

Ukrainian Catholic Archeparchy of Winnipeg Українська Католицька Архиепархія в Вінніпегу

MEMO

TO: Clergy, Parish Councils, Chairs, Treasurers, Financial Secretaries and parish secretaries

FROM: Very Rev. Fr. Mark Gnutel, Archeparchial Finance Chair

DATE: April 8, 2020

SUBJECT: **Directives Concerning possible Employee Lay-Offs and Archeparchial Initiatives to Help Mitigate the Impact of the Reduced Revenue on Parishes**

During this time of concern and worry with the blessing of Metropolitan Lawrence Huculak OSBM, the Archeparchy is providing this information letter to help keep parishes informed and updated of current measures and initiatives aimed at minimizing the impact of the reduced revenues on parishes during this period of restrictions mandated by the public health authorities.

Suspension of Parish Employee Lay-Offs - Non Clergy

Given parish donation and health concerns the parish may need to explore the choice of temporary layoffs for staff. The Archeparchy asks that the parishes be attentive to the individual needs of each employee. Some employees have responsibilities to their families and need to be home with their children, and others may need to provide for the needs of others, like seniors or other vulnerable individuals. Furthermore, there are employees who are concerned for their own personal well-being as they themselves have compromised immune systems. We are asking that you remain attentive to the needs of each of your employees and that you work with them to accommodate each individual case where possible. If, after speaking with the individual, it is determined that the best option for the employee is to be off work, please accommodate them and work with them to ensure that they receive the government benefits they are entitled to following the provincial employee guidelines.

Please be positive concerning employees who will continue to work for the parish remotely or in other creative ways to providing ministry. Now more than ever, we need to maintain an open communication with our parishioners. Your employees' work should be redeployed to tasks such as building your mailing lists, making personal phone calls to your parishioners who are alone or in need, creating new pastoral initiatives that can be of benefit to all parishioners.

Priest Salary and Employment

Given the current health concerns and public church closures many Priests have been extremely busy trying to redefine ministry in a new way. Overnight, many parishes have had to develop new technologies and new ways to give a message of hope and to still minister the sacraments in needed moments. As the proper Employer, the Archeparchy is currently applying for an emergency wage subsidy program to supplement the current Archeparchy salary structure to provide some financial relief to the parishes. These amounts will be reconciled with the parish salary remittances when the subsidy is approved. Therefore the required parish remittances remain in effect in this regard. The travel allowance is considered part of the salary structure and is typically used by clergy for car payments as well as some travel. This salary component will not be changed at this time to prevent any undue hardship on the priests and their families.

The Archeparchy asks that the parishes be supportive, considerate and patient with the Priests at this time. They require and need your prayers.

Parish Cash Flow Shortages

Depending on the unique financial situation of each parish, some parishes may find themselves in a difficult situation due to the cash flow shortages in the operational accounts of the parish. We ask that these parishes communicate with the Archeparchy at email: property@archeparchy.ca or mail to inform us of your financial situation. It would be beneficial to provide us with an income comparable statement of your parish for March & April 2019 and March & April 2020. We also request that 2019 and Jan – April 2020 financial statements be sent to the chancery for all parishes at this time. Pastoral assessments and continued service going forward will be dependent on the chancery receiving this accurate information.

A note to parishes with restricted funds: (funds for Liturgy intentions, construction/renovation projects, catedraticum, seminary, Development and Peace, funds withheld from the employees' earnings, etc.). These funds cannot be used to cover the operational expenses of the parish. These funds must only be used for the purpose for which they were given to maintain your charitable status and standing with Revenue Canada.

CURRENT CHANGE OF THE ARCHEPARCHIAL CATEDRATICUM Tax and Retaining of This Tax for March and April 2020 inclusive

Please retain the Catedraticum tax and do not send it to the Archeparchy for the months of March and April 2020 inclusively in order to allow the parishes some relief to cover their current financial obligations. Please be advised that this recommendation is only an exemption for the months of March and April, 2020. Parishes have an obligation to this remittance as a church of the Archeparchy and

going forward in May, 2020 remittances will be accurately required, closely monitored and will affect pastoral administration.

Parish Loans: Suspension of Loan Payments

Loans with a Financial Institution: For parishes that have a loan with a financial institution, the banks are open to the possibility of suspending loan payments for a maximum of 6 months. Interest will continue to accrue on these loans during this suspension of payments.

Please communicate with us in writing if your parish is considering suspending its financial institutional loan payments so we are clearly aware of the agreement.

Government Programs

As you have probably heard, various government programs have been announced in the last few weeks. The government is still in the process of establishing these programs.

You will find a memo summarizing some of these programs that are currently available along with this communication.

Archeparchy Chancery and Services Available to the Faithful during the Pandemic

Despite having closed the Archeparchy Chancery to the public, all essential services, including the Office of the Metropolitan Archbishop, Administration, and finances, continues to be offered remotely with as few service interruptions as possible. Chancery staff who are able, are working from their homes. Calls received at the Archeparchy are regularly checked and all emails are maintained. Please note that the Chancery business hours remain 9:00 AM until 4:00 PM (closed from noon until 1 PM). Unfortunately, visitors will not be granted access to the building).

We encourage the parishes to continue offering ministry in their communities by working remotely and taking advantage of the technological tools available. Online services are available and listed on our website. www.archeparchy.ca

May the Lord bless us all during this difficult time with faith, perseverance and trust in the Resurrection of our Lord.



Very Rev. Fr. Mark Gnutel
Finance Chair, Syncellus Church Property
