

St. Louis de Montfort
Standard Operating Policy

Guest Speakers

SLDMPOL01

Approved *PRC*

Date *10/31/08*



Purpose To ensure appropriate guest speakers can be invited and received at the parish and school

Scope This policy applies to all parishioners, staff and outside groups.

Related

Documents Bishop's Letter, Diocesan Policy, Speaker Request Form

Definitions None

From time to time, the parish or staff would like to bring in guest speakers for the benefit of the parish. These speakers are generally addressing spirituality, spiritual growth, or other various Catholic/Christian themes.

The process for inviting a speaker is as follows:

The party interested in bringing a guest speaker to the parish must contact the appropriate staff person (staff liaison for the appropriate ministry). The staff person will gather the details (cost, dates, times, expectations, location, etc.) and present to the entire staff at the next weekly staff meeting.

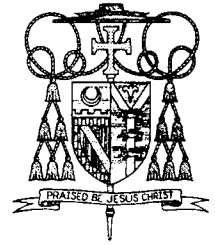
If the parish staff approves the speaker, the request must be submitted to a Parish Council member for approval. If approved, the Business Manager will check with the Accounting Manager to see if there are funds to cover the speaker's fee if there is one. If there is no money available, the speaker will be planned for the next fiscal year and money will be budgeted accordingly.

At least one month prior to the speaker's engagement, a bulletin announcement will be made presenting a brief biography of the speaker and the details of the topic, date, time and location.

If any parishioners object to the speaker coming to St. Louis De Monfort, objections should be made to the Pastor or Business Manager who will then bring the objections to staff and Council for consultation and a final decision.

Office of the Bishop

Most Rev. William L. Higi
610 Lingle Avenue
P.O. Box 260
Lafayette, In. 47902-0260
Ph. (765) 742-0275
Fax (765) 742-7513



29 September 2008

Dear Father:

To ensure compliance with Canon 386.2 which directs the Diocesan Bishop to defend the integrity and unity of the faith; any person from outside the Diocese being considered to present a lecture, course, workshop, retreat or otherwise give an address on matters of faith and morals must submit requisite documentation before approval is given. Therefore, I am issuing, effective January 1, 2009, this General Policy for guest speakers, instructors or facilitators.


Pastors or lay leaders who intend to invite speakers to their parish have an obligation to be informed of the theological content of the material to be presented and to invite speakers whose message is consistent with the teachings of the Church. If there is a question regarding the suitability of speakers or lay retreat masters, pastors and lay leaders are to contact the Bishop's Office prior to extending the invitation.

Priests or deacons from outside the Diocese of Lafayette-in-Indiana, including those requested to officiate at weddings, must have a support letter from their Superior or Ordinary establishing that he is a cleric in good standing. Contact the Vicar General for details. A form and explanation of the General Policy for all other speakers is attached.

It is important that those scheduling speakers, instructors and/or facilitators be made aware of this Policy.

With my best wishes, I am

Sincerely yours,


WILLIAM L. HIGI
Bishop of Lafayette-in-Indiana

DIOCESE OF LAFAYETTE-IN-INDIANA



GENERAL POLICY FOR GUEST SPEAKERS, INSTRUCTORS, OR FACILITATORS

To ensure compliance with Canon 386.2 requiring the Diocesan Bishop to defend the integrity and unity of the faith; any person under consideration to present a lecture, course, workshop, retreat or otherwise speak / give an address on matters of faith and morals must submit the requisite documentation before approval can be made. This directive applies especially to those who come from outside the diocese.

Pastors or lay leaders who intend to invite speakers or retreat masters have an obligation to be informed of the theological content of the material to be presented and to invite speakers whose message is consistent with the teachings of the Church. If there is a question regarding the suitability of speakers or retreat masters, pastors and lay leaders are encouraged to contact the Chancellor prior to extending the invitation.

Some points to remember when choosing a speaker include:

- ⊗ Priests or deacons from outside the Diocese of Lafayette-in-Indiana **must** have a support letter from their superior or ordinary establishing that he is a Cleric of the Catholic Church in good standing.
- ⊗ A non-Catholic speaker should acknowledge that their presentation will not conflict with Catholic teachings.
- ⊗ Proof of a background check **is required** for any lay speaker at a youth event.
- ⊗ Before inviting a speaker to give a presentation it is advised that someone from the sponsoring organization be familiar with the speaker's previous presentations and writings.
- ⊗ Individuals who teach at a Catholic College or University or Institute of higher education should be in compliance with *Ex Corde Ecclesiae*.
- ⊗ Speakers who have not been authorized by the Chancellor to present in the Diocese of Lafayette-in-Indiana will not be publicized by the Catholic Moment.
- ⊗ A form for requesting diocesan approval for incoming Priests and Deacons is available from the Bishop's Office and a form for all other Speakers is attached.

Request Form for Incoming Speakers, Instructors, or Facilitators

Please use this form for incoming Speakers for any parish missions, retreats, workshops, classes, etc. Any time a Speaker NOT affiliated with the Diocese of Lafayette-in-Indiana gives a presentation on Church property or on behalf of the Church, it is appropriate to use this form. The requesting organization must assure a background check is complete for lay speakers at any youth event.

Parish / Institution Name: _____ Parish / Institution contact person: _____

Phone Number: _____ Event Date(s): _____

Please check all that apply:

The Person named below is a

This Person is a

This Person will be working with children

This Person is from an institution of higher education

This Person is a Catholic

- | | | |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Brother | <input type="checkbox"/> Sister | <input type="checkbox"/> Lay Person |
| <input type="checkbox"/> Speaker | <input type="checkbox"/> Instructor | <input type="checkbox"/> Facilitator |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| <input type="checkbox"/> Mandatum on file | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

Event Description (retreat, conference, etc.): _____

*Name of incoming Speaker: _____

Phone: _____ Address: _____

E-mail: _____ Website: _____

*From what Diocese, Religious Institution, Employer: _____

*Contact Person (Diocese, Religious Superior, etc.): _____

*Address: _____

*Phone: _____ E-mail: _____

****Required Information (The approval process will not begin without this information.)***

Any other pertinent information: _____

(Diocesan Use Only – Date and initial)

Date letter of good standing requested: _____ Date received: _____

Date background check approved: _____

- | | |
|---|---|
| <input type="checkbox"/> HR Approved _____
<i>(initials)</i> | <input type="checkbox"/> Chancery Approved _____
<i>(initials)</i> |
|---|---|

Parish / Institution Notified (date): _____