



## Chancellor and Executive Secretary of the Curia

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### 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.

#### **The Youth Mass of Celebration and Thanksgiving - January 20, 2023**

The Catholic Youth Organization is excited to welcome pastors, parochial vicars, and deacons, to join His Eminence Wilton Cardinal Gregory and young people of The Roman Catholic Archdiocese of Washington to worship together in a celebration of life.

The Youth Mass of Celebration and Thanksgiving is a special event being held at Saint Matthew's Cathedral and will include music, witness talks, a keynote speaker and most importantly, Mass. Mass will begin at 8:45 a.m. Rally events follow the liturgy. If you would like to concelebrate the Mass, please contact Lisa O'Meara at 301-853-4465 or [omearal@adw.org](mailto:omearal@adw.org).

As you are aware, seating at Saint Matthews is limited. ADW parish, school youth and college campus ministries have priority access to the Mass. Information regarding the Mass and the registration process was previously sent to parish youth ministers, schools, and youth contacts. Once notified, parishes and schools quickly began to register. We currently have just over 100 seats available for reservation. A waiting list will be created and parishes/schools/campuses will be notified as seats become available. However, there is limited open seating at the Cathedral that will be on a first-come, first-served basis the day of the Mass.

For information and to request reserved seating through the website, [adwyouth.org](http://adwyouth.org), please use the link [here](#).

January 6, 2023 1:23 pm

## 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 a Parish and Schools Record Manual is 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 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.

Training will be held on the following dates:

### *February 7, 2023 – 10:00 am - Parish Records Retention Training*

Please register for Parish Records Retention Training on Tuesday, February 7, 2023 10:00 AM - 12:00 PM EST [here](#).

### *February 9, 2023 – 10 am - School Records Retention Training*

Please register for School Records Retention Training on Thursday, February 9, 2023 10:00 AM - 12:00 PM EST [here](#).

### *April 25, 2023 – 10 am - School Records Retention Training*

Please register for School Records Retention Training on Tuesday, April 25, 2023 10:00 AM - 12:00 PM EDT [here](#).

### *April 26, 2023 – 1 pm - Parish Records Retention Training*

Please register for Parish Records Retention Training on Wednesday, April 26, 2023 1:00 PM - 3:00 PM EDT [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](mailto:JacobeS@adw.org).

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

The archdiocesan websites, [adw.org](http://adw.org) and [adw.org/es](http://adw.org/es), are updated regularly with current information for you to share with your community. Please see [adw.org/coronavirus](http://adw.org/coronavirus) for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at [cathstan.org](http://cathstan.org) and [elpreg.org](http://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](mailto: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