



BETH-EL CHURCHES OF CHRIST

Headquarters

3910 W. Rogers Avenue
Baltimore, Maryland 21215
www.beth-elchurches.org

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

Apostle Robert Evans, Jr.
Establishmentarian

The College of Bishops

Bishop Michael D. Chapman, Sr.
Bishop Kevin Daniels, Ph.D.
Bishop Danny C.E. Evans
Bishop Carolyn D. Slade
Bishop Cheryl R. Smith Ph.D.
Bishop James B. Smith, Ph.D.

The Executive Board

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

Elder Levolia B. Johnson
General Secretary

Bishop James B. Smith, Ph.D.
General Treasurer

Elder Wahseeola Evans
General Emissary

OFFICE OF THE NATIONAL YOUTH & YOUNG ADULT DEPARTMENT

Minister Darren Richey
President

Headquarters
3910 West Rogers Avenue
Baltimore, Maryland 21215
(410) 466-8298
www.Beth-elchurches.org

Date: _____

To: The Department Supervisor & Employment Relations Officer

RE: _____
Department / Unit

Dear Sir and Madam:

The Annual Youth and Young Adult Convention of the Beth-El Churches of Christ, Inc., of which the above -named employee is affiliated, will convene Thursday, June 20, 2024, through Saturday, June 22, 2024 in Rocky Mount, NC. As this is our National Organization's Convention, each member is expected to attend every session.

This letter is to request that the employee be excused from work during the week of June 20th – June 22nd, so that they may attend this Convention. I am confident that a schedule and/ or arrangements can be agreed upon that will enable their attendance.

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. You may also fax your concerns to my attention at (410) 466-1216.

Sincerely,
CherRon Carter
Elder CherRon Carter
National Registrar