



March 27, 2020

**Subject: COVID-19 Weekly Update**

*“Be on your guard, stand firm in the faith, be courageous, be strong.” - 1 Corinthians 16:13*

During this time of uncertainty the concerns of your parishioners and staff are compounded daily with the fluctuating news cycle and growing restrictions on gatherings. It is increasingly difficult to offer comfort during these times without the option to hold mass or even have the church be open to allow personal prayer.

Cathedral has worked with you and other parishes across the nation for many years and we want to help ease this burden and share information on strategies that may be helpful during this time:

**Digital Communication Practices** – One of our partners has supplied us with a great guide to creating successful digital masses that they have shared with their church clients. Please [click here](#) to download a pdf outlining how to create, upload and manage your masses as a YouTube video using basic technology, such as your smart phone.

**Administrative Assistance** – We realize that offices being closed, staff staying home and limited remote access presents unforeseen challenges in the execution of daily tasks. Cathedral can help you in a number of ways: temporarily adjusting mailing addresses, sending emails or other messages on your behalf and assisting you with managing your Online List Maintenance.

**Maintain Weekly Offertory** – Now more than ever, you will need a way to continue to connect with your parishioners and stay in touch effectively. Many parishes are implementing a change to their envelope program to ensure their weekly offertory continues during this shutdown. This new program includes a letter, with optional courtesy or mail-back envelopes that have the church address pre-printed on them. It is sent to all of the parishioners’ homes - enabling them to mail-in their weekly offertory.

Cathedral provides data processing and hosting as well as printing, mailing and shipping services to essential organizations, therefore, we are also considered essential according to state mandates. We are continuing our operations in all production locations across the U.S. at full capacity including customer service and account representatives.

We have helped many parishes set these programs up in a short period of time and stand ready and able to assist you as well. Together, we can be firm in our faith and help those in need to find their strength and courage. Please let us know if we can assist you in any way.

Sincerely,

A handwritten signature in cursive script that reads "Marianne W. Gaige". The signature is written in black ink and is positioned below the word "Sincerely,".

Marianne W. Gaige  
Chairman and CEO