

Priest Council Minutes
Archdiocesan Pastoral Center
May 10, 2018 at 10:00 a.m.

Present: Cardinal Donald W. Wuerl; Most Rev. Roy E. Campbell; Most Rev. Mario E. Dorsonville; Rev. Msgr. Charles V. Antonicelli; Rev. Msgr. Michael W. Fisher; Rev. Joseph A. Calis; Rev. Charles A. Cortinovis; Rev. Msgr. Donald S. Essex; Rev. LeRoy J. Fangmeyer; Rev. David M. Fitz-Patrick; Rev. William E. Foley; Rev. Scott R. Hahn; Rev. Mark D. Knestout; Rev. Msgr. Charles E. Pope; Rev. Kevin J. Regan; Rev. James M. Stack; Rev. Walter J. Tappe; Rev. Msgr. Peter J. Vaghi; Rev. Moises Villalta, O.F.M. Cap.; Rev. Msgr. James D. Watkins

Absent: Rev. Ismael N. Ayala; Rev. Alain M. Colliou; Rev. W. Paul Hill; Rev. Raymond H. Moore; Rev. Raymond F. Schmidt; Rev. Lawrence A. Young

Opening Prayer and Comments

Referencing the phrase “a little while” used by Jesus in the Gospel reading for the day (John 16:16-20), Cardinal Wuerl noted how early Church Fathers spoke of this phrase in terms of both the time between the Death and Resurrection of Jesus and the time between the birth of the Church and the Second Coming. An integral element of the Church’s life is the formation of community ever more strongly in the bonds of charity, and we play our part in sustaining the Church during “this little while.”

Approve Minutes

The minutes of the April 19, 2018 meeting were approved without corrections.

New Cardinal O’Boyle Residence Update

Mr. Eric Simontis, Chief Financial Officer, introduced Ms. Michelle Shelton, Executive Director of Facilities and Real Estate, who provided an update on the independent living project for retired priests at the new Cardinal O’Boyle Residence. This new residence will be at the LaSalle Road property that is also the location of Redemptoris Mater Archdiocesan Missionary Seminary. The plan is to renovate the four-story east wing at this property to create twelve suites for priests as well as a chapel, dining room, laundry room, exercise room, and elevator. Each suite will be approximately 500 square feet in size and will contain a bedroom, living room, bathroom, and kitchenette.

Regarding the current status of the project, abrogation was completed in July 2017, so we no longer have a covenant to fulfill. In August 2017, zoning approval was received and the Maryland Historic Trust approved the exterior design. In September 2017, the Federal Aviation Administration granted approval for the height of improvements. In November and December 2017, the site grading permit and site grading plan was approved. In April 2018, the building permit was approved and is expected to be issued in May 2018. A construction administration firm, MBP, has been hired to work with the architect, and Mona Construction, Inc. is the selected general contractor. The construction cost is \$5.7 million, which includes a 10% contingency and approximately 50% union participation.

May 21, 2018 will mark the beginning of mobilization, minor demolition, and construction, and the project is projected to be complete in summer 2019.

The Council responded to the update with applause, and Msgr. Fisher thanked Mr. Simontis and Ms. Shelton for what they have done to advance this project. The next step of planning involves internal housekeeping issues, such as those involved in sharing the property with Redemptoris Mater Seminary. Although the two facilities will share the same physical plant and outdoor space, there will be separate entrances, and the new Cardinal O'Boyle Residence will have storage space in the hallways for residents. It was noted that a good portion of money for this project came from a priest who left a large bequest in his will, reminding us of the importance of looking to the future with regard to supporting retired priests. This bequest freed up money for the priest pension plan, and Msgr. Fisher said that he could share this information in a letter to priests.

Annulment Information Resource

Dr. Susan Timoney, Secretary for Pastoral Ministry and Social Concerns, provided an update concerning a request that was made as a follow-up to the Implementation Plan for *Amoris Laetitia*. This request involved the production of a "user friendly" information card about the annulment process, and a sample of this card was provided to the Council.

Many people imagine the annulment process to look and feel like the legal process for a civil divorce, and for that reason, really hesitate to start the process. Dr. Timoney tasked Ms. Megan McCleneghen, Coordinator of Campus and Young Adult Ministry, to work on the annulment information card in collaboration with Mrs. Mary O'Meara, Executive Director of Special Needs Ministries (who received an annulment) and Mrs. Sophia Seguel in Canonical Services.

