

Page 1

- Catholic Social Media
- Reminder: Marketing Workshop
- CFS Signatures

Page 2

- Regional Parish Vitality Meetings
- Trunk or Treat Policy

Page 3

- Building Commission

Page 4

- Parish & School Policy Manual
- IRS Mileage Reimbursement Rate
- Parish Council Training Sessions

Page 5

- Missionary Cooperation Plan

Page 6

- Special Collections for Others

Page 7

- BAAM Schedule
- AoM Logo Updates
- Webinar Training Sessions
- Continuing Formation Invoices

Page 8

- Missionary Leadership for Pastors
- HR Salary Survey
- Finance Council Training

Page 9

- Confidential Financial Statement
- Catholic Stewardship Appeal

Page 10

- Catholic Herald

Page 11

- Benefit Open Enrollment

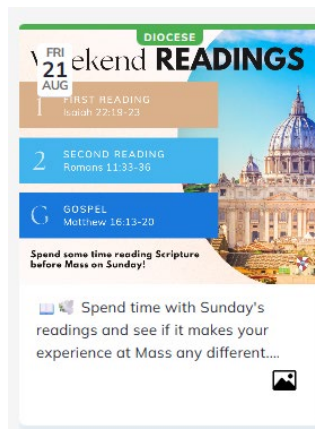
Page 12

- Contacts

Mission Statement of the Archdiocese of Milwaukee Pastoral Center:

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

What is “Catholic Social Media?”



Did you know that Catholic parishes that post regularly on social media see higher rates of Mass attendance and giving? Even without making any mention of giving campaigns online!

The Archdiocese of Milwaukee has made a new tool available to schools and parishes to help you find diocesan content to share on social media, upload and schedule your own social media content, and/or download content for use in bulletins, websites, and other communications. If you missed the training sessions in August, [use this link to sign in](#) to your FREE Catholic Social Media account. If you do not yet have your Catholic Social Media account, or if your email invitation has expired, simply email support@prengersolutions.com and let them know your parish/school name and that you're with the Archdiocese of Milwaukee.

The [Bulletin Announcements](#) page will be phased out soon. Signing up for your CSM account will ensure you have all the resources you need.

Questions? Contact Kelsey at demaraisk@archmil.org.

Save the Date!

Schools and Parish
Marketing Workshop

Tuesday,
September 29, 2026

More details coming
soon!

Confidential Financial Statement (CFS) Signatures

As a reminder, the pastor/parish administrator/parish director, both trustees, and finance council chair will need to sign the cover letter submitted with the CFS. Please schedule time for the finance council to review the fiscal year end financials *prior* to the due date.

If any trustees will be unavailable to sign the cover letter, please contact the [Chancery Office](#) to discuss options for delegating to an interim trustee during the period the trustee will not be available.

2026 FALL Regional Parish Vitality Meetings - Strengthen Our Parishes, Together in Faith!



Join leaders and volunteers to share ideas, foster collaboration, and grow in mission together.

- Connect: Network with neighboring parish communities.
- Share: Exchange fruitful practices and local pastoral insights.
- Grow: Discern how we can better serve our shared faith community.

Choose Your Meeting - Please attend the location closest to your parish:

North Region Meeting

Tuesday, October 13th

9 AM

Annunciation Parish

305 W Green St, Fox Lake, WI 53933

<https://archmil.regfox.com/fall2026-north>

South/Central Region Meeting

Tuesday, October 27th

Mass at 8 AM - Meeting to follow

St. James Catholic Church

7219 S. 27th St., Franklin, WI 53132

<https://archmil.regfox.com/fall2026-south>

Let's GROW together!!

Office of Child and Youth Protection and Compliance: Policy for Trunk or Treat

Policy for Trunk or Treat

Parishes and/or schools are responsible for the safety of young people participating in trunk or treat. These guidelines should be followed to ensure safe environment compliance when planning trunk or treating events involving minors.

