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Confidential Financial Statement (CFS) Planning

As parishes close their financial books as of June 30th, please remember that the confidential financial statement (CFS) will be due on September 15, 2026. Parishes with school undergoing a financial audit for Wisconsin School Choice will have their CFSs due on November 2, 2026 (due to October 31st falling on a weekend).

Please plan summer finance council meetings so that there is adequate time to review year end financials prior to the submission date.

Signatories on Parish Bank & Investment Accounts

Did you know that associate pastors cannot be signatories on parish bank accounts?

According to Parish Corporate Bylaws, Article I, Section 5: *The withdrawal of funds from the bank accounts of the corporation shall be authorized on the signatures of any two directors, of whom one is ordinarily the pastor.*

The directors include the pastor, two trustees, archbishop, and vicar-general.

If a pastor will be unavailable to sign checks, please plan on having both trustees available for signing. Another option is to seek assistance from the Chancery in having a revokable proxy put in place while the pastor is unavailable.

Clergy Continuing Formation Reimbursement

Each year, \$1,200 is contributed for each priest by his employer to the continuing formation reimbursement funds, managed by the Clergy Office.

Continuing Formation Reimbursement Forms are [here](#). Please bookmark this location. Clicking on “Continuing Formation Reimbursement Request” will download the file. Always return to the website for a form when starting a reimbursement as the forms and reimbursement rates are updated over time.

Instructions:

1. Open the downloaded file. There are 4 tabs:
 - i. Instructions
 - ii. Demographic information
 - iii. Mileage log
 - iv. Continuing Formation Expenses
2. Yellow cells: fill in
3. Blue cells: select from a list

Questions? Contact Deacon Kurt Peot at peotk@archmil.org or (414) 769-3309.

Mission Statement of the Archdiocese
of Milwaukee Pastoral Center:

We envision a time when all know
Christ, promote human dignity, and
transform society.

Accounts Payable Aging Review

As parishes prepare to close their books for June 30th, it is a good time to review outstanding accounts payable.

For example, the parish should review any outstanding checks over 90 days old. Vendors should be contacted to see if checks were received. The parish should determine if the check needs to be voided and reissued. If the outstanding check is extremely old, such as from prior fiscal years, the parish may need to use a journal entry to write it off. Questions? Contact parishfinance@archmil.org.

Ideally, each parish should have a policy in place regarding the length of time between reviewing stale transactions. The parish may want to confirm the length of time its financial institution honors issued checks and match the parish policy to this timeframe (often 90-180 days).

Scrip Inventory Reconciliation

As parishes and schools prepare to close their books for June 30, 2026, those operating a Scrip program should complete the following:

1. Has a physical count of all unsold Scrip gift cards on hand been completed as of June 30, 2026?
2. Does the physical count match the balance recorded in your accounting system?
3. Have any discrepancies between the physical count and accounting records been investigated and resolved?
4. Is the face value of unsold Scrip cards recorded as a current asset on the balance sheet?
5. Have any rebates earned through June 30, 2026, but not yet received been recorded as accrued revenue in FY 2026-27?
6. Has the pastor and/or trustee reviewed and signed off on the Scrip inventory reconciliation?

Credit Card Statement Cutoff Fiscal Year End Reminder

Credit card charges made in June 2026 may not appear on a statement until July 2026. These charges still belong in FY 2025-26 and must be accrued as of June 30, 2026. As you close your books, please review the following:

1. Have all credit card statements with a closing date on or before June 30, 2026, been reviewed and posted to FY 2025-26?
2. For credit cards with a July statement closing date, have you reviewed charges made in June 2026 and accrued them as expenses in FY 2025-26?
3. If your parish uses multiple credit cards (e.g., pastor, office staff, school principal), has each card been reviewed individually for June charges appearing on July statements?
4. Have all outstanding credit card balances as of June 30, 2026, been recorded as a liability on the balance sheet?
5. Has the pastor and/or trustee reviewed and signed off on the credit card reconciliation?

Tip: If your credit card statement does not close on June 30, ask your bank for an interim transaction report through June 30, 2026, to ensure all June charges are captured in the correct fiscal year.

Does Your Parish Have a Restricted Fund Policy on File?

