

## Steubenville Youth Conferences Letter of Good Standing Instructions & Template

A current Letter of Good Standing must be submitted for **every priest and deacon** attending a conference on the campus of Franciscan University of Steubenville in the summer of 2021. Once the letter is received by the Conference Office it will be kept on file with the Franciscan University Chapel Office.

The letter must **be printed on diocesan letterhead, stamped/imprinted with an official diocesan seal, include the conference name and dates, and be received by May 15, 2021** (or as soon as possible if registration occurs thereafter).

***An existing letter as provided by the diocese is acceptable so long as it meets the same criteria as outlined here.***

### 2021 Steubenville Youth Conference Dates

- Main Campus 1 – June 11-13, 2021
- Main Campus 2 – June 18-20, 2021
- Main Campus 3 – June 25-27, 2021
- Main Campus 4 – July 9-11, 2021
- Main Campus 5 – July 23-25, 2021

#### Please send completed letter to:

Franciscan University of Steubenville  
Conference Office  
Attn: Youth Registration  
1235 University Blvd  
Steubenville, OH 43952

You may also submit via email to [conferences@franciscan.edu](mailto:conferences@franciscan.edu)

### LETTER OF GOOD STANDING TEMPLATE:

*If creating the letter from this template, please delete all the instructions above and fill in the information highlighted in yellow.*

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

I, the undersigned, \_\_\_\_\_ (name of undersigned), hereby certify that \_\_\_\_\_  
\_\_\_\_\_ (clergy's name) is a cleric in good standing from the (Arch)Diocese of \_\_\_\_\_ (name 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 participated in an approved training session on safe environment for children

I am able to state without qualification that \_\_\_\_\_ (clergy name) is of good character and reputation and is qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for \_\_\_\_\_ (name/dates of conference in attendance; see above).

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

[Stamp or Place Diocesan Seal above]