



Office of the Bishop

Diocese of Richmond

To: Pastors, Deacons, Parish Staff, Catholic School Chaplains, Principals, College Campus Chaplains and College Campus Ministers, and Pastoral Center Staff:

In June of 2015 my predecessor of happy memory, Bishop Francis DiLorenzo, promulgated policies instructing diocesan ministry leaders about the process for Guest Speaker Approval. These policies have served the Diocese well over the last several years and assist me now, as Bishop, to fulfill my obligation to “defend the integrity and unity of the faith to be believed” (Code of Canon Law, Can. 386 §2).

These instructions assist pastors and those with pastoral responsibilities to ensure that guest speakers who come into the Diocese to teach the lay faithful, do so with fidelity to the Magisterium of the Church. When we provide a forum for a guest speaker within our parishes, campuses, or schools, the faithful have a right to expect that what they hear will be consistent with teachings of the Catholic Church, and within the pastoral direction of the Diocese (cf. Can. 229 §1).

These **Instructions for Guest Speaker Approval** will continue to be followed, and those who invite a guest speaker to lecture, present a workshop, give a retreat, or otherwise speak or give an address on matters of faith and morals, on diocesan property are required to submit the requested documentation in order to receive approval.

These instructions apply especially to those who come from outside the Diocese or those inside the Diocese who are not already approved to engage in religious instruction by the Diocese of Richmond. It is important that individuals be approved before an invitation can be confirmed.

Approval of Guest Speakers is valid for three years from the date of approval. After three years, a new request for approval is to be submitted. Required documentation for all speakers needing approval includes: Guest Speaker Approval Form, Speaker Curriculum Vitae and one Form A, B, C, or D.

For Guest Speakers chosen from the diocesan list of **Approved Speakers**, submit a **Request Form for Approved Speaker**. All required forms are available on the Diocesan website together with a list of **Approved Speakers**. Those who hold appointed or staff positions in the Diocese of Richmond who do not need to apply for Speaker Approval are:

- Priests and Deacons in the Diocese who are in good standing;
- Staff or Diocesan Parishes, Schools, and Institutions including Parish Staff, Catechists, Diocesan Catholic School Teachers and Administrators.

I reaffirm and approve these Instructions for Guest Speaker Approval for use in the Diocese of Richmond.

Most Reverend Barry C. Knestout
Bishop of Richmond

04/17/18
