

Diocese of San Diego

**PROCEDURE FOR APPROVAL OF MEDIA OUTLETS NOT SPONSORED BY A
RECOGNIZED CATHOLIC INSTITUTION**

A media outlet which is not sponsored by an organization recognized as Catholic by the Diocese of San Diego can obtain approval to publicly designate its media programming as Catholic. In addition to providing information about the media outlet itself on the attached application form, the following avenues of approval are available:

1. The organization with which the media outlet is affiliated can seek to become a diocesan-recognized Catholic entity by submitting its mission statement, organizational structure, tax status and other information to the diocesan Office for Civil Affairs, in order to be officially included in the Catholic Directory of the Diocese of San Diego.

Or:

2. The person chiefly responsible for the media programming designated as Catholic must submit a curriculum vitae, outlining qualifications to present Catholic doctrine, accompanied by a letter of recommendation from their pastor or from the official chaplain of the organization.

Or:

3. A single unit of media may with approval be publicly designated as Catholic by submitting an outline, draft or script of the program materials to the Chancellor. The material should be submitted for review one month in advance of its broadcast or publication. If a media outlet broadcasts programming publicly designated as Catholic more than six times per year, one of the above two avenues for approval should be used.

Upon examination of the organization, of the person responsible for the media outlet, or of the media programming itself by designated diocesan staff, the Bishop of San Diego will determine whether to grant approval. Without such approval, media outlets may not publicly designate their programming as "Catholic" for broadcast within the Diocese of San Diego.

When a San Diego-based media outlet's programming will appear in other dioceses, the Diocese of San Diego will provide references to those who inquire, including other bishops or pastors of parishes, regarding the official Catholic status of the media outlet.

If a significant aspect of the media changes, such as its organizational affiliation, either the organization or the outlet should inform the diocesan Office for Communications. The media outlet may be required to reapply for diocesan approval.

Diocesan approval may be revoked at the discretion of the competent ecclesiastical authority. Written notice of such revocation will be sent to the media outlet's director, board or other responsible entity, and public notice of the revocation will be published through diocesan media.

Protocol for Catholic Media Programming and Media Outlets

Recognized Catholic organizations based in San Diego, including parishes and schools, do not require diocesan approval to develop a media outlet. Media outlets include a newspaper or newsletter, website, TV or radio program/station, broadcast or cable network. For purposes of collaboration, organizations are asked to inform the diocesan Office for Communications of media outlets as they are developed.

Media outlets sponsored by parishes or parish schools must be attentive to diocesan policy prohibiting certain financial incentives (see Diocesan Administration Policy 19).

Any media outlet (whether a newspaper/letter, website, radio or television station or program, or broadcast or cable network) based in San Diego but not sponsored by a recognized Catholic organization, which intends to present Catholic faith and morals and call itself "Catholic," requires diocesan approval. To seek approval, contact the diocesan Chancellor.