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**Parish Name**

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**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,

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Pastor/Administrator/Priest Moderator

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Secretary Trustee

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Treasurer Trustee