

THE DEACON MANUAL

APPENDIX G

LETTER REQUESTING CHANGE OF CANONICAL ASSIGNMENT

(Date)

Deacon Andres Carrillo
Director of the Office of Deacons
4000 St. Joseph Pl., NW
Albuquerque, NM 87120

Dear Deacon,

I am requesting a change of my canonical parish assignment. I ask to be considered for (indicate the name of the Church and its location)

The reason for this change is (spell out, in detail, your reason for requesting this change for a canonical re-assignment.)

I understand that this is the first step in the process. I note that you will contact my current Pastor and ask for his written input as well as discuss the request with Archbishop Wester. I also understand that my request for a change in assignment may result in my changing parishes but the parish which I request may not be the parish with the greatest need in the Archdiocese and that Archbishop Wester will make the final decision.

Sincerely,

(Your signature)

(For your Information only:

The Archbishop's letter of decision will be sent to you with copies sent to your current Pastor and future Pastor if the change is granted and as well a copy will be sent to the Vicar General and to the Director of the Office of Deacons