



Event Protocol

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, canon and civil law, and Diocesan communications guidelines.

All forms described in this Protocol are available at <https://www.rcdvictoria.org/policies> (under the “Event Protocol” tab), by email to chancery@rcdvictoria.org, or by calling (250) 479-1331.

Parish versus Diocesan Events

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.

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 submit an *Event Protocol Form* for Diocesan-sponsored events.

All promotional materials (for example event-specific logos, posters and other advertising) for Diocesan events must be approved prior to being used or distributed. Please see the ‘[Use of the Diocesan Crest](#)’ section later in this document for further information about advertising parish versus Diocesan events.

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 (<https://www.rcdvictoria.org/responsible-ministry>). For questions regarding the Diocese of Victoria’s Responsible Ministry & Safe Environment policy, please email the RMSE Coordinator at gbeattie@rcdvictoria.org.



Suitability Declarations

As part of Diocesan Responsible Ministry and Safe Environment policy, and in accordance with Canon Law, all people who are visiting from outside the Diocese of Victoria to provide ministry or speak / present at an event are required to provide a *Suitability Declaration Form* to the Chancellor, one month in advance of the event.

Speaker Remuneration

Parishes/schools may offer a stipend, honorarium, or speaker fee to guest speakers/presenters at their events. The Diocese will report and issue a T4A to any individual that receives \$500 or more in remuneration during a calendar year, as the Canada Revenue Agency (CRA) considers this sort of remuneration as taxable income.

All remuneration given to clergy/employees regularly working in the Diocese of Victoria must be submitted through Diocesan payroll.

For payments to other guest speakers/presenters, please complete the *T4A Remittance Form* and submit it to the Payroll Administrator **prior** to payment. This will ensure that the necessary information is obtained and remuneration, reimbursement, T4A requirement and tax implications are discussed with the recipient. Withholding taxes, if any, will be submitted to CRA on their behalf and billed internally to the parish/school. The form must be submitted even if the amount is less than \$500, as the as \$500 per year minimum is a combined total for all parishes / schools.

The requirement to issue a T4A applies even if the parish/school holds a collection and remits the entire proceeds to the speaker. Once the parish/school records or deposits the collection funds into the books or bank account and subsequently pays the individual, these funds are taxable income. Whether the parish/school issues charitable tax receipts to donors is irrelevant to the requirement of issuing a T4A.

There are a few exceptions to the requirement of submitting a *T4A Remittance Form*. If you feel your situation fits one of these categories, please contact the Payroll Administrator at least one month prior to your event:

- The parish/school permits the guest speaker to hold a collection or have a donation box and the funds are given directly to the speaker and NOT to the parish. No banking or recording of the funds are done by the parish. Parishioners must be made aware that the funds are to be given directly to the guest speaker and not the parish; therefore, no donation tax receipts will be issued.
- The parish/school is paying a charitable organization or religious order and the payment is NOT made to an individual.



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 at communications@rcdvictoria.org 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 the Communications Coordinator via email (communications@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 (communications@rcdvictoria.org) to obtain a copy of the Crest for your use, or for more information.



Event Protocol Form

Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street, Victoria BC, V8X 2A1

Telephone: (250) 479-1331 Fax: (250) 479-542 Web: www.rcdvictoria.org

EVENT

Event Name

Date of Event

Location

Sponsor or person responsible for the event

Diocesan representative

Date of form submission

PRESENTERS

Clergy or Permanent Deacon Name

Faculties from the Chancellor have been requested and granted one month in advance

Consecrated Religious or Laity Name

Faculties from the Chancellor have been requested and granted one month in advance

BUDGET/FEES

A detailed budget projection (based on a self-sustaining scenario) has been prepared for the event
Arrangements have been made at the Diocesan Pastoral Centre for registration fees
EventBrite service has been set up and is available. Link:

COMMUNICATIONS & ADVERTISING

The Office of Communications has:

Reviewed and approved materials advertising the event (any event-specific logo, poster, other advertising items)

Reviewed and approved the registration package, including EventBrite®

Developed a strategy for the distribution of information including:

Parish bulletins

Delivery of posters

Information sent to [Webmaster](#)

