
Parish Name

Date

The Most Reverend David L. Ricken
Bishop of Green Bay
P.O. Box 23825
Green Bay, Wisconsin 54305-3825

Dear Bishop Ricken:

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

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

Sincerely,

_____ Pastor/Administrator/Pastoral Leader

_____ Secretary Trustee

_____ Treasurer Trustee