

\_\_\_\_\_  
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