The pew card for the Examination of Conscience used during *The Light is ON for You* campaign provided the template for the appearance of the card. The style of this card is very popular because of its size that makes it easy to place in pews or pamphlet racks. The card highlights that the Tribunal staff is comprised of priests and laity, as well as men and women, because for some people, the idea of working with priests they do not know is intimidating. In addition to putting the information card on the website, a video will be produced with the staff of the Tribunal explaining the process, so that people can see that it is a pastoral experience with warm, friendly, and compassionate people. If the draft of the card is acceptable, it will be translated into Spanish, and both English and Spanish versions will be made available to parishes.

Following the presentation, one pastor noted that he has had an uneven experience with regard to parishioners and the annulment process, and that a workshop on helping people to fill out the form could be a good idea. Msgr. Antonicelli responded that the Tribunal has had two such workshops for priests and deacons, who gave feedback that more workshops of this kind were needed. During the discussion, affirmation was expressed for how the card mentioned that there is no cost involved and that both men and women serve on the Tribunal. Suggestions for other information on the card included clarifying what "confidential" means with regard to the process, pointing out that any parish priest can assist with the process, and that a prospective spouse may need to go through the annulment process even if he/she is not Catholic. The goal of the card is to alleviate

anxiety rather than describe the entire process, and bearing this mind, the Council affirmed its helpfulness.

Finally, Cardinal Wuerl informed the Council that Dr. Timoney would soon be leaving her position at the Archdiocese to begin a new faculty position with The Catholic University of America, which will involve training the next generation of pastoral leaders. Cardinal Wuerl and the Council congratulated Dr. Timoney on her new position, with Cardinal Wuerl noting that Catholic universities have a commission to integrate the academic and the pastoral.

Modification of Appointment Letter System for Lay Employees

Mrs. Kim Viti Fiorentino, Chancellor and General Counsel, gave a presentation concerning the modification of the appointment letter system for lay employees. The current appointment letters have been reviewed by the Office of General Counsel (OGC), the Office of Human Resources (“Human Resources”), and the Catholic Schools Office (CSO) in consultation with outside employment law counsel. The review has resulted in changes to the Continuation Letter for employees at the Central Pastoral Administration (CPA) and at the parish and school levels. The purpose of these changes is to create a more streamlined and consistent system, to align our goals related to “at-will” employment, and to decrease the potential liability.

Currently, each new employee receives a New Hire Appointment Letter and a copy of the Archdiocese of Washington’s Employment Policies and Procedures Manual. The New Hire Appointment Letter sets forth in detail key terms including job title, salary, and Catholic identity language, as well as acknowledgement that the employee will sign the Confidentiality and Non-Disclosure Agreement. A signature line is included to acknowledge receipt as well as notice that no contractual obligations arise from the offer letter. Each new employee signs the New Hire Appointment Letter, and Human Resources retains the letter in the employee’s personnel file. At the beginning of the fiscal year, our practice has been to provide all employees with a Continuation Letter outlining new salary for the upcoming year and a repetition of all information included in the original New Hire Appointment Letter. Because the language is almost identical, there is an appearance that we are providing employees with a new “agreement” annually, which appears to be a contractual relationship and is contrary to at-will employment. This process is the same for teachers, principals, and all non-classroom archdiocesan employees.

The new modification proposes that, beginning in July 2018, all new employees will continue to receive a New Hire Appointment Letter in the current format, which provides the terms for employment (including the date the employment commences), FLSA status, required compliance with Archdiocesan Employment Policies, teacher certification requirements (if applicable), at-will employment status, and Catholic identity language. This letter requires the employee’s signature affirming the receipt of the letter and acknowledgement of adherence to policies. Employees will receive notices of relevant changes to their employment, such as updates to the Employment Manual or adjustments to annual rates of pay. An abridged Appointment Continuation Notification will inform all non-classroom employees of their new salary/hourly wage for the new fiscal year, but the employee’s signature will not be required. We will continue to issue Appointment

Continuation Letters for all classroom staff and principals in the current format that includes the same information contained in the New Hire Appointment Letter. For Fiscal Year 2019-2020, all classroom staff and principals will receive the Continuation Notification in the same format as all other lay employees. This modification will underscore that employment at the Archdiocese of Washington – like the vast majority of all employers – is “at-will.” It will contribute to an integrated, cohesive, and consistent system throughout the Archdiocese of Washington and eliminate the perception of a “contractual” relationship in the appointment letter system.

