



CATHOLIC DIOCESE OF RICHMOND

GUEST SPEAKER APPROVAL REQUEST FORM

*When requesting approval for a guest speaker, please return this completed **Guest Speaker Approval Request Form** with all required documents to the diocesan Guest Speaker Coordinator, speakercoordinator@richmonddiocese.org*

PASTOR/CHAPLAIN

I support the invitation of the proposed Guest Speaker for this event

(Signature)

Person Or Group Inviting The Speaker:

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

GROUP/PARISH, CITY: _____

Proposed Speaker:

NAME: _____

TITLE/POSITION: _____

EMAIL: _____

TOPIC(S) DESCRIPTION: _____

Event:

NAME OF EVENT: _____

AUDIENCE: (adults or minors) _____

DATE OF EVENT: _____

EVENT LOCATION: _____

Person Submitting This Form:

NAME: _____

POSITION: _____

EMAIL: _____

REQUIRED DOCUMENTS

Please send:

GUEST SPEAKER APPROVAL REQUEST FORM

Proposed Speaker's Curriculum Vitae

ONE of the following Forms A, B, C, or D

If the proposed speaker is

- a **layperson or a religious**, addressing Adults, **Form A**
Statement from the Pastor or Provincial for Lay or Religious certifying that he or she is a Catholic in Good Standing
- a **priest or deacon**, addressing Adults or Minors, **Form B**
Statement from the Ordinary/Provincial for Priests/Deacons certifying that he is a Catholic in Good Standing.
- a **layperson or a religious** addressing Minors, **Form C**
Statement from the Pastor or Provincial for Lay or Religious certifying that he or she is a Catholic in Good Standing and has completed the necessary safe environment training prescribed by the USCCB, *Charter for the Protection of Children and Young People*.
- a **layperson or a religious from another Christian, non-Christian, Muslim, or Jewish faith** addressing Adults or Minors, **Form D**
Statement from the Pastor of the Catholic Church hosting speaker endorsing speaker and topic and certifying the completion of the necessary safe environment training prescribed by the USCCB, *Charter for the Protection of Children and Young People*, if speaker will be addressing Minors.

If the proposed speaker needs to complete the safe environment training, contact the diocesan Director for Safe Environment, Maryjane Fuller, mfuller@richmonddiocese.org 804-622-5203. Online *Virtus* training and *ScreeningONE* form will be provided directly to the speaker by Maryjane Fuller.

(Catholic in Good Standing: one who is not “under a canonical penalty whether imposed or declared” (c. 874, 4o) and “is known for the orthodoxy of his/her teaching.”)

Please scan, email, fax, or mail Guest Speaker Approval Request Form, Curriculum Vitae, & Form A, B, C, or D to:

Guest Speaker Coordinator
7800 Carousel Lane
Richmond, VA 23294
FAX: 804-358-9159 PHONE: 804-622-5252
speakercoordinator@richmonddiocese.org