

Date: April 2009

To: All Parish Staff, Ministry/Committee Chairpersons

From: Rev. Joseph C. Gatto

Re: Policy for Speakers for St. Gregory's Events

At this time I want all of our staff and ministry leaders to be aware of our policy regarding speakers that are brought into St. Gregory's Parish.

For the purposes of scheduling speakers and events, and in order to make sure that there are no conflicts, it is necessary to obtain prior approval for **all** speaker commitments. I am asking that before any arrangements are made, a form is filled out regarding who the speaker is, when you would like to schedule them, what the nature of the topic is, etc.

Attached to this memo is a copy of the form. More forms are available in the Parish Office, and they are available to download online as well. Once you have completed the forms please submit them to the Parish Office to my attention.

Once this form is received, I will respond by signing off on the form to indicate my approval. Please do not make any formal commitments or advertise a speaker until **after** I have approved the speaker.

It is also my expectation that whenever we are going through the effort to bring in an outside speaker, we will open up the forum to other ministries or groups within our Parish that may benefit from hearing the speaker. It is important that we open up these opportunities so we maximize the audience for these speakers, and more of our parishioners are able to benefit from their presentations.

It is my hope that this policy will support and enhance our ministries throughout our parish community. Thank you for the many ways you give of yourselves, and for all that you do to continue to build God's kingdom within our parish family.

St. Gregory the Great Parish

Speaker Request Form

Name of Ministry: _____

**Name and phone number
of person submitting this form:** _____

Date submitted: _____

Name of speaker requested: _____

Topic to be presented: _____

Day/date of presentation: _____

Time of presentation: _____
(include length of time)

Location of presentation: _____

Who is the intended audience? _____

How will this presentation be publicized? _____

How was this speaker recommended? _____

Stipend or fee requested: \$ _____

Additional costs for travel or housing: \$ _____

If this speaker has not previously presented at our parish, please attach a biography including the credentials for this speaker.

Pastor's Signature of Approval:

Date: _____