

**Blessed Trinity Parish
Trustee Candidate Nomination Form**

Date: _____

To: **Rev. Michael J. Lawinger**

Signature or Initials of Pastor

Rev. Michael J. Lawinger has nominated Jim O’Neill for a 2-year term as Trustee-Secretary. If you wish to nominate another person, please see the information listed below.

We, the undersigned parishioners of **Blessed Trinity Parish** do support the nomination of

_____ as a candidate for Parish Trustee.

Name of Nominee

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

Parishioner/Date

The Trustee-Secretary Position Description is located on the back of this form.

Place form in the Trustee Nomination Box which is located at the front church entrance OR drop it off in the Parish Office mailbox NO LATER THAN Friday, June 5, 2026.



TRUSTEE-SECRETARY

POSITION DESCRIPTION

The secretary is responsible for corporate record keeping at the parish other than financial records, such as corporate minutes, documents, notices and correspondence. One of the major responsibilities of the trustee-secretary is to ensure that parish records are kept on parish grounds in an easily accessible and orderly fashion. The trustee-secretary is responsible for maintaining records of all real property, property tax exemption, the parish inventory and the parish census. The trustee-secretary is an ex-officio member of the parish pastoral council and may be required to serve on the parish finance council.

SUGGESTED RESPONSIBILITIES OF TRUSTEE-SECRETARY

1. Arranges and keeps minutes of any meeting of the Board of Directors; is responsible for the corporate book of minutes.
2. Signs corporate documents and affixes the corporate seal.
3. Attends to corporate notices and correspondence; provides the parish council with copies of resolutions and minutes as appropriate.
4. Records and files proxy documents and all corporate reports as prescribed by federal, state, local and archdiocesan authorities.
5. With the pastor signs parish checks as needed. (Checks must be signed by two members of the Board of Directors, one of whom must be the pastor.) The pastor may delegate affiliated organization officers to sign their checks if the organizations maintain their own accounts. Two signatures are required on all checks.
6. Assists in preparation of annual parish and archdiocesan reports.
7. Maintains records of all real parish property and property tax exemptions.
8. Assists in preparation of and maintains parish inventory and submits it as required to the chancery.
9. Assists parish staff in maintaining a current parish census, including the names and addresses of all parish members.
10. Is familiar with Parish Personnel Guidelines. (See page 62).
11. Serves as an ex officio member of the parish pastoral council and may be required to serve on the parish finance council.