



Guidelines for registering for diocesan events

The Office of Hispanic Ministry in collaboration with the Hispanic Parish Leaders of their communities have agreed on the following registration method:

1. The parish coordinators announce the diocesan events in their parishes and will be in charge of making the registrations for these events with the collaboration of their leaders.
2. The participants will have to pay the cost of the event by registering at their parish in advance.
3. The coordinator or delegated leader will send the list of the registered participants to: omh@richmonddiocese.org
4. As soon as our office receives your registration list, we will send your parish an invoice. To make the payment please mail it to:
 - a. Catholic Diocese of Richmond
 - b. Memo: OHM | Write the name of the event

Mailing Address | Office of Hispanic Ministry| 7800 Carousel Lane | Richmond, VA 23294

5. In case someone cannot attend the event, it is the responsibility of the coordinator find a substitute indicating the name of the person who will not attend and the new name. What is the last day to make these changes? Last day will be - the Friday of the week before the event. If there is no substitute, there is no refund of the payment
6. There will be online registration sporadically for some events indicated in our calendar (see website). The person registering must send a check as soon as possible to be confirmed as a participant in the event - send your list omh@richmonddiocese.org and the check (see #4)

We give our most sincere thanks for your collaborations and understanding.

These guidelines are updated and effective as of January 1st, 2017.

United in Christ,

Sr. Inma Cuesta, CMS
Director
Office of Hispanic Ministry
Diocese of Richmond, Virginia