

VISITING CLERGY/RELIGIOUS/LAY SPEAKER APPROVAL PROCESS

As you begin to make plans for programs, it is important to remind you of the mandatory policy and procedures for utilizing guest clergy, religious or lay persons from outside the Diocese of Little Rock.

If you desire to bring in a priest, deacon, religious or layperson from outside the Diocese of Little Rock (Speakers, Retreats, Faith Formation, Youth Events, etc.) you must contact the Chancellor's Office at least 3-4 weeks prior to the event for approval.

If you have questions, please contact Teri Tribby in the Chancellors Office 501-664-0340 ext. 313, e-mail her or **fax** this form to: **501-664-5835**.

INFORMATION NEEDED FOR DIOCESAN APPROVAL

Priest/Speaker name: _____

Mailing address: _____

City/State/Zip: _____

Phone: _____

Priests/Religious: *Name of Diocese or Religious Order and Name of Bishop or Superior:*

Lay Person: *Name of Parish and Pastor:* _____

Address: (*diocese, religious order or parish*): _____

City: _____ State: _____ Phone: _____ Fax: _____

Area of Expertise: (*Attach resume or information including educational background, ministry, professional references, etc.*)

Requested by: _____ Phone: _____

Location of event: _____

Dates of event: _____

Reason for event: _____

Pastor's Signature of approval: _____

Date sent to Diocese for approval: _____