



DIOCESE OF LA CROSSE &
SHRINE OF OUR LADY OF GUADALUPE
LETTERS OF SUITABILITY GUIDELINES



His Excellency, Gerard W. Battersby, Bishop of the Diocese of La Crosse has asked that we have all visiting priests or deacons send a letter of suitability to the diocese if they desire to exercise ministry at the Shrine of Our Lady of Guadalupe. Letters need to be received at the Diocese of La Crosse and the Shrine of Our Lady of Guadalupe **no earlier than 6 months, and at least five (5) days in advance from exercising public ministry at the Shrine.** The visiting priest will only be allowed to concelebrate if the letter is sent or received late.

Teresa Brown, Director of Safe Environment, is the contact for the Holy Cross Diocesan Center. Father Zachary Edgar, Sacred Liturgy Director, is the contact for the Shrine of Our Lady of Guadalupe. Please attach a copy of the letter of suitability in an email addressing each contact noted below. Please include the visiting clergy in the email as a recipient to help coordinate. Thank you.

Please include the following:

- Affirmation of good moral character and reputation.
- Affirmation of qualification for this ministry.
- Affirmation of background and suitability to work with minor children.
- Completion of annual Safe Environment training.
- Completion of Child Protection training.
- Completion of Safe Environment background check.

Emails:

Diocese of La Crosse

tbrown@diolc.org

Shrine of Our Lady of Guadalupe

fredgar@guadalupeshrine.org

Note: Amices, albs and cinctures are available at the Shrine upon request.

Contact Sacred Liturgy Director, Fr. Edgar, with further questions.

Visits are scheduled with the Pilgrimage Coordinator, see contact below.