If your parish maintains any restricted funds, whether for capital improvements, a building project, a memorial, or any other donor-designated purpose, you are required to have a formal, signed Restricted Fund Policy on file for each one. This is a requirement under both GAAP nonprofit fund accounting standards and the Archdiocesan [Trustee Manual](#) (Chapter 4, Section 5.15).

The Trustee Manual is clear: each restricted fund must have complete documentation as to the nature of the restriction, kept in a safe place. The person administering the fund must also prepare an annual report to the Pastoral Council summarizing fund activity and identifying any problems with complying with the donor's intent.

Your Finance Council should review all existing restricted funds and confirm that a written policy is in place for each one. Each policy should document the fund's purpose, how it is funded, and who has authority over expenditures. The completed policy must be signed by the Pastor/Administrator, both Trustees, and the Pastoral and Finance Council Chairs. The approval should also be recorded in your Finance Council meeting minutes.

[A Restricted Fund Policy template is available.](#) Every parish is encouraged to download the template, complete it for each restricted fund, and get it on the record with the Finance Council as soon as possible. Good stewardship starts with good documentation.

Priests / Parish Administrators & Payroll Reminders for New Fiscal Year and Pastor Transfers

New Pastor / Administrator / Parish Director

- Form 8822-B for Change of Address or Responsible Party
- [Form 8822-B \(Rev. December 2019\) \(irs.gov\)](#)
- [About Form 8822, Change of Address | Internal Revenue Service \(irs.gov\)](#)

Priest Compensation & Professional Expense Workbooks

- Update for new fiscal year and for new priests.
- [Priest Compensation Information](#)
Requires login to My Archmil.

Rectory Leases

- If a new rectory lease is required, be sure to file a proxy prior to signing lease(s) with priest(s).
- If priest is renting rectory, the lease should be executed (signed) to complete the priest comp workbook.

Payroll

- Update any changes to salaries to be effective as of July 1.
- Confirm FICA/FUTA taxes are not applied to priests within the payroll system.

Banking / Investment Accounts / Credit Cards

- Update signatory cards at financial institutions.
- Setup online access for new pastor and terminate access for prior pastor, if applicable.
- Setup new credit card and terminate access to prior credit card, if applicable.

Note: some financial institutions require both the outgoing and incoming signatories to be present. Please plan ahead with new pastors and trustees!

Authorized Contact

Is the pastor the authorized contact for software or other services? If so, update contact information with service providers.

When emergencies arise, pastors need to be able to reach vendors like the general ledger software company right away, and an outdated contact record can cause unnecessary delays.

Safe Environment Office

Dear Brothers and Sisters in Christ. My name is Deacon Manuel Maldonado-Villalobos, and I am the new Director of Safe Environment for the Archdiocese of Milwaukee. In this new role, I will continue our Archdiocese's mission of promoting safe, healthy, and accountable environments for all God's people — especially the most vulnerable among us: children, youth, and adults entrusted to our care. My contact information is as follows:

Dcn. MANUEL MALDONADO-VILLALOBOS, MTh
414-769-3447 (Se habla español)
maldonadomv@archmil.org

As a reminder, Safe Environment Compliance Reports will be due July 1, 2026. The reporting template will be distributed to coordinators later this spring. These reports are particularly important this year as the Archdiocese of Milwaukee will undergo an in-person audit by the United States Conference of Catholic Bishops (USCCB) in July as part of the Charter for the Protection of Children and Young People. Some sites will be visited by the Auditors.

SAVE THE DATE

07 22 26

mark your calendar!

THE OFFICE OF STEWARDSHIP & THE OFFICE OF
COMMUNICATION & THE LAY INITIATIVE ARE JOINING
FORCES FOR THE

2026 STEWARDSHIP WORKSHOP

DETAILS AND REGISTRATION INFORMATION ARE
COMING SOON.

PLEASE MARK YOUR CALENDARS AS WE PREPARE TO
GROW TOGETHER!



Payments due to Archdiocese Year End Reminders

Final payments are due to the Archdiocese by June 30, 2026:

- Assessment (parish & school)
- PIPIT (Participants' Indemnity Plan Irrevocable Trust)
- Priest Pension (parish & priest portion)
- Continuing Formation Trust

If there are outstanding balances for the above, statements will be sent in June.

Note: Each of the above should be paid with separate checks. These payments are deposited into different bank accounts. Sending separate checks helps ensure that payments are applied to the correct outstanding balance.

