

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 Jessica Johnson	jena.hayden@pastoral.org jessica.johnson@pastoral.org	ext. 326 or ext. 376
Parish Financial Reports (fiscal year-end)	Jena Hayden or Jessica Johnson		
Credit card/Online giving processing & questions	Jessica Johnson or Jena Hayden		
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		
Property/Liability/Auto Ins. BILLING	Kim Haire	kim.haire@pastoral.org	ext. 323
Workers Comp BILLING	Kim Haire		
Liability Insurance CLAIMS	Kim Haire		
Certificates of Insurance	Kim Haire		
Priest Travel Allowance (taxable/non-taxable)	Kim Haire		
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 questions	Michelle Roberts or Mary Colburn		
Quickbooks questions	Michelle Roberts	michelle.roberts@pastoral.org	ext. 382