

Sample letter requesting approval of the Parish Council election

(Letterhead of the parish)

Date: Month/Day/ Year

His Eminence Metropolitan Nicolae
Romanian Orthodox Metropolia of the Americas
5410 N Newland Ave
Chicago IL 60656-2026

Your Eminence,

The Annual General Assembly of our parish was held on Sunday, January___ 2023 after the celebration of the Divine Liturgy, according to the custom. The following were elected for a two year term following the provisions of the new Statutes:

(The full name, address will follow for all members-use this template)

No.	Full name	Address	Phone	Email

Also we elect the delegates to the Archdiocesan Congress and the Deanery General Assembly.

They are:

(The full name, address will follow for all members-use this template)

No.	Full name	Address	Phone	Email

We attach a copy of the Agenda of the meeting and the conflict of interest document signed by all the members elected.

We are requesting Your Eminence's approval of the election of the Council Members at the General Assembly held on Sunday January/ ___, 2023, and for your blessing to administer the oath of office after the Divine Liturgy on the Sunday following your approval. The first meeting of the Council will be held as soon as possible to elect the officers and we will inform Your Eminence of the result.

Asking for Your Eminence's continued prayers for our community.

With filial affection,

President of the General Assembly

Secretary of the General Assembly

(NB: this letter may be sent electronically to: ArchNicolae@gmail.com or by fax: 773-774-1805, as soon as possible after the General Assembly.)