



## 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, we kindly ask you to provide the Bishop Office with as much lead time as possible to ensure we can issue the letter to you in good order. If we can have at least a week's notice, that would be greatly appreciated.
- Among the representations we make in the letter are those relating to credentialing for clergy, including **Safe Environment Training**, 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.
- **Important:** As part of the requirements to receive a letter, a deacon also must have an up-to-date **Permanent Record Form, Ministry Assessment, Continuing Education Form and Deacon Contract** on file, .
- Send this completed form to [mirna.gomez@dioslc.org](mailto:mirna.gomez@dioslc.org) and [marylin.acosta@dioslc.org](mailto:marylin.acosta@dioslc.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*:		Retired from ministry	
Active in ministry			
Is your SAFE ENVIRONMENT up to date? Yes No			

If uncertain, please visit [CMG Connect - Catholic Mutual Group](#) and log in using your user name and password. All compliances must be up to date in order to process letters of good standing.

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Do you have an up-to-date Ministry Assessment with the Diocese?\*  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\*:

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Chancellor for diocese\*:

Email:

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Name of church where event is occurring\*:

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Address (city/state/ZIP)\*:

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Pastor of visiting church\*:

Email:

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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: