

RESOURCE 15

LETTER OF ELECTION

NOTICE OF ELECTION OF A RECTOR/VICAR

[DATE]

[ADDRESS]

The Right Reverend \_\_\_\_\_

Dear Bishop \_\_\_\_\_:

This is to notify you that the Wardens and Vestry members of \_\_\_\_\_[CHURCH NAME], at a duly called Meeting of the Vestry; held on this the \_\_\_\_\_[DATE], did elect by the concurrence of a \_\_\_\_\_ majority of the Wardens and Vestry members, the Reverend \_\_\_\_\_, a presbyter in good standing in the Diocese of \_\_\_\_\_, as Rector/Vicar of said Congregation, at a stipend of \$ \_\_\_\_\_[CASH SALARY] per annum and [the use of the Rectory] OR [with a housing allowance].

\_\_\_\_\_  
[NAME]

Senior Warden

\_\_\_\_\_  
[NAME]

Junior Warden

Starting Date: \_\_\_\_\_