

# ARCHDIOCESE OF SANTA FE

The Catholic Center

**Archdiocese of Santa Fe  
Vicar General**

## **MEMO**

**To:** Priests and PLCs  
**From:** Vicar General  
**Date:** March 25, 2020  
**Re:** Daily Communication

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Dear all,

Things that have come up today:

- Some parishes have counters coming in to count envelopes received via mail. This increases danger of COVID-19 contagion. Because of the unusual situation, the pastor and/or staff members can count mailed-in envelopes. A sample spreadsheet is attached to the e-mail with which this memo comes. Keep this memo for audit justification.
- The Catholic Center is setting up a webpage for online giving to parishes to help in this crisis. E-mail Elizabeth Dominick ([edominick@archdiosf.org](mailto:edominick@archdiosf.org)) if your parish would like to participate. We'll send out more info as it is developed.
- Remember that the Governor changed the small group number from 10 to 5; therefore, it becomes more imperative to postpone funerals, etc., if possible. Adhere to civil authorities as best you can, please; they're taking advice from medical authorities in keeping people safe.

- From Pastoral Ministries:

The members of the PMD continue to work remotely from home and can be reached by calling their offices or sending them an email. Directors will be meeting with Michelle remotely every two weeks or so through Zoom. Michelle connects with the staff daily and with the individual directors as needed, minimally once a week. Along with Celine and Damaris, we are working to provide pastoral resources for parents and children for prayer as well as reflections on the Sunday readings and materials that can help parents address COVID -19 concerns with their children. We developed a resource for places in the Archdiocese where food distribution is offered and that booklet will be sent soon for posting on the website.

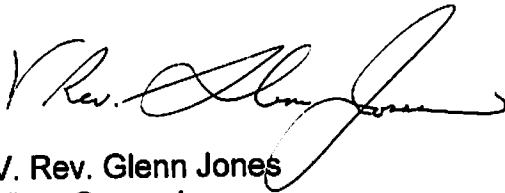
- From the Liturgy office:

During this time know that the Office of Worship continues assisting the faithful/community by monitoring and responding to emails and phone call messages. The Office has put together several resources to keep us united as one and connected in our faith. On our website there are various resources in both English and Spanish to support our community.

A form has been created to gather information for upcoming liturgical celebrations. (Daily Masses, Devotions, Stations of the Cross, Palm Sunday, the Triduum, Easter Sunday and another forms of prayer that your parish can share without the physical presence of the faithful). That form is forthcoming. The Office of Worship will gather the information and share it will all parishes on our website, Facebook page and via email.

Please ensure that you check out other attachments to each e-mail; they will provide much information.

Thoughts and prayers,



V. Rev. Glenn Jones  
Vicar General