**[on letterhead]**

**[date]**

The Rt. Rev. Robert L. Fitzpatrick

The Episcopal Diocese of Hawaiʻi

229 Queen Emma Square

Honolulu, HI 96813

RE: Nomination and Letter of Support for **[name]** for ordination to the Priesthood

Dear Bishop Fitzpatrick:

In keeping with Canon III.8.2(a), we, the congregation of **[church name]**, nominate **[Nominee’s name]** as **(s)he** pursues a call to the Priesthood. We pledge to contribute financially to **his/her** preparation and involve ourselves in **his/her** preparation for ordination to the Priesthood

**[type name]**, Senior Warden

**[type name]**, Junior Warden

**[type name]**, Priest in Charge

**[type name]**, Member

**[type name]**, Member

**[type name]**, Member

**[type name]**, Member

**[type name]**, Member

**[type name]**, Member

I hereby attest that the forgoing letter of support for **[Nominee’s name]** was signed by the members of the **Vestry/Bishop’s Committee** of **[church name]**, duly convened on **[date]**. At least a two-thirds majority of the members of the **Vestry/Bishop’s Committee** has signed this letter of support.

**[type name]**, Clerk of the **Vestry/Bishop’s Committee**

Date

*Canon III.8.2:*

*(a) The Nomination shall be in writing and shall include a letter of support by the Nominee's congregation or other community of faith committing the community to: (1) pledge to contribute financially to that preparation, and (2) involve itself in the Nominee's preparation for ordination to the Priesthood. If it be a congregation, the letter shall be signed by two-thirds of the Vestry or comparable body, and by the Member of the Clergy or leader exercising oversight.*

*Canon III.5.2:*

*(c) Whenever the letter of support of a Vestry is required, the letter must be signed and dated by at least two-thirds of all of the members of the Vestry, at a meeting duly convened, and by the Rector or Priest-in-Charge of the Parish, and attested by the Clerk of the Vestry. Should there be no Rector or Priest-in-Charge, the letter shall be signed by a Priest of the Diocese acquainted with the nominee and the Parish, the reason for the substitution being stated in the attesting clause.*