

**Formulary 14: Sample Letter of Pastor to Bishop Formally Requesting Permission for Act of Extraordinary Administration**

Most Reverend Bishop Robert E. Guglielmo  
Bishop of Charleston

October 3, 2010

Dear Bishop Guglielmo,

I am writing formally to request your permission to proceed with the following act of extraordinary administration.

Sacred Heart Parish community plans to raise \$2.5 million through its *Building in Faith Together Campaign* for the construction of an expanded worship facility, additional parish school of religion classrooms, meeting space, administration area, and expanded parking facilities. The parish finance council has selected the ABC company, a nationally known fundraising firm, to work with the Sacred Heart Parish community over the next three years to raise the necessary funds.

In accordance with diocesan procedures, Sacred Heart Parish sought and obtained permission to initiate a consultation process within the parish regarding this proposal (see Exhibit A, Letter from Bishop to Pastor, June 1, 1998, prot. no. 445/1998).

The attached financial statement of the parish indicates that the parish financial condition is sound. It can be projected that the parish will be able to mount a successful fundraising campaign and that parishioners will be able to pay down their pledges in a timely manner without jeopardizing the financial condition of the parish.

In regard to civil law considerations, our parish attorney, in consultation with the Diocesan legal Office, has carefully studied the issues arising from the proposed renovation and building expansion. They have given a positive legal opinion regarding the project.

The documentation included in this file was sent to the members of the finance council and parish pastoral council in advance of the meeting at which this proposal was discussed. The Parish Finance Council discussed this matter at its meeting on Tuesday, September 29, 1998. The Parish Pastoral Council discussed this matter at its meeting on Wednesday, September 30, 1998. Both groups shared their opinions openly and recommended proceeding with the Building in Faith Together Campaign. A copy of the minutes of these meetings where the matter was discussed the required consultation given is included as Exhibits C and D.

On Friday, August 14<sup>th</sup>, a public meeting was held for all parishioners and other interested parties. Those in attendance were very supportive. Copies of the bulletin announcements are included as Exhibit E.

After carefully weighing the information received from these consultations and other sources, I now formally request your permission for Sacred Heart Parish to begin its Building in Faith Together Campaign. Please do not hesitate to call me if you have need of further information.

In the name of the people of the Sacred Heart Parish, I thank you for your consideration of this request.

Sincerely yours in Christ,

Reverend N.  
Pastor  
Sacred Heart Parish