

Diocesan Communication Office
Diocese of Des Moines

Guest Speaker

The diocesan Communications Office needs to ensure that appropriate approvals are in place before promoting events or speakers from outside the diocese who come here to teach about the faith, talk about catechesis or lead retreats. Here are Bishop Pates' expectations:

1. It is the responsibility of the event organizers to request and secure the proceeding documentation as far in advance of the event as possible.
2. For **visiting clergy** there needs to be:
 - Permission from Bishop Pates to invite the priest into the diocese. This must first be obtained before proceeding any further in planning.
 - Suitability Letter (sometimes called a Letter of Good Standing) from their home diocese or religious community.
 - Letter of Recommendation from their bishop or religious community. It is acceptable to combine the Suitability Letter and Letter of Recommendation.
3. For **visiting lay people**:
 - Permission from Bishop Pates to invite the speaker/catechist.
 - Letter of Recommendation from their bishop.
4. All letters should be addressed to Bishop Pates. You should request a carbon copy so you know when they have been submitted.

When we are asked to promote an upcoming event with a speaker from outside the diocese, we will ask if these approvals have been received.