

Office Use Only Date Rec'd:

Prot. No. :

Classification: A D R P



**DIOCESE OF MADISON
SPEAKER PERMISSION REQUEST FORM**

OFFICE OF THE VICAR GENERAL · 702 S. High Point Road, Suite 225 · Madison, WI 53719 · 608-821-3015 · vicargeneral@madisondiocese.org

Any Catholic parish, Catholic school, Catholic organization, Catholic association, or apostolic undertaking using the name "Catholic" in the Diocese of Madison that wishes to host, sponsor, promote, or advertise a public presentation on faith and/or morals must first receive permission from the local Ordinary. Please note this form must be submitted at least 60 days prior to the event.

INFORMATION ABOUT PARISH OR ORGANIZATION HOSTING THE PRESENTATION

Name of Catholic Parish, School, or Association:

Address:

Name of Contact Person:

Phone: Email:

INFORMATION ABOUT PROPOSED SPEAKER

Name of Proposed Speaker:

Title / Position: Employer:

Address:

Phone: Email:

Website (if applicable):

INFORMATION ABOUT PROPOSED PRESENTATION

Name of Presentation:

Date of Presentation: Time:

Location of Presentation:

If the presentation will NOT be held in a church or oratory, please write N/A below. If the proposed speaker is a layperson and the presentation will be held in a church or oratory, additional permission is required pursuant to canon 766. Please describe the unique circumstances and reasons why the presentation cannot be held in another location.

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FOR CHANCERY USE ONLY

NIHIL OBSTAT (Signature of Local Ordinary's Delegate) (Date)
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INFORMATION ABOUT EVENT DURING WHICH PRESENTATION WILL TAKE PLACE

If the presentation will NOT take place during a larger event, write N/A below. If the presentation indicated above is going to take place during a larger event, such as a conference or retreat, please give information about the larger event.

Name of Event:

Website (if applicable):

Name of Contact Person for Event:

Phone: Email:

ATTESTATION OF THE SPEAKER'S FIDELITY

I can personally attest to the proposed speaker's fidelity to the teaching of the Catholic Church on faith and/or morals and the fact that he/she is not living in a manifest state of grave sin.

I am unsure about the proposed speaker's fidelity and adherence to teaching of the Catholic Church on faith and/or morals.

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Signature of Contact Person

.....
Date

Please enclose the following documents:

- *a detailed outline of the topic to be presented*
- *a current curriculum vitae of the proposed speaker*
- *if the proposed speaker is a layperson, a letter of suitability from his/her pastor*
- *if the proposed speaker is a cleric or religious, a letter of suitability from the speaker's respective Ordinary or superior, as well as a copy of a celebret for priests*
- *if the proposed speaker is a college or university professor, a copy of his/her mandatum or an explanation of why the proposed speaker does not have a mandatum pursuant to canon 812*
- *if the proposed speaker will address minors, proof that he/she has adequate safe environment training*
- *if the proposed speaker is not Catholic, written assurance from the speaker that he/she will not dispute or call into question Catholic doctrine in any way*
- *if the event takes the form of a debate or panel discussion, written assurance that the authentic doctrine of the Catholic Church will be presented and given equal time*
- *if the event is an ecumenical gathering, written assurance that the goal of the event is to promote Christian unity, that the authentic doctrine of the Catholic Church will be presented, and that false irenicism and syncretism will be avoided*

Please sign and date the statement below:

I understand that it is the duty of the diocesan bishop to protect the integrity and unity of the faith to be believed and to exercise vigilance so that abuses do not creep into ecclesiastical discipline, especially regarding the ministry of the word and the administration of temporal goods (c. 386; 392 §2) and that the faithful have a right to expect that what they hear in parishes and schools, as well as what is promoted or sponsored by Catholic parishes, schools, and organizations will be consonant with the teaching of the Catholic Church (cf. c. 229 §1).

I understand that before a formal invitation is extended to the speaker, a request for permission must be submitted to the Office of the Vicar General no fewer than 60 days prior to the event in question and that permission is not presumed, nor can any definite time frame for the granting of the permission can be established.

I swear before God and my conscience that all the information given in this request is true insofar as I know and hereby request that permission be given for the aforementioned speaker to present on matters of faith and/or morals.

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Signature of Contact Person

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Date

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Signature of Pastor or Principal (if applicable)

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Date