



Deacon Rick Wells, J.C.L., Chancellor, Diocese of St. Petersburg
P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6832; Fax: (727) 345-3086

CLEARANCE OF LAY PRESENTERS

Before inviting any member of the laity to your parish to perform any ministry such as workshops, retreats, parish missions, etc., express approval of the parish pastor or administrator of the inviting diocesan entity **must** be provided. **PLEASE NOTE: This includes lay presenters from other parishes or entities within the Diocese of St. Petersburg.**

The Chancellor's Office should be notified of the lay presenter's coming and the purpose of his/her visit four (4) weeks prior to the event.

Even if the presenter has been in the diocese before, the Chancellor's Office will need to ensure in each case that the presenter's documentation and clearance is current.

In order for the Chancellor's Office to verify the presenter's good standing in his/her diocese, parish or employing entity, the following information is required:

- Lay Presenter's name and contact information
- Presenter's diocese, parish or employing entity
- Dates when the presenter plans to be in the Diocese of St. Petersburg
- Purpose of the visit
- Signature of the inviting pastor

Please mail, fax or e-mail the information to María T. González using the form included on the next page.



CLEARANCE REQUEST FOR LAY PRESENTERS

PLEASE NOTE: This form is to be completed by the inviting entity and returned to the Chancellor's Office, using the contact information listed at the bottom of this page.

The Chancellor's Office will then contact the Lay Presenter's home parish or diocese or entity to ensure that the Presenter is in good standing.

Date	
Requested by (Name, position)	
Inviting Parish/School/Office	
Reason/Event	
Date and location(s) of Event	
Name and signature of Pastor/ Administrator of Inviting Entity	
Name of layperson to be cleared	
<i>Address:</i>	
<i>Email:</i>	
<i>Phone/Cell:</i>	
Layperson's parish/diocese	
Address, City, State OR Country if outside USA	
Phone and Fax	
Name of Pastor or Bishop	

PLEASE RETURN TO: Chancellor's Office
 Diocese of St. Petersburg
 P.O. Box 40200
 St. Petersburg, FL 33743-0200

OR BY FAX: (727) 345-3086

OR, COMPLETE AND SCAN THIS DOCUMENT AND ATTACH BY E-MAIL TO: mtg@dosp.org