



CATHOLIC MUTUAL GROUP

Commitment. Expertise. Stability.

Date: April 17th, 2026

To: Pastors, principals, business managers, chancery employees

From: Jordan Harper, Catholic Mutual Group

Re: Special Event Payments & Reminders

We have been experiencing a large volume of unpaid special events.

The parish/school is responsible for entering the online special event applications – not the lessee/renter. The parish/school should submit payment via Bill.com as soon as the parish/school receives the special event approval email. The special event approval email includes the special event approval number which should also be included in the Bill.com payment as the invoice number.

SPECIAL EVENT APPROVAL - TEST



Special Event Notify
 To: Jordan Harper; Nichol Pokorski; Jordan Harper; Nichol Pokorski
 Cc: Jordan Harper; Nichol Pokorski

Catholic Mutual is pleased to notify you that coverage for the following event has been approved:

Parish/Institution: TEST
 Parish City/State: Smyrna, GA
 Event: Birthday party
 Lessee: TEST
 Date: 4/20/2026
 Number of Days in Event: 1
 Time of Event: 6pm - 9pm
 Approval Number: 11382

Other Non-Invoiced Payments	
GA Bulletin – INV #	Advertising payments
VOC INV#	Vocations
ECHO UND MMY	Echo Program
CMG Event ##### (##### = Approval number from Catholic Mutual Group)	Catholic Mutual Group

Please remember, to receive the special event approval email, the appropriate email address must be included in the online application. If the parish/school wants multiple people to receive an approval email, please be sure to add those email addresses in the online form and separate those email addresses with a comma. It is recommended that the parish/school contact responsible for submitting special event payments via Bill.com be included in all special event applications so they can receive the approval email with the approval number and process the payment timely.

Emails for Approval Notification Example:

*Parish/Entity Email:

jharper@catholicmutual.org, npokorski@catholicmutual.org

Thank you for your attention to this matter. If you have any questions or need additional information, please do not hesitate to contact our office.

Sincerely,



Jordan Harper | Claims/Risk Manager
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