



THE DIOCESE OF YAKIMA • PASTORAL OFFICE
 LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

**Ministry Clearance Request Form for
 Visiting Laity from Outside the Diocese**

Please submit all requests to: Diocese of Yakima, Bishop's Office
 5301-A Tieton Drive • Yakima, WA 98908 • Fax: 509-966-8334

Personal Information (Speaker/Presenter)

Date: _____

Name: _____

Title/Occupation: _____

Diocese of Residence: _____

Parish: _____ **Pastor:** _____

Parish Phone: _____ **Parish Fax:** _____

Parish Address: _____

Type of Ministry (e.g., speaker, musician support person, etc.):	
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Event Information

Title	
Date(s):	Location:

Will the presenter have access to cash or negotiables?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Will the presenter have access to youth or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, then describe interaction:	
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In the case of speakers, please attach background information (*curriculum vitae*) and samples from printed publications and websites that relate to the topic on which the person will speak.

Host Contact Information (Requester)

Name:	
Title/Occupation:	Email:
Parish/Organization:	Delegating/ Permitting Pastor/Chaplain <u>Signature Required:</u>
Phone:	Fax:

How did you decide to invite this person? Please include qualifications of the speaker or ministry event provider and any recommendations regarding this person's ministry that led you to consider inviting him/her.

What is the purpose of the event at which this person would provide ministry?

What are the formational needs of the audience and how will this person address an aspect of those needs (i.e., intellectual formation, pastoral formation, human formation, and/or spiritual formation)?

Who has observed this person speak before and what kind of feedback has been given? Please provide the name, date, event title, location, and general reaction.

Has this person spoken or ministered to this audience before? If yes, when was the event and what are the reasons for having him/her return?

How will this person promote communion with the Universal Church and vision of the Bishop?

Please allow six to eight weeks to complete this process *prior to formally inviting the speaker or ministry event provider*. For more information, please call 509-965-7117.