

LETTER FOR PRESIDING PRIEST OR DEACON TO FILL OUT AND RETURN TO LOYOLA

Date _____

Dear Fr. Richie Salmi, Rector of Madonna della Strada Chapel, and representatives of Loyola University Chicago:

(Mother and Father/Legal Guardian Names)

have requested that I preside at their child's baptism being celebrated at Madonna della Strada Chapel located at Loyola University Chicago on

(Date and Time)

I am a priest of deacon of _____
(Name of Diocese or Religious Order)

If I am not a priest or deacon of the Archdiocese of Chicago, a letter certifying that I am a priest or deacon in good standing can be found attached to this letter.

Since you are the Rector of Madonna della Strada Chapel, I kindly request your permission that I may preside at this baptism and that this baptism be celebrated at Madonna della Strada Chapel.

Also, I agree to work with the parents to ensure that all necessary Archdiocese of Chicago baptismal guidelines are followed.

I also agree that I will submit all necessary paperwork either to the sacramental administrative assistant at Loyola University Chicago or to my Chancery for forwarding to the Archdiocese of Chicago at least one month prior to the baptism.

Thank you for your assistance. I appreciate your attentiveness to this matter.

Sincerely:

(Sign above)

(Date)

Print Name _____

Print Address _____

Print phone _____

Print e-mail _____

Print diocese/religious order _____

Kindly return this form via e-mail to: mds@luc.edu.

You may also mail this letter to:

Meg Hogan (MDS Baptisms)
1032 W. Sheridan Road – Damen 217
Chicago, IL 60660

Should you have any questions please call 773.508.8045 or e-mail mds@luc.edu