The parish and/or school is responsible for advanced preparation and organization of this event. Only those programs and events specifically approved by the parish/school may be promoted to minors in parish/school programs. No adult may invite or recruit minors at parish/school functions to attend outside organizations or programs unless the educational administrator/pastoral supervisor specifically approves the outside organization.

Required Practice

Advance registration is required for any participant who will be handing out candy during the event.

All event volunteers must be Safe Environment certified. Volunteers include, but are not limited to, event supervisors; admissions, concessions and similar event workers; and candy distributors.

There should be an identification system in place during the event to verify that those handing out candy are certified. This can be done in various ways, for example: wristbands, name tags, hand stamps, etc.

A designated area for the distribution of candy should be used.

1. There should be a designated entrance to this area for those distributing candy and a separate designated entrance for event participants.

Adult supervision, in addition to candy distributors, should be one (1) adult for every ten (10) minors. All adult supervisors must be Safe Environment certified.

2. At least one adult supervisor must be an employee of the parish and/or school.

The event should be held outdoors. All parish and/or facilities must be closed during the event.

3. A procedure should be in place for emergency bathroom use, to include access granted and monitored by a parish or school employee.

Catholic Mutual Group guidelines may be applicable for this event and must be followed.

Questions? Contact Dcn. Manuel Maldonado Villalobos at 414-769-3447 or maldonadomv@archmil.org.

The Role of the Archdiocese of Milwaukee Building Commission (AMBC)

Purpose and Scope of the Archdiocese of Milwaukee Building Commission

The Archdiocese of Milwaukee Building Commission (AMBC) serves as an advisory body to the Archbishop of Milwaukee on parish, school and institution construction and renovation projects (i.e.: sanctuary projects, complex projects involving structural alterations to buildings, when permits are required or licensed professionals, etc.), affecting the church in southeastern Wisconsin. Any new construction and/or renovation project by an Archdiocesan parish, school or institution must be submitted to the AMBC for review and be part of a strategic planning effort. A four-step process with corresponding proxy requests needs to be adhered to for these types of projects. The Building Commission Requirements process is outlined in this document.

The AMBC will review the required submitted information for each of the four steps in the proxy process, guide the parish, school, or institution

Parishes, schools, and institutions first and foremost, should view their facilities in terms of how they can best be used to carry out the mission of the Church. They should prioritize maintenance, both routine and preventive, to prolong the usable life of its facilities. It is inevitable, however, that all facilities will eventually require substantial updating and renovation again so that they will align with their strategic planning efforts. With that in mind, the AMBC requirements and processes are designed to guide parish, school, and institutional leaders through the complexities of a building or renovation project.

Meetings of the Archdiocese of Milwaukee Building Commission

The AMBC meets six times each year: February, April, June, August, October, and December.

To request an appointment to present to the AMBC:

- Contact the Chancery Office by phone at: (414) 769-3340.
- Please be aware that there can be a three-month lead time to be included on an agenda.
- Please plan accordingly as the AMBC process can take up to 12 months to complete.
- Ad-hoc consultative meetings with select members of the Building Commission (Finance, Stewardship, Worship Office, etc.), in advance of a full Building Commission meeting, may be suggested/advised to support the project.

It is required that the Pastor/Administrator/Parish Director and the Director of Administrative Services (or equivalent) attend the meetings, preferably in person, but for special circumstances, we will accommodate an online meeting attendance.

It is highly recommended to have people who are subject matter experts, in key areas of the proposed project (i.e. construction, architecture, or parish leadership), in attendance at these meetings.

All supporting documents for each individual Proxy Request meeting ***must be submitted to the Chancery Office at least two (2) weeks in advance of the meeting date*** to ensure that the AMBC members will have sufficient time to review the material prior to the scheduled meeting. **There is strict adherence to this two-week policy.** If the required documentation is not received in a timely manner, the AMBC may require a parish to reschedule their appointment to a future AMBC open date.

