



## Chancery Bulletin - Vol. 2, No. 12.1 | December 5, 2017

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### Officials

No officials this week.



### Events

As of Dec. 5

**Friday, December 8**

Solemnity of the Immaculate Conception of the Blessed Virgin Mary - Curia Offices Closed

**Monday, December 11**

7:00pm Webinar - Teaching the Way of Love: Choose Charity

**Monday, December 25**

Christmas Day-- Curia Offices closed

**Tuesday, December 26**

Curia Offices Closed

**Monday, January 1, 2018**

New Year's Day-- Curia Offices closed

**Tuesday, January 9, 2018**

School Administrators' Winter Meeting - La Crosse

**Saturday, January 13, 2018**

7:30am Married Love: Two Becoming One Retreat - Stevens Point (One Day)

8:30am Catholic Scout Retreat 2017: Spiritual High Adventure - Sparta

**Sunday, January 14, 2018**

March for Life - Chicago

**Tuesday, January 16, 2018**

National Religious Freedom Day

7:00pm Webinar - Teaching the Way of Love: Expect Correct Behavior

**Wednesday, January 17, 2018**

8:00am Pilgrimage for Life - Washington, DC - Jan 17-21

**Saturday, January 27, 2018**

Brains and Brawn Middle School Competition - La Crosse

8:30am Married Love: Two Becoming One Retreat - Richland Center (One Day)

**Monday, January 29, 2018**

Catholic Schools Week - Jan 29-Feb 2

**Thursday, February 8, 2018**

7:00pm Webinar - Surviving Valentine's Day

**Friday, February 9, 2018**

Deacon Retreat - Marathon - Feb. 9-11

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**Chancery Office**

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

No items this week.

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## Office for Catechesis & Evangelization

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

### BEET Grants

The Bishop's Education Endowment Trust (BEET) provides grants that support Catholic school and parish education in the diocese. The grant instructions and application for the upcoming 2018-2019 year are now available. Please read the instructions page to determine if your project meets the grant requirements. If so, submit your application on or before Friday, February 2, 2018. [Click here](#) for the instructions page and grant application.

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## Office for Communications

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

### Sesquicentennial Coffee Table Book to arrive mid-December

The 150<sup>th</sup> anniversary book *Feed My Lambs* will be arriving at your parish before Christmas. The books are currently being prepared in Chicago, shipments are expected to start on December 11. Each parish will receive a direct shipment of the number of books ordered last summer.

### Request your Parish's Church and Historical Pictures

The Office for Communications has collected the current photos of your parish and numerous digitized historical photos and documents. These materials are available for your use in your own parish communications and historical displays. If you would like access to this information, please email Danelle Bjornson at [mailto:dbjornson@diolc.org](mailto:mailto:dbjornson@diolc.org) for a link to your parish's information.

### Help closing out the calendar year in ParishSOFT

Self-Paced training webinars, instructions, checklists and other End of Year resources for ParishSOFT census and accounting software can be found online, <http://help.parishsoft.com/eoy/> or [DIOLC.org/PIMS](http://DIOLC.org/PIMS).

### Updating our Parish Census software

The desktop version of ParishSOFT Family Directory software is being discontinued after 2018. Alternative, cloud-based software from [ParishSOFT](#) and other vendors are being evaluated. We are forming an Implementation Committee made up of pastors, parish secretaries, administrative staff and members of the curia to assist us in evaluating and choosing the best census solution.

The proposed timeline is:

January 2018, review vendor offerings

February 8, review with the Presbyteral Council

March 6, review with the College of Deans

March 21, finalized recommendation

April 1, give notice of the decision

April through December 2018, implement the solution throughout all parishes.

During this process we seek help with evaluation and implementation. Sub-committees will be formed at deanery levels. Project documentation, vendor resources and information for participating are available by contacting Nick Lichter [nlichter@diolc.org](mailto:nlichter@diolc.org) in the Communications Office.

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## Office for Consecrated Life

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

### Retirement Fund for Religious

The annual collection in parishes for the national Retirement Fund for Religious is scheduled for this weekend, **December 9-10**. Please promote the campaign by including a petition for retired religious in your General Intercessions at holy Mass (see below). *May God reward you!*

### Petition for Holy Mass (for Masses the weekend of December 9-10)

We pray for God's continued blessings on all our women and men religious, especially those who have served others over many years and are now in need themselves.

