



# Memo

**Date:** October 14, 2019  
**To:** Pastors, School Principals, Parish and School Business Managers  
**From:** Patrick Warner, Susan Shirley, Office of Finance/Parish Support  
**Re:** Upcoming P+SIC Conference – Thursday, November 14, 2019

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Please make plans to join us on Thursday, November 14, 2019 for the Parish + School Insights Conference (P+SIC) from 9:00 a.m. to 3:00 p.m. at the Chancery, 2401 Lake Park Dr. Smyrna, GA. This semi-annual event provides up-to-date information on efficient and effective management of your parishes and schools. Come early to share a coffee and some breakfast treats, beginning at 8:15 a.m.

This current session will focus on a variety of topics targeted for several positions at parishes and schools – some highlights of the day are outlined below. All are welcome to attend. The conference is free of charge, but we do ask that you register no later than Friday, November 8 by clicking the link below:

<https://form.jotform.com/92804677348166>

Please be sure to register all attendees from your parish so we may have an accurate attendance and food count. If you have any questions, please email [sshirley@archatl.com](mailto:sshirley@archatl.com) or call 404-920-7408.

Topics include:

- Finance updates, including banking and fraud prevention
- How to select an IT service provider for your location – key areas to consider
- New Life Events feature in ParishSOFT Family Suite – useful for tracking VIRTUS, background checks, catechist certification and much more
- Claims Recap from Catholic Mutual
- Catholic Construction Services – a summary of services
- Payroll Systems Update – HR Department
- Networking time over lunch – meet staff members from other parishes and discuss your common questions and business challenges
- Departmental updates from IT, Communications, Archives and Formation & Discipleship and much more...!

We look forward to seeing you all at this event!