**[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 Vocational Diaconate

Dear Bishop Fitzpatrick:

In keeping with Canon III.6.2(a), we, the congregation of **[church name]**, nominate **[Nominee’s name]** as **(s)he** pursues a call to the Vocational Diaconate. We pledge to contribute financially to **his/her** preparation and involve ourselves in **his/her** preparation for ordination to the Vocational Diaconate.

**[type name]**, Senior/Bishop’s Warden

**[type name]**, Junior Warden

**[type name]**, Rector/Vicar/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.6.2:*

*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 Diaconate. 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.*