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**Date:** March 23, 2020  
**To:** All pastors, administrators and business managers  
**From:** Brad Wilson, CFO, Office of Finance  
**Re:** Parish Financial Emergency Preparedness Guidance

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In the coming weeks, as the archdiocese deals with the effects on our parishes, missions, campus centers, schools, etc., we must also deal with the potential impact on the financial operations at each location.

**Please know that we are consulting with a group of pastors on ways that the archdiocese can share the financial burden.** If you have ideas, please feel free to share with me.

The Office of Finance will remain at our post. We are here to serve you. We have put together [this guidance](#) relating to day-to-day financial operations, in an effort to help pastors and administrators with challenges that may arise over the coming weeks relating to your business offices, particularly with the anticipated short-term reductions in offertory.

Key staff members from the Office of Finance will be contacting each pastor in the coming weeks to help with questions, and concerns that arise, in an effort to provide any assistance we can to you, your parish finance council and your business office staff.

We will also develop a set of Frequently Asked Questions over the coming weeks to assist with other inquiries and issues that arise. We are here to support you in these difficult times.