



Roman Catholic

Diocese of Tucson

OFFICE OF VICAR GENERAL/MODERATOR OF THE CURIA

MEMORANDUM

From: Msgr. McCarthy, Vicar General/Moderator of the Curia
To: Board of Directors
Date: May 18, 2018
Subj: Corporate Matters Office changes

As many of you have heard, Andrea Baldenegro, the Corporate Matter Executive offered her resignation at the end of April 2018. That has left my office and the work of the Corporate Matters Office unsupported.

The functions of the Corporate Matters Office are an essential part of our Parish and Diocesan fiscal operations. This support falls under the Parish Service Agreement signed at our initial corporate board meeting in January 2006. The services include maintaining legal records, minutes, reports, and official documents through accurate record keeping, providing fiscal and corporate guidance and training for Directors, coordinating meeting schedules, and providing secretarial and clerical aid as appropriate. Another function is to help Bishop Weisenburger and me, as members of each Board, to better understand the parish needs and actions through the summaries and reviews provided by our fiscal department, property department and diocesan counsel.

After some in depth discussion, we have decided to make some changes in the structure of the office and the processing of the paperwork internally. I emphasize that there will be no changes in services provided by the Corporate Matters office. What is changing is - who is responsible for the services. We will continue to receive documentation through the corpmatters@diocesetucson.org email account. Dcn. Greg Henderson, CFO for the Diocese will oversee the fiscal review and his staff will provide ongoing support. Kathy Rhinehart, Chancellor and John Shaheen, Diocesan Property Directory will continue to be available to train and advise all board members as need in the preparation of corporate matters.

Both Bishop Weisenburger and I remain members of the Board but from time to time I will be delegating my proxy to Deacon Greg. For the next regular meeting cycles, Dcn. Greg will be attending as many parish meetings as possible by conference call (Via Zoom).

It is our hope, that this personal interaction with parish corporate boards will strengthen the collaborative relationship of our financial teams. In the future, Bishop Weisenburger will continue to provide his proxy vote to the pastor/administrator of the parish unless I will be attending.

I welcome your comments or questions about this restructure. We will also be discussing this change at the next Presbyteral Council Meeting. Please share this memo with your board and others in your parish who have a need to know.

Msgr. Jeremiah McCarthy, Vice President