



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.

Parish Incorporation Project - Important Dates and Reminders

Parish Incorporation Virtual Meeting

The Office of General Counsel (OGC) is hosting a virtual meeting tomorrow, Friday, July 7 at 2:00 p.m. Please remember to RSVP if you were unable to attend last week's virtual meeting:

Friday, July 7, 2023, 2:00 p.m. to 3:00 p.m.

ZoomMeeting ID: 865 0608 3669 (<https://us02web.zoom.us/j/86506083669>)

Call in: (301) 715-8592; when prompted dial 88679020862#

RSVP Link: <https://adwchancery.flocknote.com/signup/126843>

Confirmation of Parish Corporate Name and Address by July 12, 2023

Parishes will need to confirm their parish corporate name and address on the clergy-only website by Wednesday, July 12, 2023. Here is a link to the clergy-only website: [https://adw.org/additional-resources/clergy-only/.](https://adw.org/additional-resources/clergy-only/)

DC Parishes Important Dates:

- Week of July 17, 2023: Parish incorporation will begin.

- Early August 2023: ADW will arrange pastor visits to the Pastoral Center to adopt bylaws and sign documents at first corporate meeting.

MD Parishes Important Dates:

- Week of July 10, 2023: Pastors will receive incorporation documents **via their ADW.org email addresses**. Pastors are to sign and return the documents once approved.
- Week of July 10, 2023, and ongoing: Parish incorporation will begin (upon pastor's return of documents).
- Fall 2023: First corporate meeting to be scheduled.

OGC Office Hours for Parish Incorporation Project Questions

The Office of General Counsel will hold virtual office hours for any pastors or administrators who have additional or parish-specific questions. Please click [here](#) to register for one of the times below:

- Monday, July 10, 2023: 1:00 pm to 4:00 pm
- Tuesday, July 11, 2023: 9:00 am to 12:00 pm
- Wednesday, July 12, 2023: 1:00 pm to 4:00 pm
- Thursday, July 13, 2023: 9:00 am to 12:00 pm

Zoom Meeting ID: 844 1275 7954 (<https://us02web.zoom.us/j/84412757954>)

If you have a question and are unable to attend office hours, please contact the Office of General Counsel at legaladmin@adw.org or call (301) 853-4495.

Remind the Faithful of Information on the Website

The archdiocesan website, adw.org and adw.org/es, is updated regularly with current information for you to share with your community. Daily news and information about our parishes, schools, and 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,

July 6, 2023 4:38 pm

Terence J. Farrell

Chancellor and Executive Secretary of the Curia



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