

## **Request For A Person to Give a Presentation in the Diocese of Helena**

Name of Person You Wish to Invite:

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

city

state

zip

Diocese in which this individual currently lives and functions (include any position which the individual holds in his/her diocese or religious community):

The dates for the proposed presentation: \_\_\_\_\_

The focus of the event at which this person will make a presentation is:

We anticipate asking this individual to give a presentation on the following topic(s):

The needs of the parish/diocese to which the presentation(s) will respond are:

Please attach: Recommendation of Helena Priest/Pastoral Administrator/Diocesan Official  
Recommendation from someone who has heard this person speak

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parish Priest/Administrator

***Submit to the Chancery (attention: Father Robertson) at several months in advance. Diocesan policy indicates that the presenter cannot be given permission to function until clearance from the Helena Chancery is received.***

# **Diocese of Helena**

## **Policy Regarding Speakers**

Effective May 30, 1995

Restated June 1, 2005

**When a diocesan-related group envisions inviting anyone to make a presentation to which people of the Diocese will be invited, information about the proposed speaker is to be sent to the Bishop's Office. Please include background information, perhaps the evaluation of some who have heard the speaker, and a letter from the pastor or group's presiding officer, indicating the reasons for inviting the person, listing the needs in the parish or diocese to which the presentation will respond, and recommending to the Bishop that the person be approved.**

**The Bishop's office will conduct a review of the person. Following that review, the Bishop will give permission (or not) for the person to speak at the event involved. No invitation may be given to an individual until there is permission from the Bishop. Thus, requests should be submitted several months before an invitation is contemplated.**

### **Additional Information About This Policy**

*We are concerned that our pastoral ministry be as positive as possible, and that the speakers we choose reflect the thrust envisioned by the Diocese. (from letter of promulgation)*

Please address requests to the Chancery (attention Father Robertson), giving the information requested. It will be important to know the Diocese in which the person (or the group with which they are associated) functions.

Since it will take some time to process a request, please submit the request at least two months before you anticipate extending an invitation.

Individuals who have an official assignment in the Diocese of Helena or who are listed in the current list of resource persons provided by the DORE need no further permission from the Office of the Bishop (the list of resource persons is in the process of updating and is not available at this time – June 2005).