In the discussion following the presentation, Mrs. Fiorentino clarified that employment “at will” means that termination of employment can happen at any time and for any reason. Nonetheless, all parishes should maintain their personnel files in an accurate and contemporaneous way (i.e., if there is a problem with a particular employee, document it when it arises rather than waiting). Parish offices and bookkeepers will be provided with forms explaining the changes to the appointment letter system. This system does not apply to consecrated religious, and Sr. Gilmery Kay, R.S.M. in the Office of Consecrated Life is the appropriate person to contact for issues related to the latter. The Council affirmed the proposed modification, with Bishop Dorsonville commending in particular the translation of the Employment Policies into Spanish.

Recommendation for Clergy and Religious Compensation for Fiscal Year 2018-2019

Mr. Simontis gave a presentation on the recommendation for clergy and religious compensation for Fiscal Year 2018-2019. Clergy compensation is reviewed each year in light of different factors, including inflation. This compensation includes both base pay and a social security payment, and clergy generally receive an annual increase as well as an additional increase of at least 3% at each five-year anniversary of ordination. With the exception of Fiscal Year 2016-2017, annual increases have generally been higher than inflation. For the calendar year 2017, although, inflation ticked up to just over 2%, no increase in salary was approved for fiscal year 2017. Inflation forecasts from early 2018 suggest that inflation will continue the increase we have been seeing and may run as high as 2.6%.

The recommended increase in clergy compensation for Fiscal Year 2018-2019 is 3%. Compensation increases at certain intervals of time over a priest’s years of service, and with the recommended 3% increase for all priests, the average annual compensation would come to \$31,910. When this amount is added to direct benefits (expense advance, tax-deferred annuity, car insurance), obligations paid (health insurance, retirement and healthcare, moving allowance, continuing education, retreat fee), and approximate rectory living expenses, the total average value of benefits for a priest comes to \$92,059. The Secretariat for Ministerial Leadership supports this recommendation and encourages young priests to participate in the 403(b) annuity plan managed by USI Insurance Services. It was noted during the meeting that one can take mandatory retirement disbursements from an IRA disbursement and direct it to charity, thereby keeping down one’s marginal income tax rate. Regarding issues related to retirement and charitable donations, the Council affirmed the usefulness of producing a resource for priests. Msgr. Fisher, Msgr. Essex, and Msgr. Vaghi will work with the Development Office to produce this resource, and Cardinal Wuerl set the goal of having it ready to present to the Council in September 2018 in anticipation of the Priest Convocation in May 2019.

Regarding compensation for consecrated religious, for over more than a decade, the compensation offered to archdiocesan religious fell behind the amounts offered in similar (arch)dioceses. In response, relatively larger increases to compensation and benefits have been introduced in recent years (Fiscal 2010-Fiscal 2016), but they were brought back down to 3% for fiscal 2017-2018. These increases have brought the total compensation for religious in the Archdiocese of Washington into near parity, providing roughly 96% of the average of similar (arch)dioceses. For Fiscal Year 2018-2019, the recommendation is for a 3% increase in stipend and a 3% increase in all benefits. For parishes with religious in senior roles (e.g. principal), it is recommended that they evaluate an incremental gift that fairly reflects the location's financial situation and the highly valued contribution of that specific religious. The Council affirmed the recommendation of a 3% increase in compensation for both priests and consecrated religious for Fiscal Year 2018-2019.

Information Technology Security Update

Mr. Simontis introduced Mr. William Potter, Chief Information Officer, who provided an update on information technology security. Mr. Potter noted that we are a high-profile archdiocese, with 139 parishes and over 90 schools and affiliated corporations. Viruses, including ransomware, hacking, and disruption of operations are very real threats, and high-profile entities that have been attacked recently include CareFirst BlueCross BlueShield, Expedia, Under Armour, and the City of Atlanta. Several of our parishes have already been hit, and we know of dioceses that have had to pay a ransom to unlock their files. As a result of the disruptions to date, we have strengthened our backup and restore capabilities and have significantly increased our cyber liability insurance coverage. The added benefit of increased insurance is the ability of the provider to work with the parishes in the case of a breach or virus.

Our existing approach to security threats involves continuing to upgrade our hardware and software to secure our systems. However, the most vulnerable aspect of our security is the individual users. Under the notion that a best defense is a good offense, the archdiocesan Office of Information Technology (IT) undertook a penetration test conducted by a third party who tested our system vulnerabilities and our users to see who would or could be induced to click on an unsecure attachment (either an eFax contact or a DocuSign PDF), and tested users on the phone to see if they could gain credential information. Of the 100 randomly selected users who received the eFax, 20 of them clicked on the link and thus gave away systems info. Of the 50 users who received a PDF DocuSign test, eight of them (16%) clicked on the link, and five of them (10%) entered their logon credentials. This is still too many and puts us into a high risk level. IT conducted the phone test by calling 15 randomly selected phone numbers of parish staff members in an attempt to gather information; the good news is that no one provided any information.

