

Procedures for Inviting Someone to Speak or Perform at an ASF Event

A. The person to be approved resides within the boundaries of the Archdiocese of Santa Fe:

1. Check to see if the person is on the “*Approved Speakers List Inside the Archdiocese.*” It is on the P drive in the Speakers folder.

a. If they are on the list and the event is occurring before their approval expiration date, they are approved and you may invite them.

b. If their name is not on the list or if their approval has expired, they will have to apply for approval. **See step 2.**

2. To apply for approval, they need to complete either a *Speaker/Presenter Application Form* or they need to submit a *Speaker Renewal Form*.

a. Speaker and Presenter Application Form: <https://form.jotform.com/kdavis5430/speaker-and-presenter-application-f>

b. Speaker Renewal Form: <https://form.jotform.com/kdavis5430/Speaker-renewal-form>

3. Once the application has been submitted, Dcn. Keith will contact their pastor for a recommendation. Once that is received, the application and supporting documentation will be submitted to the Safe Environment Coordinator for safe environment review.

a. Supporting documentation includes: a memo from the Speaker Coordinator, the pastor’s recommendation, any transcripts of courses taken through FFCS, any other recommendations (If a PMD Director is inviting them, a recommendation letter from the director would be helpful.), and any other material that was submitted.

4. If the applicant has completed Virtus and has had a background check within the last 5 years their portfolio is then submitted to members of the Speakers Committee for review, who will confer with other directors if necessary. They make their written recommendations and the packet is submitted to the Moderator of the Curia.

5. The Moderator of the Curia determines the status of their application and informs Deacon Keith.

6. The Speaker Coordinator informs the applicant and, if they are assisting one of the PMD offices, the director of that office.

7. If approved as a speaker/presenter, the person’s name is put on the list in the P Drive in a file marked “Speaker List inside the ASF” and their materials are filed in Formation for Christian Service office.

B. If the person invited to speak or present resides outside of the Archdiocese of Santa Fe boundaries:

1. Check to see if the person is already approved by looking on the "*Speaker Contacts Outside ASF*" file in the P drive under Speakers.

a. If they are on the list and the event is occurring before their approval expiration date, they are approved and you may invite them..

b. If they are not on the list or their approval has expired, they will have to supply a letter from their ordinary or religious superior.

1. The letter must indicate that they are in good standing, that they are in compliance with their diocese or community's safe environment requirements (including the date of their last training) and the date of their last background check.

2. The letter should be addressed to Archbishop Wester.

3. The letter should be mailed to:

a. Deacon Keith Davis; 4000 St. Joseph Place NW; Albuquerque, NM 87120

2. The letter, if complete, is placed in a file and submitted to Michelle and Rocio for review.

a. If the letter is incomplete, Deacon Keith will contact the issuing person for updating.

3. The file is reviewed by the Moderator of the Curia who determines the status of the proposed speaker and informs the Speaker Coordinator.

4. The Speaker Coordinator informs the person who invited the speaker as to the disposition of the request.

5. If approved as a speaker/presenter, the person's name is put on the list in the P Drive in a folder named "*Speaker Contacts from Outside the ASF*" and their materials are filed in the Formation for Christian Service office.