



Moderator of the Curia

The Roman Catholic Archdiocese of Washington

Dear Brother Priests,

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

Parish Facility Maintenance: Preventative, Deferred and Corrective Webinar

Please join us on April 25, 2023 at 2:00 p.m. for a webinar hosted by ADW Facilities, Parish Finance and Catholic Mutual to discuss preventative, deferred and corrective building maintenance and the creation of a multi-year facility plan.

The objective of the webinar is to provide pastors with guidance on creating parish facility maintenance plans to keep the parish buildings and associated equipment functioning as intended. Pastors and whomever they would like to invite may attend – e.g., parish facility manager, office manager, bookkeeper, Finance Council member, etc.

The content covered will include how to identify building structures and systems and how to hire a consultant to review, assess and to create a multi-year parish facility plan. We'll also discuss the types of contractors recommended for estimating the cost of routine maintenance and replacement, deciding when to replace vs. repair, Catholic Mutual insurance coverage and training modules, financing capital improvements and transparent communication with the parish community.

Please [follow the link to register in advance for the webinar](#). You will receive an email confirmation from GoToWebinar containing the webinar link. For facilities or finance questions prior to the webinar, please contact Michelle Shelton, Executive Director of Real

Estate and Facilities Management at SheltonM@adw.org or Adrienne Willich, Executive Director of Parish and School Financial Operations at WillichA@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,

Most Reverend Juan Esposito

Vicar General and Moderator of the Curia



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March 22 2023 4:10 pm