

Appendix XVIII

Roman Catholic Diocese of Gallup

Office of Catechetical Ministry/Office of Youth Ministry and Evangelization

Guest Speaker/Performer/Missionary Work Approval Form

To ensure integrity and unity of the faith; any person under consideration to present a lecture, course, workshop, performance, retreat or otherwise speak/perform/do mission work/give an address on matters of faith and morals must submit the requisite documentation before approval can be made. This directive applies especially to those who come from outside the diocese or those inside the diocese who are not certified to engage in religious instruction and evangelization by the Diocese of Gallup.

1. Type of Activity:

- Lecture Workshop Conference Artistic Performance
 Course Retreat Mission Work Other

2. Name of Guest Speaker/Presenter/Group Leader: _____

3. Program/Group Name: _____

4. Mailing Address: _____

4. Telephone: _____ Email Address: _____

4. Date(s): from ___/___/___ to ___/___/___ Location: _____

5. Sponsorship (within the Diocese of Gallup):

- a. Parish/School/Organization : _____
b. Pastor/Principal/Director: _____

6. Attachments:

Please submit the following with this form:

- Tentative Program Agenda/performance/Work to be done (description and outline of materials to be presented)
 Resume or Curriculum Vitae
 Support Letter
- o For Catholics:
 - Clergy: A letter of suitability from the speaker/leader's superior or ordinary
 - Laity: A letter of good standing from one's pastor/ordinary
 - o Non-Catholics: a letter of reference from a reputable person, preferably Catholic, who is knowledgeable about the guest or group leader

7. Attestation:

I, _____, (please print) agree to adhere to Diocesan policy and guidelines and that my Presentation/Performance/Activity is in no way antithetical to Catholic teachings and is consistent with the mission of the Diocese of Gallup Office of Catechetical Ministry/Youth Evangelization and Catechesis. I understand that any required instruction such as safe environment for minors must be accomplished prior to beginning the proposed activity.

Signed: _____

Approval and Recommendation

I approve the above-named speaker/presenter/group to present the proposed program. The Office of Catechetical Ministry/Youth Evangelization and Catechesis reserves the right to revoke this certificate at any time for any reason.

Date ___/___/___

Director of Catechetical Ministry/Youth
Evangelization and Catechesis

Certification is valid until ___/___/___

PLEASE RETURN TO:

Director, Office of Catechesis/Youth Ministry
religiouseducation@dioceseofgallup.org
503 W. Historic Route 66, Suite B
Gallup, NM 87301
505-863-4406, Ext. 17 / Fax 505-863-2269