Lay Pension is invoiced quarterly. Please pay your Q1 2026 pension invoice if not already paid.

2026 Catechetical Conference Back to the Well: Rediscovering Our Call to Serve August 20-22, 2026

<https://archmil.regfox.com/catcon26>

Just as the Samaritan woman encountered Jesus and was transformed, join us to come **back to the well**, be renewed by Christ and sent forth to share the Good News.

Thursday and Friday are for Parish Catechetical Leaders.

Saturday invites catechists and volunteers to attend tailored workshops for all ministry levels in both English and Spanish.

New Trustees & Council Members

As new members join pastoral and finance council with the fiscal year change, it is a great time to remind trustees and council members of their fiduciary duties. In addition, please make sure trustees and council members, including chairs, are set up appropriately in [My Archmil](#). This will ensure that they receive communications from the Archdiocese. See training on Parish & School Financial Consulting's Online [training page](#) for "My Archmil" to learn how to set up new and deactivate old user ids: <https://www.archmil.org/offices/parish-school-financial-consulting/training.htm>.

Trustees

- Provide copy of [Trustee Manual](#). Review the *Conflict of Interest Policy* on page 42 (PDF page 45).
<https://www.archmil.org/Resources/2009ParishTrusteeManual.htm>.
- Obtain [credit report](#) (<https://www.archmil.org/Resources/Credit-Report.htm>) from those running for trustee and review it with the pastor. Ask the prospective trustee about any concerns found on the credit report. If the prospective trustee is not responsible with his/her own finances, can you trust him/her with the parish's resources?

Pastoral & Finance Council Members

- Ensure council members are aware of the Archdiocesan manuals for councils (see Training & Formation link below)
- Encourage council members, especially chairs, to schedule council training for their parish:
 - Contact Tom Fredrickson in Missionary Planning & Leadership for pastoral council training opportunities: 414-769-3354 or fredricksont@archmil.org
 - Contact Rob Kratoska in Parish & School Financial Consulting for finance council training: 414-769-3377 or kratoskar@archmil.org
- [Training and Formation for Parish Leaders](#)
- Finance & Pastoral Council Norms:
<https://intranet.archmil.org/offices/finance-pastoral-council-implementation>

Finance Council (FC) Members

As the new fiscal year starts, please review your finance council membership.

FC Norm 3.9 Term of Office

- Each term is three (3) years.
- Limited to two (2) consecutive terms.
- Terms begin after July 1st, with the new fiscal year.

FC Norm 5.2 Chairperson

- Selected from among and by Finance Council members present at the first meeting after July 1st.
- Term is one (1) year and may not be held for more than three (3) consecutive terms.

See the full Parish Finance Council Norms:

<https://intranet.archmil.org/ArchMil/Resources/ParCnl1/Finance-and-Pastoral-Councils/FCNorms20120510.pdf>

Still Waiting on Your ERC Refund?

If your parish or school filed an Employee Retention Credit (ERC) claim and hasn't heard back yet, don't assume it was forgotten. The IRS is still actively working through a significant backlog of claims and letters are going out now. If you receive an approval letter (IRS Letter 570-A), hold onto it for your records. If you receive a disallowance letter (IRS Letter 105-C or 106-C), do not ignore it. You have a two-year window from the date of the letter to respond or appeal, and that deadline is firm. When in doubt, reach out to us before taking any action.

Fiscal Year End Accruals and Cut Off

At the end of the fiscal year, parishes and schools in the Archdiocese of Milwaukee should be making accruals in accordance with US GAAP and Parish Financial Management Manual ([PFMM](#)) section 2.4.

What is an Accrual? An accrual refers to revenues or expenses that have been earned or incurred, but have not yet been recorded in the books because payment has not been received or made. In accrual accounting, these are recognized at the time of the event (e.g., delivery of goods, use of services), not when cash changes hands. Accruals ensure that the parish or school's financials reflect the activity in the correct fiscal year. (*FASB ASC 606-10-25 — Revenue Recognition*: <https://asc.fasb.org/606-10-25>)

When is the fiscal year cut off? For the 2025-26 fiscal year, the cutoff date is June 30, 2026. This means that all financial transactions occurring on or before June 30, 2026, are included in the 2025-26 fiscal year, while transactions occurring on or after July 1, 2026, are recorded in the 2026-27 fiscal year. (*FASB ASC 270-10-45 — Interim Reporting/Period-End Cutoff*: <https://asc.fasb.org/270-10-45>) (*FASB ASC 250-10-45 — Consistency Across Periods*: <https://asc.fasb.org/250-10-45>)

