



**DIocese of LA CROSSE**  
Serving the 19 counties of West Central Wisconsin

## CHANCERY BULLETIN - Vol. 1, No. 12.2 | December 13, 2016

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### Officials

The Most Reverend William Patrick Callahan, D.D., Bishop of La Crosse, makes the following announcement:

The Reverend **Elias Mary Mills, F.I.**, upon the recommendation of Reverend Jacinto Mary Chapin, F.I., is appointed Rector of Our Lady of Guadalupe Shrine in La Crosse, effective December 12, 2016.



### Events

**Week of December 18**

**Sunday, December 25**

Solemnity of the Nativity of the Lord. Holy day of obligation

**Sunday, January 1, 2017**

Solemnity of the Blessed Virgin Mary, Mother of God

**Saturday, January 7, 2017**

6:00pm 10th Annual Chalice of Mercy Ukrainian Christmas Dinner - Chippewa Falls

**Tuesday, January 10, 2017**

9:00am Mid-Winter Administrators' Conference

**Friday, January 13, 2017**

Married Love: Two Becoming One Retreat - St. Olaf Parish, Eau Claire

**Saturday, January 14, 2017**

Married Love: Two Becoming One Retreat - St. Olaf Parish, Eau Claire

**Sunday, January 15, 2017**

2:00pm March for Life - Chicago, IL

**Monday, January 16, 2017**

National Religious Freedom Day

**Wednesday, January 18, 2017**

Week of Prayer for Christian Unity

**Thursday, January 19, 2017**

Week of Prayer for Christian Unity

**Friday, January 20, 2017**

Week of Prayer for Christian Unity

Post-Abortion Healing Retreat January 20-22 - Stevens Point

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## Chancery Office

Chancellor Very Rev. William Dhein – 608-791-2655 | [wdhein@diolc.org](mailto:wdhein@diolc.org)

### Diocesan Curia Offices Closed on the Following Days.

The offices of the Diocesan Curia will be closed on Monday, December 26 for Christmas and Monday, January 2 for the New Year's Holiday.

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## Office for Catechesis & Evangelization

Director: Ann Lankford – 608-791-2658 | [alankford@diolc.org](mailto:alankford@diolc.org)

No items this week.

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## Office for Communications

Director: Jack Felsheim – 608-791-2663 | [jfelsheim@diolc.org](mailto:jfelsheim@diolc.org)

### Send in Photos of Your Parish Nativity Scenes

The Communications' office is collecting pictures of parish nativity scenes from across the diocese. If you would like to have your parish included, please email a digital photo of your parish nativity with a short description that can include significant details about the set-up, the people involved and/or the overall creation of it, to [jfelsheim@diolc.org](mailto:jfelsheim@diolc.org). Please have your pictures in by January 9, 2017. We will be using the images and descriptions for upcoming Communications' initiatives.

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## Office for Consecrated Life

Director: Sr. Donna Krzmarzick, ISSM – 608-791-2690 | [dkrzmarzick@diolc.org](mailto:dkrzmarzick@diolc.org)

### FOR YOUR PARISH BULLETIN

Thank you for supporting the national **Retirement Fund for Religious**. May the following represent the gratitude of all beneficiaries: "Our congregation has greatly benefitted from the collection. We are able to provide better care for our senior members, whether through personnel or additional equipment. As a teaching community, many families with limited resources were impacted by the ministry of our sisters. Now *our sisters* are receiving help at a time when *our* resources are limited. Know that you are remembered in the prayers of our sisters for your generosity, whether it be financial or through prayer" *Sisters of St. Joseph of the Third Order of St. Francis* (Stevens Point, WI).

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## Office for Marriage & Family Life

Director: Alice Heinzen – 608-791-2673 | [aheinzen@diolc.org](mailto:aheinzen@diolc.org)

### Marriage Help – Finding what you need

If you are faced with a married couple who are experiencing difficulty in their relationship, we are here to offer you assistance. Here are the "go to" resources.

**Counseling Services** within the Diocese can be found by [clicking here](#). If a counselor is not located near you, please refer the couple to [Pastoral Solutions Institute](#) which is a premier counseling Services that offers tele-counseling services.

