



## Very Reverend Daniel B. Carson

Vicar General and Moderator of the Curia

Dear Brother in Christ,

I write today to provide you with updates and will continue to share with you information as needed.

### **Preventative Measures with Heavy Rains Forecast**

With heavy rains forecast for the area over the next 48 hours, it would be wise to have your maintenance teams take some preventative measures to ensure:

- • Roof drains are checked and clear
- • Downspouts are checked and clear
- • Gutters are checked and clear
- • Exterior drains are checked and cleared
- • Sump pumps and pits are checked and cleared
- • Sandbag or block any door sills in areaways that are below grade

### **National Collection for The Catholic University of America**

On the weekend of September 5, 2021, the Archdiocese of Washington will take up The Catholic University of America second (national) collection.

The Catholic University of America, established in 1887, is the national university of the Catholic bishops in the United States – the only institution of higher education founded by the United States bishops and chartered by the Vatican.

The university provides an academically rigorous education, guided by Catholic intellectual tradition, to over 6,000 students, including clergy, religious, seminarians, and young lay men and women. It is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church.

Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation, and the world.

For more than 100 years, this national collection has been a pillar of support for the University and, by helping fund financial aid and more, is critical to a successful academic year for both students and faculty.

This year, every dollar raised in the Archdiocese of Washington beyond our average yearly amount will support scholarships for *our* students. For every additional \$20,000 we raise through the National Collection, the University will award one incoming first-year student from the Archdiocese of Washington an Archbishop's Scholarship over their four years of study.

Linked [here](#) is a video message from Cardinal Gregory.

### **Records Retention Policy Training Sessions for Parishes and Schools**

We have recently released a new edition of the *Parish and School Records Retention Schedule*. The Office of Archives is holding 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 and 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.

Please note that if you or your staff attended the in-person training held in early 2020 or one of the online sessions in the spring of 2021, there is no need to attend these sessions.

Training will be held online on the following dates:

#### *September 21 - 10 am Parish Training*

Please register for Parish Training on Tuesday, September 21, 2021 10:00 AM - 11:00 PM EDT [here](#).

#### *September 23 - 10 am School Training*

Please register for School Training on Thursday, September 23, 2021 10:00 AM - 11:00 PM EDT [here](#).

#### *October 13 – 10 am Parish Training*

Please register for Parish Training on Wednesday, October 13, 2021 10:00 AM - 11:00 AM EDT [here](#).

#### *October 15 – 10 am School Training*

Please register for School Training on Friday, October 15, 2021 10:00 AM - 11:00 AM EDT [here](#).

*November 15 – 1 pm Parish Training*

Please register for Parish Training on Monday, November 15, 2021 1:00 PM - 2:00 PM EST [here](#).

*November 17 – 10 am School Training*

Please register for School Training on Wednesday, November 17, 2021 10:00 AM - 11:00 AM EST [here](#).

The links above are for registration only. Please register for the training session that you wish to attend. Once a registration is received, the staff member will receive a link to attend the training in a second email.

If you or any member of your staff have any questions, please email Stephanie A.T. Jacobs, Ph.D., Director of Archives at [JacobsS@adw.org](mailto:JacobsS@adw.org).

**Remind the Faithful of Information on the Website**

The archdiocesan website is updated regularly. Please see [adw.org/coronavirus](https://adw.org/coronavirus) for information related to the coronavirus, [adw.org/live-streamed-masses-and-prayers/](https://adw.org/live-streamed-masses-and-prayers/) for a listing of live stream Masses and prayers, and [cathstan.org](https://cathstan.org) and [elpreg.org](https://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