Building Commission Schedule

Meeting Date	Materials Due
Oct 8, 2026	Sept 24, 2026
Dec 3, 2026	Nov 19, 2026
Feb 3, 2027	Jan 20, 2027
Apr 21, 2027	April 7, 2027
June 2, 2027	May 19, 2027
Aug 4, 2027	July 21, 2027
Oct 6, 2027	Sept 22, 2027
Dec 1, 2027	Nov 17, 2027

To place your parish or school on the schedule, contact Jane Ore at orej@archmil.org or 414-769- 3340.

Parish & School Policy Manual Updated for 2026-2027 School / Fiscal Year

The policies listed below have been created or updated for the 2026-2027 school / fiscal year. New policies are identified as new in the policy title.

The Parish and School Policy Manual may be found here:
<https://intranet.archmil.org/oec/leaders/policy.htm>

Below is a [summary of new / updated policies](#):

- 3410: Financial Reporting. Minor update
- 3445: [Acts of Extraordinary Administration](#), updated as of April 1, 2026.
- 4441: Electronic Resources and Communication. Substantial revision. Divided into three separate policies:
 - 4441: Electronic Resources and Communication
 - 4441.1: Social Media
 - 4441.2: Communications with Students (Electronic Communication)
- 5123: Student Promotion and Retention. Updated to match new policy #7201
- 5123.1: Student Acceleration. Minor update
- 7101: Emergency Operations Plan. Previously #5317. Substantial update
- 7102: Audiovisual Recording on School Buses. New policy in response to recent legislation.
- 7103: Appropriate Communication with Students. New policy in response to recent legislation.
- 7104: Parental Notification of Alleged Sexual Misconduct. New policy in response to recent legislation.
- 7201: Early Literacy Instruction and Assessment. New policy in response to recent legislation.

The Parish and School Policy Manual is in the beginning stages of being reorganized. The following are the preliminary changes:

- Move current policies in the 7000 series to a newly created 8000 series.
- Use the 7000 series for policies required by the creation of various state legislation. This series is where we will most likely need to add new policies in the coming years.
- Move policy 6145.2 Elementary School and Parish-Based Athletic Programs to a newly created 9000 series, where it will be divided into smaller, more accessible policies.

The complete reorganization will be published in spring, 2027, so that changes can be made locally for the 2027-2028 school / fiscal year.

If you have any questions, please contact:

[Bruce Varick](#), Director of Safety and Security
Certified School Safety Coordinator, CPTED Professional Designation
414-758-2252

IRS Mileage Reimbursement Rate

On July 13, 2026, the IRS published [Bulletin No 2026-29](#), increasing business mileage reimbursement rates. This change is retroactive to July 1, 2026:

- (1) Business 76 cents per mile
- (2) Medical and moving 23.5 cents per mile

Please review your parish's and/or school's reimbursement forms and update as necessary.

The FY 2026-27 Priest Professional Expense Workbook has been updated. If you use this workbook to track priest professional expenses, please download an updated copy:
<https://intranet.archmil.org/Resources/Priest-Compensation-Information.htm>

Note: My Archmil login required to access the secured Priest Compensation Information page.

Pastoral Council Training Sessions

Pastors, trustees, and parish council members are invited to join Missionary Leadership & Planning at one of the upcoming parish council training sessions:

Virtual - Thursday, October 8th, 2026
@ 6:00 pm

In-Person - Wednesday, October 28th, 2026 @ 6:30 pm
St. Mary, 9520 W Forest Home Ave,
Hales Corners, WI 53130

Please register:
<https://archmil.regfox.com/virtual-pastoral-councils-training-2026>

Questions? Contact: [Brianna Hagen](#).

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. For detailed information please refer to the [MCP Toolkit for Parishes](#).

Collecting Donations (MCP)

There are three ways to collect donations for the Mission Organizations:

1. **In-Pew Collection:** Accept cash or check donations immediately following the appeal.
2. **Envelope Distribution:** Provide envelopes to parishioners before the appeal date and ask that donations be returned in the envelopes the following Sunday. Checks should be made payable to the **parish**, with **MCP** noted in the memo line.
3. **Online Donations:** Parishioners may donate online via credit card. Upon request, the Society for the Propagation of the Faith (SPOF) will provide the parish with a link to the online giving page.

