

LETTER OF GOOD STANDING INSTRUCTIONS

INSTRUCTIONS:

- You may copy and paste the below template, fill in the personalized information (in blue).
- The letter **MUST BE** printed on diocesan letterhead and stamped with (you may imprint/apply) a diocesan seal.
- If your church or diocese already has a Letter of Good Standing template in place, you may use it, however, please be sure that the letter meets the same specifications as the below.

Priests DO NOT need to submit an Adult Chaperone Verification Form.

DUE DATE: April 12, 2019

Ways to submit Letter:

1. Email: youthconferences@franciscan.edu
Email is PREFERRED! Please inform us by email if you have sent your letter by mail.
2. Mail:
Franciscan University
Christian Outreach Attn: Catherine Welker
1235 University Blvd
Steubenville, OH 43952

LETTER OF GOOD STANDING TEMPLATE

Dear Franciscan University of Steubenville and the Chancellor of Canonical Affairs,

I, the undersigned, SIGNEE'S NAME, hereby certify that PRIEST IN GOOD STANDING'S NAME is a cleric in good standing from our Arch/Diocese who enjoys all the faculties for the exercise of his pastoral ministry.

After reviewing his personal file, checking with those who worked with him in previous assignments, and from my own personal knowledge of the subject, I am able to certify without qualification that:

1. He is a cleric in good standing.
2. He has never been suspended or otherwise canonically disciplined.
3. No criminal charges have even been brought against him nor does he have a criminal record.
4. He has never behaved in such a way as to indicate that he might deal with minors or adults in an in appropriate manner.
5. He does not have a current untreated alcohol or substance abuse problem.
6. He does not have a current, untreated emotional or mental health problem.
7. He has never been involved in any incident, to my knowledge, which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. He has participated in an approved training session on how to provide a safe environment for children and young people.

I am able to state without qualification that PRIEST IN GOOD STANDING'S NAME is of good character and reputation and qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for the time period requested.

Signature: _____

[Stamp or Place Diocesan Seal]

Printed Name: _____

Title: _____

Date: _____

Due by April 12, 2019