



## Speaker Approval Process

The speaker approval process exists to help the Senior and Executive Pastor of Heritage Fellowship Church to protect the integrity and unity of the faith. This process applies to speakers outside of Heritage Fellowship Church who are invited to speak, teach or preach on faith or morals. Speakers, teachers, or preachers who are members of Heritage Fellowship Church do not need to complete this process but need to obtain permission from the Senior and Executive Pastor where they wish to speak.

### Overview

1. Ministry Leaders, Servant Leaders, Committee Leaders and Organizers (who are appointed by the Senior Pastor) of an event who are planning to invite someone from outside of Heritage Fellowship Church to give a speech, lecture, participate in, or moderate, a panel discussion, and or deliver a message on matters involving faith and morals **must** have the speaker approved by the Senior and Executive Pastor before an invitation is extended. The appropriate documentation **must** be submitted **90 days** before the event.
2. Servant Leaders will submit request to their Ministry Leader who will then submit the request to the Executive Pastor. Ministry Leaders, Committee Leaders, and/or Organizers of an event will submit to the Executive Pastor for approval.
3. Invitation and promotion of a speaker **must** wait until after he/she is approved (even if the presentation is not being given on Heritage Fellowship Church campus).
4. Once a speaker is approved, permission to speak will be **effective for one year**, unless otherwise stated. The Senior and Executive Pastor reserves the right at any time to revoke a speaker's permission, with or without notice.
5. If the speaker is a member of Heritage Fellowship Church, the instructions for submission found in #2 should be followed.

### Approval Procedure

Before a person can formally be invited to speak, the inviting party **must** submit the following information to the Executive Pastor **90 days** prior to the event.

1. A completed Speaker Approval Form. (available on the church's website)
2. A biographical sketch of the speaker.
3. A copy of a message given by the speaker, if available. Any of the following media formats are acceptable: CD, DVD, URL address, YouTube or written document.

**Effective date: September 7, 2016**