Event/ Liturgy Request & Outside Speaker Expectations

Thank you for your yes and your desire to provide a dynamic, discipleship-oriented event/liturgy for our parish community! We, the priests and parish staff, want you, our ministries, to have the best event/liturgy possible. We have a system in place in order to ensure that the priests, staff and ministries are working together every step of the way and that we can promote the events/liturgies and eliminate any last minute confusion, especially with outside speakers/special liturgies.

**What we ask of you (the ministries):**

1. **Complete the Event/Liturgy Request Form in full including a letter of good standing for your outside speaker from their bishop or pastor and turn it into the Calendar Coordinator. If the Letter of Good standing in not received at least 30 days prior to your event, it will not be promoted and may be cancelled.**
	1. Letter of Good Standing means that your speaker will teach what the Church teaches and they are living out their faith.
	2. Agenda for the day of the event for timing and content.
	3. Letters of Good Standing for outside priests and deacons must come from their Bishop to our Bishop.
	4. Letters of Suitability of Laity must come from their Parish Pastor to our Pastor.
2. Do not advertise or plan event until you have received Pastoral approval in writing
	1. Do NOT go straight to the pastor.
	2. Requests need to be submitted for any major events involving speakers and community invitation **3 months** before event. Small group activity and liturgy requests should be received **1 month** before event.
	3. We have a priest overseeing every ministry so that the parish can provide you with the best support possible.
3. **Prior to Pastoral approval, prepared advertisement and announcements should be submitted for approval to our Calendar Coordinator.**

**What can you expect of St. Bernard’s priests and staff:**

1. **Advertise**
	1. Upon approval, we will advertise and announce your event to the entire parish through your desired options: website, bulletin and Mass announcements allowing you to reach parishioners you may otherwise not have access to.
2. **Someone from the staff or priests will be present at your event and help you coordinate the day of details!**

Form updated July 26, 2024