



Roman Catholic Diocese of
Fall River
Southeastern MA • Cape Cod • The Islands

Office of
**Safe
Environment**

Diocesan Representative Approval Guidelines for Lay Musicians/Speakers/Presenters

For purposes of these guidelines, a lay musician, speaker, or presenter will be known as a “Guest”. Prior to inviting any external diocesan “Guest” to a workshop, retreat, parish mission etc., you must obtain approval from the Office of Safe Environment (OSE). It is the responsibility of the host to ensure the following steps are completed. **This should be completed at least 1 month before the scheduled event** if the presenter is not already approved. This applies to all in-person and virtual events.

Step 1: The host provides the attached Testimonial of Suitability form to the “Guest”. The “Guest” will provide the form to be **completed in full** to their diocese/parish.

- If the date of their last safe environment training is expired, the “Guest” will be required to complete the Diocese of Fall River safe environment training.
- If the date of their last background check is expired, the presenter will be required to complete a national background check through our diocesan portal.

Step 2: The “Guest’s” diocese/parish emails completed form to OSEchancery@dioc-fr.org and submits *original* of the Testimonial of Suitability form to the address listed on the form.

- Prior to the event, the host confirms approval on the Safe Environment Website at <https://www.fallriverdiocese.org/safe-environment/policies-procedures/>
- **Note:** OSE reserves the right to modify the guidelines based on the information that is provided on the Testimonial of Suitability form.



Roman Catholic Diocese of
Fall River
Southeastern MA • Cape Cod • The Islands

Office of
**Safe
Environment**

TESTIMONIAL OF SUITABILITY FOR LAY MUSICIANS/SPEAKERS/PRESENTERS

To be completed by the musician/speaker/presenter's pastor or relevant (arch)diocesan representative

I write to inform you that _____ of _____
Musician/Speaker/Presenter Name Parish/Organization

within the (Arch)Diocese of _____ has been invited to present within the
Name of Catholic Diocese

Diocese of Fall River at _____ on _____
Location Date

I have carefully reviewed any personnel files or records, and I have consulted with those who have served with them regarding their suitability to serve as a musician/speaker/presenter who is in union with the Magisterium of the Catholic Church with respect to faith and morals. I certify that he/she has completed the necessary safe environment training in our diocese as prescribed by the USCCB **Charter for the Protection of Children and Young People**:

_____ He/She is a member in good standing of our parish/organization.

_____ He/She date of birth _____

_____ Date of their last Safe Environment training _____ Date of Expiration _____

_____ Date of their last background check _____ Date of Expiration _____

Based on my inquiries and my knowledge, _____
Musician/Speaker/Presenter Name

is fully qualified to serve as a musician/speaker/presenter effectively and suitably.

Signature

Date

Printed Name

Title

Email to OSEchancery@dioc-fr.org and
mail original completed form to:

Parish or Diocesan Seal to be affixed here

Diocese of Fall River
Office of Safe Environment
450 Highland Avenue, Fall River, MA 02720