Processing Donations

The donation processing procedure remains the same as in previous years:

- If you receive a check made out to the **Mission Organization**, kindly ask the donor to rewrite the check payable to your **parish**.
- Once the appeal concludes and all donations are received, the parish should deposit the funds and issue **one final check** to our office. Include **MCP** and the **group number** in the memo line.
 - Make the check payable to:
Society for the Propagation of the Faith
P.O. Box 070912
Milwaukee, WI 53207-0912
- For **clustered parishes** (i.e. Multi-Parish Management (MPM) Territories), please indicate whether you are sending:
A single check representing donations from all parishes, or individual checks from each parish.
- Submit your check and the [MCP Parish Deposit Card](#) within **45 days** of your appeal.
- The MCP Parish Deposit Card was included with the MCP Envelope order or mailed to the Parish Business Manager.
To download an additional blank copy, please use [this link](#).

Important Notes:

- **Do not** make checks payable to the **Archdiocese of Milwaukee**.
- **Do not** make checks payable to the **Office for World Mission** or **World Mission Ministries**.
- **Do not** send funds directly to the **Mission Organizations**.

Special Collections for Others Quick Reference Guide

Special collections for others (Holy Land, Rice Bowl, missions, disaster relief, etc.) are funds the parish collects on behalf of another organization. The parish is a pass-through agent. Per PFMM, this activity runs through the income statement using matching income and expense accounts that offset each other with no net impact on the bottom line.

Accounts Used

Account	Type	Purpose
3070 Special Collections for Others	Income	Collections received from parishioners
4690 Special Collections for Others	Expense	Remittances to recipient organizations
2095 Special Collections Payable	Liability	Collections received but not yet remitted

Collect It

Record the deposit to 3070 Special Collections (income). Best practice is to deposit special collections separately from regular offertory.

Debit	Credit
1010 Cash in Bank — \$2,500	3070 Special Collections — \$2,500

Remit It (to Archdiocese or Another Recipient Organization)

Record the payment to 4690 Special Collections for Others (expense).

Result: 3070 Special Collections and 4690 Special Collections for Others net to \$0.

Debit	Credit
4690 Special Collections for Others — \$2,500	1010 Cash in Bank — \$2,500

If Remittance Is Delayed

Accrue the expense and record the liability at month-end:

Debit	Credit
4690 Special Collections — \$2,500	2095 Special Collections Payable — \$2,500

When the check is finally sent, clear the liability.

Do NOT hit 4690 again or you will double-count the expense:

Debit	Credit
2095 Special Collections Payable — \$2,500	1010 Cash in Bank — \$2,500

Fiscal Year Crossover

If a collection is received before June 30, but not remitted until after July 1, accrue the expense at June 30 (debit 4690 Special Collections, credit 2095 Special Collections Payable) so income and expense match in the same fiscal year. In Year 2, the remittance check clears the liability only. Cash received after July 1, even for a June collection, is Year 2 income. Never backdate July receipts to June.

Monthly Verification

Accounts 3070 Special Collections and 4690 Collections for Others should have equal year-to-date balances. Any balance in account 2095 Special Collections Payable older than 30 days requires follow-up. As of June 30th, every dollar in account 2095 Special Collections Payable must have a corresponding expense in account 4690 Special Collections.

Attention All Parish & School Finance, HR, and Facilities Professionals!

We invite you to join the Business Administrators of the Archdiocese of Milwaukee (BAAM). We are a professional group built on connection to the Archdiocese of Milwaukee, professional development and spiritual growth. We meet September – May, and a nominal \$40 annual fee covers program and administrative costs for its members. Or, update your profile online to include a picture and a bio, and the annual fee drops to \$10.

Our 2026-27 schedule is as follows:

September 16, 2026 8:45am Networking, 9:00am – 11:30am Meeting
Our Lady of Lourdes Parish, Milwaukee

November 18, 2026 9:00 – 10:30 AM, Virtual
Watch for future registration information.

