



Dear Friends,

As Bishop, I take my role as chief teacher and shepherd very seriously. For this reason, I am sending you this brochure which outlines the special requirements you must follow prior to inviting any lay person from outside the Diocese of Yakima as a prospective speaker, presenter or ministry assistant. This assures the people of our Diocese that those who speak or serve publicly teach in a manner consistent with the Church. Thank you for cooperating in this process

Yours in Christ,

+Joseph J. Tyson

Most Rev. Joseph J. Tyson

Bishop of Yakima



Diocese of Yakima
Office of the Bishop
5301-A Tieton Drive
Yakima, WA 98908

Diocese of Yakima



**Ministry Clearance
Requirements for
Visiting Laity
Coming into the
Diocese of
Yakima**

*Office of the Bishop
Tel. (509) -965-7117*

Prior to any speaker or ministry event provider from outside the Diocese to be formally invited either to speak or serve in any capacity in a parish, faith community, lay organization, or school event, within the Diocese of Yakima, written permission is required from the Bishop's Office.

This policy must be followed to qualify for use of diocesan facilities, publicity and/or inclusion in the Official Directory of the Diocese of Yakima.

The Process

Prior to formally inviting any lay speaker or ministry event provider to come from outside the Diocese of Yakima, the **canonical pastor** needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Office of the Bishop. Clearance requests may also be submitted by the institutional leader of those organizations listed in the Official Directory. This ministry clearance process is confidential. Prospective speakers and other ministry event providers **may not** be formally invited until **after** the letter granting permission is received. As part of the event planning process, the parish or sponsoring organization may contact the prospective speaker or ministry event provider to determine the person's availability and request additional information about his or her ministry experience and services. However, no formal invitation may be extended. ***If such an invitation is given, and a letter of permission and other necessary information cannot be obtained in a timely***

manner, the event will be canceled, and the parish or institution will be responsible for any resulting financial obligations.

Submitting a Clearance Request

The **canonical pastor or institutional leader** must submit the ministry clearance request form, available from the Office of the Bishop, to initiate the clearance process. Completed forms include detailed information about the prospective speaker or ministry event provider, type of ministry, topic of presentation, and purpose of the proposed event. Following the review, a letter of permission or refusal will be sent to the organization or parish making the request.

Required Documents

Upon acceptance of the speaker or ministry event provider, the parish or sponsoring organization must file the following information with the Office of the Bishop:

- Detailed background such as curriculum vitae, service history, and relevant contact information regarding any sponsoring organization (e.g. Couples for Christ, Cursillo, etc.).
- Those who will have access to cash or negotiables must have a background check completed by the Yakima Diocese within the last six years, or the equivalent from their own diocese. Those who will have unsupervised contact with children or vulnerable adults also must have the same level of background check. They also must have received Safe Environment training, including review of our Code of Conduct, or the equivalent from their own diocese. Background check forms are available in the parishes and completed forms should be submitted to the Bishop's Office for processing.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Diocese of Yakima. **Please allow six to eight weeks to complete the clearance process prior to formally inviting the speaker or ministry event provider. All requests should be submitted via mail or fax to:**

Office of the Bishop
5301-A Tieton Drive
Yakima, WA 98908
Fax: (509) 966-8334

Our Goal: Providing Quality Pastoral Care

The Diocese of Yakima has developed this process for clearing lay speakers and other ministry event providers from outside the Diocese **prior to your issuing a formal invitation**. The goal of this process is twofold: (1) to ensure fidelity to Church teaching and (2) to obtain the required background reviews done on all those engaged in ministry.

For more information, please contact us at (509) 965-7117 or rsiler@yakimadiocese.org

