

ARCHDIOCESE OF SEATTLE

Ministry Clearance for Visiting Laity Request Form

Please submit all requests to Beata Gando, beata.gando@seattlearch.org;
206 274-7672 • fax 206-264-2084

PLEASE NOTE: A minimum of eight weeks is required to complete the request. Submissions outside of this timeline are not guaranteed to receive clearance. Approved requests will be provided via email correspondence.

Personal Information (Speaker/Presenter):

Name:

Title/Occupation:

Diocese of Residence:

Parish:

Parish Phone:

Parish Fax:

Parish Address:

Pastor:

Type of Ministry (e.g., speaker, musician, support person, etc.):

Event Information:

Title:

Date(s):

Location:

Audience:

Will the presenter have access to youth and/or vulnerable adults?

If yes, then explain interaction:

The following information needs to be provided (attach to email with this form):

1. A letter from your Pastor stating knowledge and consent of the proposed invitation.
2. A letter of recommendation from the speaker's pastor and/or the Arch/bishop or his representative from the Arch/diocese the speaker resides in.
3. A copy of the speaker's curriculum vitae or other background information, such as printed publications or websites related to the topic on which the person will be speaking.

Host Contact Information (Requester):

Name:

Title/Occupation:

Parish/Organization:

Address:

Email:

Phone:

Fax:

Please verify that you have completed an extensive internet background check on the proposed speaker to verify that his/her presentations conform to Church teaching on this requested topic. YES _____

What is the purpose of the event at which this person will be speaking?

Has this person spoken or ministered to this audience before? If yes, when was the event and what are the reasons for having he/she return?

Are you aware of any divergence on this speaker's past from any Church teachings or any people who might find the speaker or his/her content controversial, unorthodox or problematic? If so, please describe...

YOUR REQUEST FOR THIS SPEAKER INDICATES THAT YOU HAVE COMPLETED DUE DILIGENCE IN REVIEWING HIS/HER BACKGROUND AND YOU ARE SUBMITTING APPROVAL FORMS FROM THE PERSON'S PARISH AND/OR DIOCESE. WITHOUT THIS INFORMATION, REQUESTS WILL NOT BE CONSIDERED.