February 25, 2027 Digital Discipleship Conference (all day)
Our Lady of Lourdes Parish, Milwaukee

March 10, 2027 Retreat, Location TBD

May 19, 2027 8:45am Networking, 9:00am – 11:30am Meeting
Our Lady of Lourdes Parish, Milwaukee

Register at our website: <https://www.milwaukeebaam.org>

We look forward to seeing you in September!

Questions? Contact Patti Penkalski at PenkalskiP@stjames-franklin.org



ARCHDIOCESE of
MILWAUKEE

Update the Archdiocese of Milwaukee Logo

Please replace all instances of the synodal logo with the archdiocese crest at your earliest convenience.

Reach out to the communication team at communication@archmil.org if you have any questions or concerns. Thank you so much for your attention to this matter!

Please find all logos and standards here:

<https://intranet.archmil.org/Resources/Archdiocese-Brand-Standards-Guide.htm>

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.

Parish & School Safety, 60 minutes, presented by Bruce Varick, Director of Safety and Security.

[Wednesday, September 30: 10:00am](#)

2027 Open Enrollment, 90 minutes, presented by Maureen Wurster, HR and Benefits Administrator.

[Wednesday, October 14: 10:00am](#)

Tips for Using the 2026-27 Salary Survey, 60 minutes, presented by Parish & School Human Resources.

[Thursday, December 3: 9:00am](#)

Catholic Mutual Group (CMG) Update, 60 minutes, presented by Kevin Carnell, Claims/Risk Manager, and Suzanne Nickolai, Assistant Claims/Risk Manager.

[Thursday, December 10: 10:00am](#)

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

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

Continuing Formation Invoices

As a reminder, invoices for Clergy Continuing Formation have been sent to parishes and schools. Checks should be made out to "Clergy Continuing Formation."

Send payments to:
Clergy Continuing Formation
Archdiocese of Milwaukee
PO Box 070912
Milwaukee, WI 53207-0912

Continuing Formation
Reimbursement Forms are [here](#).

Missionary Leadership for Pastors

Equipping you to thrive,
not just survive

LEADERSHIP DEVELOPMENT *Opportunity*



ARCHDIOCESE of MILWAUKEE
Office of Pastoral
Leadership

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.

Workshop Details:

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

Session Schedule and Topics:

Click the date to register.

September 9th:

Morning Session: Evangelizing Catechesis for All Ages: Doug Ulaszek

Afternoon Session: The Working Genius: Meg Aspinwall & Faithful Finances 201: Rob Kratoska

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

10:00 AM – 12:30 Evangelizing Catechesis for All Ages

12:30 PM – 1:00 PM: Lunch provided

1:00 PM – 2:00 PM Working Genius

2:00 PM - 3:30 PM Faithful Finances

October 13th:

Morning Session: All things Tribunal and Conflict Management: Zabrina Decker

Afternoon Session: Structure & Spirit: Margaret Rhody and Tom Fredrickson

🕒 **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

HR Salary Survey Update

The Office of Parish and School HR has finished collecting data for the biannual parish and school salary survey.

We are currently processing the data and preparing the final report, which will be sent to all participating parishes and schools in November.

Please plan to attend our webinar on Thursday, December 3rd to learn tips on how to use the salary survey final report. Please see the Webinar Training sessions on page 7 to register for the upcoming Salary Survey Update.

Questions? Contact ParishandSchoolHR@archmil.org.

Finance Council Training

If a pastor is interested in finance council training, please email Rob Kratoska at kratoskar@archmil.org.

Training usually takes 90 minutes and is often scheduled in conjunction with a regular finance council meeting.

2026 Confidential Financial Statement (CFS) Reminder

On July 8th, an email was sent to pastors, trustees, finance council chairs, and parish business managers (as “tagged” in the My Archmil database) received an email with instructions for the 2026 CFS. An excerpt is below. Please see email for full instructions.

Confidential Financial Statement (CFS) Excel Template: Download the Excel template. Search for "**Confidential Financial Statement (CFS) - 2026**" in the "Templates" column of this [page](#).

