

From: Fr. Michael J. Lumpe
Sent: Friday, April 24, 2020 3:51 PM
Subject: Update Letter to Priests

Brother Priests,

I have several items for your today.

First, as you know I continue to work with the Personnel Board to keep our priest assignment discussions and process moving forward. I still have several assignments to make, but today I am happy to announce that Fr. David Poliafico has been appointed to serve as the next Pastor of St. Timothy Parish.

Second, 25 pastors to-date have received up to \$10,000 through the Catholic Foundation Emergency Fund to directly assist parishioners impacted economically by the pandemic (e.g. food, rent, utilities, and general cash needs resulting from an immediate loss of income). The Foundation has funding to help at least 30 more pastors. Pastors who have not yet sought these funds for the benefit of parishioners are encouraged to do so by going to the Foundation's specific web page for these grants: <https://catholic-foundation.org/catholic-emergency-response/>

Third, Bill Davis has a great deal of information for you, so please read and follow this information carefully:

Employee Compensation post April 30

In our original direction to parishes and schools, we directed that all employees would be paid for normally scheduled hours through April 30. The following provides direction on how to proceed beginning May 1. With the Paycheck Protection Program loans, we have really two scenarios – those who received on and those that did not. The following is our direction for Parishes and Schools under each scenario:

For those who **did not receive a Paycheck Protection Program Loan**

1. all employees are to be paid for their regularly scheduled hours to May 31, 2020. My hope is that during the month of May, applications filed after the first set of money ran out will be approved and all locations who have applied will receive a PPP loan.
2. the grant program of the Diocese will remain in place through May 31, 2020 to support pay and benefits for non-contract employees
3. the grant program of the Diocese will remain in place through the end of the applicable contract to support pay and benefits for contract employees (teachers and administrators)
4. please remember that those employees that would not normally be paid (i.e. hourly employees of the school that would not normally work during the summer) are not to be paid.
5. each Parish and School must make a decision on how long they can continue to pay employees and keep them on benefits. This will be based on doing a cash flow analysis based on what you are receiving in through offertory/tuition, what reserves you have, and what you anticipate spending. It is crucial that you retain a minimal amount of reserves until we know the true end

date for COVID-19. I would highly encourage you to engage a member of your Finance Council to create this cash flow. Regrettably this may lead to the decision that employees need to be laid off/furloughed.

For those who **did** receive a Payroll Protection Program Loan

1. all employees are to be paid for their regularly scheduled hours through the 8 weeks of the forgiveness spending period. Keep in mind that it is up to you to evaluate how best to make sure you use as much of the loan as possible. This may require you to evaluate and adjust pay dates for both payroll and utilities.
2. the grant program of the Diocese will remain in place through the end of the applicable contract to support pay and benefits for contract employees (teachers and administrators) for use once the 8 week PPP forgiveness period ends.
3. beginning June 1, those employees that would not normally be paid (i.e. hourly employees of the school that would not normally work during the summer) are not to be paid. Although you have funds available through the PPP loan, our goal is to keep employee's whole, not to pay them more than they normally would be paid.
4. each Parish and School must make a decision on how long they can continue to pay employees and keep them on benefits, once the PPP forgiveness period is over. This will be based on doing a cash flow analysis based on what you are receiving in through offertory/tuition, what reserves you have, and what you anticipate spending. It is crucial that you retain a minimal amount of reserves until we know the true end date for COVID-19. I would highly encourage you to engage a member of your Finance Council to create this cash flow. Regrettably this may lead to the decision that employees need to be laid off/furloughed.

If you have any questions about these issues please contact me at (614) 496-9016. Thank you.

Finally, may you all find time to get some rest and make time for quiet prayer.

Faternally,

Bishop Brennan