The security consultant we used has determined that it would be difficult, but possible, to compromise the Archdiocese of Washington's systems. They further noted that we are operating at a medium risk level from an external perspective and a high risk level from an internal perspective. The high risk level from an internal perspective is based on user behavior identified during the social engineering test. Based on the findings from the

penetration testing and what is currently industry best practice, Mr. Potter recommended security training for all new hires as part of the onboarding process, mandatory annual training for all employees, and the inclusion of parishes in these trainings since they are on our email system. This training involves logging in to a vendor's site, taking an hour-long security course, and answering questions that test knowledge of the presented information. Institutions that have participated in this kind of training include government agencies, large and small corporations, and many dioceses around the country (e.g. Sioux Falls, Dallas, and Springfield in Illinois). Locally, our own Catholic Charities conducts an annual online training and locks an employee's account if he/she misses the training.

Knowbe4 is the name of the recommended provider of security training, and it is used by our own Catholic Charities and many dioceses around the country. Pricing 250 CPA users, a one-year subscription would cost \$3,543 (\$14.18 per user), and a three-year subscription would cost \$8,505 (\$34.03 per user). Pricing 1,000+ non-CPA users, a one-year subscription would cost \$12,162 (\$29.16 per user), and a three-year subscription would cost \$29,189 (\$29.16 per user).

The idea for the security training would be to first use it in the Central Pastoral Administration, and then to roll it out to parishes. Pastors can be provided with a user-friendly tutorial for them to use with their staff. The archdiocesan IT staff prefers that priests use their **adw.org** account, as that affords the most protection, and Mr. Potter said that parishes should send in examples of suspicious emails to the IT department at it@adw.org. The subscription to Knowbe4 can be transferred from one employee to another when there is a transition. The Council affirmed the implementation of security training according to what Mr. Potter described.

Flocknote Pilot Project

Mr. Edward McFadden, Secretary for Communications, introduced Ms. Daphne Stubbolo, Director of Digital Media, who gave a presentation on the pilot project involving the use of the email and mobile texting tool called Flocknote (flocknote.com). It is a tool to which one can opt in, and no app is required. 3,000 parishes in the United States use it, and 9 (arch)dioceses use it for a broader communications programs. About 15 parishes of the Archdiocese of Washington subscribe to it, and the Central Pastoral Administration uses it for employee communications.

Flocknote would help connect parishes with their parishioners and with the larger archdiocese. It allows parishes to gather the most important member information and to send email or text messages anytime and anywhere, thereby empowering every minister leader and getting efficient and organized feedback. According to data collected by Flocknote, text messages have a 99% open rate, while email has 25-80%, the parish bulletin has 15%, and Facebook has 7%. Here in the Archdiocese of Washington, the Cardinal's e-letter has a 45% open rate.

By way of an example in the Diocese of Spokane, the cathedral parish, with 1,000 families, has the largest annual appeal goal in the diocese. It normally took 15-20 weeks to reach their appeal goal, with an email sent every Saturday. With Flocknote, the parish reached the appeal goal in 7 weeks, and it reached half of that goal in 2 weeks.

The proposal for the pilot project is to get 47 parish subscriptions, with the Archdiocese covering the annual cost of \$36,000. Parishes that subscribe would have primary responsibility for managing their use of Flocknote, while the Archdiocese would have access to all data, including emails and mobile numbers. The Archdiocese would also assist with best practices and building out the *Find the Perfect Gift* and *The Light is ON for You* campaigns.

In the discussion that followed the presentation, Ms. Stubbolo clarified that the Archdiocese would possess the Flocknote account to which the various parishes would subscribe. Flocknote can be leveraged in a particular way at Cardinal's Appeal time in order to make things easier. The use of this tool is not going to result in a massive uptick of communications from the Archdiocese, but rather an uptick in communications on the parish level. Management of Flocknote at parish level refers to content; parishes can create different groups within their parishioners. For parishes that use Constant Contact for email messages, it is possible to download the distribution list from Constant Contact and then upload it into Flocknote, but you would first want to inform the persons on the distribution list. The Archdiocese would cover costs for first year; afterward, the annual subscription cost for an individual parish would be less than \$1,000. The Council affirmed the proposal for this pilot project.

Closing Prayer and Comments

Cardinal Wuerl asked the Council if there were any other items for discussion. Upon hearing none, he invited the members of the College of Consultors to convene after a five-minute break and concluded the meeting in prayer.

Next Meeting: June 28, 2018