



# 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.

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

## 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/speaker-request-forms/laity](http://archseattle.org/speaker-request-forms/laity)

## The Process

Prior to inviting a lay speaker from outside the Archdiocese of Seattle, **whether for an in-person or online event**, the canonical pastor needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Office of the Auxiliary Archbishop. Clearance requests may also be submitted by the institutional leader of local lay organizations.

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.*

Please submit the request at least 8 weeks prior to the event to allow enough time to invite the speaker after receiving the approval.

## Submitting a Request

Once the Ministry Clearance for Visiting Laity form is submitted online, please email [beata.gando@seattlearch.org](mailto:beata.gando@seattlearch.org) the following documents:

1. A letter from the sponsoring parish's pastor or organization's leader, stating knowledge and consent of the proposed invitation.
2. A letter of recommendation from the speaker's own pastor and/or his/her Arch/bishop or delegate.
3. 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.
4. A background check within the last three years from the sponsoring parish or organization, **if** the speaker will have unsupervised contact with children or vulnerable adults, or will have access to cash or negotiables. The sponsoring parish or organization is responsible for running this background check.

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

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 before in the Archdiocese of Seattle.