



Catholic Diocese of
SAGINAW

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 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?

Yes

No

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?

Yes

No

Nothing needs to be done

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

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