

PROCEDURES FOR RELIGIOUS CONGREGATIONS NEWLY ENTERING THE ARCHDIOCESE OF LOS ANGELES

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



- IV. The major superior of the congregation must submit for review and approval to the Vicar of Women Religious the following information before the religious members arrive in Archdiocese of Los Angeles:
- A. R-1 visa require: submit copies/proof of passport, date of entry, profession date and a copy of the letter of support/affidavit submitted to immigration for each Religious.
 - B. Health insurance: each member of the congregation must acquire medical health insurance
- V. Other considerations:
- A. Ethnic and language concerns: need to know/study English.
 - B. Education: bring all necessary transcripts of educational courses and degrees completed.
 - C. Transportation: each Religious Congregation must cover its own transportation costs.
 - D. Personal expenses: day-to-day living expenses for food, postage, personal care, etc. must be factored into the total expense involved. All expenses shall be covered by the Religious Congregation.

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.

