Episcopal Diocese of Fond du Lac

**PARISH AND MISSION OFFICIALS**

**2022**

Time to submit **Parish and Mission Officials** lists as well as other important documents. The Diocesan Office uses information to contact ministry leaders and is added to your congregation’s archive folder as a valuable tool for future research. To keep entry simple, please follow these directions:

1. Open the Parish and Mission Officials document found at [diofdl.org/vestry](https://www.diofdl.org/vestry).
2. save the document on your computer. *Did you save last year’s list? If so, review, make changes then Copy & Paste information into this year’s listing.*
3. type information on the document and/or Copy & paste from other documents. Don’t worry about formatting or how many pages it might be. It just needs information requested included.
4. save the document. Come back later if you can’t finish in one sitting.
5. When completed
	1. save the file (for use next year)
	2. email the file as an attachment to diofdl@diofdl.org
	or print and mail to the Diocesan Office.

\*\*\*If sent via email, remember to mail other documents requested\*\*\*

Please call if there are questions or clarification needed. Please return by **March 15, 2022**.

If you are not the correct person to receive this message, please let us know.

***In addition to the document, send the following documents to the Diocesan Office ASAP.***

❑ *Certificate of Election of Lay Delegates* [diofdl.org/convention](https://www.diofdl.org/convention.html)

❑ *Congregation* *Directory*

❑ *List of Youth* grades 6-12 with name, mailing address, grade, email