



Protocol for Guest Speakers, Presenters, and Performers

In order for the diocesan bishop to protect the integrity and unity of the faith (can. 386 §2), written approval from bishop through the Office of the Chancellor is required before speakers, presenters, or performers can be brought into the diocese by parishes, missions, schools, or other Catholic organizations. This applies to clergy, religious, and lay guests.

The Diocese of Tyler is responsible for ensuring, to the best of its ability, that anyone brought in as a speaker, presenter, or performer for events held within the Diocese is both faithful to the teachings of the Catholic Church, and is in good standing with the safe environment policies of their home diocese. This requires advanced communication (generally at least 30 days before the event) with the Office of the Chancellor as part of the event preparation. Events should not be promoted until approval is written received.

The pastor or head of the organization/institution sponsoring the guest must **complete the required form** (see attached) which contains the following information:

1. Name of the organization sponsoring the event.
2. Date(s), place and purpose of the event.
3. Information on the prospective speaker/presenter/performer.
4. The topic to be addressed.
5. Qualifications and recommendations regarding the topic (i.e., Why did you decide to invite this person?)

The Office of the Chancellor may also request background information (curriculum vitae) and sample writings or videos from the proposed presenter, if they are not known from prior visits. These can be submitted in the form of web links.

Additionally, **a current letter of suitability must accompany the form**. The letter must testify that the person 1) is of good moral character and reputation, 2) has nothing in their background which would limit or disqualify the person from this activity, and 3) there is nothing which would render them unsuitable to work with minor children.

For a priest or deacon: a letter of suitability for his diocese or religious order.

For consecrated religious: a letter of suitability for his/her religious order or the diocese in which they are serving.

For a lay person: a letter of suitability and recommendation from the pastor where the person is a registered parishioner. This letter must also attest that the person is a practicing Catholic in good standing.

Upon review of the completed form and testimonial letter, the Office of the Chancellor will send a letter of permission or denial from the bishop. A permission is valid for a single event only and must be sought each time a speaker is being considered. Requests for approval must be made at least 30 days prior to the date of the event.



DIOCESE of TYLER

OFFICE OF THE CHANCELLOR

Information Form for Guest Speakers, Presenters and Performers

Name of Parish/Department/School/Organization Sponsoring the Event
Date(s) of the Event AND Place(s) of the Event
Name and/or Purpose of the Event
Information on Speaker/Presenter/Performer
Name: _____
Organization: _____
Title: _____
Address: _____
City/St/Zip: _____
Phone: _____
E-mail: _____
Topic(s) for the Presentation
Qualifications of Speaker/Presenter/Performer
Name of Person Completing this Form
Signature of Pastor or Organization/Institution Head

Return completed form and letter of suitability to the Office of the Chancellor. E-mail:

chancellor@dioceseoftyler.org Fax: (430) 201-4340