

## Office of the Diaconate

# INFORMATION REQUIRED FOR A LETTER OF GOOD STANDING

**PLEASE NOTE:**

- Letters of good standing are required when deacons are performing liturgical ministry, such as assisting at Mass, baptisms or weddings, outside of their home parish. Letters may also be required when speaking at conferences, leading retreats or performing prayer services in a different parish or diocese.
- Although it is not always possible, as is obviously the case with funerals and interments, try to give the Diaconate Office 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.
- As part of the requirements to receive a letter, a deacon also must have an up-to-date Ministry Covenant with his parish.
- Send this completed form to [dbrencic@archchicago.org](mailto:dbrencic@archchicago.org), [jnorman@archchicago.org](mailto:jnorman@archchicago.org) and [sburnett@archchicago.org](mailto:sburnett@archchicago.org).

\* Required.

First name*:		Last name*:	
Phone*:		Email address*:	
Current address (street/city/ZIP)*:			
Ordination year*:		Current parish*:	
Current parish city/state/ZIP*:			
Current status*: <input type="checkbox"/> Active in ministry <input type="checkbox"/> Retired from ministry			

Are your VIRTUS compliances up to date?\*  Yes  No

If uncertain, please visit [virtusonline.org](http://virtusonline.org) and log in using your user name and password. All compliances must be up to date in order to process letters of good standing. These include CANTS 689, CANTS 22A, Mandated Reporter Training and Standards of Behavior.

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Do you have an up-to-date Ministry Covenant with your parish?\*  Yes  No

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Date of event (MM/DD/YYYY)\*:

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Visiting diocese\*:

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Address\*:

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City\*:

State\*:

ZIP\*:

Chancellor for diocese\*:

Email:

Name of church where event is occurring\*:

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Address (city/state/ZIP)\*:

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Pastor of visiting church\*:

Email:

Type of event (if not listed, please select "Other" and describe the event):

Baptism (include name of child and parents): \_\_\_\_\_

Wedding (include names of bride and groom and check all that apply):

\_\_\_\_\_

Are you assisting at the Mass?

Are you preaching?

Are you witnessing the vows?

Funeral (include name of deceased and check all that apply): \_\_\_\_\_

Are you presiding at wake service?

Are you assisting at funeral Mass?

Are you preaching at funeral Mass?

Are you presiding at committal?

First Holy Communion (include name of child and parents):

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Confirmation (include name of child and parents): \_\_\_\_\_

Quinceañera (include name of child and parents): \_\_\_\_\_

Conference

Retreat

Other \_\_\_\_\_

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Add any other information pertinent to your request: