Endorsement of Suitability for Lay Presenters

to Present or Lead Retreats/Missions/Seminars/Music in the Diocese of Saginaw

**Note to Pastors, Chancellors and Religious Superiors:** The template below should be copied, placed on your parish, (arch)diocesan or religious institute’s stationery, and then fully completed and signed. After completion, the Pastor, Chancellor or Religious Superior – **not the lay presenter** – is then asked to mail the letter directly and in a timely manner to: Diocese of Saginaw, Attn: Diocesan Theologian, 5800 Weiss St., Saginaw, MI 48603 or

e-mail a scanned copy to [vetting@diosag.org](mailto:vetting@diosag.org). **A presenter’s visit to the Diocese of Saginaw may not be publicized until this endorsement of suitability is received and approved by the Diocese of Saginaw.**

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Letter of Suitability for (name of presenter): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Arch)diocese or religious institute with which presenter is affiliated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of presenter’s parish or religious house and the location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the presenter has a Vatican, USCCB, (arch)diocesan, parish or seminary position, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State the Diocese of Saginaw parish/school/diocesan event(s) at which the lay person will present:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate the date(s) the lay person will present in the Diocese of Saginaw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please confirm:**

* He or she is a person of good moral character and reputation. \_\_\_\_\_\_\_
* I know of nothing which would in any way limit or disqualify him or her from this presentation. \_\_\_\_\_\_\_\_\_\_
* I am unaware of anything in his or her background which would render him or her unsuitable to work with minor children. \_\_\_\_\_\_\_\_\_\_

Are there any concerns/known difficulties regarding the presenter’s theological teaching, ministry, or service to the Church? If so, please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of presenter’s most recent criminal history background check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of presenter’s most recent safe environment training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the presenter in compliance with his or her (arch)diocesan or religious institute's Safe Environment policy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your signature *(required)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_