
Parish Name, City

Date

Most Reverend David L. Ricken
Bishop of Green Bay
PO Box 23825
Green Bay, WI 54305

Dear Bishop Ricken:

Since _____, Pastor/Administrator/Pastoral Leader of _____ Parish, will be gone from _____ to _____, we are asking you for a proxy to suspend temporarily the provisions of Article IX, Section 6 of the parish by-laws that require that checks be signed by the pastor/administrator and one of the parish trustees, in order to allow both parish trustees to sign checks during this period of absence.

This suspension of the provisions of Article IX, Section 6 of the by-laws will be in effect only during the absence from _____ to _____. Upon the return of the Pastor/Administrator/Pastoral Leader, all financial transactions that took place by the Trustees during this time will be reviewed.

Sincerely yours in Christ,

Pastor/Administrator/Priest Moderator

Secretary Trustee

Treasurer Trustee