

Subject: Please help us keep The Red Book up to date

Date: Sunday, January 7, 2024 at 2:08:41 PM Eastern Standard Time

From: Laurie Kazilionis

Web Version



Dear Diocesan Administrator:

The Episcopal Church Annual (The Red Book) is a vital resource for people throughout the Church. The accuracy of the details it contains about Episcopal institutions is essential to The Red Book's value.

The information in this popular volume is drawn from CPG's systems. By updating your institutions in [My Admin Portal \(MAP\)](#), you play a key role in maintaining the usefulness of The Red Book. For that reason, I ask that you ensure that MAP includes the currently active Institution Administrators for each of your institutions. Please enter these changes by December 29, 2023.

Here is how your input will serve as a critical first step in promoting enhanced information-sharing:

- We will use the Institution Administrators listings to contact your institutions about the 2024 edition of The Red Book. Your updated listings enable our Church Publishing Incorporated team to reach the correct person at each institution who can verify the accuracy of its content.
- We also use the information you furnish for Institution Administrators to ensure that CPG resources reach their intended audience. This includes invitations to conferences and webinars, and updates through emails and newsletters.

Please take a moment today to review, update, and/or complete the information for your diocese. From the MAP landing page, go to the "Institution" tab, then the "View Institution Administrators" Quick Action button. Select the institution whose admins you want to review. From there, choose the "Add Administrator" button to add a new Institution Administrator, or the "Remove" link next to the person's name to remove their access.

I know your time is valuable, and I thank you in advance for your attention to this task.

Faithfully,

Laurie Kazilionis
Senior Vice President
Benefits Relationship Management
Church Pension Group



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Church Pension Group
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