



ARCHDIOCESE OF SAN ANTONIO

2718 W. WOODLAWN AVE. SAN ANTONIO, TX 78228

(210) 734-2620 WWW.ARCHSA.ORG

Speaker Policy

This policy applies to pastors, principals, parish directors of religious education, and administrators of any Catholic institution or organization in the Archdiocese of San Antonio, including Catholic-based Movements and Apostolic Groups, when inviting speakers to the archdiocese to teach and/or present on matters that bear on faith and morals.

Canon 386 §2 requires the diocesan bishop to protect the integrity and the unity of the faith. Therefore, this policy serves to protect the faithful from possible harm by unvetted or unapproved speakers/presenters, while also avoiding difficult situations of having to disinvite a speaker/presenter who has not been properly vetted.

It is the responsibility of pastors, principals, parish directors of religious education, and administrators to present the name of potential speakers for archdiocesan approval to the Office of the Clergy for priests, deacons, and religious and to the Office of the Chancellor, for all lay persons, PRIOR to inviting proposed speakers and presenters. Preliminary contacts or verifying speaker availability is permissible, but always with the understanding that the agreement is not final. The Archbishop has final approval of speakers, whether lay, religious, or ordained, and can deny permission to any proposed speaker/presenter for any reason he deems necessary and appropriate.

To be considered as a speaker or presenter in the Archdiocese of San Antonio, one must be in good standing with the Roman Catholic Church. The speaker's published documents and previous public presentations must also be in harmony and fidelity with the teaching and discipline of the Church, as prescribed in the *Catechism of the Catholic Church*. A priest who has withdrawn from ministerial priesthood, presenters in irregular marriages, and those living a lifestyle not in accord with Church teaching are not eligible for consideration.

Any presenter who publicly promotes or advocates views that are contrary to the teaching and discipline of the Catholic Church may not present a talk, retreat, workshop, or course at Church-related events or on parish, school, archdiocesan property, or Catholic institutions in the Archdiocese of San Antonio, nor may they be presented awards, honors, or other marks of public recognition. The Archdiocese of San Antonio abides by the 2004 policy of the United States Conference of Catholic Bishops that Catholic institutions are not to honor those who act in defiance of fundamental moral principles of the Catholic Church.

Pastors, principals, directors of religious education, administrators, or chairs of institutions are to exercise prudential judgement regarding the suitability of a speaker, considering the above criteria. The invitation to any speaker or honoree should be an opportunity to evangelize, catechize, or better form the faithful. Thus, anything which may cause confusion, scandal, or incite disrespect or dissent from the Catholic Church's faith, morals and/or discipline must be avoided.



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Required Documentation

For Priests/Deacons/Religious:

1. A letter from their (arch)diocesan Bishop or the Religious Superior. It must be original and contain information detailing the date, location, and event and/or ministry to be conducted in the Archdiocese of San Antonio.
2. Completion of all required archdiocesan forms. These forms are located on our website.
3. A *Curriculum Vitae* with the following information:
 - a. Education (Catechetical/ Theological training and certifications) The speaker must provide evidence of competency in presenting topic(s).
 - b. Ministerial Experience
 - c. Current position

For Members of the Laity:

1. Letter from their pastor or (arch)diocesan official indicating they are a Catholic in good standing. Form needs to be signed and dated, with a visible diocesan/parish seal.
2. Completion of all required archdiocesan forms.
3. Proof of having completed Safe Environment Training.
4. A *Curriculum Vitae* with the following information:
 - a. Education (catechetical/theological training and certifications). The speaker must provide evidence of competency in presenting topic(s).
 - b. Ministerial experience
 - c. Current position
4. Outline or brief paragraph of presentation.

Parish/Host's Responsibilities:

1. Submit the completed request form to the appropriate archdiocesan department.
2. Collect and submit all required documentation to the appropriate archdiocesan office at least three (3) months prior to the scheduled presentation date.
3. Include an assessment of the speaker (i.e., reviews from past presentations, etc.)
4. Clarify the purpose and goals of the event with the speaker and make sure these are clearly written on all forms.
5. Verify all appropriate speaker documents (i.e., *curriculum vitae*).
6. Provide an environment that supports learning (space and materials).
7. If possible, arrange for coverage with the media, video recording, etc.

Please Note:

- A speaker already approved to speak at one event may be invited to speak at a second location. In this case, the second location must complete the online speaker request form and reference the first event. If the speaker is presenting on a new topic at the second location, the archdiocese may request additional information regarding competency on the topic.
- Speakers must provide requested information during the vetting process or risk being denied.

Previous policies/guidelines are hereby abrogated, and this policy is promulgated on March 10, 2023.