



Catholic Diocese of
SAGINAW

PRESENTER VETTING PROCESS REQUIRED

FOR PARISHES, CATHOLIC SCHOOLS, AFFILIATED ORGANIZATIONS & DIOCESAN OFFICES

I wish to invite a presenter/musician for a workshop, seminar, retreat, mission or class within the Diocese of Saginaw touching 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



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



Nothing needs
to be done

No



Fill out Presenter
Approval Form

(See Presenter
Approval link below)

No



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 no less than 30 days 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

(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>