



Very Reverend Daniel B. Carson

Vicar General and Moderator of the Curia

Dear Brother Priest,

I write today to provide you with updates. I will continue to keep you informed as we navigate this challenging time.

Confirmation/Meeting Request Forms for 2021-2022

It is that time of year again to complete the Confirmation and Calendar Requests for 2021-2022. Like last year, you are requested to complete the forms electronically. No additional letter is required.

Confirmation Request -

Please complete the Confirmation Request Form [HERE](#) for your parish by May 1, 2021.

For scheduling purposes and in an effort to accommodate every parish, it is very important that your request is received no later than May 1, 2021.

Please note that there will be the opportunity for your parish to participate in a Regional Confirmation at the Basilica of the National Shrine of the Immaculate Conception. Cardinal Gregory will confirm these candidates on Saturday, June 4, 2022 at 2 p.m.

Meeting/Calendar Request -

Please complete the Calendar Request Form [HERE](#) if your parish is hosting a special event or Mass at which you would like to request the presence of Cardinal Gregory, an auxiliary bishop, or Cardinal Wuerl.

Again, for planning purposes, this form must be received by May 1, 2021. Every effort will be made to accommodate your request but please know that not every request can be honored.

At the end of the summer, you will be notified as to your scheduled date of Confirmation as well as any Calendar Requests you submitted.

If you have recently requested Cardinal Gregory to attend an event by way of Letter, Email or Memorandum for the period July 1, 2021 – June 30, 2022, it is requested that you submit a calendar request using the link above.

Exempt Property Use Reports

Depending on which jurisdiction your parish is located (DC or Maryland) this is the time of year that you may receive Exempt Property Forms in the mail: in DC, the Exempt Property Use Report (FP 161) from District of Columbia Office of Tax and Revenue; in Maryland the Exempt Property Questionnaire and Affidavit and/or Application for Exemption from the State of Maryland Department of Assessments and Taxation.

These forms relate to your parish's property tax exemption and must be completed periodically if you are in Maryland, and annually if you are in DC. If the form is not filed, the parish will be subjected to fines and the property tax exemption may be jeopardized. You may or may not receive this form in the mail as the Central Pastoral Administration has attempted to change the addresses to be sent to the Pastoral Center.

The Central Pastoral Administration will be following the same process as last year, with the goal of minimizing the administrative burden that the process can entail for parishes and ensuring that the filings meet all legal requirements. Parishes should not complete and file these forms themselves. Archdiocese staff will handle this task.

DC Pastors: an electronic template will be used to complete the forms on behalf of the parish, so you do not have to send us the forms that you receive.

Maryland Pastors: please notify us when you receive a form in the mail or otherwise from the State of Maryland Department of Assessments and Taxation.

Regardless of your location, you may soon be contacted by Claudia Blanco of the Archdiocesan Facilities Management Office to determine whether the property's usage, including any income the parish may receive as rent, has changed in any material way since last year's forms were filed. She will use any new information you provide and last year's filings as a guide to complete this year's filings. The Archdiocese's legal team will complete a final review of the forms. Again, in order to ensure consistency and legal compliance, please do not file these forms yourself.

Thank you very much for your cooperation in this matter. If you have any questions or concerns, please feel free to contact Michelle Shelton at SheltonM@adw.org or (301) 853-4522 or Claudia Blanco at BlancoC@adw.org or (301) 853-4474.

Records Retention Policy Training Sessions

We have recently released a new edition of the *Parish and School Records Retention Schedule*. The Office of Archives is planning to hold short online training sessions for all Parish and School staff. Each training session will last a little over an hour and provide a forum for staff to ask questions. The parish staff that should attend include: pastors and parochial vicars, bookkeepers, parish secretaries, directors of religious education, and child protection coordinators. Any parish staff member responsible for keeping records. School staff include Principals, secretaries, child protection coordinators, and school administrators. Teaching staff do not need to attend unless they have other administrative duties outside the classroom that involve handling records. Training will be held on the following dates:

- March 9 - 10 am Parish Training
- March 12 - 10 am School Training
- March 24 - 10 am School Training
- March 25 - 1 pm Parish Training.
- April 19 - 1 pm Parish Training
- April 22 - 10 am School Training

If you or any member of your staff would like to attend a training session, please email Stephanie A.T. Jacobe, Ph.D., Director of Archives at JacobeS@adw.org indicating which training session you would like to attend. Once a registration is received the staff member will receive a link to sign up for the webinar of their choice in a second email.

Please note that if you or your staff attended the in-person training held in early 2020 there is no need to attend these sessions.

Remind the Faithful of Information on the Website

The archdiocesan website is updated regularly. Please see adw.org/coronavirus for information related to the coronavirus, adw.org/live-streamed-masses-and-prayers/ for a listing of live stream Masses and prayers, and cathstan.org and elpreg.org for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office and the Pastoral Center, please let us know.

With gratitude for your priestly ministry, I am
Sincerely in Christ,
Very Reverend Daniel B. Carson
Vicar General and Moderator of the Curia