CHECKLIST FOR PARISH ELECTION RATIFICATION

(Parish Clergy and/or Election Committee Chairman should please check off and enclose each item below before mailing and send this page as a cover sheet for all required documents in one submission.)

1. Certification of Pre-election Seminar Attendance

2. Parish Council Candidate’s Pledge forms (one for each candidate elected to serve on Parish Council)

3. Listing of Election results (with names and number of votes for each candidate)

4. Verification of Parish Council Elections Form

5. Verification of Parish Total Membership Number Form/Parish Financial Obligation that is up-to-date with Archdiocese/Metropolis

6. Parish Council Background Checks Status

Signature of Parish Priest ________________________________
Signature of Election Committee Chairman ____________________________
Date Mailed from Parish to Metropolis Office ________________________

For Metropolis of Atlanta USE ONLY during ratification process

Dear Parish Priest/Election Committee Chairman:

Date Election Materials Received at Metropolis Office from your parish: ________________

Items received are marked with ✔ (checkmark). Missing/Incomplete items include those items marked with X. Please send them as soon as possible so ratification request can be processed.

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