



# 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.

### **Request from Catholic Charities of the Archdiocese of Washington**

Mr. Jim Malloy, President and CEO of Catholic Charities of the Archdiocese of Washington, respectfully requests parishes to publish the following notice in the parish bulletins for the next four weeks or make an announcement at Mass.

*Catholic Charities is seeking teachers, teacher assistants and classroom paraprofessionals for the Joseph P. Kennedy School and Child Development Center. If you have experience in special education and/or early childhood education and would like to join our team, please go to [CatholicCharitiesDC.org/careers](https://CatholicCharitiesDC.org/careers).*

### **Maryland Parishes Only - Energy Purchasing Cooperative Electricity and Natural Gas Contract Renewals**

See the note below from Adrienne Willich, Executive Director of Parish/School Financial Operations:

The Archdiocese of Washington has sponsored an energy cooperative since 2007 for parish, school, or related organizations located in Maryland and the District of Columbia. The cooperative enables our parishes, schools, and agencies to combine their buying power to purchase electricity and natural gas supply services at the best competitive price. We are assisted in the cooperative by our energy broker, CQI Associates.

The cooperative is offering a program for renewal members for Electricity and Natural Gas accounts located in Maryland for service beginning in **January 2024**.

It is now time to prepare for the upcoming contract renewal process.

To participate in the contract renewal process, please complete the following:

Complete the below Authorization Form, sign the form, and return the form with a copy of the most recent month's electricity and natural gas bill (all pages of the current bill) to Ann Washington at CQI Associates. Return either by email to [ann@cqiassociates.com](mailto:ann@cqiassociates.com) or by FAX to 410-630-5911.

[ADW Electricity - Natural Gas Letter of Authorization Form.doc](#)

Authorization Form Deadline: **Monday, November 6, 2023**

If you have any questions, please email Ann Washington at [ann@cqiassociates.com](mailto:ann@cqiassociates.com) and copy Jennie Anderson at [jennie@cqiassociates.com](mailto:jennie@cqiassociates.com) with CQI Associates. Please include your direct phone number in the email.

Should you have any overall questions on this program, please contact either Adrienne Willich at [WillichA@adw.org](mailto:WillichA@adw.org) or Richard Anderson at 443-864-7293.

### **Montgomery County, MD Parishes Only - FY2024 Nonprofit Security Grants**

Montgomery County has [announced](#) that it is appropriating \$900,000 to provide [Nonprofit Security Grants](#) to improve the security posture of nonprofit or religious organizations that are experiencing hate crimes or are at risk of becoming targets of hate crimes. Facilities (parishes/schools) can qualify for up to **\$20,000 each** for a 12-month period. Funds may be used for: current security personnel or to augment current security personnel; to pay for a security assessment or plan and associated expenses; to conduct security training, including contractor and training expenses; to develop and execute a security drill; and/or to purchase security cameras for the facility.

- *Applying:* Parishes/schools should submit the online application found [here](#). Please keep in mind that information provided in the application is subject to public disclosure. **Applications will be accepted until November 10, 2023.**
- *Before accepting awards:* Parishes/schools will be notified of award decisions in December. If awarded funds, parishes/schools should send the final grant agreement to [Legaladmin@adw.org](mailto:Legaladmin@adw.org) for final review before signing.
- *Information:* Watch a recorded information session via Teams [here](#).

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## Parish Electronic Banking Fraud Alert, October 2023

Several of our parishes experienced significant financial losses from electronic banking fraud made possible by gaps in the parish processes and controls. The following key controls must be utilized to safeguard the parish bank accounts.

- *All on-line banking users authorized by the pastor must use multi-factor authentication (MFA).* MFA involves a user identifying themselves to the bank website using a code received by email or text in addition to using their username and password.
- *The parish must establish dual-approval for electronic disbursements.* A bookkeeper must not be able to initiate and complete electronic disbursements without the involvement of the pastor. Electronic disbursements include ACH payments, payroll direct deposit, account transfers, etc. The pastor must provide in-system approval of electronic transactions initiated by the bookkeeper.
- *The bookkeeper must independently verify requests to change the bank account to which ACH payments are made to employees or vendors.* For example, for a request received by email, the bookkeeper must telephone the requestor using a phone number from the parish records and confirm the identity of the requestor.

Please see the below Parish Electronic Banking Fraud Alert to learn more about the internal controls outlined in the Cash and Cash Receipts Policy. Please contact Adrienne Willich, Executive Director of Parish and School Financial Operations, at 301-853-5373 or [WillichA@adw.org](mailto:WillichA@adw.org) with any questions or concerns about how to implement the required controls at your parish.

[Parish Electronic Banking Fraud Alert.pdf](#)

### Remind the Faithful of Information on the Website

The archdiocesan website, [adw.org](http://adw.org) and [adw.org/es](http://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](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*



The Roman Catholic  
*Archdiocese of* Washington