

DIOCESE OF FARGO

Request Form for Incoming Clergy, Religious or Speaker

Complete and submit this form any time a cleric, religious or speaker NOT affiliated with the Diocese of Fargo celebrates a sacrament or gives a presentation on Church property or on behalf of the Church. All information is required. The approval process cannot begin until it is complete. The person's presence in the diocese should not be advertised until the approval letter has been received. See additional instructions on the other side.

EVENT INFORMATION

Organizing Parish or Institution: _____

Event Description: _____ Date(s): _____

Authorized By: _____ Date: _____

Name of Contact Person: _____

Contact Information: _____
(see instructions; phone number AND email address preferred)

INCOMING PERSON

Person's Legal Name: _____

This person is a Priest Deacon Religious Lay Person

Person's Contact Information: _____

Diocese, Religious Institution or Employer: _____

Web/Social Media Site(s): _____

Date of Letter of Good Standing or Background Check: _____

This person will be: For a cleric, please check all that apply:

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Main Celebrant of Mass | <input type="checkbox"/> Preaching |
| | <input type="checkbox"/> Concelebrating/Assisting at Mass | <input type="checkbox"/> Performing a Baptism |
| | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Witnessing a Marriage |

REFERENCE

Name of Reference: _____

Contact Information: _____
(see instructions; phone number AND email address preferred)

OTHER INFORMATION: _____

DIOCESAN USE ONLY (date and initial)

Background Check Approved: _____ Letter of Good Standing Received: _____

- Chancery Approved _____ HR Approved _____ VC Approved _____
(initials) (initials) (initials)

Date Parish/Institution Notified: _____

(Return this form to Chancellor, Pastoral Center, 5201 Bishops Blvd., Suite A, Fargo, ND 58104-7605.)

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Request Form for Incoming Clergy, Religious or Speaker

Instructions

Complete and submit this form any time a cleric, religious or speaker NOT affiliated with the Diocese of Fargo celebrates a sacrament or gives a presentation on Church property or on behalf of the Church. All the information requested on the other side is required. The approval process will not begin until the form is complete.

Event Information: Enter the name of the parish or institution organizing the event.

- The letter granting permission will be sent to this institution. If the event will be held at a different location, please specify that information in the “Other Information” section.
- “Event Description”: enter a brief description of the event (for example, parish mission, conference talk, retreat, etc.), and the date (or dates) when it will occur.
- For “Authorized By” enter the name of the person and when they approved the event. For a parish, this is the pastor; for a school, the principal; etc.
- For “Contact Information” indicate how the Contact Person can be reached if there are questions with the application. For example, enter a mailing address, phone number, e-mail address, etc. **It is preferred that a phone number AND an e-mail address be supplied.**

All Incoming Clerics/Speakers:

- For “Contact Information” indicate how the person can be contacted. For example, enter a mailing address, a phone number, an e-mail address, etc. Multiple entries can be made.
- For “Web/Social Media Site(s)” enter the URL(s) of the person’s website or social media page(s) (Facebook, YouTube, etc.). More than one can be entered. Enter “None” if the person does not have their own website or a significant presence on social media.

Reference:

- For a cleric (a priest or deacon) enter the name of their Vicar for Clergy (or other appropriate diocesan employee); for a religious brother or sister enter the name of the religious superior.
- For a lay person, enter the name of a person who can be contacted who can vouch that the person is in good standing in the Catholic Church. This will usually be the pastor of the person’s home parish (it should not be a parent, spouse or child).
- For “Contact Information” indicate how the reference can be reached. For example, enter a mailing address, phone number, e-mail, etc. **A phone number AND e-mail are preferred.**

Cleric or Religious:

- Enter the name of the (arch)diocese or religious institution.
- A Letter of Good Standing needs to be supplied for a cleric (a priest or deacon) or a religious brother or sister. If a letter has not yet been received, indicate the date it was requested.

Lay Person:

- “Employer”: If the person is an independent contractor or the reason they are visiting is not related to their full-time job, enter “Self-employed.”
- **The organizing parish or institution must see that a background check is completed for all lay speakers.** The “Authorization for Background Check” form is available on the web page www.fargodiocese.org/hr (“Forms” section). If the person has been in the diocese before, the date of the most recent background check must be within the last five years (the diocesan Human Resources office can be reached at 701-356-7932). If a background check has not yet been completed, indicate the date the authorization form was submitted.