

Dear Friends,

We are well underway as work continues toward the 141<sup>st</sup> Annual Convention of the Episcopal Diocese of East Carolina. Our convention will take place at the Greenville Convention Center on February 9 and 10, 2024.

This letter goes to those persons who head commissions, committees, and various ministries across the diocese. Its purpose is to request of you a brief written report detailing the work of your organization. I really wish to encourage taking the time to make a simple written report. Oral reporting at convention from such groups is often not the best means of conveying the work of the group from year to year, and is really only helpful in some specific situations. The Convention Journal will provide the best means of reporting to the whole body of Convention for every institution, committee, or group. We suggest that your report be brief, in 12-point type and no more than one or two pages in length. We will ask you to reduce the size of reports, which exceed two pages.

Please email reports as Microsoft Word documents (or export them to rich text format-rtf), sending them electronically to Sara Tavela at [stavela@diocese-eastcarolina.org](mailto:stavela@diocese-eastcarolina.org) **by no later than January 22, 2024**. If you have any questions, please contact Hannah at 252.522.0885 ext. 228 or by email.

Thank you for working on this important communication task and for the ministry and service your group has undertaken this year.

Blessings,

Shurley Ray Weddle

Mrs. Shurley Ray Weddle  
Secretary of the 141<sup>st</sup> Convention