

## 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 new 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 (event will not be considered or approved without this letter) and turn it into the priest overseeing your ministry.**
  - a. Letter of Good Standing means that your speaker will teach what the Church teaches and they are living out their faith.
  - b. Agenda for the day of the event for timing and content.
- 2. Obtain an initial approval from the priest overseeing your ministry and he will take your event request to the pastor for final approval. (do not advertise or plan event until you have received Pastoral approval in writing)**
  - a. Do NOT go straight to the pastor.
  - b. 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.
  - c. We have a priest overseeing every ministry so that the parish can provide you with the best support possible, the priest overseeing your ministry needs to know your ministry's mission statement. He will be the best person to gauge if there is enough interest for the event in the parish, when a good time to host the event would be, etc, because he has the big picture view of the workings of the parish.
- 3. Submit any prepared advertisements and announcements with the request form for the event.**

### What can you expect of St. Bernard's priests and staff:

- 1. Advertise**
  - a. 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!**