**FORMAT FOR EMAIL/LETTER REQUESTING BISHOP’S APPOINTMENT OF A PRIEST-IN-CHARGE**

(Feel free to edit and make it your own.)

<DATE>

**From:**

<NAME OF CHURCH>

<ADDRESS>

<ADDRESS>

<DATE>

**To:**

The Right Reverend William Stokes, Bishop

Diocese of New Jersey

808 West State Street

Trenton, New Jersey 08618-5326

(Copy to the Diocesan Transition Ministry Officer – The Reverend Canon Brian

Jemmott)

Dear Bishop Stokes:

As you know, <NAME OF CHURCH> has been engaged in the Discernment process for a new Priest-in-Charge. >.

Include a statement similar to one of the following:

- The Discernment Committee, led by its Chair, <NAME OF CHAIR>, recommended <NAME OF PRIEST>, currently <CURRENT POSITION>, as candidate for Priest-in Charge>

The Discernment Committee, led by its Chair <NAME OF CHAIR>, recommended several qualified candidates to be Priest-in-Charge. This is to notify you pursuant to the provisions of the *Constitution and Canons of The Episcopal Church, and the Constitution and Canons of the Diocese of New Jersey,* and in compliance with the Statutes of the State of New Jersey, that the Wardens and Vestry members of <CHURCH NAME> met on <DATE> at <LOCATION> to discuss the Discernment Committee's recommendation. The Vestry endorses the selection of <NAME OF PRIEST> to be <NAME OF CHURCH>’s new Priest-

in-Charge. The Vestry voted xxx in favor and xxx opposed on this motion to propose election. xxx of the xxx Vestry members were present.

We respectfully request that you appoint <NAME OF PRIEST> to be Priest-in-Charge of

[NAME OF CHURCH]. You may reach <NAME OF PRIEST> at <xxx-xxx-xxxx>. I look forward to hearing back from you with your decision.

Please feel free to reach out to me at any of the numbers below:

xxx-xxx-xxxx cell xxx-xxx-xxxx work xxx-xxx-xxxx home

Faithfully yours,

<Warden’s Name> <Add signature if a letter>