Examples of Accrual of Expenses Incurred but Not Yet Paid

Record expenses incurred by June 30, 2026, but unpaid as accrued liabilities:

1. **Salaries and Wages:** Accrue wages earned by employees through June 30, 2026, if payroll is processed after that date.
2. **Vacation Accrual:** If your parish or school allows vacation time to be carried over to a future fiscal year, that expense will need to be accrued so it is recorded in FY 2025-26.
3. **Utilities:** Accrue costs for services (e.g., electricity, water) used in June 2026 but billed or paid in July 2026 or later.
4. **Services Received:** Professional fees (e.g., legal, audit) or contractor services performed by June 30, 2026, but not yet invoiced or paid must be accrued.

Examples of Accrual of Revenue Earned but Not Yet Received

Recognize revenue earned by June 30, 2026, even if cash is received later:

1. **Facility Rental Revenue:** Fees for services (e.g., Parish Hall) earned by June 30, 2026, but not yet collected must be accrued.
2. **Unpaid Tuition / Religious Education:** If there is a remaining amount of tuition or religious education fees to be collected for FY 2025-26, the remaining revenue should be recorded and the amount should be in accounts receivable. (*Not to be confused with prepaid tuition which is for the 2026-27 fiscal year.*)

Prepaid Expenses and Deferred Revenue Adjustments

Recognize revenue or expense in the 2026-27 fiscal year, even if cash is received before June 30, 2026:

1. **Prepaid Expenses:** Adjust costs paid before June 30, 2026, that benefit the next fiscal year (e.g., insurance, rent) to reflect only the portion used by June 30, 2026, as an expense, with the remainder as a prepaid asset.
2. **Deferred Revenue:** Defer cash received by June 30, 2026, for services or events occurring after that date (e.g., FY 2026-27 Prepaid Tuition) until earned.

Employee or Contractor?

Whether someone is an employee or an independent contractor depends on the degree of control the employer has over worker. An employee is generally considered anyone who performs services and the business can control what will be done and how it will be done. What matters is that the business has the **right** to control the details of how the worker's services are performed. Independent contractors are normally people in an independent trade, business or profession in which they offer their services to the public.

Facts that provide evidence of the degree of control and independence fall into 3 categories:

1. Behavioral: Does the business control or have the right to control what the worker does and how the worker does his or her job?
2. Financial: Are the business aspects of the worker's job controlled by the business? (How the worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
3. Type of relationship: Are there written contracts or employee type benefits being paid? Does the relationship have a start and end date? Is the work performed a key aspect of the business?

There is no set number of factors that make the worker an employee or an independent contractor. The key is to look at the entire relationship and consider the extent of the right to direct and control the worker. It is also important to document the factors used in making the determination. You can use this [checklist](#) to help document your decision.

You can also reach out to [Sharon Hanson](#), General Counsel, or [John Barker](#), Parish and School Human Resources for assistance.

That They May Be One: Bridging Cultural Gaps in Your Parish Friday, June 19, 2026

"That They May Be One: Bridging Cultural Gaps in Your Parish" will focus on two sides of interculturality in the parish. The morning sessions will address changes in the demographics and ethnic backgrounds of congregations and communities, and the strains that sometimes result. The afternoon sessions will address international priests, and the challenges involved in connecting with American congregations.

This event is geared towards parish staff, though priests are welcome to attend.

Learn more and register: <https://www.shsst.edu/intercultural-conf/>

Cost: \$45

Upcoming Microsoft Teams Webinars

The following training opportunities will be offered by Microsoft Teams Webinars over the next few months.

Registration is required to attend. Please click on a date to register.

Faithful Finances: 2026 CFS, 90 minutes, presented by Parish & School Financial Consulting:

[Thursday, July 9, 2026, 10:00am](#)
[Tuesday, August 4, 2026, 2:00pm](#)

Recorded training sessions and presentations, if available, may be viewed here:

<https://www.archmil.org/offices/parish-school-financial-consulting/training.htm>

Fund Accounting

If you need a refresher on fund accounting before you wrap up the fiscal year, please see this article on [Fund Accounting](#).