**Retrouaille** offers marriage retreats for couples facing marriage difficulties that may cause them to separate or divorce. To see dates for the retreats near our Diocese [click here](#). Look for these locations: Lakeshore; Madison; Minneapolis.

If neither of these resources work for your situation, email [ahinzen@diolc.org](mailto:ahinzen@diolc.org) to discuss other options.

## What did you miss at the Clergy Study Days on Marriage?

### Marriage Preparation for Ministers



Step 1  
Initial Session



Step 2  
Within One Month



Step 3  
Plan the Liturgy



Step 4  
Nurturing Their Marriage

If you were not in attendance at a clergy study day on marriage you do not know about the [immediate marriage resource website](#) that clergy can access. This [website](#) contains all of the resources you will need as you guide couples through immediate marriage preparation.

This is a "hidden" site and is not intended for the general public. We ask that you bookmark the site for your personal use. This link should be shared only with individuals at your parish who assist with immediate marriage preparation.

The direct link is: <http://diolc.org/marriage/marriage-preparation-for-ministers/>

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#### Office for Ministries

Director: Christopher Ruff – 608-791-0161 | [cruff@diolc.org](mailto:cruff@diolc.org)

No items this week.

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#### Office for Missions

Director: Fr. Woodrow Pace – 608-791-2676 | [wpace@diolc.org](mailto:wpace@diolc.org)

**MISSION COOP 2016 AND WORLD MISSION SUNDAY 2016:** As the Year End arrives and tax statements are going out, just a reminder for parishes to send in the final collections for the Mission Coop program from summer 2016 and World Mission Sunday October, 2016. Many thanks to those who have already completed the process. The missionaries and offices now receiving the funds are able to see projects move forward, budgets balance and hope spring. God bless.

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## Office for Pontifical Ceremonies

Director: Michael Haight – 608-791-2697 | [mhaight@diolc.org](mailto:mhaight@diolc.org)

No items this week.

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## Office for Sacred Worship

Director: Christopher Carstens – 608-791-0161 | [ccarstens@diolc.org](mailto:ccarstens@diolc.org)

### 2017 Liturgical Calendar

Click [here](#) for more information on significant liturgical celebrations for the year 2017.

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## Office for Safe Environment

Director: Msgr. David Kunz – 608-791-2689 | [tboisvert@diolc.org](mailto:tboisvert@diolc.org)

### DIOCESE OF LA CROSSE GUIDELINES FOR REPORTING INSTANCES OF CHILD ABUSE

The Diocese of La Crosse, through its [policies and procedures](#), seeks to provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by any diocesan agent (employee, volunteers, vendors, religious or clergy). Anyone wishing to make a report of an allegation of sexual abuse should send that report to the Most Reverend William Patrick Callahan, bishop of La Crosse, at the Diocese of La Crosse, P.O. Box 4004, La Crosse, WI 54602-4004. The reporting form is available through the Diocese of La Crosse Office of the Vicar for Clergy or on the diocesan website at: [www.diolc.org](http://www.diolc.org). **Individuals are also encouraged to take their reports directly to civil authorities.** Copies of the diocesan policy are available through your local parish and on the [diocesan website](#). If you have any questions about the Diocese of La Crosse and the implementation of the *Charter for the Protection of Children and Young People*, please contact Monsignor David Kunz, Vicar for Clergy, Diocese of La Crosse, at (608) 791-2679; or [dkunz@diolc.org](mailto:dkunz@diolc.org).

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## Office for Catholic Schools

Superintendent: Thomas Reichenbacher – 608-788-7707 | [treichenbacher@diolc.org](mailto:treichenbacher@diolc.org)

No items this week.

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## Office for Social Concerns

Director: Christopher Ruff – 608-791-0161 | [cruff@diolc.org](mailto:cruff@diolc.org)

No items this week.

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## Office for Stewardship & Development

Director: Jeff Reiter – 608-791-2653 | [jreiter@diolc.org](mailto:jreiter@diolc.org)

### END OF YEAR ANNUAL APPEAL PLANNING

Please remind parishioners that if they wish to have their Diocesan Annual Appeal donation credited in 2016, their payments must be received and deposited in the bank by 12/31/16. Please mail in pledge cards promptly.

