



CHANCERY BULLETIN - Vol. 1, No. 12.1 | DECEMBER 6, 2016

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Officials

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

Deacon **Robert W. Chittendon**, permanent deacon of St. Olaf Parish in Eau Claire, has submitted his resignation and it has been accepted. He is granted the status of Senior Deacon effective January 24, 2017.



Events

Week of December 4

Saturday, December 10

Retirement Fund for Religious Collection - all parishes

Sunday, December 11

Retirement Fund for Religious Collection - all parishes

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 25, 2017

Pilgrimage for Life

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Chancery Office

Chancellor Very Rev. William Dhein – 608-791-2655 | wdhein@diolc.org

Diocesan Curia Offices Closed on the Following Days.

The offices of the Diocesan Curia will be closed on Thursday, December 8 for the Solemnity of the Immaculate Conception of the Blessed Virgin Mary; 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

[Bulletin Insert for the weekend of Dec. 18](#)

The Ultimate Relationship

Please consider giving each person who will be at Mass on Christmas the booklet entitled “the ultimate Relationship.” The message about developing and strengthening our relationship with Christ is concise and compelling. After reading the booklet, which takes 3 minutes, people can be encouraged to pass it on to a friend or family member. Cost for each booklet is \$1. Please contact me by email at alankford@diol.com if you would like to place an order.

Other Good Books available in bulk for \$2 or \$3

It has worked well to give parishioners a Catholic book for Christmas. The following have proven to be very popular and are available from the Office for Catechesis and Evangelization:

\$2 per book

- Bible Basics for Catholics, A New Picture of Salvation History by Dr. John Bergsma
- Meet Your Mother, A Brief Introduction to Mary by Dr. Mark Miravalle
- The Four Signs of a Dynamic Catholic by Matthew Kelly
- Rediscover Catholicism, A Spiritual Guide to Living with Passion and Purpose by Matthew Kelly
- The Real Story, Understanding the Big Picture of the Bible by Edward Sri & Curtis Martin

\$3 per book

- Catholicism, A Journey to the Heart of the Faith by Bishop Robert Barron

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Office for Communications

Director: Jack Felsheim – 608-791-2663 | jfelsheim@diolc.org

Catholic Life: Looking for a conversion story

For the March 2017 (Lent) issue of Catholic Life, we would like to feature a story about one of your parishioners with a conversion story. Someone who would be willing to talk about their “re-entry” to the Faith through the Church, confession, or prayer.

Please submit suggestions to me at jfelsheim@diolc.org by December 13, 2016

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Office for Consecrated Life

Director: Sr. Donna Krzmarzick, ISSM – 608-791-2690 | dkrzmarzick@diolc.org

Retirement Fund for Religious

The collection in parishes is scheduled for this weekend, **December 10-11, 2016**. This national campaign has been set apart from the Diocesan Annual Appeal because of the special urgency related to the retirement needs of elderly religious in the United States. Please promote the campaign in the parish bulletin the week before the collection. A pulpit announcement and mention in the General Intercessions would also be appreciated.

[Resources](#) (“Copy and paste” text is available in the first downloadable document, *Announcements and Intercessions*, under “Resources”).

World Day for Consecrated Life

The annual World Day for Consecrated Life is on February 2, 2017, and will be celebrated in parishes on **February 4-5, 2017**. *Please consider at least one way in which your parish might celebrate consecrated life.* Some examples are: invite a local consecrated person to speak at a parish or school gathering, ask them to write a short paragraph for your bulletin, feature a consecrated person on your website, or simply show appreciation by a visit or card. Click [here](#) for more information and resources for the World Day for Consecrated Life.

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Office for Marriage & Family Life

Director: Alice Heinzen – 608-791-2673 | aheinzen@diolc.org

Last Call for Database Forms before we Call

Thank you to the parishes who have submitted the database form that was due on November 18th. If you have NOT submitted your form, please do so this week. You can email your form to Mary Lou Berg at mberg@diolc.org. If you need another form sent to you, email Mary Lou and she will send a duplicate to you.

FOR YOUR BULLETIN:

Chippewa Valley Marriage Encounter

National Marriage Encounter is hosting a retreat for married couples on March 11-12, 2017 in the Eau Claire area. For more information about this retreat experience, contact Ken and Sue Ripp at rppsk@charter.net - 715-832-3296. [Click here](#) for the details and registration.

Still Time to Order CD for Christmas Gift

We are still accepting orders for the CD entitled Making Happiness a Habit: 4 Steps to a More Joyful Marriage. Developed by Dr. James Healy, this makes a perfect Christmas Gift from the parish to married couples. The cost is just \$1/CD + S&H. [Click here](#) to download the order form.

