

## MAILINGS TO THE CHANCERY

### 1) General Guidelines:

- a) Checks to **Diocese of Salina** or the **Catholic Foundation for Diocese of Salina**.
  - i) Diocese of Salina Address: P.O. Box 980, Salina KS 67402
  - ii) Catholic Foundation for Diocese of Salina Address: P.O. Box 1696, Salina
- b) If you know the department, please add an “Attention” line to the address.
  - i) If you are not sure which department, send to Finance.
- c) Please note in the memo line which collection or office it is for.
- d) Please DO NOT COMBINE PAYMENTS into one check.
- e) When mailing several items, please tuck them loose into a large envelope.

### 2) Money:

- a) Second Collections—
  - i) Mission Coop, Mission Sunday, Missionary Childhood Association, Excess Mass  
Stipends: Propagation of Faith
  - ii) All other second collections: Finance Department
- b) Priest health insurance: Finance Department
- c) Questions on Parish Assessment: Finance
- d) Register donations: Catholic Foundation
- e) Register ads: Finance
- f) Second Masses: Clergy Health and Retirement
- g) Capital Campaign, Bishop’s Appeal, Seminarian Collection— Catholic Foundation
- h) Clergy Health Insurance payments, Metropolitan Life Ins. Premiums—Finance

- i) Invoices for Education, Liturgy, Education, background checks: Finance

3) Data Updates:

- a) Sacramental announcements for paper: Register
- b) Parish Data Sheets: Chancellor
- c) Parish census updates: Catholic Foundation
- d) Parish personnel updates - Can update on website or send to Bishop's office.
- e) Baptismal records, Official Catholic Directory Forms: Chancellor
- f) Changes for the Diocesan Directory: Office of Bishop
- g) Abuse of Minors Pastoral Response Hotline bulletin blurb, Virtus certificates, any  
Safe Environment related information: Safe Environment
- h) School and youth program enrollments: Office of Youth Ministry, Religious Ed and  
Family Life.
- i) Annual Reports: Finance Office

4) Special Requests:

- a) Anniversary Masses: Family Life
- b) Marymount Scholarship and Msgr. Clement Kruse Scholarship Applications:  
Catholic Foundation
- c) Formal Annulments: Marriage Tribunal
- d) Prenuptials: Chancellor
- e) Letters of Suitability: Chancellor
- f) Defect of Form Marriage cases: Chancellor
- g) Vocations: Vocations Office

## MAILINGS TO THE CHANCERY BY DEPARTMENT

### 1) Propagation of the Faith:

- i) Mission Coop, Mission Sunday, Missionary Childhood Association, Excess Mass Stipends

### 2) Finance Department

- a) Priest health insurance
- b) Questions on Parish Assessment
- c) Register donations
- d) Register ads
- e) Second Masses
- f) Clergy Health Insurance payments, Metropolitan Life Ins. Premiums
- g) Invoices for Education, Liturgy, Education, background checks
- h) Annual Reports

### 3) Catholic Foundation For Diocese of Salina

- a) **Foundation's P.O. Box: 1696**
- b) Capital Campaign, Bishop's Appeal, Seminarian Collection
- c) Parish census updates
- d) Marymount Scholarship and Msgr. Clement Kruse Scholarship Applications

### 4) Register:

- a) Sacramental announcements for paper

5) Chancellor:

- a) Parish Data Sheets
- b) Baptismal records, Official Catholic Directory Forms.
- c) Formal Annulments
- d) Prenuptials: Chancellor
- e) Letters of Suitability: Chancellor
- f) Defect of Form Marriage cases: Chancellor

6) Bishop's Office:

- a) Parish personnel updates: (Or update on website.)
- b) Changes for the Diocesan Directory

7) Office of Safe Environment:

- a) Abuse of Minors Pastoral Response Hotline bulletin blurb, Virtus certificates, any Safe Environment related information.

8) Office of Youth Ministry, Religious Ed and Family Life.

- a) School and youth program enrollments:
- b) Anniversary Masses

9) Marriage Tribunal:

- a) Formal Annulments

10) Vocations Office: Vocation inquiries