Calendar of Events

Reviewed and approved the budget for the event

Fundraising plans have been reviewed and approved

REGISTRATION

A Diocesan staff person has been designated to ensure Diocesan procedures are being followed. This entails receiving, recording, tracking/follow-up and filing of the following, if required, for the particular event:

- Registration form and package
 - Medical forms (N.18)
 - Waivers (N.17)
-

IF THE EVENT INVOLVES CHILDREN OR YOUTH AND TRAVEL

The following forms have been completed, received, reviewed, approved, recorded and filed:

- Supervisor Field Trip Form (N.19)
 - Field Trip Parental Permission Form (N.17)
 - Incident Report (N.15)
 - Additional forms required for travel
-

VOLUNTEERS

The following have been verified through the volunteer's respective Parish:

- A completed Volunteer Application Form (N.27) **REQUIRED FOR ALL VOLUNTEERS**
 - A signed Covenant of Care (N.30) **REQUIRED FOR ALL VOLUNTEERS**
 - A current Criminal Record Check (J8.1) **REQUIRED FOR ALL VOLUNTEERS**
 - Drivers have submitted a copy of their car insurance coverage indicating bodily injury and property damage coverage of at least \$2 million **REQUIRED FOR DRIVERS ONLY**
 - Driver's abstract is attached **REQUIRED FOR DRIVERS ONLY**
-

VENUE

If at the **Pastoral Centre**—the event has been approved and entered into the Pastoral Centre Calendar.

If at a **Parish**—the pastor has granted permission to hold the event and the event has been entered in the parish calendar

If at one of the **Island Catholic Schools**—the principal has granted permission to hold the event and it has been entered in the school calendar

DIOCESAN APPROVAL

Pastoral Centre Representative Name

Pastoral Centre Staff Signature _____

Date of approval _____

Relevant policies from [Diocese of Victoria Administration Manual](#): G6.1, G6.2, G6.3e, G6.3g, J8.1



Roman Catholic Diocese of Victoria

Office of the Chancellor

1-4044 Nelthorpe Street Victoria BC, V8X 2A1

PLEASE RETURN THE FORM TO THE CHANCELLOR

Email: chancery@rcdvictoria.org

Suitability Declaration from (Arch)Bishop or Religious Superior for Visiting Priest / Deacon

Name of Priest/Deacon

Mailing Address

Date of Ordination Diocese of Ordination

Diocese of Incardination (if different)

Name of Religious Order

Will be in the Diocese of Victoria (dates) from to

Location (parish/school; city)

Event and purpose of visit

CONTACT INFORMATION OF (ARCH)BISHOP OR RELIGIOUS SUPERIOR

Name

Email Telephone

Mailing Address

Do you grant permission for this priest/deacon to minister in the Diocese of Victoria? Yes No

Yes|No

<input type="checkbox"/>	<input type="checkbox"/>	1. Is he a priest/deacon in good standing?
<input type="checkbox"/>	<input type="checkbox"/>	2. Has he completed a Criminal Record Check?
<input type="checkbox"/>	<input type="checkbox"/>	3. For priests: has he ever shown behaviour inconsistent with celibacy?
<input type="checkbox"/>	<input type="checkbox"/>	4. Has he ever exhibited behaviour that indicates he would not deal appropriately with minors or vulnerable adults?
<input type="checkbox"/>	<input type="checkbox"/>	5. Are you aware if he has ever had a mental, moral, emotional or physical condition (including drug/alcohol/pornography addiction) that might have a serious or adverse effect on his ministry?
<input type="checkbox"/>	<input type="checkbox"/>	6. Are you aware of anything of a criminal nature in his past for which he could be convicted in the future?
<input type="checkbox"/>	<input type="checkbox"/>	7. To your knowledge has he ever been suspended or otherwise canonically disciplined?
<input type="checkbox"/>	<input type="checkbox"/>	8. Do you have any reason to suspect his ability to handle either his own or a parish's financial affairs?
<input type="checkbox"/>	<input type="checkbox"/>	9. Are you aware of any other serious difficulties he has had regarding the exercise of ministry?

