

## MINISTRY CLEARANCE REQUEST FORM Visiting Clergy/Laity Engaged in Ministry

**Directions:** This form must be submitted to the Office of the Bishop <u>before</u> visiting clergy/laity may be invited to minister in this Diocese. Please allow four to six weeks for processing.

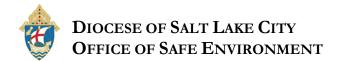
For Clergy: Complete pages 1, 2 and 4. For Laity: Complete pages 1 and 2. Complete page 3 if ministering to minors.

Date:	Contact/ Host Name:
Visiting Clergy/ Lay Minister:	Address:
Address:	City:
City: State: Zip:	St: Zip Code:
Home Diocese:	Parish/Organization Name:
Phone #:	
Cell Phone:	Phone:
	Cond to:
Date(s) of Event:	Send to: OFFICE OF THE BISHOP
Event Title: (if applicable)	27 C Street Salt Lake City, UT USA 84103-2302
Location of Event:	Or email to <u>bishop.office@dioslc.org</u>
Expected Audience: OAdults	
O Children/Youth	
What organization does the lay minister represent?	
In the case of speakers or presenter, please attach backgroun	d information (Curriculum vitae).



## DIOCESE OF SALT LAKE CITY Office of Safe Environment

	tion about the individual's qualifications and organization represented
What is the pur	pose of this event?
Which area of f	ormation would this individual address with the group?
	Theological Formation Spiritual Formation Human Formation
	Pastoral Formation Other:
	al ever addressed this audience previously? If yes, when was the reasons for having the person return?
	ill this person promote the vision of the Bishop for evangelization he Diocese of Salt Lake City?



## MINISTRY CLEARANCE REQUEST FORM Visiting Laity Engaged in Ministry with Children and Youth (Under Age 18)

Lay visitors from within the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide verification from their home diocese that they have successfully completed requirements for compliance with their diocesan Safe Environment Program before being allowed to minister to children. The letter should be prepared on diocesan or parish letterhead, signed by the Ordinary or Pastor and should contain the following information:

I certify that \_\_\_\_\_\_, who is seeking to perform public ministry with minors in the Diocese of Salt Lake City, has successfully completed all requirements for compliance with our diocesan Safe Environment Program. There is nothing in his/her record that would render him/her unsuitable to work with children.

Lay visitors from **outside** the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide written verification from their home diocese that they are suitable to work with children. A letter from the home diocese, prepared on diocesan or parish letterhead, signed by the Ordinary or pastor and should contain the following information:

After a review of any existing records and consultation with others who have ministered with \_\_\_\_\_\_, I certify that there is no indication of anything that would render him/her unsuitable from performing public ministry with minors in the Diocese of Salt Lake City.

In addition, lay visitors from outside the United States must complete the Diocese of Salt Lake City Safe Environment On-line Training before being allowed to minister to children. Either the Certificate of Completion of this training or a letter signed by the local Director of Safe Environment of the hosting parish/school/organization indicating the date that the lay visitor completed the training should accompany the Ministry Clearance Form.



## TESTIMONIAL OF SUITABILITY FOR CLERGY EXERCISING PUBLIC MINISTRY

The Reverend \_\_\_\_\_\_\_ is seeking to exercise public ministry in the Diocese of Salt Lake City, Utah, USA. In order to do so, the following must be verified by his Diocesan Ordinary or Major Religious Superior.

Signature (Ordinary/Major Superior)

Date

SEAL

Arch/Diocese / Religious Community

Church at which ministry is to take place and date \_\_\_\_\_

Note: The completed document is to be filed in the parish for all priests and deacons wishing to exercise public ministry in the Diocese of Salt Lake City.