

INFORMATION REQUIRED FOR A LETTER OF GOOD STANDING

TWO 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.

FOR ALL LETTERS

Your full name: _____

Your address: _____

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

Must know if you will be assisting at the wedding Mass, witnessing the marriage vows, presiding at a Marriage Ceremony and/or preaching: _____

Name of the Bride and Groom: _____

Parish name, address and name of pastor: _____

Date of the wedding: _____

BAPTISMS

Name of the child being baptized: _____

Name of the parents: _____

Date of the baptism: _____

Parish name, address and name of pastor: _____

FUNERALS

Name of the deceased: _____

Date of the funeral: _____

Will you be assisting at the funeral Mass and/or preaching: _____

Will you also be doing a wake service or committal service: _____

Date for wake service or committal service: _____

Parish name, address and name of pastor: _____

ANY OTHER RELIGIOUS SERVICE

Be specific as to what you will be doing (i.e., participating in an Ordination, leading a retreat, prayer service, etc.): _____

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

Date of the event: _____