By ensuring that the net assets reported on the statement of financial position is reported correctly, it will be easier to reconcile net assets from the statement of financial position to the statement of activities when filling out the Confidential Financial Statement (CFS).

Diaconate Formation

Diaconate Formation invites men who wish to explore a vocational calling to the ministry of the diaconate to attend an Inquiry for Discernment Session.

To see the current schedule please visit the registration page here: <https://archmil.regfox.com/diaconate-discernment-sessions>

Missionary Leadership for Pastors

Equipping you to thrive,
not just survive

LEADERSHIP
DEVELOPMENT

Opportunity



Pastorate shouldn't be a solo journey. Being a pastor is a sacred calling, but the "business" of the parish—HR, finances, and crises—can feel like a heavy burden to carry alone. The **Missionary Leadership for Pastors** series is moving to better equip you in your parish leadership. This year, we're creating a space where the "how-to" of administration meets the "heart" of ministry.

Why join us this year?


- **Workshop Style Discussions:** Dive into real scenarios pastors actually face.
- **The Subject Matter Experts:** Have dedicated time with the Chancery and MMCPCC experts who can help you solve your headaches.
- **Peer Support:** Learn with and from your fellow pastors who are navigating through the same parish dynamics as you are.

Learn Together. Lead with Confidence.

Workshop Details:

 **Location:** Mary Mother of the Church Pastoral Center (MMCPCC)

 **When:** Second Wednesday of the month

 **Time:** 9:30 AM: Networking, Coffee and Snacks, Program Announcements

10:00 AM – 12 Noon Morning Session

12:00 Noon – 12:30 PM: Lunch provided

12:30 PM - 3:00 PM Afternoon Session

Who Should Attend?

- **Required:** First-time pastors and parish administrators (per the Archbishop).
- **Optional:** Priests with at least one year of parish work experience.

Don't miss this chance to grow in missionary leadership and strengthen your parish community.

Session Schedule and Topics:

The program consists of six sessions, each with a separate registration link. Click the date to register.

Remaining sessions include:

[June 10th:](#)

Morning Session: Catholic School Leadership for Pastors, Mastering Decision Making – *Ed Foy*

Afternoon Session: SAPRS Sexual Assault Prevention and Response Services – *Sofia Thorn and Deacon Manuel Maldonado*

[July 8th:](#)

Morning Session: Interculturality: Pastoral Approach to leading multiple cultures – *Father Andrzej Sudol, SCJ*

Afternoon Session: Office of Human Dignity & Solidarity

[August 12th:](#)

Morning Session: Parish communication, crisis communication and supporting strong Catholic Schools – *Sandra Peterson, Chris Schulteis and Kelsey DeMarais*

Afternoon Session: Development and Stewardship – *Dan Kowalsky, Cindy Lukowitz and Jenny Mendenhall*

[September 9th:](#)

Morning Session: Building a Collaborative Ministries- *Department of Parish and Diocesan Life*

Afternoon Session: Introduction to Working Genius – *Meg Aspinwall* and Faithful Finances: Pastor Training Part II – *Rob Kratoska*

Early Literacy Curriculum Grants

Wis. Stat. §118.015(1m)(c) allows districts, independent charter schools, and private schools participating in private school choice programs learners to receive a reimbursement grant of 50% of the purchase price.

To be eligible, a school or district must purchase curriculum that appears on the Early Literacy Curriculum Council's recommended list. To be eligible, the purchased curriculum may only be for use in grades 5K-3.

The next window to file a reimbursement application will be after July 1, 2026.

For more information, please see the Wisconsin Department of Public Instruction's (DPI's) website:

<https://dpi.wi.gov/wi-reads/curriculum#FAQ%203>

Catholic Community Foundation Grants

The 2026 Fall Education, Lay Leadership, and Community Grant Cycle is open now. [Letters of Intent](#) are due on Monday, August 10, 2026 by 11:59pm.

Grants will be awarded after the January 2027 board meeting.

The focus areas open for the August 10th due date include:

- **Education:** Supporting Catholic schools and religious education programs for students in kindergarten through twelfth grade.
- **Leadership Development:** Forming leaders for parishes, schools and agencies who can engage others in creating a vision, strategies and infrastructures to advance the Church.
- **Community Building:** Supporting initiatives that strengthen families and parishes and help those suffering from poverty, discrimination and violence.

