

Dear Parish Trustee:

We very much appreciate your willingness to take on the responsibility of trustee in your parish. At the request of your pastor, administrator, or pastoral leader, the Bishop has approved your election as required in Wisconsin State Law. You are now officially a trustee of the parish.

In the civil corporation of the parish, a trustee is a member of the corporate board of directors and serves as a trustworthy advisor to the Bishop and pastor, administrator or pastoral leader. The well being and on-going development of a vibrant faith community is an important concern.

Because of the importance of the position of trustee, parishes are encouraged to elect active, responsible members of the parish who are able to assist the pastor, administrator or pastoral leader and the Bishop with wise and informed counsel.

We invite you to become familiar with the *Trustee Manual* handbook, which is enclosed. It contains documents created to assist you in exercising your office responsibly. I hope that you will find it helpful.

Periodically, the Diocese provides special programs for trustees. We encourage your attendance at such programs. Let the parish secretary know that when the parish receives notice of those meetings you would like to be notified.

Your term has been established by law in the State of Wisconsin and has been set at two years. After completion of your term, the parish is to have an election for the next term. However, if there has been a delay, you will serve until you are replaced. The parish bylaws allow you to serve three consecutive terms. After three terms, you must be out of office for at least one year before you can be elected again.

With prayers and best wishes. May God Bless you.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Tammy C. Basten".

Tammy C. Basten  
Chancellor