

# Memorandum

**To:** Rectors, priests-in charge, interim ministers and parish administrators  
**From:** The Rt. Rev. Steven Andrew Miller  
**Re:** Reporting parish officers / convention deputies and requesting lay minister licenses  
**Date:** January 13, 2017

Enclosed please find forms for listing your 2017 parish officers, vestry members, and lay deputies to diocesan convention. Also enclosed is a form for parishes that need to request lay ministry licenses.

Please return completed forms to the diocesan office no later than **February 28, 2017**.  
Forms may be:

- MAILED to Diocese of Milwaukee c/o 804 East Juneau Avenue, Milwaukee, WI 53202
- FAXED to 1-866-499-1973
- E-MAILED to [info@diomil.org](mailto:info@diomil.org).

If questions arise about completing the forms, please contact Barbara Klauber, administrative assistant (414) 272-3028 / ext. 111 or (800) 236-3028 / ext. 111 or via e-mail at [info@diomil.org](mailto:info@diomil.org).

Thank you for giving this your prompt attention!

bjk

Enclosures: Form for reporting Parish Key People  
Form for reporting Lay Deputies to Diocesan Convention  
Form for requesting licensing of lay persons  
Return envelope with postage

When electing Lay Deputies to Diocesan Convention, it may be helpful to note that this year's Diocesan Convention is a one-day event, taking place at St. John's Northwest Military Academy in Delafield, WI on Saturday, OCTOBER 14, 2017.