



# Diocese of Rockford

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## Speaker Policy for the Diocese of Rockford

### RATIONALE

- Canon 386 §2 requires the Diocesan Bishop to defend the integrity and unity of the faith.
- Speaker approval avoids a difficult situation of having to dis-invite someone.
- Protect the faithful from rogue speakers who seek personal gain or mislead the faithful.

### BASIC IDEA

- Speakers who are being considered to give a presentation on faith and morals on Church property must be approved by the Diocesan Bishop's designee *before* an invitation is extended.
- Catholic parishes, schools and organizations of groups cannot promote or sponsor a speaker unless he or she is approved.

### SPEAKERS TO WHICH THIS POLICY APPLIES

- Any speaker under consideration to give a presentation on matters of faith and morals who do not fall in the exempt category below.

### SPEAKERS WHO ARE EXEMPT (no need for approval)

- Cardinals and Bishops in communion with the Holy See.
- Those who hold appointed or paid staff positions in the Diocese of Rockford in good standing.
- Priests/Deacons of the Diocese of Rockford who are in good standing.
- Diocesan appointed Pastoral Associates in good standing.
- Diocesan School Administrators in good standing.
- Members of Religious Communities or other Catholic institutions officially in the Diocese of Rockford who are in good standing.

### PROCEDURE

- Before a firm invitation is extended to the speaker, a request must be submitted to the Chancery Office from the inviting party. (preliminary contacts, checking speaker availability, etc., are OK)
- Items to include with the request:
  - 1) A completed **Speaker Request Form** from the inviting party, which includes speaker's name and topic (s). It should attest to the speaker's fidelity to the Magisterium, and the conformity of the topic to the pastoral direction of the Diocese.
  - 2) A **curriculum vitae** for the speaker.
  - 3) In the case of a lay person, a **Letter of Good Standing** from the speaker's pastor establishing that he/she is a Catholic in good standing. **NO** generically addressed letters are accepted, the letter must be addressed to the Diocese of Rockford and have a current date no later than three months or less with parish seal.

- 4) In the case of a cleric/religious from outside of our Diocese, a **Letter of Good Standing** from the speaker's superior/ordinary attesting that the speaker is a cleric/religious in good standing. **NO** generically addressed letters, scanned copies, Photostat copies or emailed copies are accepted, the letter must to be addressed to the Diocese of Rockford and have a current date no later than three months or less with diocesan seal.
- 5) College or university professors should provide a **mandatum** from their bishop, if they have one. If not, please indicate they do not have one.
- 6) If the speaker is not a Catholic, the curriculum vitae should be accompanied by **written assurance** that the speaker's presentation will not conflict with Catholic teaching in any way.
- 7) Signature of Pastor/Supervisor of the event.
- 8) Signature of Pastor of Parish where the event will take place (territory of where the event is located).

Mail application and required documents to:

Diocese of Rockford  
Speaker Application  
PO Box 7044  
Rockford, IL 61125

Summary Prepared by:  
Diocese of Rockford  
The Chancery Office  
September 2013  
Revised February 2015  
Revised July 2017  
Revised February 2020  
Revised May 2021

**APPLICATION FOR AUTHORIZATION  
FOR A SPEAKER ON ANY RELIGIOUS TOPIC  
WITHIN THE DIOCESE OF ROCKFORD**

(Please print or type)

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

**Coordinator Details**

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Agency/Parish: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Priest/Supervisor of Coordinator: \_\_\_\_\_

(printed name)

(signature)

*Supervisor's Name and signature are required in ensuring approval of coordinator submitting request.*

**Speaker Details**

Name of Speaker: \_\_\_\_\_

Topic(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

From what Diocese, Religious Order or Parish : \_\_\_\_\_

Name of Superior or Pastor: \_\_\_\_\_

*Current Original Letter of Good Standing must be attached before submitting application  
and is for speaking engagement only. No scanned or photocopies accepted.*

Credentials/Background: *(please describe/elaborate on topic. Attach copy if needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Details**

Event Title: \_\_\_\_\_

Audience Type: \_\_\_\_\_

Summary of Topic: \_\_\_\_\_

\_\_\_\_\_

Price of Admission/Donation/Offertory: \_\_\_\_\_ Extra Collection during Event?  Yes  No

Proceeds go to what organization? : \_\_\_\_\_

**Event Location**

Event Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Pastor of location: \_\_\_\_\_  
(printed name) (signature)

*Pastor's Name and signature required acknowledging approval of event at parish and/or facility within their parish boundaries.*

**Liturgy**

*ALL priests (if not from Diocese of Rockford) MUST have Priest in Good Standing Letter attached and a new letter is required for any and all future Masses that will be celebrated within the Diocese of Rockford*

Will Mass be celebrated during Event?  Yes  No

Celebrant: \_\_\_\_\_

Concelebrant(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confessions Planned?:  Yes  No

Name of Priests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Liturgical Celebrations?:  Yes  No

Name of Liturgical Event(s): \_\_\_\_\_

Name of Priests: \_\_\_\_\_

\_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**(Mail completed form to: Diocese of Rockford - Speaker Application - PO Box 7044 - Rockford, IL 61125)**