



Parish and School Operations  
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**TO:**

All Pastors, Administrators, Principals, Operations Directors / Business Managers

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**FROM:**

Tim Cawley, Chief of Parish and School Operations

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**SUBJECT:**

Parish Financial Planning Meetings

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**DATE:**

December 10, 2018

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We are pleased to announce the Annual Parish Financial Planning Meetings are scheduled for late January and early February. We hope this advance notice makes it easier for you to attend. While each meeting is designated by Vicariate, please feel free to attend the meeting that best works for you (the content is the same).

- **January 23**      **Vicariates 1 & 2**      **St. Mary of Vernon, Indian Creek**
- **February 5**      **Vicariates 3 & 4**      **St. Frances of Rome, Cicero**
- **February 6**      **Vicariates 5 & 6**      **Sacred Heart, Palos Hills**

The doors open at each site at 8:30 am, and a continental breakfast will be available. The meetings all begin at **9:00 am** with an opening prayer followed by presentations. All meetings will conclude at 11:30 am.

The agenda topics to be covered include:

- Archdiocesan Financial Update
- Office of Catholic Schools Update
- Human Resources Update
- Parish Vitality & Mission Update
- Procurement Update
- FY 2020 Budget Process Overview

Also, most Pastoral Center Department Leaders will be available to say hello and answer any questions you may have before and after the sessions.

Thank you in advance for your participation and involvement in making this year's process successful.