



# CATHOLIC DIOCESE OF RICHMOND

## GUIDELINES FOR SPEAKERS IN THE DIOCESE OF RICHMOND

Since we can always expect diversity in today's Church, it is required that good judgment be used when selecting and inviting speakers. This affords sensitivity to the speaker as well as the intended audience. It is also a way of avoiding the withdrawal of an invitation with the subsequent problems attendant to such.

Anyone in the Diocese who is appointed by the Bishop or a pastor as a staff person (paid or volunteer), catechist, school teacher, campus minister, or is on the staff of a Catholic institution is already approved for their role in religious instruction, leading a retreat, or other pastoral activity by the fact of their appointment.

The following guidelines are to be applied to any and all speakers from outside the Diocese of Richmond:

Guest speakers from outside the diocese must be approved through the Office of the Diocesan Theologian. Keep in mind that the approval process must be completed and the proposed speaker must be approved before an invitation is extended to the speaker. If the speaker is on the staff of another diocese they would still need to abide by guidelines #2 and #3.

### GUIDELINES

1. The speaker must be in good standing in the Church.
  - a. Priests – with their diocese through their bishop.
  - b. Religious – with their religious congregation, as verified by the major superior/leadership.
  - c. Laity – with the bishop of their diocese.
2. Obtain proposed speaker's *curriculum vitae* which includes information on educational and ministerial or professional background and, if applicable, a list of all published writings (articles, books, book reviews, etc.).
3. Obtain verification that the proposed speaker has participated in an adult training program for the protection of children and young people (VIRTUS or a recognized equivalent) and has kept current on the monthly bulletins in accord with the USCCB Dallas Charter.
4. The speaker must be competent/qualified in the subject in which they are presenting as verified by:
  - a. Education.
  - b. Ministerial background.
  - c. References.
  - d. Good feedback from their work in other dioceses.

5. The speaker must be aware of a responsibility to the local audience.
  - a. Culture.
  - b. Needs and reality of the people.
  - c. Overall program, plans, and processes in relationship to Diocesan, regional, national, and universal directives.
  - d. Goals and objectives of the event.
  
6. Responsibility of the host.
  - a. To verify the speaker's good standing and competency.
  - b. To verify the speaker has participated in an adult training program for the protection of children.
  - c. To clarify the purpose and goals for the speaker.
  - d. To verify the insurance and visa information, etc. for speakers coming from outside the country.
  - e. To clarify financial arrangements.
  - f. To provide a good learning environment (space, materials).
  - g. To arrange media coverage/video-taping if appropriate.
  - h. To provide for an evaluation of the speaker, to collate and summarize the evaluation, to submit a summary report to the Diocesan Theologian.
  
7. **Send the following documents to the Office of the Diocesan Theologian:**
  - a. A copy of the letter of recommendation by the proposed speaker's Bishop or Religious Superior, mentioned in #1 above, attesting to the speaker's orthodoxy. In the case of a layperson, a letter from his/her bishop or pastor or faculty department chairperson or dean (or equivalent) attesting to their orthodoxy.
  - b. If the proposed speaker teaches at a Catholic College or University, does she/he have a *mandatum* from the Ordinary?
  - c. A copy of the proposed speaker's *curriculum vitæ*, mentioned in #2 above.
  - d. Verification that the proposed speaker has participated in an adult training program for the protection of children and young people, mentioned in # 3 above.
  - e. A cover letter from the office of the inviter of the proposed speaker.

**For speaker approval please send the required information to:**

The Office of the Diocesan Theologian  
 811 Cathedral Place  
 Richmond, Virginia 23220

These guidelines are effective as of 1 September 2007.

Approved:   
 Bishop of Richmond

Date: 10 August 2007