—VESTRY/BISHOP'S COMMITTEE UPDATE FORM —

ATTN TO: **Vestry/Bishop's Committee**

Every year immediately following its annual election, each church needs to submit to the Diocese a complete list of Vestry/Bishop Committee members including name, address, phone number and email address.

The new media strategy of the Diocese is primarily web based. A majority of communications are transmitted via email & the website. For this purpose, we kindly request that the parish **use this form** and complete it electronically by computer (or at least typed). Forms can be emailed to Deidra Beaman at dbeaman@dioceseli.org (if not by email, fax typed copies to 516-248-4853).

It is important to have an EMAIL ADDRESS for each member. To ensure they do not miss any vital notices; ask members to establish a free email account via any online provider (Gmail, Hotmail, Yahoo, etc). If you have any questions, please contact **Deidra Beaman.**

NAME OF CHURCH/LOCATION: _____

CHURCH OFFICE EMAIL: _____

ELECTION HELD ON: _____ **(date)**. As of this election the members are as follows:

	NAME	ADDRESS	EMAIL	PHONE (H FOR HOME; C FOR CELL)
WARDEN				H:
				C:
WARDEN				H:
				C:
TREASURER				H:
				C:
CLERK/SEC'Y				H:
				C:
PARISH ADMIN				H:
				C:

MEMBER				H:
				C:
MEMBER				H:
				C:
MEMBER				H:
				C:
MEMBER				H:
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