

## Memo

Date:	November 25, 2025
То:	Pastors, principals, business managers and Chancery employees
From:	Maureen Smith, director, Office of Communications
Re:	UPDATE—Requesting Certificates of Insurance from third parties

To clarify what Certificates of Insurance should look like from third parties, please find <u>attached</u> memo from Jordan Harper, claims/risk manager, Catholic Mutual Group.