



OFFICE OF THE VICAR GENERAL
ARCHDIOCESE OF NEW YORK

June 2, 2023

Dear Father:

Every year in June, we ask your help with the annual election of two lay trustees to serve your church. This is necessary to ensure that every parish corporation in the archdiocese is complying with the New York State Religious Corporation Law which offers many benefits.

The by-laws direct that the following requirements are fulfilled:

- The elected trustee should be both a lay person and a parishioner;
- The appointment is for one year;
- Trustees should not serve more than three consecutive terms;
- The pastor nominates the trustee;
- The cardinal-archbishop and vicar general appoint the nominees.

We are asking every pastor to take the next two months to complete the 2023 *Lay Trustee Nomination Form*. I will be grateful to receive all of these by Friday, July 28. You may return to Dorothy via email at dorothy.francke@archny.org or via USPS mail:

Dorothy Francke | Lay Trustee Nominations
1011 First Avenue, Suite 1950
New York, New York 10022

If you are the pastor of a merged parish, you will want to encourage fair representation by choosing one trustee from each former parish. In the case of three or more parishes, rotate trustees in subsequent years until all have been represented.

Call if you have questions and we will do our best to help. With gratitude for the many ways in which you collaborate with the archdiocese and serve the Church of God in New York, and with prayerful good wishes for a relaxing and well-deserved summer, I am,

Fraternally in the Lord,


Reverend Monsignor Joseph P. LaMorte, VG
Vicar General and Moderator of the Curia

JPL:df
Enclosure



ARCHDIOCESE OF NEW YORK LAY TRUSTEES 2023

NOMINATION BY THE PASTOR/ADMINISTRATOR AND APPOINTMENT BY WRITTEN CONSENT OF LAY TRUSTEES BY *EX-OFFICIO MEMBERS*

Please return to the Chancery Office by July 28, 2023

The undersigned pastor/administrator of _____ parish and *ex-officio* member of its board of trustees hereby nominates these individuals to be appointed as lay members of the parish's board of trustees in accordance with the New York State religious corporation law:

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Email _____

Email _____

IN WITNESS WHEREOF, the undersigned as pastor of _____ has subscribed his name to this "Nomination and Appointment by Written Consent" as of the _____ day of _____, 2023.

Pastor/Administrator Signature _____, *Ex Officio* Trustee

Print Name _____ Title _____

Deanery _____ Parish Number _____ Email _____

FOR CHANCERY USE

The undersigned archbishop and vicar general of the Archdiocese of New York and *ex officio* members of the parish's board of trustees, hereby appoint the above-named individuals as lay members of the parish's board of trustees, beginning September 1, 2023 for a term of one year, or until his/her successor has been appointed, unless he/she resigns or is removed.

IN WITNESS THEREOF, the undersigned, being a majority of the *ex officio* members of the board of trustees of the parish, have subscribed their names to this "Written Consent" as of the _____ day of _____, 2023.

His Eminence, Timothy Cardinal Dolan
Ex Officio Trustee

Reverend Monsignor Joseph P. LaMorte, VG
Ex Officio Trustee



ARCHDIOCESE OF NEW YORK

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF TRUSTEES

The annual meeting of the board of trustees of the above-named corporation was held at the Church of _____, _____, New York, on _____.

The following trustees were present in person and constituted a quorum:

_____, Pastor
_____, Lay Trustee
_____, Lay Trustee

His Eminence, Timothy Cardinal Dolan, Archbishop of New York, and The Reverend Monsignor Joseph P. LaMorte, vicar general, president and vice president respectively, who are *ex officio* trustees, were excused. Father _____, presiding as chair, called the meeting to order and offered the opening prayer. Father _____ also acted as secretary of the meeting.

The minutes of the last meeting of trustees were read by the chair and, upon a motion duly made, seconded, and carried, were approved.

Father _____ presented a general report on the affairs of the corporation and its mission during the preceding year.

Father _____ also presented the annual financial report, including the budget for the next fiscal year. After a discussion of the financial report, financial condition of the corporation and the proposed budget, a motion was made, seconded, and approved to adopt the budget and accept the financial report. All the trustees present signed the financial report and directed the secretary to file it in the corporate minutes book.

The following new business was discussed:

_____.

There being no further business to come before the board, upon motion duly made, seconded, and carried, the meeting was adjourned.

Respectfully submitted,