



**ROMAN CATHOLIC
DIOCESE of ORANGE**

PASTORAL CENTER: OFFICE OF FAITH FORMATION
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

December 1, 2015

Dear and Reverend Fathers,

The Diocese of Orange has developed a [Process for Presenter Clearance](#) to support your parish in the demanding and time-consuming task of vetting and approving proposed speakers. Our goal is to ensure that all presenters: [1] are adequately prepared, [2] have appropriate qualifications and [3] have completed the requirements necessary for the protection of minors.

This process is appropriate for any presenter who is invited to speak on matters of faith and morals at parish events or meetings in our diocese. Such presenters include individuals who teach about the **Bible, Catholic Morality, Sacraments, Spirituality or similar topics**. Those who provide musical entertainment or simply give a personal witness talk are not required to complete this process.

Applications should be submitted at least 4 weeks before the event, so that any potential complication(s) can be addressed well in advance of the scheduled date. When possible, the requested documentation should be collated into a single application packet to prevent the separation or loss of related materials. The process must allow sufficient time for our diocesan offices to review the submitted documents, verify credentials and communicate the results of our review. [Our goal is to provide you with written notice of completion of our review within two weeks after receipt of an application.](#) In the event that we are not able to respond within this time frame, we will communicate this to the designated contact person at the applicant parish.

A [Diocesan Presenters Database](#) has been prepared to make the results of this process available to you and your staff. **The database is now ready for use**; it can be located at: <http://www.rcbo.org/presenters>. The database includes:

- **Names of qualified presenters** who have been cleared by diocesan offices.
- **Presenters' expertise or areas of specialty.**
- **Date that clearance was granted and when it will expire.**

This resource will help you to verify the clearance of any presenter. It can also be used as a resource for identifying approved, qualified speakers for your consideration.

Please share this information with faith formation professionals and appropriate leaders within your parish community. Thank you for your ministry and your collaboration in this process.

Blessings in Christ,

Rev. Gerald M. Horan, O.S.M.
Episcopal Vicar for Faith Formation

Blessings in Christ

Deacon Guillermo Torres
Director of the Office for Hispanic Ministry

NEED HELP WITH PRESENTERS CLEARANCE PROCESS?

ASSISTANCE-INQUIRIES-SUPPORT

CONTACT: Annette Venegas - presenters@rcbo.org or 714-282-6000



PROCESS FOR PRESENTER CLEARANCE IN THE DIOCESE OF ORANGE

Guest presenters (speakers) must receive clearance prior to speaking at parishes and other events within the Diocese of Orange. This process is to be completed **before** a contract or agreement with presenter is signed. Please complete this process and receive clearance **before** finalizing any contractual agreements (meeting space, retreat center, arena, food). *This same procedure applies to individuals from the Diocese of Orange who are requesting a Letter of Good Standing in order to make presentations in other dioceses.*

PLEASE SUBMIT COMPLETED PACKETS 4 WEEKS PRIOR TO THE EVENT.

Send all documentation to: presenters@rcbo.org or mail to:

Diocese of Orange Pastoral Center– Office of Faith Formation

Attn: Presenter Clearance

13280 Chapman Avenue – Garden Grove, CA 92840

STEP ONE: Provide presentation details, to include all of the following:

- Date and location of presentation
- Topic
- Outline or summary of presentation
- Email or written permission of the pastor where presentation will take place
- Name and email of parish contact/coordinator

STEP TWO: Presenters provide current Curriculum Vitæ to include name, address, phone number, email address, place of employment, education, professional ministerial experience, and a list of all published writings.

STEP THREE: Presenters provide name of Bishop and Diocese where presenter resides, parish where presenter is registered, and a letter of good standing:

- a. Priests and Deacons – letter from their bishop.
- b. Religious – letter from their major superior.
- c. Lay person – letter from their bishop or pastor.

