

## **Speaker Approval Form**

Use this form for incoming Clerical, Religious or Lay Speakers for any presentations on matters of faith and morals, as defined by the Speaker Approval Policy (Administration, General 2).

Diocesan Office/AFC/Parish/School: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(The written response will be sent to this address)

### **Please check all that apply:**

The Person named below is a ☐ Cleric ☐ Religious ☐ Lay Person

### **This Person is coming into the Diocese**

☐ At the request of a diocesan entity (Diocese/AFC//Parish/School) ☐ At the request of the speaker

This Person will be working unsupervised with minors ☐ Yes ☐ No

If "Yes," a "Letter of Good Standing" is required; and a background check may be requested for lay speakers working with minors. If lay speakers are employed by other Church entities a "Letter of Good Standing" by the Ordinary/Pastor may be acceptable.

Event Name & Description (retreat, conference, etc.): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

From what Diocese/Religious Institution/Employment: \_\_\_\_\_

Reference Person (Ordinary, Diocese, Religious Superior, Pastor etc.): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please give a brief description of the topic(s) to be Presented: \_\_\_\_\_

Any other pertinent information: \_\_\_\_\_

***See back side for other required documentation.  
In order to process your request,  
all of the required documentation must be submitted.***

\_\_\_\_\_  
(Diocesan Use Only)

Date letter of good standing requested: \_\_\_\_\_ Date received: \_\_\_\_\_ Curriculum Vitae: Yes / No

Date background check approved (if applicable): \_\_\_\_\_ Initiator Notified (date): \_\_\_\_\_

☐ Speaker Review Team Approved \_\_\_\_\_ ☐ SE Approved \_\_\_\_\_ ☐ Chancery Approved \_\_\_\_\_  
(initials) (initials) (initials)

Send form to Diocese of New Ulm, Office of the Bishop, Attn: Speaker Request ,  
1421 6th Street North, New Ulm, MN 56073.

### **Attestation:**

All speakers making presentations within the Diocese of New Ulm are expected to demonstrate fidelity to the Magisterium of the Church and conformity to the pastoral vision of the diocese.

By inviting this speaker to the diocese:

- ☐ I attest to the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church.
- ☐ I am unsure about the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church. If so, please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Attestation

\_\_\_\_\_  
Date

### **The following documents must be submitted with this form:**

#### **For Speakers who are Clerics:**

- ☐ Proposed speaker's **curriculum vitae**\* - required for all clerics
- ☐ A **letter of suitability** from the speaker's superior or ordinary attesting that he is a cleric in good standing. - required for all clerics
- ☐ If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.
- ☐ If the cleric will be celebrating a sacrament, he must also fill out the **Notification and Request for Approval Form for Visiting Clerics**.

#### **For Speakers who are Religious:**

*If the speaker is both a religious and a cleric, please use above requirements for clerics.*

- ☐ Proposed speaker's **curriculum vitae**\* - required for all religious
- ☐ A **letter** from the speaker's superior or ordinary attesting that he or she is a religious in good standing. - required for all religious
- ☐ If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.

#### **For Speakers who are Lay Persons:**

- ☐ Proposed speaker's **curriculum vitae**\* - required for all lay persons
- ☐ A **letter of support** from the speaker's pastor or ordinary attesting that he or she is a faithful practicing Catholic in union with the Church. (If the speaker is not Catholic this letter of support should come from their pastor or another person who can attest to their character and suitability). - required for all lay persons
- ☐ In addition, if the speaker is not a Catholic, the speaker should provide a **written assurance** that his or her presentation will not conflict with Catholic teaching in any way.
- ☐ If the proposed speaker will be working with minors, the following safe environment requirements must be completed:
- Verification that a recent background check has been processed and cleared, or consent for the Diocese of New Ulm to process a background check.
  - The proposed speaker is required to read and sign acknowledgement of Diocesan Policy 13 and the Employee Code of Conduct available on-line at dnu.org. Form A is to be attached to their approval form.
- ☐ If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.

\***curriculum vitae**: a brief account of a person's education, qualifications, writings and previous experience etc.