

## Ministry Clearance Requirements for Visiting Laity

***Prior to inviting any speaker or ministry event provider from outside the Archdiocese to either speak or serve in any capacity in a parish, faith community, lay organization, or school event, within the Archdiocese of Seattle, written permission is required from the Archbishop's Office.***

- See Pastoral Policy of the  
Archdiocese of Seattle, 2007  
(*Faith Formation, Appendix A, 14*)

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This policy must be followed to qualify for use of Archdiocesan facilities, publicity and/or inclusion in the "Organizations and Services" listing within the Catholic Directory of Western Washington.

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### **The Process**

Prior to inviting any lay speaker or ministry event provider to come from outside the Archdiocese of Seattle, the canonical pastor needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Office of the Archbishop. Clearance requests may also be submitted by the institutional leader of those organizations listed in the Catholic Directory. This ministry clearance process is confidential. Prospective speakers and other ministry event providers **may not** be informed that they are under specific consideration until **after** the letter granting permission is received. As part of the event planning process, the parish or sponsoring organization may contact the prospective

speaker or ministry event provider to determine the person's availability and request additional information about his or her ministry experience and services. However, no invitation may be extended. *If a person is invited before the letter of permission is received, the request for clearance will not be considered.*

### **Submitting a Clearance Request**

The canonical pastor or institutional leader must submit the ministry clearance request form, available from the Office of the Archbishop, to initiate the clearance process. Completed forms include detailed information about the prospective speaker or ministry event provider, type of ministry, topic of presentation, and purpose of the proposed event.

Following the review, a letter of permission or refusal will be sent to the organization or parish making the request.

Accompanying the request for a speaker or ministry event provider, the parish or sponsoring organization must file the following information with the Office of Catholic Faith Formation:

- Detailed background such as curriculum vitae, service history, and relevant contact information regarding any sponsoring organization (e.g., Couples for Christ, Cursillio, etc.).
- Those who will have unsupervised contact with children or vulnerable adults, or who will have access to cash or negotiables, must have a background check provided by City Investigations Corporate Security (CICS) completed within the last three years. The sponsoring parish or organization is responsible for running this background check.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Archdiocese of Seattle. **Please allow at least eight weeks to complete the clearance process prior to inviting the speaker or ministry event provider. All requests should be submitted via mail or fax to:**

Archdiocese of Seattle  
Office of Catholic Faith Formation  
710 9th Avenue  
Seattle, WA 98104  
Fax: 206-264-2084

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### **Our Goal: Providing Quality Pastoral Care**

The Archdiocese of Seattle has developed this process for clearing lay speakers and other ministry event providers from outside the Archdiocese **prior to your issuing any invitation**. The goal of this process is twofold: (1) to ensure fidelity to Church teaching and (2) to obtain the required background reviews done on all those engaged in ministry.

For more information, please contact us at 206-382-4096.

### **Online form:**

[www.seattlearchdiocese.org/CFF/  
Resources.aspx](http://www.seattlearchdiocese.org/CFF/Resources.aspx)