



ARCHDIOCESE OF LOS ANGELES

Procedures for new communities asking to come to the Archdiocese

I. Contact the Vicar for Women Religious:

Archdiocesan Catholic Center
3424 Wilshire Blvd., 5th Fl.
Los Angeles, CA 90010
Office: 213-637-7592

II. Letter from the bishop of the diocese where the Motherhouse is located to be addressed to Archbishop Jose Gomez with the following information:

- A. Confirmation that the religious congregation is legitimate and in good standing in his jurisdiction.
- B. Statement of the reasons why this congregation is requesting to serve in the Archdiocese of Los Angeles.
- C. Supply the Archbishop with the name, address and phone number of the major superior of the congregation which would like to enter the Archdiocese.

III. The major superior of the congregation must also write to Archbishop Gomez and include the following:

- A. Statement of the reasons she is requesting permission for her sisters to minister in the Archdiocese of Los Angeles.
- B. Formal request of permission for the Sisters to come to Los Angeles.
- C. Statement of facts regarding the following:
 1. Housing: indicate where the community will live
 2. Ministry: describe the types of services the Sisters will provide; state the location, if it is known
 3. Finances: describe how the Sisters will maintain themselves
 4. Special information: indicate if you have an invitation from a local pastor, parish or group and give the names and addresses. (An agreement will be drawn up between the group and the congregation indicating terms of service.)
 5. A letter of suitability for each religious.



III. Other considerations:

- A. R-1 visa needed; give name on passport, date of birth, date of entry, profession date for each Religious
- B. Ethnic and language concerns: need to know/study English
- C. Health insurance: each Sister must be covered by health insurance**
- D. Education: bring all necessary transcripts of educational courses and degrees completed
- E. Transportation: each Religious Institute must cover its own transportation costs
- F. Personal expenses: day-to-day living expenses for food, postage, personal care, etc. must be factored into the total expense involved.

NOTE: Please return all information to the Vicar for Women Religious. After reviewing all submitted materials the Archbishop MAY extend an invitation to the congregation to come to the Archdiocese of Los Angeles. This invitation is usually for a three-year probationary period.