

Archdiocese Resources for Parish Bookkeepers

The archdiocese communicates with bookkeepers in a variety of formats. Some archdiocese communications are directed from Priest Personnel or the Moderator of the Curia to the Pastor; the Pastor will then inform the bookkeeper. Many archdiocese communications are made directly from Parish and School Financial Operations to the parish bookkeeper by email.

Each parish is provided with an ADW email account to be used by the bookkeeper for all email communications with the archdiocese.

The archdiocese also holds periodic bookkeeper meetings to communicate information related to parish accounting and administrative matters.

Bookkeepers are encouraged to reach out to archdiocese vendors and staff for assistance as needed.

- **ParishSoft** Accounting and Family Suite vendor customer service: 866-930-4774, support@parishsoft.com
- **Ethics Point:** 855-290-3381. Ethics and Compliance Hotline, operated by an independent third-party company, to anonymously report suspected financial and/or employee misconduct involving any parish, school, agency, archdiocesan office, or any archdiocesan employee.
- **Parish and School Financial Operations**, for matters relating to parish accounting and administration:
 - o Adrienne Willich, Director, 301-853-5373, WillichA@adw.org
Policy, reporting and analysis
 - o Robert Wilson, Manager, 301-853-5389, WilsonR@adw.org
ParishSoft Accounting assistance, parish transactions
 - o Karrolyn Zackery, Manager, ZackeryK@adw.org
Parish audit and ADW analysis and reporting
 - o Carrina Bucknor, Accountant, BucknorC@adw.org
Parish financial analysis and reporting
 - o Mirna Piazza, Administrative Assistant, 301-853-5355, PiazzaM@adw.org
- **Archdiocese accounting**, Karen Wilder, Accountant, 301-853-4592, WilderK@adw.org for matters related to payments and payables to the archdiocese
- **Child & Youth Protection**, Courtney Gardner Chase, Director, 301-853-5328, ChaseC@adw.org
- **Facilities Management**, Michelle Shelton, Executive Director 301-853-4522, MShelton@adw.org
- **General Counsel**, Kim Fiorentino, 301-853-4521, FiorentinoK@adw.org
- **Human Resources** Angela Hill, Director HRIS and Benefits, 301-853-5497, HillA@adw.org
- **Information Technology** help desk, 301-853-4444. To reset passwords for systems and general IT assistance.