



Moderator of the Curia

The Roman Catholic Archdiocese of Washington

Dear Brother in Christ,

I write today to provide you with updates and will continue to share with you information as needed. The following guidance applies to lay employees.

2022 Annual Appeal Parish Prep Sessions Now All Virtual

Due to the heightened risk of the Omicron variant, all of the 2022 Annual Appeal parish prep sessions have been moved to a virtual setting.

The dates and times for the prep sessions are as follows:

- Wednesday, January 19, 7 p.m. to 8:30 pm (VIRTUAL; No longer hosted at St. Mark's – Hyattsville)
- Thursday, January 20, 7 p.m. to 8:30pm (VIRTUAL; No longer hosted at Our Lady Help of Christians)
- Wednesday, January 26, 4 to 5:30pm (VIRTUAL)

If you already RSVP'd for a prep session, there is nothing further you need to do at this time. Someone from the Development Office will reach out to you directly to provide log-in credentials and other information for the prep session for which you RSVP'd.

If you haven't yet RSVP'd for a prep session, email cookd@adw.org by Tuesday, January 18 with your RSVP, or complete the RSVP form found here: www.surveymonkey.com/r/2022prepsession

Thank you for your support of the Annual Appeal. The Development Office looks forward to working with our priests and parishes for a successful 2022 campaign!

Please contact Dave Cook at cookd@adw.org or 202-725-7226 with any questions.

Blessing of Throats on the Feast of St. Blaise

The Order for the Blessing of Throats on the Feast of Saint Blaise is found in Chapter 51 of the Book of Blessings (BB). At the discretion of the Pastor, priests may use the option for a blessing of the entire assembly from the sanctuary. Refer to BB 1628:

If, for pastoral reasons, each individual cannot be blessed in the manner described in no. 1627 (individual blessing)... a priest or deacon may give the blessing to all assembled by extending hands, without the crossed candles, over the people while saying the prayer of blessing.

Important Update Regarding The Boy Scouts of America Bankruptcy Case and Annual Charter Agreement Renewal

This is a further update regarding the Boy Scouts of America (BSA) bankruptcy as it relates to Archdiocese of Washington parishes. As we last updated on December 7, 2021, the Archdiocese of Washington has been closely monitoring the BSA bankruptcy, in conjunction with the Roman Catholic Ad Hoc Committee (“Committee”). The Committee has identified substantial concerns that the Boy Scouts’ reorganization plan does not afford sufficient protection for Catholic chartering organizations. It also appears that this reorganization plan may lack sufficient voting support needed for approval by the Bankruptcy Court. We will continue to update you on further developments.

Annual Charter Agreement Renewal: If your parish sponsors a BSA troop, you will likely be provided (or may already have been provided), an annual charter renewal agreement for your signature. **We ask that you hold off on signing the annual charter agreement until further notice.** The Archdiocese is working with the local BSA Council to discuss the effect of the ongoing BSA bankruptcy as it relates to parishes that charter BSA troops and to ensure that we have proper protections in place with the local council moving forward. While we ask that you hold off on signing a new charter agreement, your parish or school may continue to sponsor an existing BSA troop as normal under your existing charter agreement. This includes allowing them to meet on parish or school property, host other activities, and otherwise interact with the parish or school community.

We appreciate all of your help in this matter and will continue to update you as this matter proceeds. If you have any questions regarding the BSA bankruptcy or your parish BSA troop, or if you receive any documents related to the BSA bankruptcy, please email legaladmin@adw.org.

Update on free at-home rapid COVID testing kits

- *Montgomery County* is making available a limited number of free COVID home self-test kits at 19 county libraries. Residents may obtain two kits per person at the locations and times listed here: <https://montgomerycountymd.gov/covid19/testing/rapid-tests.html>.

- *Prince George's County* has testing kits available at these locations: <https://www.princegeorgescountymd.gov/3472/COVID-19-Testing>.
- *Charles County* reports that kits are not currently available, but information will be posted here when they are available: <https://charlescountycovid.org/at-home-testing-kits/>.
- *St. Mary's County* is out of kits, but information will be posted here when available: <https://smchd.org/covid-19-testing/>.
- *Calvert County* - No information on take-home test kits is available. See here for information on testing sites: <https://www.calvertcountymd.gov/3013/COVID-19-Testing>.
- *Additional Information* on where and when to obtain free self-test kits in the District may be found here: <https://coronavirus.dc.gov/testyourself#pickup>.

Records Retention Policy Training Sessions for Parishes and Schools

We have recently released an updated and re-branded 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, 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. New employees should be encouraged to attend.

Training will be held online on the following dates:

February 10, 2022 – 10 am Parish Training

Please register for Parish Records Retention Training on Thursday, February 10, 2022 10:00 AM - 12:00 PM EST

at: <https://attendee.gototraining.com/r/8437815378720393217>

February 11, 2022 – 10 am School Training

Please register for School Records Retention Training on Friday, February 11, 2022 10:00 AM - 12:00 PM EST

at: <https://attendee.gototraining.com/r/5053212924193316609>

March 21, 2022 – 1 pm Parish Training

Please register for Parish Records Retention Training on Monday, March 21, 2022 1:00 PM - 3:00 PM EDT

at: <https://attendee.gototraining.com/r/1255035767952115457>

March 24, 2022 – 10 am School Training

Please register for School Records Retention Training on Thursday, March 24, 2022 10:00 AM - 12:00 PM EDT
at: <https://attendee.gototraining.com/r/6397917843990658817>

May 2, 2022 – 1 pm School Training

Please register for School Records Retention Training on Monday, May 2, 2022 1:00 PM - 3:00 PM EDT
at: <https://attendee.gototraining.com/r/6209448356850412033>

May 4, 2022 – 10 am Parish Training

Please register for Parish Records Retention Training on Wednesday, May 4, 2022 10:00 AM - 12:00 PM EDT
at: <https://attendee.gototraining.com/r/856046087976447745>

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 an email confirming registration and a link to attend the training.

If you or any member of your staff have any questions, please email Stephanie A.T. Jacobe, Ph.D., Director of Archives at Jacobes@adw.org.

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