

MEMO TO FABRIQUES

From the Office of the Financial Administrator

January 4th, 2019

As we begin 2019, I would like to extend my warmest wishes to all for a healthy and happy New Year! Since being named Financial Administrator of the Archdiocese of Montreal in April 2018, one of my goals has been to work on developing and improving our division of Administrative services to Fabriques. The objective of this branch of the Finance and Administration Office (“Économat”) is to assist the pastor, the wardens and other personnel or volunteers, in the exercise of their administrative and financial responsibilities with respect to the Fabrique.

To start off the New Year, I am delighted to announce that the Finance and Administration Office, in collaboration with the episcopal vicars and the vicars general, will offer a session of “Information/Formation” for pastors, priests and close collaborators. The purpose of this session is to provide information and training on administrative and financial responsibilities of managing a Fabrique.

The final agenda will be distributed prior to the session. However, here are some highlights of topics which will be presented and discussed:

- Diocesan financial aid – how and when
- New labour laws
- IT security
- Building management
- Fund raising tips
- Management challenges
- Investment options

We strongly encourage all pastors to attend this “Information/Formation” session which will provide new and pertinent details and guidance to assist in your administrative duties.

We also suggest that you are accompanied by 1 or 2 close collaborators in the administration of the Fabrique (warden, office staff, accountant. etc).



Église
catholique
à Montréal

MEMO TO FABRIQUES

From the Office of the Financial Administrator

January 4th, 2019

The “Information/Formation” session will be offered at the Archdiocese on Sherbrooke Street from 10 am to 3 pm on the following dates:

- Tuesday, January 22nd, 2019 (English)
- Wednesday, January 30th, 2019 (French)
- Tuesday, February 5th, 2019 (French)

Lunch will be provided and there is no charge for participants.

Please send in your registration **no later than January 18th, 2019** by e-mail to bcordeiro@diocesemontreal.org, indicating “**Information/Formation**” in the subject line. Please provide the following information:

- 1) Name of the Fabrique**
- 2) Name of the attendee(s)**
- 3) Session date attending**

Should you have any questions or need additional information, please do not hesitate to contact Brian Cordeiro at ext. 332 or me at ext. 305. We look forward to being of service to your Fabrique in 2019 and working in closer collaboration with you and your team.

Laura Rochford, CPA, CA
Financial Administrator

cc: Bishop Alain Faubert
Bishop Thomas Dowd
Fr. Raymond Lafontaine
Msgr. Roger Dufresne
L'abbé Alain Mongeau
Msgr. Pierre Blanchard
Fr. Pierangelo Paternieri
Brian Cordeiro