

## NOTIFICATION FORM PARISH BOARD

- This completed form must be received by the Chancellor's Office by **NOVEMBER 1<sup>st</sup>**
  - ***Parish Finance Council (PFC) Secretary = Corporate Lay Secretary***
  - ***Parish Finance Council (PFC) Chairperson = Corporate Lay Treasurer***
- REMEMBER the **\$10.00 filing fee** for the North Dakota Secretary of State. ***Make checks payable to the Diocese of Fargo.***
- NOTE: ***Be sure to attach a copy of your annual corporate board meeting minutes signed by at least one officer.***

### NOTIFICATION OF LAY DIRECTORS TO THE PARISH BOARD

The \_\_\_\_\_(year) Lay Directors for the Parish Board of this parish corporation are listed below.  
Please review and check the appropriate box below.

☐ The persons listed below will be renewed for \_\_\_\_\_(year).  
(Please make any information updates on those already listed below with RED ink.)

☐ Please see changes below. (Please print new names and information on lines provided below.)

#### Corporate Lay Secretary

(PFC Secretary):

Address:

Phone:

Email:

#### NEW Corporate Lay Secretary

(PFC Secretary): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Corporate Lay Treasurer

(PFC Chairperson):

Address:

Phone:

Email:

#### NEW Corporate Lay Treasurer

(PFC Chairperson): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby certify that these persons are Catholics in good standing and currently registered parishioners who are qualified to serve on the Board in accordance with the norms established by the Parish Finance Council Charter.  
Respectfully yours,

\_\_\_\_\_  
Pastor (Vice President)

\_\_\_\_\_  
Date

☐ \$10 Filing Fee enclosed

☐ Minutes of annual board meeting are attached.