



Dear Diocesan Administrator:

The Episcopal Church Annual (The Red Book) is a vital resource for people throughout the Church. Its accuracy is essential to its 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 MAP includes the currently active Institution Administrators for each of your congregations. From the MAP landing page, go to the "People" tab, then the "View Institution Administrators" Quick Action button. Then, 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.

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

- In November, we will use the Institution Administrators listings to contact your congregations about the 2023 edition of The Red Book. Your updated listings enable our Church Publishing Incorporated team to reach the correct person at each congregation who can verify the accuracy of the congregation's content.
- We also use the information you furnish for Institution Administrators to ensure the resources we deliver through our Administrator Development Programs reach their intended audience. This includes invitations to conferences and webinars, and the *Administrator News Digest*.

Please take a moment today to review, update, and/or complete the information for your diocese. I know your time is valuable, and I thank you in advance for your attention to this task.

Faithfully,

A handwritten signature in blue ink that reads "Laurie Kazilionis". The signature is fluid and cursive.

Laurie Kazilionis

Senior Vice President
Integrated Benefits Account Management Services (IBAMS)
Church Pension Group



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