Please visit the Catholic Community Foundation website for more information: <https://thecatholiccommunityfoundation.org/grant-seekers/>

Other helpful links:

[Fall Letter of Intent Grant Application](#)

Contact Catholic Community Foundation with questions: 414-431-6402.

Trustees Update for Chancery Office

Trustee terms are two (2) years. If one or both of your trustees is new or renewing, send the following forms to chancery@archmil.org:

- 1) Trustee Election Approval Form
- 2) Acceptance of Responsibilities as a Parish Trustee

Also, if an existing trustee has a change in email or other contact information, please notify the Chancery Office. You may also check in My Archmil to ensure that updates are made.



Lay Pension Contact

It is with great sadness that we announce the passing of Bridget Fischer, who died earlier this year. Bridget worked as the Lay Pension Coordinator for 13 years before going on a leave of absence.

Janice O'Connor has been filling this role since Bridget's leave.

Please update your records as needed. The pension phone number has remained the same as (414) 769-3317.

Janice can be reached at pension@archmil.org or oconnorjan@archmil.org

Missionary Cooperation Plan (MCP) Society for the Propagation of the Faith

The [Missionary Cooperation Plan \(MCP\)](#) is a program of the Archdiocese of Milwaukee, coordinated by the Society for the Propagation of the Faith, to facilitate annual mission appeals in support of the global Church. It allows missionaries to share their work and invite prayerful and financial support from parish communities.

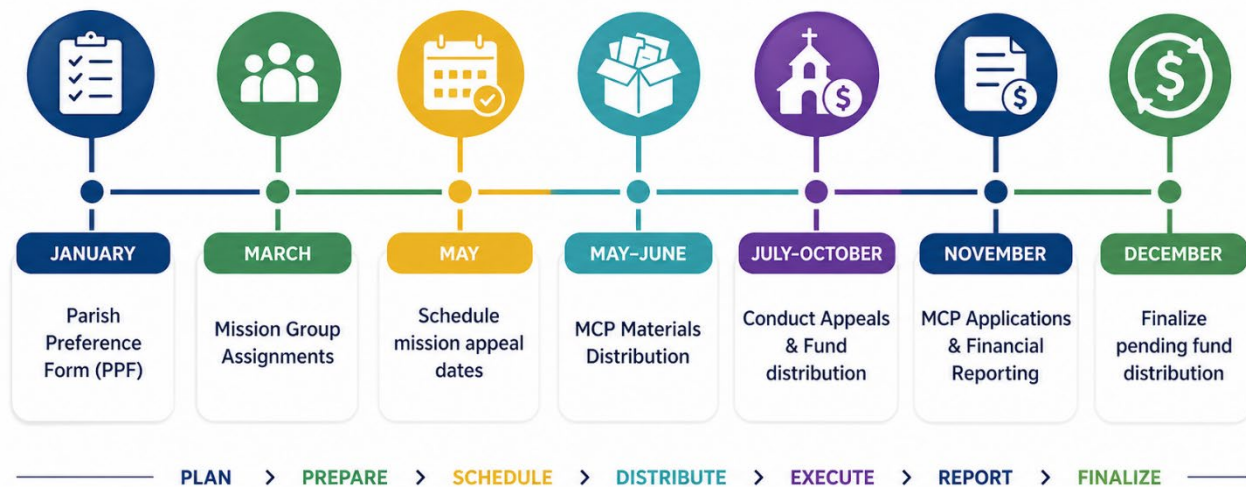
[MCP Toolkit for Parishes](#)

This toolkit is designed to guide parish leaders and staff through each step of the MCP process, ensuring that mission appeals are conducted smoothly, in accordance with Archdiocesan guidelines, and with the highest level of stewardship and accountability.

[MCP Forms and Resources](#)

All necessary forms and additional resources are available for download on the MCP Resources for Parishes webpage: <https://www.worldmissionmke.org/missionary-cooperation-plan>

MCP TIMELINE



Help Needed: MCP Envelope Pick-Up

To practice good stewardship and minimize mailing costs, we are asking for your help. Please check [\[HERE\]](#) for a list of parishes with pending materials. If a representative from your parish intends to visit the Mary Mother of the Church Pastoral Center (MMCP) prior to your appeal date, please arrange for them to collect your materials.

