



Roman Catholic Diocese of Lubbock

Most Rev. Robert M. Coerver
Bishop of Lubbock

Finance Office

March 18, 2020

Annabelle Ocañas
Chief Finance Officer
Office: (806)792-2741
Ext: 214
AOCanas@catholiclubbock.org

Pastor
Parish Name
Address
City/State/Zip

Darlene Ford
Accounts Receivable
Coordinator
Office: (806)792-2741
Ext: 213
Fax: (806)771-7660
DFord@catholiclubbock.org

Dear **Salutation**,

In support of the Decree of the Bishop, the diocese has positioned itself to take online offertory payments on behalf of the parishes via Shelby Giving. The diocese will absorb all transaction fees associated with this online giving platform.

We have set up a user-friendly online portal on our diocesan website (catholiclubbock.org, under the "Give" tab, select "Parish Donations") where your parishioners or donors can go to give online payments to their parish. The diocese would then issue weekly checks or direct deposits to the parish after the donations are received. In order to accomplish this goal, the pastor will need to fill out the enclosed Parish Direct Deposit or Check Choice Form. On this form you will update your parish's information, select which payment option you would like to receive, and fill in the Direct Deposit Authorization section of the form if you choose to receive direct deposits. We **strongly recommend** that all parishes choose to use the direct deposit option as the situation may progress to a point that requires our staff to work from home without a way to send you a paper check.

If your parish has another method of online giving, that is great! However, in the event that a donor decides to donate to your parish we will still need to know the best way to send those funds to you. Therefore, we are requesting that all parishes fill out this form.

Your prompt attention to this matter is greatly appreciated. We recommend that you email a scan of the form to Finance@catholiclubbock.org or fax it to 806-771-7660. If you have any questions or concerns about this form please do not hesitate to call Darlene Ford at 806-792-2741, ext. 213.

Blessings and Peace in Christ,

Annabelle Ocañas,
Chief Finance Officer

Enclosures: Parish Direct Deposit or Check Choice Form

CC: Most Rev. Robert M. Coerver, Bishop of Lubbock
Darlene Ford, Accounts Receivable Coordinator
Jeannie Rodriguez, Accounts Payable Coordinator