NEW STANDARD OPERATING PROCEDURES FOR PARISHES AND SCHOOLS

After discussions between Bishop David Zubik, pastors, and members of the clergy over the issue of unpaid insurance and diocesan assessments such as Parish Share and Elementary School Grants and its effect on parishes, elementary schools, and the diocese, Bishop Zubik announced that he had appointed an Ad Hoc Committee to examine the financial sustainability of our Catholic Elementary Schools and offer recommendations. Among several recommendations, the committee developed a document entitled: New Standard Operating Process Insurance Payments and Diocesan Assessments and Elementary School Grants. The new operating process has been reviewed by the Priest Council and will take effect on June 1, 2020. The document is below. Bishop Zubik has asked pastors to review the document and share it with their parish finance councils. Should you have any questions or concerns, please contact Mr. David Misch, Chief Financial Officer at 412-456-3137.

New Standard Operating Process
Insurance Payments and Diocesan Assessments
Elementary School Grants
Diocese of Pittsburgh
Effective June 1, 2020

1. Each parish, parish school, or regional school must keep their insurance payments current. Failure to do so will result in employee benefits being canceled at the end of the month.

2. The Diocese is developing a process whereby insurance owed will be automatically withdrawn from the parish/school accounts to maintain payments. This will be accomplished this summer.

3. In addition, the parish, parish school or regional school must present an acceptable plan to repay any outstanding insurance debt.

4. Each parish must continue to collect and remit Parish Share and their Elementary School Grant (if applicable). Failure to do so will require an acceptable plan.

5. Given pandemic related parish income declines, the amount of available parish subsidy, both directly from sponsoring parishes and indirectly from assessed parishes through the Elementary Schools Grant (ESG) program, will be much lower. ESG awards for 2020-21 will be communicated as soon as possible. Schools will be advised to revise their budgets to reflect reasonable subsidy levels as discussed with their supporting parishes and greatly reduced Elementary School Grants.

6. If the parish or regional schools agree to this New Operating Process, then the school can remain open. If they cannot fulfill these terms, then closing/merging is required.