



Dear Friends,

As Archbishop, I take my role as chief teacher and shepherd very seriously. For this reason, I am sending you this brochure which outlines the special requirements you must follow *prior to inviting any lay person from outside the Archdiocese of Seattle as a prospective speaker, presenter or ministry assistant*. This assures the people of our Archdiocese that those who speak or serve publicly teach in a manner consistent with the Church. Thank you for cooperating in this process.

Yours in Christ,

+ *Alexander J. Brunett*
Most Rev. Alexander J. Brunett
Archbishop of Seattle



Archdiocese of Seattle
Office of the Archbishop
710 9th Avenue
Seattle, WA 98104

Archdiocese of Seattle



Ministry Clearance Requirements for Visiting Laity Coming into the Archdiocese of Seattle

*Office of Catholic Faith
Formation
Tel. (206) 382-4096*

Prior to inviting any speaker or ministry event provider from outside the Archdiocese to either speak or serve in any capacity in a parish, faith community, lay organization, or school event, within the Archdiocese of Seattle, written permission is required from the Archbishop's Office.

- See Pastoral Policy of the Archdiocese of Seattle, 2007
(*Faith Formation, Appendix A, 14*)

This policy must be followed to qualify for use of Archdiocesan facilities, publicity and/or inclusion in the "Organizations and Services" listing within the Catholic Directory of Western Washington.

The Process

Prior to inviting any lay speaker or ministry event provider to come from outside the Archdiocese of Seattle, the canonical pastor needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Office of the Archbishop. Clearance requests may also be submitted by the institutional leader of those organizations listed in the Catholic Directory. This ministry clearance process is confidential. Prospective speakers and other ministry event providers **may not** be informed that they are under specific consideration until **after** the letter granting permission is received. As part of the event planning process, the parish or sponsoring organization may contact the prospective

speaker or ministry event provider to determine the person's availability and request additional information about his or her ministry experience and services. However, no invitation may be extended. *If a person is invited before the letter of permission is received, the request for clearance will not be considered.*

Submitting a Clearance Request

The canonical pastor or institutional leader must submit the ministry clearance request form, available from the Office of the Archbishop, to initiate the clearance process. Completed forms include detailed information about the prospective speaker or ministry event provider, type of ministry, topic of presentation, and purpose of the proposed event.

Following the review, a letter of permission or refusal will be sent to the organization or parish making the request.

Required Documents

Upon acceptance of the speaker or ministry event provider, the parish or sponsoring organization must file the following information with the Office of the Archbishop:

- Detailed background such as curriculum vitae, service history, and relevant contact information regarding any sponsoring organization (e.g. Couples for Christ, Cursillio, etc.).
- Those who will have unsupervised contact with children or vulnerable adults, or who will have access to cash or negotiables, must have a background check provided by City Investigations Corporate Security (CICS) completed within the last three years. The sponsoring parish or organization is responsible

for running this background check.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Archdiocese of Seattle. **Please allow at least eight weeks to complete the clearance process prior to inviting the speaker or ministry event provider. All requests should be submitted via mail or fax to:**

Archdiocese of Seattle

Office of Catholic Faith Formation
710 9th Avenue
Seattle, WA 98104
Fax: (206) 264-2084

Our Goal: Providing Quality Pastoral Care

The Archdiocese of Seattle has developed this process for clearing lay speakers and other ministry event providers from outside the Archdiocese **prior to your issuing any invitation**. The goal of this process is twofold: (1) to ensure fidelity to Church teaching and (2) to obtain the required background reviews done on all those engaged in ministry.

For more information, please contact us at (206) 382-4096.

