



**Beth-El Churches of Christ**

**Headquarters:**  
3910 W. Rogers Avenue  
Baltimore, MD 21215

**Bishop Bernard N. Bragg,**  
Presiding Prelate

**Apostle Robert Evans, Jr.,**  
Establishmentarian

**The College of Bishops**

Bishop Michael D. Chapman, Sr.

Bishop Sylvia Britton

Bishop Kevin Daniels

Bishop Danny Evans

Bishop Kenneth W. Hill

Bishop Carrington E. Morgan, Jr.

Bishop Richard J. Pender, Sr.

Bishop James B. Smith

Bishop Steven J. Smith, II

**The Executive Board**

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The General Board

Elder Washseeola Evans, General  
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**Office of the Secretariat**

**Minister Levolia B. Johnson, General Secretary**  
**National Registration, Deacon Sheila Clark**  
**National Credentials, Deacon Lydia Schroeder**  
**[www.Bethelchurches.org](http://www.Bethelchurches.org)**

Date: \_\_\_\_\_

TO: The Department Supervisor & Employment Relations Officer

RE: \_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Department / Unit

Dear Sir and Madam:

The 29<sup>th</sup> Annual Holy Convocation of the Beth-El Churches of Christ, Inc., of which the above-named employee is affiliated, will convene Tuesday, October 16 through Saturday, October 20, 2018 in Claymont, Delaware. As this is our annual Holy Week, each member is expected to attend all sessions.

This letter is to request that the aforementioned employee be excused from work during the week of October 16<sup>th</sup> so that he/she may attend their sacred Holy Week of Convocation. I am confident that a schedule and/or arrangements can be agreed upon that will enable their attendance at this meeting.

Thank you in advance for your cooperation. If you wish to verify, or otherwise confirm this request, please feel free to contact me at (410) 355-4027. You may also fax your concerns to my attention at (410) 655-6624.

Sincerely,

*Deacon Sheila Y. Clark*

Deacon Sheila Y. Clark  
National Registrar

Office Of The National Registrar  
603 East Patapsco Avenue  
Brooklyn, Maryland 21225  
Phone: (410) 355-4027 / Fax: (410) 655-6624

SYC:lss