

## Visiting Speaker Requirements

In order to maintain our commitment to provide safe environments for the people we serve and to ensure that authentic Catholic teachings and tradition are respected, all pastors and leaders of organizations must adhere to the Diocesan policy on guest presenters.

All lay presenters (individuals, musicians, groups, etc.) that come from outside the Diocese of Dallas and are invited to speak on issues of Catholic doctrine, tradition, ritual, etc., must present a current (within six weeks of the event) letter of suitability from their pastor or Bishop. That document should be sent to the Safe Environment Office, along with the topic they will address, and date of event, prior to the event. If they are conducting a retreat or similar event for children or youth, they must also provide proof that they have a cleared criminal background check.

All clergy or religious that come from outside the Diocese of Dallas to speak must present a current (within six weeks of the event) affidavit of suitability from their Bishop or religious superior. That document should be sent to the Safe Environment Office, along with the topic and date of the event, prior to coming. If they are conducting a retreat or similar event for children or youth, adult parishioners with cleared criminal background checks must be present for the event.

The parish or school (entity) should execute a Performer / Presenter Agreement with a visiting speaker who expects any fee or other monetary consideration for his/her service. See [www.cathdal.org/Policies](http://www.cathdal.org/Policies) for more information on the diocesan contract review policy).

Also, if clergy, religious or lay presenters have written material or CD's to sell, the seller should collect and keep his/her own funds. Presenters or performers are responsible for collecting and remitting any sales tax as appropriate.