

PASTORAL OFFICE  
**DIOCESE OF BAKER**

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## Notification for Visiting Lay Presenters in the Parish

The Vicar General is to be notified in advance of any lay presenters that have been invited to your parish. Please allow at least two weeks. The Vicar General must verify the presenter's suitability:

1. If the invited presenter lives outside the Diocese of Baker we need to verify with their Parish Pastor their suitability and if they have completed a background check in their Diocese.
  2. If the lay presenter lives inside the Diocese of Baker we need to verify their suitability with their Parish Pastor/Administrator and verify that they have completed a background check. You may fax this form to the Diocese of Baker.
- ALL requests must be signed by the Pastor/Administrator.**

### INFORMATION ABOUT PRESENTER

Name of Presenter: \_\_\_\_\_

Ministry he/she will provide: \_\_\_\_\_

Dates during which he/she will serve in the parish: \_\_\_\_\_

Name of Presenter's Pastor: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Address of Church: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone number of Church: \_\_\_\_\_ Fax number: \_\_\_\_\_

Pastor's Email: \_\_\_\_\_

### INFORMATION FROM PARISH

Person/group inviting the Presenter: \_\_\_\_\_

Parish & City he/she will visit: \_\_\_\_\_

By signing below, the Pastor/Administrator of the parish extending the invitation indicates he is aware of and approves the invitation being extended.

\_\_\_\_\_  
Signature of the Pastor/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Pastor/Administrator Name

\_\_\_\_\_  
Parish Name/City