

Letter of Good Standing – Ecumenical Speakers

When requesting approval for a speaker, instructor or facilitator to present in the Diocese of Lafayette-in-Indiana an official *Incoming Speaker Request* form must be submitted to the Vicar General, as well as a *letter of Good Standing* for the presenter. The letter of Good Standing can be requested by the presenter, the requesting Parish or the Bishop's office. When completed, the letter of Good Standing should be mailed directly to the Vicar General by the person writing on behalf of the presenter.

Please note: the letter of Good Standing must be received by the Vicar General prior to the announcement of the speaker's presence at a scheduled event.

The letter of Good Standing, once received, will be valid for the remainder of the calendar year in which it is received. If the event is scheduled for promotion in the current calendar year, but the event will not take place until the following calendar year, a second letter of Good Standing or confirmation of continued Good Standing will be required for the new calendar year, prior to the event.

Letter of Good Standing Content

It is asked that the presenter's letter of Good Standing be written on official stationery that is signed and sealed by the Pastor of the Church the presenter attends regularly, and/or the presenter's employer, whichever is most applicable.

The following points should be included in the letter:

1. A testament stating the presenter is in good standing with his church or employer, and is of high Moral character.
2. Affirmation that the content of presenter's talk is theologically sound and in line with the teachings of the Catholic Faith.
3. If applicable, proof of certification or a letter stating that valid protocol training regarding proper interaction with children has been completed by the presenter, prior to the scheduled speaking engagement within the Diocese of Lafayette-in-Indiana. A valid proof is considered to be the completion of a protocol training program. A completed training program is considered valid if it was completed within one of the five years prior to the speaking event.
4. A verification of the speakers' most recent background check is also required. The background check must be dated no later than five years prior to the scheduled event.
5. A statement of explanation regarding the speaker's reason for visiting the Diocese of Lafayette-in-Indiana, i.e.- date, location and topic of the scheduled presentation.
6. The name of the person who invited the presenter to speak.

Mail the letter of Good Standing to:

Very Reverend Theodore C. Dudzinski, J.C.L., V.G.
P.O. Box 260
Lafayette, Indiana 47902-0260

Questions concerning the speaker approval process? Please contact the Office of the Vicar General at 765-269-4602 or jdejoie-pollard@dol-in.org.