Due Dates:

1. Parish without a school enrolled in a Wisconsin School Choice program: **Tuesday, September 15, 2026**
2. Parish with a school and stand-alone schools enrolled in a Wisconsin School Choice program (PSCP or SNSP): **Monday, November 2, 2026** (*Note: the usual due date of October 31st is shifted due to falling on a weekend this year.*)
 - a. Copies of the Financial Audit and Management Letter submitted to the Department of Public Instruction (DPI) for the October 15th deadline should be submitted as soon as they are available, but no later than November 2nd. *Note: If this is the school's first year in School Choice and there is no financial audit, the parish should submit its CFS by September 15th.*
 - b. **Monday, December 21, 2026:** Submit the Fiscal Internal Control Practices Report (FICPR) if your parish school is required to file this report with DPI (due to DPI on December 15th).

Submission:

1. Submit the completed workbook by email to: parishfinance@archmil.org.
2. In the subject line of the email, please include your parish or school three-digit code, name, city, and “2026 CFS.” For example: “A99 St Adelina Milwaukee – 2026 CFS.”
3. Include:
 - a. A completed CFS Excel workbook for your parish or school (Excel format).
 - b. A signed cover letter by your Pastor/administrator, trustees, and finance council chair. The CFS workbook contains a “Cover Letter” tab that should be printed after the CFS is filled out. This may be scanned as a PDF and included as an attachment.
 - c. A copy of the income statement for the year ended June 30, 2026 (Excel).
 - d. A copy of the balance sheet as of June 30, 2026 (Excel).
 - e. For Wisconsin Choice Schools (PSCP or SNSP), the June 30, 2026:
 1. FY 2025-26 School Choice Financial Audit report
 2. FY 2025-26 School Choice Management letter

Catholic Stewardship Appeal: Looking Ahead to Fall

Thank you to our pastors, parish directors, priests, parish staff and volunteers for your continued partnership with the Catholic Stewardship Appeal. Together, our parishes help connect Catholics across the Archdiocese of Milwaukee with the broader mission of the Church and the many ministries made possible through the Appeal.

As we head into fall, here are a few ways parishes can help continue the momentum:

- **Keep the CSA visible.** Periodic bulletin, pulpit and digital reminders help parishioners understand that the Appeal continues throughout the year.
- **Review your parish's progress.** Monthly CSA reports provide an opportunity to see where your parish stands in relation to its 2026 goal.
- **Consider a Fall In-Pew Appeal.** The In-Pew Appeal provides a simple, prayerful opportunity for parishioners to hear about the impact of the CSA and respond during Mass. If your parish has not yet signed up, there is still time to participate this fall.
- **Share the impact.** Gifts to the CSA help minister to those on the margins, shape young lives through Catholic education, form clergy and parish leadership, strengthen parish and diocesan life, and promote evangelization.

As we continue the 2026 Appeal, we'll also be sharing information later this fall to help parishes prepare for the 2027 Catholic Stewardship Appeal. Thank you for the many ways you help make the CSA successful in your parish and throughout the Archdiocese.

Questions about the Catholic Stewardship Appeal or how your parish can participate?

Jenny Mendenhall, Director, Catholic Stewardship Appeal, mendenhallj@archmil.org | 414-769-3320

Calling all Schools and Parishes, the Catholic Herald wants to share YOUR story!



Your parish or school has stories worth sharing—and we're here to help tell them.

Whether you're planning a major event, celebrating a successful service project, recognizing student or parish achievements, welcoming a new pastor or principal, completing renovations, fundraising, launching a new ministry, or simply witnessing God at work in your community—we'd love to hear about it.

Help Us Stay Connected By:

- Sending story ideas and news updates
- Subscribing us to your parish or school newsletter
- Sharing photos from special events (when available)

Your submissions help us highlight the vibrant life of the Church across southeastern Wisconsin.

