



OFFICE OF THE VICAR GENERAL  
ARCHDIOCESE OF NEW YORK

MEMORANDUM

To: Pastors/Administrators  
From: Joseph P. LaMorte  
Date: October 28, 2022  
Subject: Building Maintenance and Winter Preparation Seminar

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Grace to you and peace as we anticipate the great month of the faithful departed.

With the cold weather fast approaching, it is always helpful to ensure that all necessary and preparatory steps have been taken to protect parish buildings and grounds from the elements.

In this regard, I am pleased to inform you that a series of presentations will be held throughout the archdiocese in November and December to provide you and your staff with information you may find helpful in maintaining and protecting parish property in the upcoming winter season.

On page two, you will find a schedule of the presentations. Consider attending one of them and have a representative from your parish facilities maintenance staff accompany you. Note that special attention will be given to parishes that are responsible for merged, unoccupied parish buildings.

The presentation is being hosted by the Archdiocesan Risk Management and Insurance Division in conjunction with Catholic Mutual Group, Z Facilities Management (ZFM), and Institutional Commodity Services (ICS). Refreshments will be provided.

If you wish to attend, kindly return the form to Louise Zacher, director of risk management and insurance services at [louise.zacher@archny.org](mailto:louise.zacher@archny.org) or Lauren Krauss at [lauren.krauss@archny.org](mailto:lauren.krauss@archny.org).



# GET YOUR BUILDINGS READY FOR WINTER

YOU AND YOUR BUILDING MAINTENANCE STAFF ARE INVITED TO ATTEND A PRESENTATION REGARDING HELPFUL TIPS FOR PREPARING PARISH BUILDINGS FOR THE UPCOMING WINTER SEASON.

THIS PRESENTATION IS FOR STAFF RESPONSIBLE FOR FACILITIES MANAGEMENT.

JOIN US FOR ONE OF THE FOLLOWING PRESENTATIONS

Date	Time	Location	Will Attend
Wednesday, November 16	10:00-11:30 am	New York Catholic Center 1011 First Avenue, Room 921 New York, NY	
Thursday, November 17	10:00-11:30 am	St. Joseph's Seminary Conference Room 201 Seminary Road Yonkers, NY	
Tuesday, November 29	10:00-11:30 am	Sacred Heart Library 26 Still Road Monroe, NY	
Thursday, December 1	10:00-11:30 am	Holy Child Conference Room 4747 Amboy Road Staten Island, NY	

Name of Attendees	Parish Name, Address, Phone

Send to Louise Zacher via email at [louise.zacher@archny.org](mailto:louise.zacher@archny.org) or Lauren Krauss at [lauren.krauss@archny.org](mailto:lauren.krauss@archny.org) by Monday, November 8, 2022.

Refreshments will be provided.

Presenters: Louise Zacher (host), Archdiocese Risk Management and Insurance Services  
Kevin Quinn, Catholic Mutual Group  
Theresa Cullen-Seidel, Institutional Commodities Services (ICS)  
Jane Schwedfeger, Archdiocese Property Management  
Bob Hesselbach, Program Leader, Z Facilities Management (ZFM)

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