



# MEMORANDUM

## Office of Deacons in Ministry

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**Date:** September 8, 2022  
**To:** All Active and Retired Deacons in the Archdiocese  
**From:** Deacon Shane Cuda - Director of Deacons  
**Subject:** New Procedure for requesting a Letter of Good Standing

There exists a long-standing rule in the Church that... *“no cleric who is a stranger shall, without letters commendatory from his own ordinary, be admitted by any bishop to celebrate the divine mysteries.”* (Council of Trent (Sess. XXIII, Chap. xvi on Reform). For this reason, any deacon who wishes to exercise his diaconal ministry outside the diocese, shall request a Letter of Good Standing from the Office of Deacon Ministry.

The preparation of the letter requires certain information about the deacon, as well as detailed information about the event at which the deacon will be ministering. After the letter is prepared, it must be sealed by Archdiocesan Seal (and there is only one custodian of the seal), signed, scanned and distributed. The original document, with the seal, is sent by U. S. Mail to the Ordinary of the Diocese, a copy to the pastor of the parish where the sacrament will be celebrated and a copy to the Deacon. Suffice to say, the preparation of each Letter takes a considerable amount of time and effort.

Ms. Maria Ibarra, who prepared these letters for many years, has been reassigned within the Vicar for Clergy office and is no longer supporting the Office of Deacon Ministry. The preparation of these letters is now being handled by **Ms. Natalia Dubon**, who supports the Offices of Diaconate Formation and Deacon Ministry.

In order to make this a smooth transition, all requests for Letters of Good Standing shall:

- 1) Be made **one month in advance** (whenever possible), and
- 2) Shall be **accompanied by a filled-out request form**, and
- 3) Shall be **addressed to Natalia Dubon** at: [ngdubon@la-archdiocese.org](mailto:ngdubon@la-archdiocese.org)

Thank you for your help in following this new procedure.

Blessings,

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Deacon Shane Cuda  
Director of Deacons