

## Diocese of Saginaw Presenter Approval Form for Parishes, Catholic Schools, Affiliated Organizations and Diocesan Staff

Per diocesan policy, many individuals presenting on **faith, spirituality or morality** in the Diocese of Saginaw need to go through a vetting process. (See the diocese's vetting process **chart** for some exceptions.) If you wish to invite a priest, deacon, religious or lay presenter/musician **from outside** of the Diocese of Saginaw – or if you wish to invite someone **from within** the Diocese of Saginaw to present who is **not** a cleric, director of parish life, religious, or member of a parish/diocesan staff – this form must be completed and e-mailed at least two months in advance to: [vetting@diosag.org](mailto:vetting@diosag.org). Please note that a parishioner who is invited to serve as a presenter by his/her own pastor or director of parish life does **not** need to go through the diocesan vetting process.

Once this Presenter Approval Form is approved, a letter of suitability will be required for all presenters **from outside** the Diocese of Saginaw. **For priests and deacons**, their chancery or religious institute must submit this letter to the Chancellor of the Diocese of Saginaw at least 90 days prior to the presentation. **For lay presenters from outside** our diocese, their pastor, chancery or religious institute must submit the letter of suitability in a timely manner to the Diocesan Theologian. The Letter of Suitability templates for clergy and laity may be found **here**. **Please note: The name of a presenter/musician should not be publicized until the Diocese of Saginaw receives and approves this form and, if applicable, the person's letter of suitability – at which time you will be notified.**

Name of cleric or lay presenter/musician: \_\_\_\_\_

(Arch)diocese in which he/she resides: \_\_\_\_\_

Name of his/her parish and location: \_\_\_\_\_

If he/she has a Vatican, USCCB, (arch)diocesan, or seminary position, please specify:

\_\_\_\_\_

Affiliation (e.g., religious order, publisher, apostolate, etc.): \_\_\_\_\_

Date(s) you would like to schedule him/her: \_\_\_\_\_

Specify the topic(s), event(s) and location(s) where you would like him/her to present:

\_\_\_\_\_  
\_\_\_\_\_

If this person has previously ministered or presented in the Diocese of Saginaw, please indicate:

The most recent date: \_\_\_\_\_ Location: \_\_\_\_\_

Nature of that visit: \_\_\_\_\_

Other pertinent information regarding this presenter/musician: \_\_\_\_\_

\_\_\_\_\_

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable, the signature of your pastor, director of parish life, principal, or diocesan director:

\_\_\_\_\_ Date: \_\_\_\_\_

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**Diocese of Saginaw Theologian:** I have no objections to this presenter. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Diocese of Saginaw:** The above-mentioned person's chancery, religious institute, pastor or director of parish life has confirmed that he/she is in good standing and is in compliance with his/her (arch)diocesan or religious institute's Safe Environment policy. Initials: \_\_\_\_\_ Date: \_\_\_\_\_