

DIO. ADMINISTRATION CONTACT INFORMATION SHEET		McRaith Catholic Center:	270-683-1545
If you have questions or need information on any of the topics below please contact the following:			
Assessment calculation or billing	Michelle Roberts or Jena Hayden	michelle.roberts@pastoral.org jena.hayden@pastoral.org	ext. 382 or ext. 326
Parish Financial Reports (fiscal year-end)	Michelle Roberts or Jena Hayden		
Credit card/Online giving processing & questions	Jena Hayden or Emily Storm	jena.hayden@pastoral.org emily.storm@pastoral.org	ext. 326 or ext. 385
Deposit & Loan activity/questions	Jessica Johnson	jessica.johnson@pastoral.org	ext. 376
Catholic Foundation of Western KY Annuities	Jessica Johnson		
Catholic Foundation of Western KY Endowments	Jessica Johnson		
Contract Review/Building Projects	Ray Purk	ray.purk@pastoral.org	ext. 344
Property/Liability/Auto Ins. BILLING	Jessica Johnson	jessica.johnson@pastoral.org	ext. 376
Workers Comp BILLING	Jessica Johnson		
Liability Insurance CLAIMS	Jessica Johnson		
Certificates of Insurance	Jessica Johnson		
Priest Travel Allowance (taxable/non-taxable)	Jessica Johnson		
Property Insurance CLAIMS	Bill Blincoe	bill.blincoe@pastoral.org	ext. 378
Special Events coverage	Elaine Thomas	Elaine.thomas@pastoral.org	ext. 325
Driver approval assistance	Elaine Thomas		
Priest insurance or retirement PAYMENTS	Elaine Thomas		
Employee Retirement reports & PAYMENTS	Elaine Thomas		
Diocesan or Special Collections	Mary Margaret Drury	Mary.drury@pastoral.org	ext. 363
Mass Intentions	Mary Margaret Drury		
Medical/Dental/Prescription Coverage	Mary Hall	mary.hall@pastoral.org	ext. 364
Medical/Dental/Prescription CLAIMS	Mary Hall		
Workers Comp Report of Injuries & CLAIMS	Mary Hall		
Other Employee Benefits	Mary Hall		
Human Resources	Mary Hall		
Payroll implementation	Mary Hall		
Internal Control/Parish Audit issues	Michelle Roberts or Mary Colburn	michelle.roberts@pastoral.org mary.colburn@pastoral.org	ext. 382 ext. 383
PDS or Quickbooks questions	Michelle Roberts or Mary Colburn		