



# Event Protocol

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There are many events hosted in the Roman Catholic Diocese of Victoria every year. Some are held and managed by local parishes, and some are Diocesan-wide events that draw participants from many communities. Each requires a process for ensuring appropriate use of Diocesan resources, as well as compliance with our Responsible Ministry and Safe Environment policy and communications guidelines.

## Visiting Clergy, Religious and Laity

In applying the principle of subsidiarity, the Diocese of Victoria recognizes that at the local parish level the Pastor, by virtue of the authority delegated to him by the Bishop, has the authority and the responsibility to approve speaking events held in the parish, including those involving presenters.

The Pastor may choose to delegate administrative tasks such as defining budget requirements, details concerning registration and fee collection, and the recruitment of volunteers, but ultimately he is responsible for overseeing that proper Diocesan policies are in place and respected.

All visiting clergy and laity who are presenting in the Diocese of Victoria are required to provide appropriate documentation to the Chancellor, one month in advance of the event.

[Contact information](#) for the Chancery is on page 3.

### CLERGY AND RELIGIOUS

Pastors are reminded that visiting clergy may concelebrate Mass upon presentation of a *Celebret* confirming they are a priest in good standing in their home diocese. In order to preside at Mass, hear Confessions, and preach, approval from the Diocese of Victoria (and relevant Faculties) are required prior to engaging in ministry. The *Suitability Declaration for Visiting Priest/Deacon* or *Suitability Declaration for Visiting Religious Sister/Brother* form must be completed and returned to the Chancellor one month in advance of their visit.

### LAITY

Visiting laity need to complete the *Suitability Declaration for Visiting Lay Person* form, which should be returned to the Chancellor one month in advance of their visit.

Suitability Declaration forms are available at [www.rcdvictoria.org/event-protocol.php](http://www.rcdvictoria.org/event-protocol.php), by email to [chancery@rcdvictoria.org](mailto:chancery@rcdvictoria.org), or by calling (250) 479-1331.



## Diocesan Events

Occasionally the Diocese may offer support or receive a request for support from a parish or Catholic group wishing to offer an event to the greater Diocesan community. Please use the [Event Protocol](#) form for Diocesan-sponsored events for which Diocesan personnel need to be involved.

Promotional materials (for example event-specific logos, posters and other advertising) for events must be approved by the Office of Communications prior to being used or distributed. Please also see '[Use of the Diocesan Crest](#)' for further information.

## Events and Responsible Ministry & Safe Environment

The Diocese of Victoria has a Responsible Ministry and Safe Environment Policy to guarantee our commitment to the respect, dignity and wellbeing of all persons. Events must adhere to the practices and procedures prescribed in that [Policy](#) ([www.rcdvictoria.org/responsible-ministry-safe-environment.php](http://www.rcdvictoria.org/responsible-ministry-safe-environment.php)). For questions regarding the Diocese of Victoria's Responsible Ministry & Safe Environment policy, please [email](#) the RMSE Coordinator at [gbeattie@rcdvictoria.org](mailto:gbeattie@rcdvictoria.org).

## Use of the Diocesan Crest

The Diocesan Crest ('the Crest') is a graphic representation of the Diocese of Victoria over which the Bishop has been granted pastoral responsibility and authority. A consistent image (the Crest) creates a distinct and memorable identity that helps to establish authenticity and credible authority, and recognition for parishioners and our communities, and helps form an efficient approach to communication. In addition, when the Crest is used on posters, promotional materials or letterhead, it identifies the material and the event as Diocesan-sanctioned.

It is therefore important that the Crest is used appropriately, consistently and in accordance with the Diocese's publication guidelines. These guidelines will assist with our collective responsibility for maintaining the quality and integrity of the graphic image that is used, and also identify the instances in which the Crest is required, and those occasions when it is permitted to be used.

### REQUIRED USE OF THE CREST

Promotional materials (posters or other advertising) for any event that is sponsored by the Diocese of Victoria must include the Diocesan Crest, and the material must be submitted for approval by Diocesan personnel prior to being distributed or used in any manner. Please contact the [Office of Communications](#) for these approvals before you have anything printed or distributed in any form.

If you require assistance with creating a poster or other materials, please contact your Pastoral Centre representative, or contact the Communications Coordinator directly via [email](#) ([cdunwoody@rcdvictoria.org](mailto:cdunwoody@rcdvictoria.org)).

### NON-PERMITTED USE OF THE CREST

- The Crest may not be used without prior permission from the Diocese of Victoria.
- The Crest may not be used on letterhead that is not approved by the Diocese of Victoria.
- The Crest may not be used on any promotional material to suggest representation and approval of an event or communication by the Diocese of Victoria except as approved by the Office of Communications.
- The proportion and colours of the image and its elements may not be altered in any way.



## GENERAL GUIDELINES

- The Crest should be placed and sized secondary to your content; headlines, graphics and images should always be more prominent.
- Keep every part of the Crest at its set proportions
- Keep the colours and typeface as is
- Use it on backgrounds that provide adequate contrast
- Options for the Crest include: black and white, full colour, or two colour (blue and white).
- Available formats include .jpg, .png and PDF.

Please contact the Communications Coordinator by [email](mailto:cdunwoody@rcdvictoria.org) (cdunwoody@rcdvictoria.org) to obtain a copy of the Crest for your use, or for more information.

## Contact Information

### CHANCERY

*Information about Event Protocol and Faculties  
for visiting Clergy, Religious and Laity*

Email: [chancery@rcdvictoria.org](mailto:chancery@rcdvictoria.org)

### COMMUNICATIONS

*Information about use of the Diocesan Crest  
and promotional materials*

Email: [cdunwoody@rcdvictoria.org](mailto:cdunwoody@rcdvictoria.org)

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## Forms

- [Event Protocol](#)
- [Suitability Declaration from \(Arch\)Bishop or Religious Superior for visiting Priest/Deacon](#)
- [Suitability Declaration from Religious Order Superior OR \(Arch\)Diocese for Visiting Religious Sister/Brother](#)
- [Suitability Declaration from Home \(Arch\)Diocese for Visiting Lay Person](#)