

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	Jena Hayden or Kim Haire	jena.hayden@pastoral.org kim.haire@pastoral.org	ext. 326 or ext. 323	
Parish Financial Reports (fiscal year-end)	Jena Hayden	jena.hayden@pastoral.org	ext. 326	
Deposit & Loan activity/questions	Kim Haire	kim.haire@pastoral.org	ext. 323	
Property/Liability/Auto Ins. BILLING	Kim Haire			
Workers Comp BILLING	Kim Haire			
Certificates of Insurance	Kim Haire			
Catholic Foundation of Western KY Annuities	Kim Haire			
Catholic Foundation of Western KY Endowments	Kim Haire			
Property/Liability Ins. 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			
Credit card/Online giving processing & questions	Jessica Johnson or Jena Hayden	jessica.johnson@pastoral.org jena.hayden@pastoral.org	ext. 376 ext. 326	
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	michelle.roberts@pastoral.org	ext. 382	
Quickbooks questions	Michelle Roberts	michelle.roberts@pastoral.org	ext. 382	
PDS questions	Michelle Roberts	michelle.roberts@pastoral.org	ext. 382	