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Office for Ministries

Director: Christopher Ruff – 608-791-0161 | cruff@diolc.org

FOR YOUR BULLETIN:

Diaconate Discernment Retreat February 3-4, 2017

NEW Class for Deacon Formation Begins in Fall of 2017

A Discernment Retreat for men who feel they may be called to the permanent diaconate will be held Friday-Saturday, February 3-4 at St. Anthony's Spirituality Center. For information and a registration form, visit www.diolc.org/deacon-discernment. See general information about the Permanent Diaconate on the diocesan [website](#). For more information, contact Christopher Ruff, Office for Ministries and Social Concerns, at cruff@diolc.org or (608) 791-

2664. The Discernment Retreat is mandatory for those considering applying for the class beginning fall 2017.

NEW Class for Lay Formation Institute Begins in Fall of 2017

Renew your parish, energize leadership!

Registration is now underway for the next two-year cycle of the Lay Formation Institute. Brochures and application forms can be downloaded at www.diolc.org/lay-formation. Questions? – Contact the Office for Ministries and Social Concerns at cruff@diolc.org or (608) 791-2664.

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Office for Missions

Director: Fr. Woodrow Pace – 608-791-2676 | wpace@diolc.org

No items this week.

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Office for Pontifical Ceremonies

Director: Michael Haight – 608-791-2697 | mhaight@diolc.org

No items this week.

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Office for Sacred Worship

Director: Christopher Carstens – 608-791-0161 | ccarstens@diolc.org

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

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 . **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.

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Office for Catholic Schools

Superintendent: Thomas Reichenbacher – 608-788-7707 | treichenbacher@diolc.org

Dr. Steve Smolek, Assistant Superintendent of the Office of Catholic Schools, has submitted his resignation effective November 23, 2016, and it has been accepted.

We appreciate all the work he has done for the diocese and hold him in our prayers.

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Office for Social Concerns

Director: Christopher Ruff – 608-791-0161 | cruff@diolc.org

FOR YOUR BULLETIN:

March for Life: Chicago January 15

Gather with others from around the Diocese and the Midwest for the **March for Life: Chicago!** -- Sunday, January 15, 2:00-4:00 p.m. -- Federal Plaza - 50 W. Adams - Chicago, IL. Pro-Life Wisconsin is sponsoring buses for transportation to/from Wausau, Plover, La Crosse and Sparta. For information and to register, visit www.prolifewi.org and click on "Chicago March."

For a complete Respect Life Calendar of Events, visit www.diolc.org/respectlife.

FOR YOUR BULLETIN:

Post-Abortion Healing Retreat January 20-22

Rachel's Vineyard of Stevens Point, an extraordinarily effective healing ministry for women and men suffering from post-abortion heartache, is offering a healing retreat the weekend of Jan. 20-22, 2017. For more information, contact Lisa Sommers at rvstevenspoint@gmail.com or 715-204-9561. Your confidentiality is assured.

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Office for Stewardship & Development

Director: Jeff Reiter – 608-791-2653 | 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 to get your reports or contact the office.

BISHOP CALLAHAN'S CHRISTMAS MASS PRAYER INTENTIONS

This Thursday December 8, The Solemnity of the Immaculate Conception of the Virgin Mary, parishioners with valid phone numbers listed in ParishSOFT will receive an automated call from Bishop Callahan, originating from 608-352-9565. The message will be 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. At the end of the call, the parishioner will receive instructions as how they can leave their prayer request for Bishop Callahan. These prayers will be compiled and given to Bishop Callahan so he may hear to the needs of the flock. Bishop Callahan 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 wish to share something with your parishioners regarding Bishop Callahan's call, use the following and publish in your December 10-11 and 17-18 bulletin. 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.diolc.org/pray>

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Office for Temporalities

Diocesan Finance Officer Marie Gernes – 608-791-2668 | mgernes@diolc.org

PURCHASED SERVICES AGREEMENT – SHARING OF EMPLOYEES

We have a template created for a purchased services agreement that you can use if you are sharing employees between parishes or between parishes and schools. The sharing of employees was one of the topics discussed at the Parish Finance Seminar in June by Hawkins Ash CPA's. The topic came up when doing the annual 1095 reporting. It was at this time we became aware of employees that are working part time for more than one parish or school and were not eligible for benefits or employees looked as though they were receiving insurance from two employers. The Diocese felt ethically that those employees should be eligible for benefits if the employee was employed by multiple parishes or schools within the Diocese. The Diocese would like to have the purchased services agreement in place so there is one employer for the employee.

We are highly encouraging all the parishes and schools to have this purchased services agreement completed by January 1, 2017. Please click [here](#) for the link to the purchased services agreement. Please be aware that you will have to contact St. Ambrose Financial Services to make sure the insurances are being billed to the correct employer if they were being split before for the employee in the purchased services agreement. If you have any questions, please contact me.

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Office for Vocations

Director: Fr. Alan Wierzba – 608-791-2667 | awierzba@diolc.org

ADMISSIONS BOARDS will be Monday, December 19. We have 5 new applicants for seminary and 3 who are applying for Theology. Please keep these men 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@diolc.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

No items this week.

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Office for Youth & Young Adult Ministry

Director: Christopher Rogers – 608-791-2652 | crogers@diolc.org

No items this week.

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