new online form at [www.BostonProvinceMinistry.org](http://www.BostonProvinceMinistry.org). (A copy of the online form and the information that is required is attached). The database has been in use by the Archdiocese of Boston and the Dioceses of Fall River and Manchester since June 1st, and is now being implemented for all dioceses in the Boston Province. This new process should expedite the processing of requests for **Letters of Suitability** and will be particularly helpful in situations when ministry in another diocese may not be foreseen (for example, a funeral). Please note that this process does not apply to religious order priests or priests not incardinated in the dioceses in the Province.

While we will continue to process requests for **Letters of Suitability** received by e-mail and phone, we strongly encourage using the new online form as it prompts you to provide all the required information needed to verify good standing. Requests may take longer to process if submitted by phone or e-mail since required information might be missing or it may be difficult to hear the details by phone or voice mail.

**Ministry in the Boston Province:** If you are in active ministry without any form of restriction, the **Letter of Suitability** will be issued by e-mail to the proper Bishop and to the proper Parish where ministry will be performed. Additionally, you will also receive two e-mails; the first e-mail to acknowledge the information submitted via the online form has been received, and the second e-mail will be a copy of the electronic **Letter of Suitability**. Please note that the first e-mail will not indicate an approval to perform ministry. If you do not have an e-mail address, the **Letter of Suitability** will only be sent

to the Diocesan Chancery you are visiting and either the Pastor that is hosting, or the Parish where ministry will be performed.

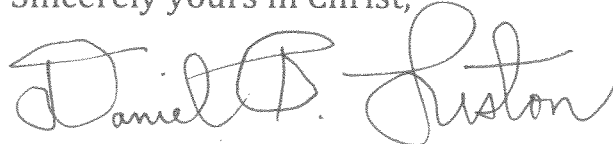
**Ministry outside of the Boston Province:** If ministry is performed outside of the Boston Province, a **Letter of Suitability** should still be requested by using the current procedures. The **Letter of Suitability** generated will be sent by regular mail to the Bishop and/or Delegate and the Parish where ministry will be performed. *Please note that you are required to determine precisely what documentation and details the other diocese outside the Boston Province requires and provide that information to the Office of the Chancellor.* The Chancellor's Office asks that requests for a **Letter of Suitability** be made *at least two weeks in advance of the date* when ministry to be performed, whenever possible.

**Helping Pastors/Administrators in Urgent Situations:**

Acknowledging that situations may arise where a priest or deacon may arrive in your Parish without the proper documentation, the Chancellor's Office may be able to assist by using the online secure database *only if the cleric visiting is incardinated in a Diocese in the Boston Province.* The clergy visiting will still be responsible for completing the online form so that a formal letter can be generated to record the ministry performed. Please call Louise Sinico-MacDonald at 413-452-0802 so that she can verify the good standing of the cleric. Otherwise, without the proper documentation, the visiting cleric should not be permitted to perform ministry.

With my best wishes, I am

Sincerely yours in Christ,

A handwritten signature in black ink that reads "Daniel P. Liston". The signature is written in a cursive, flowing style.

Rev. Msgr. Daniel P. Liston  
Chancellor / Vicar for Canonical Affairs  
Diocese of Springfield

Attachment: Copy of **Letters of Suitability** On-Line Form

# Boston Province Ministry

Request for Permission to Exercise Sacred Ministry

PAGE ONE (1)

## Clergy Performing Ministry:

Clergy Full Name

Ordination Year

Diocese of Clergy Performing Ministry

E-Mail Address of Clergy Performing Ministry

Please Confirm Email Address

Phone Number

**ALL 14 POINTS OF  
INFORMATION MUST BE  
COMPLETED IN ORDER TO  
PROCESS YOUR REQUEST**

**PAGE TWO (2)**

## Clergy Hosting:

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Clergy/Administrator Full Name

E-Mail Address of Hosting Clergy

Please Confirm Email Address

Phone Number

Hosting Diocese / Other

PAGE THREE (3)

## Ministry Details:

Start Date of Ministry

Duration of Ministry in Days

Description of Ministry / Role in Celebration / Who is Celebration for?

**79761**

Type the above number

**THIS NUMBER WILL CHANGE WITH EACH REQUEST; IT IS DESIGNED AS A SECURITY MEASURE.**

SUBMIT

RESET

- [www.bostoncatholic.org](http://www.bostoncatholic.org)
- [www.diospringfield.org](http://www.diospringfield.org)
- [www.portlanddiocese.org](http://www.portlanddiocese.org)
- [www.worcesterdiocese.org](http://www.worcesterdiocese.org)
- [www.vermontcatholic.org](http://www.vermontcatholic.org)
- [www.fallriverdiocese.org](http://www.fallriverdiocese.org)
- [www.catholicnh.org](http://www.catholicnh.org)