Your Story Could Be Featured Your submission may appear on:

- CatholicHerald.org
- Our social media channels
- The Catholic Herald print newspaper
- Our weekly email newsletter

Submit Your Story



Submit your news online:
catholicherald.org/submit-a-story

Or email us:
catholicherald@archmil.org



What We're Looking For:

- | | |
|-------------------------|-------------------|
| • Community events | • Faith formation |
| • Academic achievements | • Athletics |
| • Parish anniversaries | • Fundraisers |
| • Service projects | • Pilgrimages |
| • New ministries | • Mission trips |
| • Renovations | • Awards |
| • Vocations | • Fine arts |

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www.catholicherald.org/digital-edition-sign-up/



Benefit Open Enrollment

Open Enrollment for the 2027 Plan year is scheduled for **November 3 thru November 17**. This is an ACTIVE enrollment, and all employees must participate.

The St Raphael Health Plan (SRHP) is a self-insured plan which means we, the parishes and schools, fund the costs of employees' and covered dependents' healthcare claims. While we work through a third-party administrator, United Healthcare, we are responsible for covering the cost of claims, not the insurance company. Being self-insured has proved to be good for the Archdiocese historically as it has provided greater flexibility for us in providing this important benefit to our employees. We continue to strive to offer reasonable premiums to our employees. In years past, when the plan was strong we were able to provide "premium holidays".

In order to be good stewards of the plan, we must continue to look for ways to keep the plan viable. The healthcare environment continues to change, and the costs of health benefits continue to increase. There are higher prices for medical services, prescription drugs, and specialty medications. Additionally, there are significant increases in the costs of catastrophic medical claims. The broader healthcare system is experiencing substantial increases in both the cost of care and the complexity of care, and the St Raphael Healthcare Plan faces these same challenges.

As 2027 approaches, we need to make some difficult but necessary changes to help manage expenses and keep the plan strong. Effective January 1, we will be implementing a spousal surcharge. If a spouse has access to medical coverage through their employer but elects to stay on the St. Raphael Health Plan, the employee will pay a significantly higher premium. Employees will be required to complete an affidavit verifying spouse eligibility. Additionally, we will be implementing tiered rates and standardized benefits class codes. More information regarding these changes will follow shortly.

For now, please communicate this important change to your staff immediately. We will be emailing employees directly, but because emails in MyEnroll.com may not be current, we are relying on you to ensure that every employee is aware of the spousal coverage change for 2027.

Our goal is to continue providing a health plan that offers meaningful coverage while remaining financially sustainable.

Maintaining a self-insured plan requires us to continually evaluate plan performance, healthcare costs, employee needs, and available options. We will continue looking for ways to manage costs responsibly while protecting access to quality healthcare and maintaining the value of this important benefit.

We recognize that healthcare is a significant and personal expense for employees and their families. Any changes to the plan are considered carefully, with the goal of balancing affordability, access, quality, and long-term sustainability.

The Benefits Webinar, hosted by the Office for Parish and School Financial Consulting, is scheduled for **10:00 am on October 14**. This webinar is for benefits administrators and parish and school business managers. Please add this to your calendars now. Please see the Webinar Training sessions on page 7 to register for the upcoming open enrollment training. Registration is required.

REMEMBER: If an employee is leaving your employment, but going to another archdiocesan parish or school, please transfer the employee in MyEnroll.com and do not terminate him/her within MyEnroll. Some employees may not disclose this information, so please be sure to ask during the exit interview.

Contacts

Parish & Schools Financial Consulting:
parishfinance@archmil.org

Rob Kratoska, CPA, CMA, Director of Finance
Parish & School Financial Consulting
kratoskar@archmil.org
414-769-3377

Dawn Thiele, Parish Finance Consultant
Parish & School Financial Consulting
thieled@archmil.org
414-769-3336

Tony Sebranek, Treasury Analyst
Office for Finance & Administration (PIPIT)
sebranekt@archmil.org
414-769-3326

Chris Brown, Treasurer and CFO
Office for Finance & Administration
brownc@archmil.org
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
uchytelr@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
lukowitzc@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>