

# Policy Concerning Guest Speakers in the Diocese of Arlington



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Formation in the faith is an important and life-long task. The Catholic faithful have the right to be formed in their faith (cf. can. 217; can. 229), and those responsible for leadership in the Church have the duty to provide for such formation (cf. can. 386; can. 528, §1). Often, this formation can be aided by presentations, workshops and speakers at parish and diocesan events.

Since it pertains to the diocesan bishop to protect the integrity and unity of the faith to be believed (cf. can. 386, §2), the policy set forth below is to be applied to any and all speakers from outside the Diocese of Arlington who may be invited to offer presentations dealing with matters of Catholic faith or Catholic moral teaching. This policy is applicable to offices of the Central Administration of the Diocese of Arlington, to parishes and missions, diocesan schools, and Catholic campus ministries. This policy is to be followed whether the diocesan office or institution invites, sponsors or simply serves as a host for speakers coming from outside the diocese.

### POLICY CONCERNING GUEST SPEAKERS

1. Speakers who **do not need approval** (i.e., those who are exempt from this policy) include:
  - a. Cardinals and bishops in communion with the Holy See;
  - b. Priests and deacons of the Diocese of Arlington who are in good standing;
  - c. Members of religious communities (whether priests, deacons, brothers or sisters) officially established in or serving in the diocese;
  - d. Anyone in the diocese who is appointed by the bishop or a pastor/parochial administrator as a staff person (paid or volunteer), catechist, school teacher, youth minister, campus minister or is on the staff of a Catholic institution.
2. Guest speakers from outside the diocese are to be approved through the Diocesan Theological Commission. Approval is necessary before the speaker can be invited. The following procedures are to be followed by the office or institution that wishes to invite, sponsor or host a guest speaker:
  - a. In all cases, the speaker must be in good standing with the Church.

Office of the Bishop ✠ Diocese of Arlington

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- i. Priests and Deacons – with their diocese through their bishop
  - ii. Religious – with their religious congregation, as verified by the major superior, provincial or local superior
  - iii. Laity – with either the bishop of their diocese or their pastor.
- b. The inviting/sponsoring office or institution should first contact the Diocesan Theological Commission either by mail or by telephone [703-841-2554] to propose the name of a guest speaker and to determine whether it will be necessary to follow the manner of proceeding given below. In the case of a well-known speaker, for example, approval may be obtained directly without the need to observe what is set out in the following points.
- c. The inviting/hosting office or institution is to obtain the guest speaker's *curriculum vitae* which is to include academic degrees/qualifications and all writings (articles, books and/or book reviews).
- d. The inviting/hosting office or institution is to note the guest speaker's competence in the subject area which will be presented by detailing the speaker's education, ministerial background (if applicable), and references (especially if the speaker has given presentations in other dioceses).
- e. The inviting/hosting office or institution has the following set of responsibilities:
  - i. To verify the speaker's good standing and competency (as noted above, in #2, a-d);
  - ii. To verify insurance and visa information, if necessary (e.g., for speakers coming from outside the country);
  - iii. To clarify financial arrangements;
  - iv. To provide a suitable environment for the presentation;
  - v. To provide for an evaluation of the speaker, to collate and summarize the evaluation, and to submit a report to the Diocesan Theological Commission.
- f. The following documents are to be submitted by the inviting/hosting office or institution to the Diocesan Theological Commission:
  - i. A copy of the letter of recommendation by the proposed speaker's bishop, religious superior or pastor, mentioned in #2, a, i-iii above.

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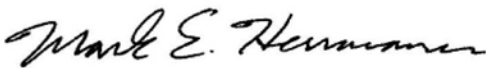
- ii. A copy of the proposed speaker's *curriculum vitae*, mentioned in #2, c above.
- iii. A cover letter from the sponsor of the proposed speaker. This letter should address the points detailed in #2, d above. If the proposed speaker is not a Catholic, the cover letter should provide written assurance that the speaker's presentation will not conflict with Catholic teaching in any way.
- g. The above-mentioned documents must be sent to the Diocesan Theological Commission before a formal invitation can be issued for a guest speaker. Therefore, offices or institutions planning to invite guest speakers from outside the diocese should allow enough time prior to the planned event to gather the needed documents and forward them to the Diocesan Theological Commission. The Theological Commission will review the documents and communicate approval or non-approval to the inviting/hosting office or institution.
- h. The above-mentioned documents should be sent to the following address:

Diocesan Theological Commission  
200 N. Glebe Road, Suite 503  
Arlington, Virginia 22203

This policy is effective on January 4, 2008. Speakers already invited prior to this date are exempt from this process; after this date, however, all diocesan offices and institutions must comply with the above policy.

Given from the Office of the Bishop of Arlington  
October 22, 2007

  
Most Reverend Paul S. Loverde  
Bishop of Arlington

  
Mr. Mark Herrmann, Esq.  
Chancellor