



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.

Regional Synod Sessions

The Archdiocese will hold four regional Synod sessions. The regional sessions will allow for smaller gatherings in light of the Omicron variant of COVID.

All clergy of the Archdiocese are invited to attend with their parish synod delegates.

Please use the links below to RSVP:

Montgomery County [HERE](#): Saturday, March 12, 2022 at St. Francis of Assisi in Derwood, MD from 2:00 p.m. to 4:30 p.m. followed by Mass at 5:00 pm.

Prince George's County [HERE](#): Saturday, March 19, 2022 at St. Joseph's in Largo, MD from 2:00 p.m. to 4:30 p.m. followed by Mass at 5:00 p.m.

Charles, St. Mary's and Calvert Counties [HERE](#): Saturday, March 26, 2022 at Our Lady Help of Christians in Waldorf, MD from 2:00 p.m. to 4:30 p.m. followed by Mass at 5:00 p.m.

District of Columbia [HERE](#): Saturday, May 14, 2022 at Our Lady of Perpetual Help, D.C. from 1:30 p.m. to 4:00 p.m. followed by Mass at 4:30 p.m.

Mass for the Closing of the Diocesan Phase of the Synod

The Mass for the Closing of the diocesan phase of the Synod will be a Vigil Mass at 4:30 p.m. on Saturday, May 14, 2022 at Our Lady of Perpetual Help.

Cardinal Gregory will be the principal celebrant of the Mass and all parish delegates, clergy delegates and religious delegates are invited!

March 7, 2022 2:08 pm

Annual Reminder Regarding Property Tax Exemption Filing

Depending on whether your parish is located in Maryland or the District of Columbia, this is the time of year that you may receive notices from the District of Columbia Office of Tax and Revenue or Maryland Department of Assessments and Taxation (including the respective Maryland county assessment offices) with forms relating to the property tax exemption application for your parish. 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 not completed, the parish may 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 in order to minimize the administrative burden of the process for parishes and ensure that the filings meet all legal requirements. **Parishes should not complete and file these forms themselves.** Archdiocese staff will handle this task.

- *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.
- *DC Pastors:* You do not have to send us the forms that you receive, as the forms are filed annually through an electronic portal.

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.

New D.C. Energy Benchmarking Requirements for Buildings between 25,000 – 50,000 Square Feet

New for this year, District of Columbia law requires buildings between 25,000 and 50,000 square feet to report their past energy usage to the District of Columbia Department of Energy and Environment (DOEE) **by April 1, 2022.**

You may have received, or should expect to receive, a letter from the ADW Facilities and Real Estate Management Office notifying you to comply with the energy benchmarking requirements if your parish or school building is in this size range and was included in DOEE's public list of locations required to benchmark. This letter includes additional information along with links and resources for completing the benchmarking requirement. You may have also received a communication from the DOEE regarding benchmarking. Pastors are responsible to ensure that their locations comply with this benchmarking requirement. Please do not overlook these obligations, as noncompliance may result in fines and penalties.

If you are uncertain whether your location is required to benchmark, you may check the public link [DOEE covered building list](#). If you have received a notification from DOEE or the ADW that you are now required to benchmark but believe DOEE's listed information regarding your location is incorrect, please email Robert Messer at messerr@adw.org or legaladmin@adw.org.

If your location is over 50,000 square feet and you have benchmarked in previous years, you should continue to benchmark this year as you have done previously. Buildings that are under 25,000 square feet are not required to benchmark at this time.

For more information regarding benchmarking, please go to: <https://dc.beam-portal.org/helpdesk/kb/benchmarking/>.

If you have any other questions please email Robert Messer at messerr@adw.org or legaladmin@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