For more information and further resources: [Retirement Fund for Religious](#)

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## Office for Marriage & Family Life

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

### For the Bulletin: Choose Charity – Webinar. Monday, December 11<sup>th</sup> at 7PM

You may have heard the saying, "love is love." But is it? Is all love the same? In God's plan for human charity, love has many faces. Join Jeff Arrowood and Alice Heinzen as they describe the various types of love and why you need to know these (Hint: you will become a better parent!). Click [here](#) to register for this webinar.

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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)

No items this week.

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## Office for Pontifical Ceremonies

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

**Reminder - Funeral Masses of Diocesan Clerics and their Parents:** To better assist in the preparations for these funerals, please respond to the email invitation sent from the Diocesan Office of Pontifical Ceremonies. Deans are kindly asked to contact the senior priests and senior deacons in their deanery to assist in their participation in attending the funeral. This helps ensure the proper number of vestments will be available and will also assist the host parish in the area of reserved seating needed for visiting clergy.

**Reminder - Disposal of Old or Unused Liturgical Appointments:** The Diocesan Office of Pontifical Ceremonies would be happy to receive statues, vestments, ritual books, altar cloths, candlesticks, or other forms of stationary that are no longer used, but in usable condition. Likewise, if you're looking for religious appointments feel free to contact us on availability. This program is working very well and many diocesan institutions are grateful for this effort.

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## Office for Sacred Worship

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

### **Reminder: Blessing and Placement of Nativity Scene**

The following directives on the blessing and placement of the nativity scene come from the *Book of Blessings*, nn. 1542-4:

“The blessing of the Christmas manger or nativity scene, according to pastoral circumstances, may take place on the Vigil of Christmas or at another more suitable time. The blessing may be given during a celebration of the word of God, during Mass, or even during another service, e.g., a carol service. If the manger is set up in the church, it must not be placed in the presbyterium [sanctuary]. A place should be chosen that is suitable for prayer and devotion and is easily accessible by the faithful.”

### **Reminder: RCIA: To Pastors, Pastoral Associates, and RCIA Coordinators**

Bishop Callahan wishes to send Christmas greetings and words of encouragement those currently participating in the RCIA process. Please return [this form](#) requesting the names of

catechumens preparing for entry into the Church at the Easter Vigil and candidates seeking full communion.

### **USCCB Offers Advent and Christmas Online Resources for Prayerful Preparation**

The United States Conference of Catholic Bishops (USCCB) is offering online resources for prayerful preparation for Advent and Christmas. In addition to a clickable online Advent calendar, with each click opening “doors” to a page of suggested reading, the online page also offers daily reflections, prayers, suggested activities and bilingual calendars that can be printed.

The U.S. Conference of Catholic Bishops (USCCB) provides the online Advent and Christmas resources at <http://www.usccb.org/prayer-and-worship/liturgical-year/advent/index.cfm> and <http://www.usccb.org/prayer-and-worship/liturgical-year/christmas/index.cfm>.

This year, in addition to the traditional bilingual calendar for Advent that can be printed out, the USCCB is also offering a second bilingual Advent calendar specifically for families, with daily suggestions for prayers and activities to do as a family in preparation for Christmas. Suggestions include creating a Jesse Tree, blessing the family Nativity, and taking time to learn about Advent traditions around the world.

Other Advent resources on the website include liturgical notes on the season, a commentary on the proper prayers of the Advent season from the Roman Missal, and prayers and blessings from the USCCB publication *Catholic Household Blessings and Prayers*. Also included are lectio divinas for the four Sundays of Advent.

For Christmas, in addition to the clickable calendar and the bilingual calendar that can be printed, there are lectio divinas for four feast days during the Christmas season—the Solemnity of Christmas; the Feast of the Holy Family of Jesus, Mary, and Joseph; the Solemnity of Mary, the Holy Mother of God; and the Solemnity of the Epiphany. The lectio divinas are also available in English and Spanish.

Advent began on December 3 and continues until the evening of December 24 when the Christmas season begins. The Christmas season will conclude with the Baptism of the Lord on Jan. 8, 2018.

