



Protocol for Clearance Requirements for Speakers

Diocese of Raleigh

The Diocese of Raleigh has developed this protocol for approving those who are being considered as speakers for events to be held within the Diocese.

The goal of this process is twofold: (1) to ensure fidelity to the teachings of the Roman Catholic Church and (2) to obtain the required background reviews and clearances.

Prior to inviting any speaker to a parish, faith community, lay organization, campus or school event, written permission is required from the Office of the Vicar General. The invitation of a speaker is contingent upon the completion of the following requirements.

The pastor, principal or head of the organization or institution sponsoring the speaker is to write a letter to the Vicar General requesting approval of the candidate.

The letter is to include the following information:

- Name of the organization sponsoring the event (e.g., Sacred Heart Cathedral, Knights of Columbus, etc.)
- Setting, date and purpose of the event
- The topic to be addressed
- Qualifications and recommendations regarding the topic (i.e., Why did you decide to invite this person?)
- Background information (curriculum vitae) and sample writings from the proposed speaker
- For a priest or deacon: the name, address, phone number and e-mail information for the Bishop of the diocese in which the individual serves
- For a member of a religious community: the name, address, phone number and e-mail information for the head of the religious community to which the individual belongs
- For a lay person: the name, address, phone number and e-mail information for the pastor and parish in which prospective speaker is registered as an active parishioner.

A letter of permission or denial will be sent following a review of the information provided. This authorization is valid only once on an event-by-event basis and must be sought each time a speaker is being considered.

Requests for clearance must be made at least eight weeks prior to issuing an invitation to the speaker.

All requests should be mailed to:

Office of the Vicar General
7200 Stonehenge Drive
Raleigh, NC 27613