

Style Guide for the Preparation of Correspondence for Bishop Persico

In an effort to standardize the format for correspondence that requires the Bishop's signature, please use the following style guide and the sample letter attached for your reference. If you have questions about these guidelines, please contact the Bishop's secretary at ext. 120.

The Address

Use the recipient's full name and address. The abbreviation for a state is acceptable.

The name and title as given below is followed by the address:

Cardinal	Cardinal precedes the full name
Archbishop or Bishop	The Most Reverend (full name and initials) <i>first line</i> Archbishop or Bishop of (name the diocese) <i>second line</i>
Monsignor or Priest	The Reverend Monsignor <u>or</u> The Reverend (full name)
Permanent Deacon	Deacon (full name)
Transitional Deacon	The Reverend Mr. (full name)
Woman religious	Sister (full name) and initials of the religious order
Laity	Mr. and/or Mrs. or Ms. (full name)

The Salutation

Letters should begin with a proper title such as:

Your Eminence: (for a Cardinal)

Dear Archbishop (last name) or Bishop (last name)

Dear Monsignor (last name)

Dear Father (last name) Use the first name for a religious order priest.

Dear Deacon (first or last name) Use for both transitional and permanent deacons.

Dear Sister (first or last name)

Dear Mr. or Mrs. (last name)

To children and young adults use the person's first name: Dear Joseph,

Dear Monsignor, Father or Deacon (Do not use slashes when listing multiple titles.)

Dear Father Singer: (Use a colon when using the last name.)

Dear Father Chris, (Use a comma when using the first name.)

There is no time when abbreviations of titles should be used instead of full spellings.
All letters from the Bishop are considered formal correspondence.

The Complimentary Close

Letters to all clergy, religious sisters and Christian laypersons should end with

"Sincerely yours in Christ,"

Letters to businesses, public officials and non-Christians simply end with "Sincerely," or

"Sincerely yours,"

The Signature Line

Always use: The Most Reverend Lawrence T. Persico, JCL (no periods)
 Bishop of Erie

The Template

The Bishop's style is clear, concise and cordial. Generally the length of a letter should be one page that fits the Bishop's letterhead.

If a second page is necessary, it should be done on blank stationery matching the color of the first page.

The Font

The font is usually Arial or Times New Roman, 11 pt or 12 pt.

The Layout

Indent the first sentence of each paragraph. Leave a space between paragraphs.

The date, complimentary close, and the signature line are to be indented to mid-page. The date is simply the date; do not include the feast day of the saint.

Do not type block paragraphs for any correspondence from the Bishop.

The first letter of *bishop* should be capitalized when referring to the Bishop.

The following example is the preference for a final comma:

Thank you for your kindness, thoughtfulness and generosity.

The Letterhead

Stationery and #10 envelopes with the Bishop's letterhead may be ordered from the Purchasing Department.

The Typist

Persons who type letters for the Bishop should indicate their initials on the lower left-hand side of the letter

The Bishop's initials are in upper case followed by a / (right slash) and the typist's initials in lower case. For example: LTP/rp

The Delivery

Letters should be placed in a folder and delivered to the Bishop's secretary.

The folder should include 1) the letter for signature on the Bishop's stationery, and 2) the original of the initial correspondence to which the Bishop is replying.

The folder and signed letter will be returned to you for mailing.

The Envelopes

Addresses on envelopes should be identical to the format in **The Heading** as stated above.

SAMPLE LETTER

May 30, 2013

The Reverend Monsignor Bruce R. Allison
Saint Julia Church
638 Roslyn Avenue
Erie, Pennsylvania 16505-1748

Dear Monsignor Allison:

This letter is in response to your request for permission to replace the elevator at Saint Julia Church.

Based upon the information provided in your letter regarding the present elevator, the fact that the Parish Finance Council was involved in possible solutions to the problem and that you have a plan to finance the project, I grant permission to replace the elevator.

With every best wish, I remain

Sincerely yours in Christ,

The Most Reverend Lawrence T. Persico, JCL
Bishop of Erie

LTP/rp

cc: Mr. David Murphy