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### **Office for Safe Environment**

Director: Msgr. David Kunz – 608-791-2689 | [tbrown@diolc.org](mailto:tbrown@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. Alternatively, you can contact Mrs. Karen Becker, Victim Assistance Ministry, 608-519-8002 or [kbecker@cclse.org](mailto:kbecker@cclse.org). 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).

Please contact the Office if you need any training materials or have any questions about Safe Environment.



### 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)*

#### **For Your Bulletin: Volunteer for mission trip to rebuild after Hurricane Harvey**

A group of volunteers from St. Henry Watermark Mission, an ecumenical initiative from St. Henry Parish in Eau Galle, will be traveling to Houston, TX, this spring to help with rebuilding efforts for residents most in need in the wake of Hurricane Harvey. The group will assist with carpentry, sheetrock, mud, tape, insulation, some electrical/plumbing, paint, flooring, finish work, and landscaping. For more information, contact Gary Asher at [715.283.4451](tel:715.283.4451) or [rasher@wwt.net](mailto:rasher@wwt.net).

#### **For Your Bulletin: Help Refugees this Christmas**

This Christmas, consider donating to help the millions of persons and families who have been displaced by the violence in Syria and Iraq. Here are three excellent Catholic organizations you can choose from.

Catholic Relief Services – [www.crs.org](http://www.crs.org)

Knights of Columbus – [www.kofc.org](http://www.kofc.org) (click on “Give Through Us”)

Aid to the Church in Need – [www.churchinneed.org](http://www.churchinneed.org)

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### Office for Stewardship & Development

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

No items this week.

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## Office for Temporalities

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

No items this week.

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## Office for Vocations

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

Please include the following intercession for vocations for your Sunday prayers of the faithful.

### December 10 – 2<sup>nd</sup> Sunday in Advent Year B

That through our vocations to marriage, priesthood and religious life we may be signs of God's presence and love in the world.

**Reminder:** Winter Admissions Boards are coming up on December 20. We have 2 young men applying to seminary and one seminarian applying for Theology. Please keep them in your prayers.

**Reminder:** All clergy are welcome to attend the Seminarian Christmas Dinner on December 29<sup>th</sup>. Invitations will be coming in the mail soon.

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## Office for Vicar for Clergy

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

### Dates for 2018

February 9-11, 2018 Deacon Retreat – St. Anthony Spirituality Center, Marathon, WI

April 9-13, 2018 Spring Priest Retreat

June 28-30, 2018 Priest Unity Days – Diocesan Center, La Crosse, WI

June 30, 2018 Ordination – St. Joseph the Workman Cathedral, La Crosse, WI

August 11, 2018 Deacon Afternoon with the Bishop – Diocesan Center, La Crosse, WI

October 8-9, 2018 Fall Clergy Days – Diocesan Center, La Crosse, WI

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## Office for Youth & Young Adult Ministry

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



### **Pilgrimage for Life to Washington, DC**

Reminder: the deadline for the "Early Bird" Registration is January 3, 2018. All of the information can be found on our website at <http://diolc.org/yya/youth-opportunities/pilgrimage-for-life/>

### **March for Life in Chicago with Pro-Life Wisconsin**

This will be held Jan. 14, 2018. Round trip bus ride \$30 per person or \$85 a family. Register/pay online: [www.prolifewi.org/get-involved/events/](http://www.prolifewi.org/get-involved/events/) Deadline Dec 12 or at capacity. Call 262-796-1111 ext 14 with questions.

### **For Your Bulletin: Two Marches for Life – Washington, D.C. or Chicago**

There are two excellent opportunities to march for life once again this year. The Pilgrimage for Life to Washington, D.C., sponsored by the Office for Youth and Young Adult Ministry, runs Jan. 17-21, 2018. Visit [www.diolc.org/yya](http://www.diolc.org/yya) and click on "Pilgrimage for Life" to sign up.

The March for Life Chicago is one day only, Jan. 14, and you can sign up by visiting [www.prolifewi.org](http://www.prolifewi.org) and scrolling down to the link. Both pro-life marches have buses leaving from locations around our diocese. The La Crosse Life League is offering five \$30 "scholarships" for the March for Life Chicago. Contact Marie Allen at (608) 799-9196 or [marie.v.allen@charter.net](mailto:marie.v.allen@charter.net) to apply for a scholarship.

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