

Outside/Guest Speakers and Speakers within the Parish

POLICY:

Individuals wanting to invite someone from outside the parish to speak at Assumption must coordinate with the parish office in advance of making the speaker invitation. Non-Parishioners must be invited.

REASON FOR POLICY:

Because we want to facilitate communication, coordinate events, avoid conflicts, are committed to protecting God's children, want to help promote the efforts of our ministries, and move together in our mission, we ask all ministries to complete a ***Speaker Request Form*** (below).

DESCRIPTION:

Non-Parishioner/GUEST SPEAKERS

Any speaker who will be advertised to the entire parish or invited to celebrate Mass must have Parish approval in advance of making the invitation. A ***Speaker Request Form*** must be completed and turned in to the Parish Office. The person requesting the speaker will be responded to within 7 days.

When inviting speakers from outside the parish (Non-Parishioners such as those invited within individual ministries) to speak at Assumption (on topics, such as but not limited to, health care issues, retirement planning, marriage, grief, raising children, gardening, etc.,) the Parish Office must be notified. Individual groups should forward a speaker schedule to the parish office.

The office will keep these names on file as a record of who is on campus to give out information when questions are asked over the phone, by walk ins etc. if follow-up is ever needed for advising groups of topics being duplicated awareness in case background checks are needed

SPEAKERS FROM WITHIN THE PARISH:

Parishioners wishing to speak to a group or ministry within the parish or offer their presentation(s) and or classes to the entire parish [for spiritual, educational, informational, recreational purposes, etc.] must fill out a ***Speaker Request Form*** to coordinate with the Parish Office and without intent to recruit for personal business gain or for the purpose of acquiring income.

Assumption Parish Speaker Request Form

Today's Date

***** APPROVAL REQUIRED BEFORE INVITING AN OUTSIDE SPEAKER *****

Speaker Name:	
Presentation Topic:	
Requested to speak on:	(Date)
Ministry Affiliation:	
Assumption Contact Person Name:	
Phone Number:	
E-mail address:	

Please provide as many details as possible about your request:
(i.e. target audience, duration of event, space/facility needed, etc.)

Has your ministry budgeted for this speaker (if applicable)? YES NO
If not, how will this be paid for?

Submit this form to the Assumption Parish Office
403 North Main Street, O'Fallon, MO 63366

For Office Use:

Contacted organization with response (date and name of person):