



PRESENTER APPROVAL PROCESS REQUIRED

FOR PARISHES, CATHOLIC SCHOOLS, AFFILIATED ORGANIZATIONS, AND DIOCESAN

I wish to invite a presenter for a workshop, program, retreat, mission or class within the Diocese of Saginaw that touches on faith, spirituality or morality.

What do I need to do?

BEFORE finalizing their visit and BEFORE publicizing their visit:

Is this person from within the Diocese of Saginaw?

OFFICES

Yes

Is the presenter a priest, deacon, DPL, religious, diocesan/parish staff member, or a parishioner invited by his/her own pastor or DPL?

Yes

Nothing needs to be done

No

Fill out Presenter Approval Form

(See Presenter Approval link below)

No

Fill out Presenter Approval Form
(See Presenter Approval link below)

If Presenter Approval Form is approved, a letter of suitability is then required.

1. For clergy, their chancery or religious institute must send a letter no less than 90 days prior to the presenter's visit to:
Chancellor, Diocese of Saginaw
5800 Weiss St., Saginaw, MI 48603
or by e-mail to: mobrien@diosag.org
2. For laity, their pastor, chancery or religious institute must send a letter in a timely manner prior to the presenter's visit to:
Theologian, Diocese of Saginaw
5800 Weiss St., Saginaw, MI 48603
or by e-mail to: vetting@diosag.org

Only when this letter has been approved can the presenter's visit be publicized.

(See Letter of Suitability link below)

The Presenter Approval Form may be found [here](https://saginaw.org/presenter-approval-process)
Letter of Suitability templates for clergy and laity may be found [here](https://saginaw.org/presenter-approval-process)