

DIOCESE OF NEW ULM
POLICY BULLETIN

August 20, 2016

Administration
General 2

SPEAKER APPROVAL POLICY

For Presentations on Matters of Faith and Morals

To the Clergy, Religious, and People of the Diocese of New Ulm:

I. Introduction

As the chief shepherd of souls in the Diocese of New Ulm, it is the responsibility of the diocesan Bishop “firmly to defend the integrity and unity of the faith to be believed” (Code of Canon Law, c. 386 § 2). Therefore, speakers who are being considered to give a public presentation on faith and/or morals, hereafter designated as “speaker,” in a diocesan parish or school or other Catholic institution must be approved by the diocesan Bishop *before* a formal invitation is extended.

II. Application

The policy applies in the following manner:

- A. Approval is needed whenever a speaker is invited by a diocesan parish or school or other Catholic institution to present on faith and/or morals on or off of church property. Types of presentations needing approval include:
 - Talks, lectures, conferences, or similar events
 - Parish missions or retreats
 - Music concerts with lyrics
- B. The speaker cannot be promoted or sponsored unless he or she is approved, though an initial inquiry can be made (checking availability, etc.).
- C. Approval is requested through the submission of the Speaker Approval Form and requisite documentation to the Office of the Bishop (see section 5 below).
- D. A written response to the request will be given from the Office of the Bishop.

III. Speakers Needing Approval

The following speakers require the prior approval of the Bishop to offer public presentations in our diocese:

- Any Catholic priest or deacon without faculties in the Diocese of New Ulm
- Women or men religious who are not actively serving in the Diocese of New Ulm
- All Catholic lay people (including those who reside in the Diocese of New Ulm), except those exempted in section 4 below
- Any non-Catholic speaker

IV. Speakers Exempt from Approval

The following speakers are exempt from needing prior diocesan approval to offer public presentations in our diocese:

- Cardinals and bishops in full communion with the Holy See
- Those who hold appointed ministerial staff positions (whether paid or volunteer) in the Diocese of New Ulm:
 - ❖ Priests and deacons with faculties to serve in the Diocese of New Ulm

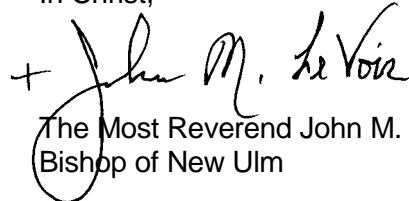
- ❖ Staff of diocesan institutions including diocesan department directors, pastoral ministers, parish ministerial staff, catechists, and Catholic school principals and teachers
- Members of religious communities actively serving in the Diocese of New Ulm in good standing

V. Procedure

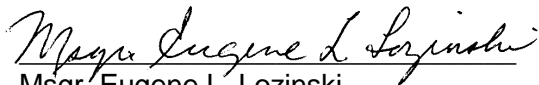
Before a formal invitation is extended to the speaker a request must be submitted to the Office of the Bishop from the inviting party (pastor, principal, etc). This request will include:

- A. A completed Speaker Approval Form from the inviting party, which includes the speaker's name and topic(s). It should attest to the speaker's fidelity to the Magisterium and the conformity of the topic to the pastoral vision of the diocese.
- B. A curriculum vitae of the speaker.
- C. A letter of good standing from the following:
 1. For a lay person, a letter of support from the speaker's pastor establishing that he/she is a Catholic in good standing. If the speaker will be working with minors, verification that he/she has a recent background check that was processed and cleared is also required, along with a signed acknowledgement that he/she agrees to follow Diocesan Policy 13 and the Employee Code of Conduct.
 2. For a cleric or religious, a letter of suitability from the speaker's superior/ordinary attesting that the speaker is a cleric/religious in good standing.
- D. The following additional items are needed in the cases of university professors or non-Catholic speakers:
 1. College or university professors should provide a *mandatum* from their bishop, if they have one. If not, it should be indicated that they do not have one.
 2. If not Catholic, the speaker must provide a written assurance that his/her presentation will not conflict with Catholic teaching in any way.

In Christ,



The Most Reverend John M. LeVoir
Bishop of New Ulm



Msgr. Eugene L. Lozinski
Chancellor

(See addendum to policy on next page.)

This is a new Policy Bulletin indexed under Administration, General 2.

Attestation:

All speakers making presentations within the Diocese of New Ulm are expected to demonstrate fidelity to the Magisterium of the Church and conformity to the pastoral vision of the diocese.

By inviting this speaker to the diocese:

- I attest to the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church.
- I am unsure about the proposed speaker's fidelity to the teachings and the Magisterium of the Catholic Church. If so, please explain: _____

Signature of Person Making Attestation

Date

The following documents must be submitted with this form:

For Speakers who are Clerics:

- Proposed speaker's **curriculum vitae*** - required for all clerics
- A **letter of suitability** from the speaker's superior or ordinary attesting that he is a cleric in good standing. - required for all clerics
- If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.
- If the cleric will be celebrating a sacrament, he must also fill out the **Notification and Request for Approval Form for Visiting Clerics**.

For Speakers who are Religious:

If the speaker is both a religious and a cleric, please use above requirements for clerics.

- Proposed speaker's **curriculum vitae*** - required for all religious
- A **letter** from the speaker's superior or ordinary attesting that he or she is a religious in good standing. - required for all religious
- If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.

For Speakers who are Lay Persons:

- Proposed speaker's **curriculum vitae*** - required for all lay persons
- A **letter of support** from the speaker's pastor or ordinary attesting that he or she is a faithful practicing Catholic in union with the Church. (If the speaker is not Catholic this letter of support should come from their pastor or another person who can attest to their character and suitability). - required for all lay persons
- In addition, if the speaker is not a Catholic, the speaker should provide a **written assurance** that his or her presentation will not conflict with Catholic teaching in any way.
- If the proposed speaker will be working with minors, the following safe environment requirements must be completed:
 - Verification that a recent background check has been processed and cleared, or consent for the Diocese of New Ulm to process a background check.
 - The proposed speaker is required to read and sign acknowledgement of Diocesan Policy 13 and the Employee Code of Conduct available on-line at dnu.org. Form A is to be attached to their approval form.
- If the proposed speaker is a college or university professor, a **mandatum**; however, the lack of a **mandatum** does not necessarily disqualify a speaker, but this should be indicated.

***curriculum vitae**: a brief account of a person's education, qualifications, writings and previous experience etc.