

Instructions to Pastors

Since a new fiscal year has now begun, please note that your parish(es) must have a Corporate Board meeting by September 28 (90 days after end of fiscal year). Your corporate minute book should contain a packet of directives and sample forms for this purpose. One page is annotated document A and is titled *General Directives*. Paragraph 2 states the requirements for the annual meeting of the Parish Corporation. If the two-year term of your trustees will expire this year, you must complete Form 1: *Appointment of Lay Trustees* to include naming the trustees, designating which is to be secretary and which treasure and Pastor's signature. There will be at least one motion at the meeting that approves the financial report. An example of this motion is in Document C: *Sample Minutes of an Annual Meeting*. Please complete Form 3: Request for Proxy containing this motion and any other motion that should be approved at the meeting and return Form 3 and Form 1 if appointment of trustees is applicable to the Chancery as soon as possible. You will receive back from the Chancery the appropriate proxy and, if applicable, a fully executed appointment form. After which you should have the Corporate Board meeting but no later than September 28.

Enclosed is the proxy for your annual Corporate Board meeting (, the *Appointment of Lay Trustees* form) and a *Certification of Corporate Board Meeting*. The minutes of the meeting (, the *Appointment of Lay Trustees* form) and the proxy must be placed in the corporate record book after the meeting. Also, return the *Certification of Corporate Board Meeting* to the Chancery immediately following the meeting, which must be completed no later than September 28.