

## PRESENTER VETTING PROCESS REQUIRED

FOR PARISHES, CATHOLIC SCHOOLS, AFFILIATED ORGANIZATIONS & DIOCESAN OFFICES

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

What do I need to do?

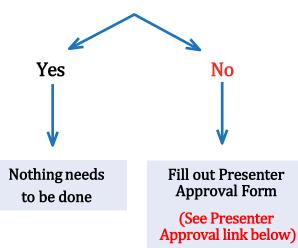
BEFORE finalizing their visit and BEFORE publicizing their visit:



Is this person from within the Diocese of Saginaw?



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



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

  Theologian, Diocese of Saginaw
  5800 Weiss St., Saginaw, MI 48603 or e-mail it 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