STEP FOUR: If children or teens are to be present:

- Presenter must provide **proof of completion** for a safe environment program such as *Shield the Vulnerable, Praesidium, Virtus*, or any other recognized safe environment training for adults or equivalent (no more than 4 years expired)
- Presenter must provide a letter (hard copy or electronic) from his/her (Arch)diocesan Safe Environment Office confirming background screening clearance

STEP FIVE (optional): If presenter would like to be included in the online Presenters Clearance Database please fill out the *Presenter Database Profile Form*.

STEP SIX: Diocesan Offices will review all submitted documents, verify credentials and communicate the results of review and/or approval **within two weeks** after receipt of completed application packet. If we are not able to respond within this time frame, the appropriate diocesan office will communicate this to the designated contact person at the applicant parish.



PRESENTER CLEARANCE – DIOCESE OF ORANGE

CHECK LIST FOR PRESENTERS

For speaker approval please send required information **4 weeks** prior to the event to:

Diocese of Orange Pastoral Center
Office of Faith Formation
Attn: Presenter Clearance
13280 Chapman Avenue – Garden Grove, CA 92840

A completed packet includes the following:

STEP ONE: Presentation details to include:

- Date and location of presentation
- Topic and summary/outline of presentation
- Email or letter of permission from Pastor of Parish where presentation will be given
- Name and email of parish contact/coordinator

STEP TWO: Current *Curriculum Vitae* to include:

- Name and Address
- Phone Number and Email Address
- Place of Employment
- List of all education
- Description of all professional ministerial experience
- List of all published writings

STEP THREE: Church Membership / Standing

- Diocese and Name of Bishop where speaker resides
- Name of Parish where speaker is registered as a parishioner
- Letter of Good Standing as follows:
 - Priests and Deacons - from Diocesan Bishop
 - Religious - from Major Superior
 - Laity - from Pastor or Diocesan Bishop

STEP FOUR: Safe Environment documentation (if presenting to minors):

- Shield the Vulnerable training or equivalent Diocesan training
- Fingerprinting or Background Screening

STEP FIVE (optional): Presenter Database

- Presenter Database Profile Form

THE DATE ON ALL DOCUMENTATION SHOULD REFLECT THE
CURRENT YEAR AND SHALL BE UPDATED ANNUALLY



PRESENTER DATABASE PROFILE FORM for Presenters in the Diocese of Orange

Filling out this form does not guarantee clearance to present in the Diocese of Orange

PROFILE INFORMATION		
Title:		
First Name:	Last Name:	
Mailing Address:		
City:	State:	Zip:
Cell Phone:	Work Phone:	
E-mail:		
Organization:		
Diocese:	Language:	

AREAS OF EXPERTISE (Check all that apply)	
Church History	<input type="checkbox"/>
Family Spirituality	<input type="checkbox"/>
Motivational	<input type="checkbox"/>
Sacraments	<input type="checkbox"/>
Child Development	<input type="checkbox"/>
Youth Ministry	<input type="checkbox"/>
Young Adult Ministry	<input type="checkbox"/>
Hispanic Youth Ministry	<input type="checkbox"/>
Hispanic Young Adult Ministry	<input type="checkbox"/>
Other:	<input type="checkbox"/>

AUDIENCE (Check all that apply)	
Children (3-10)	<input type="checkbox"/>
Pre-Adolescent (11-13)	<input type="checkbox"/>
Youth (14-18)	<input type="checkbox"/>
Young Adults (18-39)	<input type="checkbox"/>
Adults (18+)	<input type="checkbox"/>

Your permission to make your profile public means that viewers will be able to see your name, presentation language(s), areas of expertise, audience, clearance expiration, and email address.

I give permission to make my profile public on the Presenters Database (presenters.rcbo.org)

Please remember that each time you are invited to present at a parish it is important to ensure that the pastor or administrator of that parish has been informed of your presentation.

Please sign here _____

Date _____