Tax Acknowledgments will be done the middle of January and sent to all who donated to the Diocesan Annual Appeal, regardless of amount.

### PARISH PROGRESS REPORTS

The Office for Stewardship and Development has been busy working behind the scenes to improve our reporting and gift processing for the Diocesan Annual Appeal. We are close to rolling out phase one of this project which will improve our reporting to you. The second phase will improve our processing and further enhance reporting. These improvements to the Diocesan Annual Appeal will not only eliminate many of the duplication of efforts that are inherent in the process but make us better stewards of the gifts entrusted to us.

In the meantime continue to use [appeal.diolc.org](http://appeal.diolc.org) to get your reports or contact the office.

### BISHOP CALLAHAN'S CHRISTMAS MASS PRAYER INTENTIONS

On Thursday December 8, The Solemnity of the Immaculate Conception of the Virgin Mary, parishioners with valid phone numbers listed in ParishSOFT received an automated call from Bishop Callahan, originating from 608-352-9565. The message was a 30-second Advent greeting with an invitation to leave a personal intention. Bishop Callahan will be praying for these intentions at his Christmas Masses. So far he has received over 700 intentions. These prayers will be given to Bishop Callahan. He will offer his Christmas Mass celebrations, both the TV Mass and the Midnight and 10:30 Masses at the Cathedral of St. Joseph the Workman, for those intentions.

If you have a parishioner who didn't receive a call, or wishes to hear the message again, have them either call the number or visit the website. The online form and phone number will remain active for prayer intentions throughout the year, but the Advent message will be removed on December 23.

### FOR YOUR BULLETIN:

Recently Bishop Callahan attempted to reach out to each one of us in the Diocese of La Crosse to extend his blessing for this Advent season. In return, he asks that we share with him a personal intention that he could pray for at his Christmas Mass Celebrations. If you missed the call, did not receive a call, or just want to listen to his message again you can do so by calling (608) 352-9565 or by visiting the Diocesan website at <http://www.dioc.org/pray>

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## Office for Temporalities

Diocesan Finance Officer Marie Gernes – 608-791-2668 | [mgernes@dioc.org](mailto:mgernes@dioc.org)

### **ACCOUNTING FOR PARISHES SHARING EMPLOYEES**

For all the Parishes and Schools that are now sharing employees /expenses between one another as of January 1, 2017, I have put together a guide as to how the accounting should occur on each of the parish/school records. Please note that when sharing priests, no written agreement is necessary. A written agreement only needs to be in place for the lay employees. Please see the [guide](#) attached.

### **END OF YEAR GIVING**

Just a reminder that all gifts for end of year giving need to be deposited in the bank by 12/30/16. The weekend mass offering of 12/31/16 and 1/1/17 will be the first offering of the year for 2017.

### **DIOCESE OF LA CROSSE AND ST. AMBROSE FINANCIAL SERVICES**

There is still some confusion about when to contact the Diocese and when to contact St. Ambrose Financial Services. Presently St. Ambrose Financial Services handles the deposit and loan fund, employee benefits, all risk-insurance, and parish reviews of procedures. Our office remains your contact for all other financial matters.

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## Office for Vocations

Director: Fr. Alan Wierzba – 608-791-2667 | [awierzba@dioc.org](mailto:awierzba@dioc.org)

**ADMISSIONS BOARDS** will be Monday, December 19. We have 5 new applicants for seminary and 3 who are applying for Theology. Please keep them in your prayers.

**WINTER SEMINARIAN GATHERING** begins at the House of Formation on Wednesday, December 28. It concludes with the Seminarian Christmas Party on Friday evening, December 30. Please RSVP to [rorth@dioc.org](mailto:rorth@dioc.org) or call 608-791-2667.

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## Office for Vicar for Clergy

Director: Msgr. David Kunz – 608-791-2689 | [tboisvert@diolc.org](mailto:tboisvert@diolc.org)

No items this week.

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## Office for Youth & Young Adult Ministry

Director: Christopher Rogers – 608-791-2652 | [crogers@diolc.org](mailto:crogers@diolc.org)

No items this week.

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