



# The Episcopal Diocese of Western Kansas

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620-669-0006 Phone  
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The Rt. Rev. Mark A. Cowell  
Bishop

12/27/2021

To all Clergy or Worship leaders,

Enclosed is your 2022 Report of Diocesan Office of Elections Report. Canon 16 Reads:

**Section 1.** There shall be an annual meeting of every parish and diocesan mission in the month of January for the election of a vestry (if the congregation be a parish) or for the nomination of members of the Bishop's Committee (if the congregation be a diocesan mission), for the election of delegates to Convention, receiving reports and for such other business as may lawfully be transacted. The qualified voters at the annual meeting shall all be communicant members in good standing of the congregation shown by the Parish Register and all other baptized members of the congregation who are regular contributors as shown by the treasurer's books.

Once an annual meeting is held, please complete the enclosed report, and send it back to the Diocesan office No later than February 18, 2022. Please make sure forms are completed legibly and with correct information! It would be greatly appreciated if all reports were turned in by the deadline. I appreciate your cooperation. For your convenience you can e-mail the report to me at [tec.wks2011@gmail.com](mailto:tec.wks2011@gmail.com).

Sincerely,

A handwritten signature in dark ink, reading "Toni Cottrell". The signature is fluid and cursive, with the first name "Toni" and last name "Cottrell" clearly distinguishable.

Toni Cottrell  
Administrator



**THE EPISCOPAL DIOCESE**  
OF WESTERN KANSAS  
REPORT TO DIOCESAN OFFICE OF ELECTIONS  
FOR WARDENS AND MEMBERS OF THE VESTRY/BISHOP'S  
COMMITTEE

**NAME & LOCATION OF CONGREGATION:** \_\_\_\_\_

**DATE/PLACE OF ANNUAL MEETING:** \_\_\_\_\_

Please designate **Mr.**, **Mrs.**, **Ms. Dr.**, etc. with **first and last name**, correct **mailing address**, **telephone e-mail address** and **year term expires**. Include 'hold over' and new members. Please list **business phone** for **wardens** and **treasurers**. **PLEASE TYPE OR PRINT LEGIBLY** and return to Diocesan Office within five days of Annual Meeting and no later than **FEBRUARY 18, 2022**.

SENIOR WARDEN		
Name		
Address		
City	State	Zip
Home Phone (    )	Work (    )	Cell (    )
E-Mail Address:		
Year Term Expires:		

JUNIOR WARDEN		
Name		
Address		
City	State	Zip
Home Phone (    )	Work (    )	Cell (    )
E-Mail Address:		
Year Term Expires:		

TREASURER		
Name		
Address		
City	State	Zip
Home Phone (    )	Work (    )	Cell (    )
E-Mail Address:		
Year Term Expires:		

SECRETARY OR CLERK		
Name		
Address		
City	State	Zip
Home Phone (    )	Work (    )	Cell (    )
E-Mail Address:		
Year Term Expires:		

**Members of Vestry or Bishop's Committee**

Name	Mailing Address	Phone	Year term expires

I certify that these persons are the duly elected officers and appointed nominees of this congregation.

Clergy Signature \_\_\_\_\_

Secretary or Clerk \_\_\_\_\_

DUE IN DIOCESAN OFFICE

February 18, 2022

## EPISCOPAL DIOCESE OF WESTERN KANSAS

DATE \_\_\_\_\_

### **CERTIFICATE OF ELECTION OR APPOINTMENTS OF LAY DELEGATES**

This is to certify that at the Annual Meeting of the Congregation or at a meeting of the Vestry or Bishop's Committee of \_\_\_\_\_ Church in \_\_\_\_\_, Kansas, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name	Mailing Address	Phone Number	Email
ALTERNATES			

Signed \_\_\_\_\_  
Clerk of the Vestry (or the Rector, Priest-in-Charge, Vicar, Warden)

This form is requested to be completed and returned to the  
Diocesan Office, 1North Main, Suite 418, Hutchinson, KS 67501

**WITHIN FIVE DAYS FOLLOWING THE ANNUAL MEETING or FEBUARY 18, 2022**