



Dear Diocesan Administrator:

The Episcopal Church Annual (The Red Book) is a vital resource for people across the Church, and its accuracy relies on up-to-date information from institutions like yours. To meet the canonical requirement to report clergy positions—whether part-time, retired, non-stipendiary, or otherwise—it is critical that the details in My Admin Portal (MAP) be accurate and current.

The information in this widely used resource is pulled directly from Church Pension Group's systems. By updating your institutions in [MAP](#), you play a key role in ensuring that The Red Book remains reliable and valuable. I ask that you review and update MAP to include the currently active Institution Administrators for each of your institutions by January 24, 2025.

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 2025 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 landing page in [MAP](#), click the "People" tab.
- Click "View Institution Administrators" and select an institution to review admins.

- Click "Add Administrator" to add an administrator or "Remove" to remove an administrator's access.
- Clergy, non-stipendiary priests, and deacons may also enter their personal information in [MyCPG Accounts](#).

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 (BRM)
Church Pension Group

[MyCPG Accounts](#)

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