

REQUEST FOR GUEST SPEAKERS
TO COME INTO THE DIOCESE OF PUEBLO

Name of person inviting speaker: _____

Position: _____

Parish (or Other Catholic Group): _____

Address: _____

Phone: _____ Email: _____

A Pastor from the Parish must indicate his approval of the speaker to be invited.

Name of Approving Pastor: _____

Name of invited speaker: _____

Address: _____

Phone: _____ Email: _____

Diocese/Order/Other: _____

Speaking Event: _____

Date(s) on site: *from* _____ *to* _____

Will the invited speaker be working with minors? Yes _____ No _____

Please read the following information carefully to ensure all requirements are fulfilled.

This form must be filled out and submitted to the Chancellor's Office PRIOR to finalizing guest speaker arrangements for your parish.

This form must be filled out and submitted to the Chancellor's Office PRIOR to requesting that the information on guest speakers be included in diocese-level marketing.

Per Diocesan Policy: anyone working separately with minors (under 18) must provide proof of Safe Environment certification and a recent Background check BEFORE conducting any ministry. **Please note:** any guest speaker who does not provide both of these documents before he or she is to begin work/contact with minors will be required to stop any and all contact with minors until both documents are received.

Laypersons must provide a current (within the past year) Letter of Recommendation from the Parish/Diocese, before conducting any ministry.

Requests will only be processed after all required documents have been received. Once all required documents are accounted for, a letter will be mailed to you and the invited speaker to notify you of the decision.

Please allow a minimum of **2 weeks** to process the request.

Submit this completed form and all required documents to:

Email (Preferred Method)

Jamie Beal
Administrative Assistant
Office of the Chancellor
jbeal@dioceseofpueblo.org

OR

U.S. Mail

Reverend Matthew Wertin, Chancellor
Catholic Pastoral Center
101 North Greenwood Street
Pueblo, CO 81003

Chancellor's Office Use Only

Permission granted: ___ Signature: _____ Date: _____

Permission refused: ___ Reason: _____