

THE DEACON MANUAL

APPENDIX B

Deacons who are 70 years old or older must submit a letter offering their retirement to the Archbishop. Use the letter below as a guide in preparing your letter. Please keep the letter to one page only. The Archbishop may or may not accept your offer to retire.

(DATE)

Most Rev. Michael J. Sheehan
Archbishop of Santa Fe
4000 St. Joseph Place NW
Albuquerque, NM 87120

Dear Archbishop Sheehan:

This letter is in compliance with the Retirement Policy for Deacons of the Archdiocese of Santa Fe found in the *The Deacon Manual*, pages 9-8 and 9-9.

I have attained the age of 70 and in accordance with the Retirement Policy, I submit my resignation to you from my office as Deacon of (name of Parish and city) Parish.

- 1) I am in good health. I still enjoy and am able to perform my ministries as Deacon. I believe I am doing a reasonably good job; therefore, if you desire, I would like to stay on as Deacon in _____ Parish for _____ year(s) or as long as you desire my services.

OR

- 2) My health is not good and I am not able to perform my diaconal duties as well as I would like; therefore, I request that you accept my offer to resign effective (date). I understand that on retirement status, I will retain some faculties as outlined in *The Deacon Manual*, page 9-8.

I accept and will comply with whatever decision you make in this matter.

Respectfully yours in Christ,

Deacon (your name)
(Title as applicable)

Copy: Director of Deacons

September 17, 2004

B-1

THE DEACON MANUAL