MCP Parish Deposit Card

Parishes that opted out of receiving MCP envelopes are scheduled to receive their MCP Deposit Card via mail this week. These cards were addressed to the business manager or bookkeeper. Please notify us if the card does not arrive.

For any questions or financial issues regarding the MCP process, please contact: **Letzbia Laing-Martinez**, Society for the Propagation of the Faith | 414-758-2283 | laingmartinezl@archmil.org

The Parish and School Salary Survey is almost here!

The Salary Survey is conducted by the Archdiocese bi-annually to provide insight for participating locations into how parishes/schools compensate employees for similar jobs. A local HR support organization, *MRA*, will be facilitating the survey on behalf of the Office of Parish and School Human Resources again this year.

The survey is two parts:

1. Salary Survey Contact Info Form

Each parish and school must designate ONE staff member to complete the survey on behalf of the parish/school. This should be a staff member who already has access to compensation information (think: Business Manager/HR/Leadership).

Complete the Salary Survey Contact Info Form Here: <https://archmil.regfox.com/parish-and-school-salary-survey-contact-info-form-2026-2027>

2. Salary Survey Questionnaire

Each salary survey designee will receive the salary survey questionnaire and compensation input form to complete. The designee will also receive the final salary survey report upon completion of the survey.

Remember: Only participating organizations will receive the final report!

Parishes/schools MUST COMPLETE THIS FORM by July 24, 2026 in order to participate in the Salary Survey:
<https://archmil.regfox.com/parish-and-school-salary-survey-contact-info-form-2026-2027>

Salary Survey Timeline:

Now through July 24, 2026: Survey designees from each parish and/or school complete the Salary Survey Contact Info Form.

August 3, 2026: MRA sends Salary Survey Questionnaire to all parish/school Salary Survey Designees with instructions on how to complete.

August 31, 2026: Completed Salary Survey Questionnaires due to MRA.

November 2026: MRA sends 2026-2027 Parish and School Salary Survey Report to all Salary Survey Designees.

Please contact Parish and School HR at parishandschoolhr@archmil.org with any questions.

Contacts

Parish & Schools Financial Consulting:
parishfinance@archmil.org

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Chris Brown, Treasurer and CFO
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414-769-3325

Janice O'Connor, Lay Pension Coordinator
oconnorjan@archmil.org
414-769-3317

Donna Steffan, Priest Pension Billing
steffand@archmil.org
414-769-3318

Sharon Hanson, General Counsel
hansons@archmil.org
414-769-3379

Maureen Wurster, HR and Benefits Administrator
wursterm@archmil.org
414-769-3423

Dcn Kurt Peot, Continuing Formation of Clergy
peotk@archmil.org
(414) 769-3309

For new HR inquiries, please contact:
ParishandSchoolHR@archmil.org or 414-389-88HR(47)

John Barker, Director of Parish and School Human Resources
barkerj@archmil.org
414-769-3370

Rachel Uchytel, HR Coordinator/Generalist
uchytilr@archmil.org
414-769-3380

Jennifer Pollock, SHRM-CP, Director of Human Resources
PollockJ@archmil.org
414-769-3356

Jackie Luther, Associate Director of Recruiting
jluther@archmil.org
414-769-3470

Sofia Thorn, MSW, LCSW, Victim Assistance Coordinator
Office of Sexual Abuse Prevention and Response Services
thorns@archmil.org
414-769-3332

Victim Reporting Line: 414-758-2232

Dcn Manuel Maldonado, Director of Safe Environment
maldonadomv@archmil.org
414-769-3447

Dan Kowalsky, Director of Development
kowalskyd@archmil.org
414-769-3329

Finn Nolan, Associate Director of Pledge Fulfillment
Love One Another (LOA)
nolanf@archmil.org
414-769-3469

Cindy Lukowitz, Director of Stewardship
lukowitz@archmil.org
414-739-3572

Checks from the Archdiocese of Milwaukee

If your parish receives a check from the Archdiocese of Milwaukee and you have questions about it, please contact our Accounts Payable team at: accountspayable@archmil.org.

Updated Check Issuing Guidelines

The Check Issuing Guidelines has been updated. Some mailing addresses have changed. Please be sure to download the latest version!

For more information, please see:

<https://intranet.archmil.org/ArchMil/Resources/ParFin/CheckIssuingGuidelines20260127.pdf>