



PROCESS FOR PRESENTER CLEARANCE IN THE DIOCESE OF ORANGE

Guest presenters (speakers) must receive clearance prior to speaking at parishes and other events within the Diocese of Orange. This process is to be completed **before** a contract or agreement with presenter is signed. Please complete this process and receive clearance **before** finalizing any contractual agreements (meeting space, retreat center, arena, food). *This same procedure applies to individuals from the Diocese of Orange who are requesting a Letter of Good Standing in order to make presentations in other dioceses.*

PLEASE SUBMIT COMPLETED PACKETS 4 WEEKS PRIOR TO THE EVENT.

Send all documentation to: presenters@rcbo.org or mail to:

Diocese of Orange Pastoral Center– Office of Faith Formation
Attn: Presenter Clearance
13280 Chapman Avenue – Garden Grove, CA 92840

STEP ONE: Provide presentation details, to include **all of the following**:

- Date and location of presentation
- Topic
- Outline or summary of presentation
- Email or written permission of the pastor where presentation will take place
- Name and email of parish contact/coordinator

STEP TWO: Presenters provide current Curriculum Vitæ to include name, address, phone number, email address, place of employment, education, professional ministerial experience, and a list of all published writings.

STEP THREE: Presenters provide name of Bishop and Diocese where presenter resides, parish where presenter is registered, and a letter of good standing:

- a. Priests and Deacons – letter from their bishop.
- b. Religious – letter from their major superior.
- c. Lay person – letter from their bishop or pastor.

STEP FOUR: If children or teens are to be present:

- Presenter must provide **proof of completion** for a safe environment program such as *Shield the Vulnerable, Praesidium, Virtus*, or any other recognized safe environment training for adults or equivalent (no more than 4 years expired)
- Presenter must provide a letter (hard copy or electronic) from his/her (Arch)diocesan Safe Environment Office confirming background screening clearance

STEP FIVE (optional): If presenter would like to be included in the online Presenters Clearance Database please fill out the **Presenter Database Profile Form**.

STEP SIX: Diocesan Offices will review all submitted documents, verify credentials and communicate the results of review and/or approval **within two weeks** after receipt of completed application packet. If we are not able to respond within this time frame, the appropriate diocesan office will communicate this to the designated contact person at the applicant parish.



PRESENTER CLEARANCE – DIOCESE OF ORANGE

CHECK LIST FOR PRESENTERS

For speaker approval please send required information **4 weeks** prior to the event to:

Diocese of Orange Pastoral Center
Office of Faith Formation
Attn: Presenter Clearance
13280 Chapman Avenue – Garden Grove, CA 92840

A completed packet includes the following:

STEP ONE: Presentation details to include:

- Date and location of presentation
- Topic and summary/outline of presentation
- Email or letter of permission from Pastor of Parish where presentation will be given
- Name and email of parish contact/coordinator

STEP TWO: Current *Curriculum Vitae* to include:

- Name and Address
- Phone Number and Email Address
- Place of Employment
- List of all education
- Description of all professional ministerial experience
- List of all published writings

STEP THREE: Church Membership / Standing

- Diocese and Name of Bishop where speaker resides
- Name of Parish where speaker is registered as a parishioner
- Letter of Good Standing as follows:
 - Priests and Deacons - from Diocesan Bishop
 - Religious - from Major Superior
 - Laity - from Pastor or Diocesan Bishop

STEP FOUR: Safe Environment documentation (if presenting to minors):

- Shield the Vulnerable training or equivalent Diocesan training
- Fingerprinting or Background Screening

STEP FIVE (optional): Presenter Database

- Presenter Database Profile Form

THE DATE ON ALL DOCUMENTATION SHOULD REFLECT THE
CURRENT YEAR AND SHALL BE UPDATED ANNUALLY