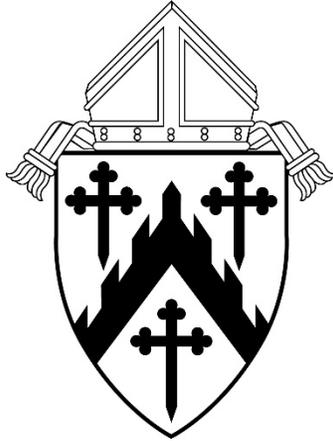


DIOCESE OF DAVENPORT



Speaker Approval Policy and Procedure

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Policy promulgated September 17, 2019

Feast day of Saint Robert Bellarmine

Most Reverend Thomas R. Zinkula

Bishop of Davenport

Speaker Approval Policy and Procedure

When a forum discussing matters of the Catholic faith is either provided or promoted within the parishes, schools or other Catholic organizations, the faithful have the right to expect that what they hear will be consistent with the teachings of the Church and with the pastoral direction of the Diocese of Davenport (Diocese) (cf. Can.229§1). Similarly, the Bishop has the solemn responsibility to “firmly defend the integrity and unity of the faith to be believed” (Can. 386§2). Therefore, it is the Diocesan Bishop’s responsibility to do what can be done to assure speakers and honorees meet this expectation.

The following policies and procedures are to be used in the vetting process for speakers who present on matters of Catholic faith, spirituality or morals. A separate policy regarding political events can be found in the Parish Handbook.

Policy:

Any person under consideration to give a presentation on matters of Catholic faith, spirituality or morals must be approved in writing by the Diocesan Bishop *before* an invitation is extended to them.

The Catholic community and Catholic organizations should not honor those who have acted in opposition to fundamental Catholic moral teachings. To avoid the suggestion of an endorsement of their actions, individuals who have acted in this way, no matter the substance of their work or the topic of their presentation, should not be presented with awards, honors or extended platforms for speaking. (cf. *Catholics in Political Life*, USCCB, 2004).

Types of presentations to which the policy applies:

Examples of presentations sponsored by the Diocese, Catholic parishes, Catholic schools and Catholic organizations that *might* address matters of faith, spirituality and/or morals:

lectures or public addresses, workshops or in-services retreats, theatrical performances, musical performances

Examples of topics that require prior approval:

theology, ethics, prayer/devotionals, social justice, catechetics, ministry, marriage and family life, respect life

Examples of presenters to whom the policy applies:

- Any person under consideration to give a presentation on matters of Catholic faith, spirituality or morals in the Diocese of Davenport who does not fall in the exempt category below.

Examples of presenters to whom the policy does not apply:

- Bishops in communion with the Holy See
- Priests/deacons in the Diocese of Davenport who are in good standing
- Sisters/brothers of religious orders/congregations in the Diocese of Davenport
- Staff of Diocesan Parishes, Schools and Institutions, including:
 - diocesan staff members
 - parish and Newman Center staff members
 - parish, school and Newman Center catechists
 - Diocesan Catholic school teachers/administrators
 - Catholic teachers of theology from St. Ambrose University
 - Speakers who have been invited or sponsored by Catholic parishes, Catholic schools and Catholic organizations but whose topic for the presentation will not address matters of Catholic faith, spirituality or morals.

Speaker Approval Policy and Procedure

Procedure:

Requests for permission to invite a speaker must be submitted in writing to the Office of the Bishop using the "Speaker Approval Form." This form should be completed by a chancery staff member for diocesan events and for events hosted by Catholic organizations other than parishes and schools. This form should be completed by the pastor or parish life coordinator for parish events or by the principal for school events.

Diocese of Davenport Speaker Approval Form

Procedure: Requests for permission to invite an outside speaker must be submitted in writing to the Office of the Bishop using the following "Speaker Approval Form." This form should be completed by the pastor or parish life coordinator for parish events and by the principal for school events. This form should be completed by a chancery staff member for Diocesan events and for events hosted by Catholic organizations. An invitation to present should not be extended until permission from the Bishop has been granted in writing.

Requestor's Name

Date

Name of speaker(s) or group

Contact information

Home (Arch)Diocese

Has the speaker or group presented in the Diocese of Davenport before?

Date(s)

Location(s)

Comments

If yes, skip Locations and Dates of most recent & biographical sketch questions

Subject(s) of presentation

Name of event

Type of event (*forum, workshop, convocation, convention etc.*)

Proposed date(s) and time(s)

Proposed location(s) for the event

Audience (parishioners, clergy, public etc.)

Purpose

Locations and dates of most recent presentations by speaker(s) or group

Biographical sketch of suggested speaker, including links to online videos or published works

Letter of good standing*dated within the last year is attached (select one below):

*from the home (arch)diocese for clergy & diocesan staff outside of our diocese

*from the superior of religious orders/congregations outside of our diocese

*from the Catholic university or college for Catholic teachers of theology outside of our diocese

*from the home parish for laity.

Additional Comments

Official Use

Reviewed by CFO for Diocesan events Date

Reviewed by Chancellor Date

Approval by Bishop Date

Comments