



# Memo

**Date:** January 9, 2025  
**To:** Pastors, principals, business managers and Chancery employees  
**From:** Maureen Smith, director, Office of Communications  
**Re:** Preventing frozen pipes and winterizing your building

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[Attached](#), please find useful reminder from the Catholic Mutual Group regarding preventing frozen pipes and winterizing your building.

Questions may be directed to Jordan Harper at [jharper@catholicmutual.org](mailto:jharper@catholicmutual.org).