

ARCHDIOCESE OF SEATTLE • Ministry Clearance 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)

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.

THE PROCESS

Prior to inviting a lay speaker to come from outside the Archdiocese of Seattle, **whether for an in-person or online virtual event**, 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 may 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 include the following information:

- 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

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.** Please send requests via email to **beata.gando@seattlearch.org** or via fax to 206-264-2084.

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.

Online form: **archseattle.org/for-parishes/faith-formation**

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...

NB: 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.