



**Office of the Diaconate**

# DEACON RETIREMENT POLICY

When a deacon turns 70 years of age with 10 years of active ministry, he may request **“Retired Status.”** Retired status is granted **by the Archbishop** upon the request of the deacon and approval of the Vicar.

The fully retired deacon does not ordinarily have archdiocesan faculties, but may perform occasional ministry with the permission of the Vicar and of the pastor where the ministry will take place. For example, a deacon can request permission to baptize a grandchild or witness the wedding of a family member.

To receive such permission, the retired deacon must be current with archdiocesan requirements for public ministry (i.e., VIRTUS training, Sexual Harassment Prevention, criminal background checks, etc.).

Fully retired deacons have no assignment and no parish support will be requested other than the cost of an annual retreat from the last parish where the deacon was assigned.

Deacons considering retirement should discuss the matter with their spouse, their pastor and the Diaconate Office.

The official request for retirement status is made in a personal letter by the deacon to the Archbishop. A date also must be included on which the retirement will take effect.

Retired deacons are not bound to ministerial development requirements and ministry covenants, but are expected to pray the Liturgy of the Hours and make an annual retreat.

Retired deacons and their wives are welcome to attend any Diaconate community event or archdiocesan function.

**I understand the above policy and request to change my status to retired effective on**

\_\_\_\_\_.

**Attached is my letter to the Cardinal that I ask the Vicar for Deacons to forward along with the necessary paperwork to implement this retirement.**

Deacon’s Name:

Date:

Signature:

Wife’s name:

Date:

Signature:

Pastor’s name:

Date:

Signature:

Vicar’s name:

Date:

Signature:

**Return this form with the letter to the Office of the Diaconate,  
816 Marengo Ave., Forest Park IL 60130**

Date: \_\_\_\_\_

Dear Cardinal Cupich,

I am formally requesting that my status as a deacon in the Archdiocese of Chicago be changed to retired effective on \_\_\_\_\_.

I am aware of the archdiocese's policies on retirement and acknowledge that I will no longer have faculties.

I am deeply grateful to God and the Church for my years of service and ministry as a deacon.

Yours in Christ,