



OFFICE OF THE VICAR GENERAL  
ARCHDIOCESE OF NEW YORK

June 3, 2022

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 in compliance 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 years;
- 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 *2022 Lay Trustee Nomination Form*. I will be grateful to receive all of these by Friday, July 29. You may return to Dorothy via email at [dorothy.francke@archny.org](mailto: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 thanks for the many ways in which you advance the mission of the Church 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 2022**

**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 29, 2022*

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 \_\_\_\_\_

**I**N WITNESS WHEREOF, the undersigned as pastor of \_\_\_\_\_ has subscribed his name to this “Nomination and Appointment by Written Consent” as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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, 2022 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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

Three horizontal lines for text entry.

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:

Three horizontal lines for trustee names, with labels: \_\_\_\_\_, 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:

Four horizontal lines for text entry.

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

Respectfully submitted,