If an explanation of any of these answers is necessary, please attach a separate page with details.

Signature of (Arch)Bishop or Religious Superior _____

Date _____



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PLEASE RETURN THE ORIGINAL FORM TO THE CHANCELLOR
Email: chancery@rcdvictoria.org

Suitability Declaration from Religious Superior OR (Arch)Diocese for Visiting Religious Sister / Brother

VISITOR INFORMATION

Last name _____ First name _____
Mailing Address _____
Phone number _____ Email address _____
Name of Religious Order _____
Currently serving in (Arch)Diocese of _____
In (city, province/state, country) _____
Will be in the Diocese of Victoria (dates) from _____ to _____
Location (parish/school; city) _____
Event and purpose of visit _____

CONTACT INFORMATION OF (ARCH)BISHOP OR RELIGIOUS SUPERIOR

Name _____
(Arch)Diocese OR Religious Order _____
Email _____ Telephone _____
Mailing Address _____

DECLARATION OF VISITOR'S RELIGIOUS ORDER SUPERIOR OR (ARCH)DIOCESE

I hereby certify that the Visitor named above is a person of good standing. I confirm that the Visitor fulfilled the requirements of the policy for the protection of children, youth and vulnerable adults and is authorized to work/volunteer with children, youth and vulnerable adults in the (Arch)Diocese of _____.

Signed this _____ day of _____, 20 _____

Signature _____



Roman Catholic Diocese of Victoria

Office of the Chancellor
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Victoria BC, V8X 2A1

PLEASE RETURN THE ORIGINAL FORM TO THE CHANCELLOR
Email: chancery@rcdvictoria.org

Suitability Declaration from Visitor’s Home (Arch)Diocese for Visiting Lay Person

VISITOR INFORMATION

Last name _____ First name _____
Mailing Address _____
Phone number _____ Email address _____
(Arch)Diocese of _____
Parish _____
Parish Address _____
Will be in the Diocese of Victoria (dates) from _____ to _____
Location (parish/school; city) _____
Event and purpose of visit _____

CONTACT INFORMATION

Name _____
(Arch)Diocese _____
Job title or Position _____
Email _____ Telephone _____
Mailing Address _____

DECLARATION OF VISITOR’S HOME (ARCH)DIOCESE

I hereby certify that the Visitor named above is a person of good standing. I confirm that the Visitor fulfilled the requirements of the policy for the protection of children, youth and vulnerable adults and is authorized to work/volunteer with children, youth and vulnerable adults in our (Arch)Diocese.

Signed this _____ day of _____, 20 _____

Signature _____



DIOCESE OF VICTORIA
T4A Remittance Form
(for Remuneration over \$500.00)



PARISH OR SCHOOL: _____

PERSONAL INFORMATION

Full Legal Name:

Surname: _____ First Name: _____ Middle Name(s): _____

Street Address: _____ City: _____ Prov/State: _____

Postal/ZIP Code: _____ Phone: _____ Business: _____

Social Insurance No.: _____

Immigration Status:

Canadian Citizen Country of Citizenship if not Canadian: _____
 Permanent Resident
 Work/Study Permit

PAYMENT / ACCOUNT INFORMATION

Date: _____ HONORARIUM AMOUNT: _____

Withholding Tax Calculations:

Canadian Citizen or Resident of Canada (no tax withheld) _____
 Non-Resident-US Citizen or Resident of US (withhold 10% tax <= \$5000 / 15% tax > \$5000) _____
 Non-Resident-Foreign Citizen or Resident of a Foreign Country (withhold 15% tax) _____
 Non-Resident with CRA Exemption (tax waiver letter must be attached; no tax withheld) _____

NET HONORARIUM PAYMENT (less above taxes): _____

TRAVEL REIMBURSEMENT (not reported on T4A): _____

TOTAL PAYMENT: _____

AUTHORIZATION AND APPROVALS

Date: _____ Prepared By: _____

Date: _____ Authorized By: _____

Please submit to payroll administrator prior to payment. T4A and withheld tax will be submitted from centralized payroll. Payment/cheque is to be issued by parish/school directly.