



Office of Ethnic Ministries | Diocese of Richmond

Pastoral Center • 7800 Carousel Lane, Richmond, Virginia 23294-4201 • Phone: (804) 622-5241 • Fax: (804) 358-9159

Guidelines for Registering for Diocesan Events

The Office of Hispanic Ministry in collaboration with parish leaders have agreed on the following registration method:

1. The parish leaders announce our diocesan events at their parishes and will be in charge of the registration for these events.
2. The participants will have to pay the cost of the event at their parish in advance.
3. The parish leader will send the list of the registered participants to:
omh@richmonddiocese.org
4. If a participant is unable to attend the event, the parish leader has the option to find a substitute and submit the name of the person who will not attend along with the name of the person replacing them. The last day to make changes is the Friday of the week before the event. If there is no substitute, there will be no refund.
5. As soon as our office receives your registration list, we will send your parish an invoice. To make the payment please mail it to:
 - **Catholic Diocese of Richmond**
 - **Memo:** OHM | *(Write the name of the event)*
 - **Mailing Address:** Office of Hispanic Ministry
7800 Carousel Lane | Richmond, VA 23294
6. Our event registrations will be online unless indicated otherwise. You will find the registration links in our diocesan website under our office calendar webpage. If registering as an individual, you must send a check with your name to our office as soon as possible to be confirmed as a participant in the event. Parish leaders please view number #4 for payment process.

We give our most sincere thanks for your collaborations. These guidelines are effective as of January 1st, 2017.

Ad Jesum per Mariam,

Daniel Villar

Director

Office of Ethnic Ministries