



Office of the Diaconate

INFORMATION REQUIRED FOR A LETTER OF GOOD STANDING

FOUR NOTES:

- Although it is not always possible, as is obviously the case with funerals and interments, try to give us as much lead time as you can so that we can get the letters out to you in good order. If we can have at least a week's time, that would be very helpful.
- Among the representations we make in the letter are those relating to credentialing for clergy, including Protecting God's Children, VIRTUS, Mandated Reporter, Sexual Harassment Prevention Training, continuing education and other requirements the Church has for her clergy. Thus, part of the process of issuing the letter of good standing (also known as a letter of suitability), is a review of pertinent records.
- Beginning **May 1, 2023**, a deacon who does not have an up-to-date Ministry Covenant will not receive a good standing letter for performing ministries such as baptisms, wedding or funerals outside his parish until the covenant is received.
- Send completed form to dbrencic@archchicago.org and jnorman@archchicago.org.

FOR ALL LETTERS

Your full name: _____

Your address, town and ZIP code: _____

Your phone number: _____	Your email address: _____
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Your ordination year: _____

Your current parish (with city or town): _____

If service is not in a parish within the Archdiocese of Chicago, we need the following:
 Name and address of the archdiocese or diocese where the service will be performed:

Name of the diocesan office: _____

Name of the contact person: _____

Name and address of the parish: _____

Name of the pastor: _____



WEDDINGS

Will you be: assisting at the wedding Mass witnessing the marriage vows
(check all that apply) presiding at a marriage ceremony preaching

Names of the bride and groom:

Parish name, address and name of pastor:

Date of the wedding:

BAPTISMS

Names of the child being baptized:

Names of the parents:

Date of the baptism:

Parish name, address and pastor's name:

FUNERALS

Names of the deceased:

Date of the funeral:

Will you be: assisting at the funeral Mass presiding at wake service
(check all that apply) preaching presiding at committal service

Date for wake service or committal service:

Parish name, address and pastor's name:

ANY OTHER RELIGIOUS SERVICE

Be specific as to what you will be doing; e.g., participating in an Ordination, leading a retreat or prayer service, etc:

Location of the service (full address and full name of contact person):

Date of the event:

Diocese where service will be conducted:

Name of chancellor of diocese and contact information:
