



Catholic Education Board of Management

34B Belmont Circular Road, Belmont
Tel: 1-868-607-CEBM: Fax: 1-868-624-8940
Email: cebm@cebm.org.tt

Guest Speaker Policy for Diocesan Catholic Schools

1. Purpose

This policy outlines the procedures and expectations regarding guest speakers invited to Catholic schools. The aim is to ensure that all presentations support the holistic formation of students and uphold the doctrinal, moral, and cultural values articulated in the teachings of the Roman Catholic Church.

As noted in the AEC Pastoral Letter on Catholic Education (2009), Catholic schools are “called to offer an education that integrates faith, culture, and life.” Guest speakers must contribute to students' spiritual, intellectual, moral, and social development in alignment with this mission.

2. Scope

This policy applies to all external individuals or organisations invited to speak, present, or perform at Catholic schools during school hours or at school-sanctioned events.

3. Rationale

Catholic education is not merely about academic achievement but is rooted in forming individuals to become “fully human, fully alive,” as inspired by Christ. The AEC Pastoral Letter affirms that the purpose of Catholic education is “to promote a view of the human person made in God’s image and destined for eternal life.”

4. Policy Statements

4.1 Alignment with Catholic Teaching

Guest speakers must:

- Be consistent with and/or not contradict the official teaching of the Catholic Bishops led by the Pope and guided by the Holy Spirit.

- Affirm the dignity of the human person, the family, the sanctity of life, and the Church's teachings on morality and social justice.
- Avoid promoting content contrary to Catholic doctrine, such as abortion, relativism, same-sex unions, gender ideology, or occult practices.

4.2 Approval Process

All guest speaker engagements must be submitted in writing at least four (4) weeks in advance to facilitate proper vetting and discernment.

The application must be completed online using the following link: [Guest Speaker Application](#)

The application will include:

- The speaker's full name and background
- A summary of the proposed topic or theme
- A list of any materials or media to be used
- A statement of relevance to the school's educational or faith formation goals

Following the governance framework of Catholic schools, the Catholic Education Board of Management (CEBM) delegates authority to Parish Priests to approve guest speaker applications that meet the requirements outlined in this policy.

The Parish Priest:

- Must verify that the speaker's message is consistent with Catholic teaching and values.
- May consult with the Principal, School Chaplain, CREDI, or CEBM on matters requiring further theological or pedagogical discernment.
- Has the discretion to refer complex or sensitive applications to the CEBM.

If the parish priest prefers not to write a letter, he may use the form provided at the end of this policy instead.

The Principal:

- is responsible for submitting the documentation to the Parish Priest for review and
- ensuring the decision is recorded and communicated in writing to the CEBM via the Quality Assurance Manager.

The Quality Assurance Manager

- Will receive the completed application from the Principal
- Submit to the Senior Manager, Operations for action

The Senior Manager, Operations

- Will issue CEBM approval document to the principal

Principals do not have to apply for Speaker Approval for

- *Priests/Deacons in the Diocese of Port of Spain who are in good standing.*

Sharon Mangroo

Chief Executive Officer

May 27, 2025



Catholic Education Board of Management

34B Belmont Circular Road, Belmont
Tel: 1-868-607-CEBM: Fax: 1-868-624-8940
Email: cebm@cebm.org.tt

Priest Authorization for Guest Speaker

To be completed by the Priest Manager in lieu of a signed letter of support. Please attach this completed document to your online application form.

Approval for Guest Speaker

1. Name of School _____
2. Name of Principal _____
3. Quality Assurance Manager _____
4. Name of event _____
5. Name of Speaker _____

APPROVAL

Application approved: Yes _____ No _____

Reason (if no): _____

Conditions: _____

Name of Parish Priest /Parish Administrator (Primary) _____

Signature _____

Date _____