



Chancellor and Executive Secretary of the Curia

The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

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

Natural Disaster Special Collection Request

Many areas in Puerto Rico that have still not fully recovered from Hurricane Maria five years ago have suffered additional devastation due to Hurricane Fiona, which has moved on to cause significant damage to other islands. These areas are now in dire need of medical care, shelter, food, water, clothing, and other supplies, as well as the materials to rebuild. The work of rebuilding communities will last years.

The faithful of our Church of Washington have many ties to these areas affected by Hurricane Fiona and have always been generous to those in need, particularly when there have been natural disasters, as have occurred elsewhere in the U.S. and other countries that have experienced natural disasters the last few years.

In response to this humanitarian crisis, we request that your parish join in prayers with people around the world for those who have died and for survivors who are homeless, injured and/or suffering and all who are impacted. We also ask parishes to monetarily support relief efforts for these recent Natural Disasters by taking up a special collection during the weekend of **October 1 and 2, 2022**. Funds from the poor box may be also designated for this purpose.

All funds collected by the parish should be processed in the normal fashion for second collections and sent to the Archdiocese of Washington Lock Box with a deposit slip marked Disaster Relief.

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All funds received by the archdiocese will be used to support the rebuilding efforts in the areas affected by natural disasters. Please also share with parishioners that they can give online in support of natural disaster relief by visiting adw.org/relief. If people choose to contribute directly to relief agencies, contributions for assistance to Puerto Rico may be made to Catholic Charities USA at <https://lp.catholiccharities.us/hurrfiona>

Thank you for your attention to this matter and please keep those affected by these recent tragedies in your prayers, including the prayers of the faithful.

COVID-19 Illness Policy Update

The attached COVID-19 Illness Policy has been updated following the CDC recommendations.



[Updated COVID-19 Illness Policy - Sept 19 2022.pdf](#)

Specific changes to the policy include:

- Quarantine is not required if exposed to virus, unless sick
- There is no distinction between vaccinated and unvaccinated
- Employees must quarantine for 5 days when they test positive for COVID-19. Negative testing not required to return to work so long as employees are fever free for 24 hours and symptoms improving.

For any questions, please contact Nanette Lowe at 301-853-5366 or LoweN@adw.org.

Monsignor John Enzler – Spring 2023 Retirement

Linked [here](#) is an article in the Catholic Standard concerning the announcement by Catholic Charities that Msgr. Enzler will retire as President and CEO of Catholic Charities. Msgr. Enzler will continue assisting Catholic Charities in their social justice and fundraising efforts.

Records Retention Policy Training Sessions for Parishes and Schools

The Office of Archives is holding short online training sessions for Parish and School staff. *The training is for all new staff and for those who have attended but feel that they need a refresher.* Each training session will last a little over an hour and provide a forum for

staff to ask questions. Copies of the Record Retention Policy, dispositions forms, and Parish and Schools Record Manual are housed in the training platform and can be downloaded.

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:

October 25, 2022 – 10 am Parish Records Retention Training

Please register for Parish Records Retention Training on Tuesday, October 25, 2022 10:00 AM - 12:00 PM EDT [HERE](#)

October 27 – 10 am School Records Retention Training

Please register for School Records Retention Training on Thursday, October 27, 2022 10:00 AM - 12:00 PM EDT [HERE](#)

November 14 – 1 pm Parish Records Retention Training

Please register for Parish Records Retention Training on Monday, November 14, 2022 1:00 PM - 3:00 PM EST [HERE](#)

November 16 – 10 am School Record Retention Training

Please register for School Records Retention Training on Wednesday, November 16, 2022 10:00 AM - 12:00 PM EST [HERE](#)

The links above are for registration only. Once registration is received, the training platform will automatically send a confirmation email and links to attend the training. If you do not receive a confirmation email or have other questions, please contact Stephanie A.T. Jacobe, Ph.D., Director of Archives at JacobeS@adw.org.

Remind the Faithful of Information on the Website

The archdiocesan websites, adw.org and adw.org/es, are updated regularly with current information for you to share with your community. Please see adw.org/coronavirus for information related to Covid-19. Daily news and information about our parishes, schools, and

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ministries are also available at 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, please know that you can email me at FarrellT@adw.org or call my office line at 301-853-4507 or my cell at 202-531-4550.

With gratitude for your priestly ministry, I am

Sincerely in Christ,

Terence J. Farrell

Chancellor and Executive Secretary of the Curia



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Archdiocese *of* Washington