



Beth-El Churches of Christ

Headquarters:
3910 W. Rogers Avenue
Baltimore, MD 21215

Mailing Address:
3910 W. Rogers Avenue
Baltimore, MD 21215
www.beth-elchurchesofchrist.org

**Bishop Richard J. Pender, Sr.,
Presiding Prelate**

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

The College of Bishops

Bishop Michael D. Chapman, Sr.

Bishop Kevin Daniels

Bishop Danny Evans

Bishop Bruce V. Parham

Bishop James B. Smith

Bishop Steven J. Smith, II

The Executive Board

*Bishop Richard J. Pender, Sr.,
Presiding Prelate*

*Overseer James B. Smith, General
Treasurer*

*Bishop Steven J. Smith, II, Chairman
The General Board*

*Elder Wahseeola Evans, General
Emissary*

*Minister Levolia B. Johnson, General
Secretary*

Office of the Secretariat

**Minister Levolia B. Johnson, General Secretary
National Registration, Minister CherRon Carter
National Credentials, Minister Antwan Boxdale
www.Bethelchurches.org**

DATE: _____

TO: The Department Supervisor & Employment Relations Officer

RE: _____
Name of Employee

Department / Unit

Dear Sir and Madam:

The 32nd Annual Holy Convocation of the Beth-El Churches of Christ, Inc., of which the above-named employee is affiliated, will convene Wednesday, October 27 through Friday, October 29, 2021 in Baltimore, Maryland. 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 27th 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) 369-8444.

Sincerely,

CherRon Carter

Minister CherRon Carter
National Registrar