



Chancery Bulletin - Vol. 3, No. 3.4 | March 27, 2018

- [Catechesis & Evangelization](#)
- [Chancery](#)
- [Communications](#)
- [Consecrated Life](#)
- [Marriage & Family Life](#)
- [Ministries](#)
- [Mission Office](#)
- [Pontifical Ceremonies](#)
- [Sacred Worship](#)
- [Safe Environment](#)
- [Schools Office](#)
- [Social Concerns](#)
- [Stewardship and Development](#)
- [Temporalities](#)
- [Vocations](#)
- [Vicar for Clergy](#)
- [Youth and Young Adult Ministry](#)
- [Past Chancery Bulletins](#)



Officials

No officials this week.



Events

As of March 27

Friday, March 30

Good Friday - Curia Offices Closed

Saturday, March 31

Easter Vigil

Monday, April 2

Easter Monday - Curia Offices Closed

Friday, April 6

Sesquicentennial - Bishop's Regional Visit - Tomah and Wisconsin Rapids Deaneries - April 6-8

9:00am Sesquicentennial - Mass with the school children - Nativity of the Blessed Virgin Mary Church, St Mary's Ridge

1:30pm Sesquicentennial - Dedication of Grotto - Rudolph

Saturday, April 7

8:00am Married Love: Two Becoming One Retreat - Marshfield - (One day)

9:30am Sesquicentennial Mass - Wisconsin Rapids

6:00pm Sesquicentennial Mass followed by a reception - Camp Douglas

Sunday, April 8

10:30am Sesquicentennial Mass (Divine Mercy) - Tomah

Monday, April 9

Solemnity of the Annunciation

5:00pm Priest Retreat - Marathon - April 9-13

Thursday, April 12

8:00am New Teacher Formation - Scripture - Eau Claire

Friday, April 13

8:00am New Teacher Formation - Scripture - La Crosse

Tuesday, April 17

7:00pm Webinar - Teaching the Way of Love: Imitate the Holy Family

Wednesday, April 18

10:00am BEET Board Meeting - La Crosse

Sunday, April 22

World Day of Prayer for Vocations

Monday, April 23

Spring Faith Teachers' Conference - Wisconsin Rapids

Tuesday, April 24

[<<Top >>](#)



Chancery Office

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

Chancery Bulletin Distribution Schedule. Due to the Easter holiday and Easter Week schedule, we will not be distributing a Chancery Bulletin on Tuesday, April 3. The next Chancery Bulletin will be sent on Tuesday, April 10.

[<<Top >>](#)



Office for Catechesis & Evangelization

BULLETIN INSERT for the weekend of April 8th [click here](#)

The Second Sunday of Easter is Divine Mercy Sunday, which draws our attention to God's mercy and how much we need it. A key aspect of the message of Divine Mercy is trusting Jesus.

Atheist becomes Catholic

Our annual [Witnesses for Christ Conference, August 10-11](#), will feature Dr. Holly Ordway, the author of "Not God's Type" as she relates her transformation from a secular-minded English professor and antagonistic atheist to a devout Catholic. Holly's fencing coach was very instrumental in her conversion by living in a way that surprised her into asking questions and having simple conversations about the realities of Jesus our Savior.

Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses." [On Evangelization in the Modern World, 67]
Our relationship with Jesus Christ through daily, committed prayer is essential for us to be witnesses to others.

[<<Top >>](#)



Office for Communications

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

Reminder: Live Stream - Chrism Mass, March 27, 2018 - 10:30 am diolc.org/live

Attn: Parish Administrative Assistants or Secretaries

You are invited to join an online discussion group called "Parish Administrative Assistants or Secretaries" found in the MyParish app. You can join through the MyParish app by tapping on the "Groups" button. You can also join by logging into the [MyParish](#) portal using this link <https://admin.myparishapp.com>, navigate to Groups using the top menu, and then search for Parish Admin. Join this group to engage with other parish and curia staff on topics like the upcoming April roundtable meetings, census software transition, standard operating procedures for parish census data and more. You can find a draft copy of the parish census software standard operating procedures at diolc.org/pims.

Reminder: Bishop Callahan's Easter Message and supporting graphics

Bishop Callahan's Easter video greeting is available at <https://youtu.be/veUg4W47II> Please share his message on your Facebook page and link to your website.

The April Issue of Catholic Life Magazine will be arriving this week.

[<<Top >>](#)



Office for Consecrated Life

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

No items this week.

[<<Top >>](#)



Office for Marriage & Family Life

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

Update on NFP – How is the mandate going?

I would like to thank the clergy of our diocese for their exceptional support of the NFP requirement in Marriage Preparation. We have received numerous evaluations from engaged couples that have been very positive!

The only concern we have consistently received from couples is that they were not aware that the actual course takes between 4-6 weeks to complete. May I ask your assistance in making the time requirement clear to the couples you prepare?

If you have any questions or comments, contact [me](#) at your convenience.

Teaching the Way of Love Parent Newsletter

The April TWL newsletter is ready for distribution. Read or download the latest at this [link](#). Thank you for widely distributing this to the parents you serve.

[<<Top >>](#)



Office for Ministries

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

No items this week.

[<<Top >>](#)



Office for Missions

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

Mission Coop Program (MCP) Summer 2018: The assignments for parishes and mission dioceses and religious orders are now completed. The information should be in the hands of both the parish pastors and the coordinating missionaries. Please take time to read the complete information, especially the instructions regarding the collection and handling of MCP funds. Here are a few notes regarding frequently asked questions:

1. Please schedule the Mission Coop weekend as soon as possible. This is especially important where there are anticipated assignment changes. You will help the arriving pastor by scheduling now and making sure that staff is informed and prepared. Waiting until the new pastor arrives makes it more difficult for everyone involved.
2. If it is necessary to schedule a Mission Coop appeal outside of the normally expected summer months, it may NOT be scheduled on WORLD MISSION SUNDAY (Oct. 20-21,

2018). All proceeds collected on World Mission Sunday are sent to the Pontifical Mission Societies and shared with over 1,100 mission areas around the world.

3. No Mission Coop Program appeals should be scheduled on weekends which would interfere with the Diocesan Annual Appeal kick offs in the fall.

If there are any further questions regarding the Mission Coop Program, please contact the Mission Office. We appreciate all the work that our parishes do so that God's kingdom may be made stronger through the missionaries you generously welcome and support.

[<<Top >>](#)



Office for Pontifical Ceremonies

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

No items this week.

[<<Top >>](#)



Office for Sacred Worship

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

Note on Sacramental Records for Candidates and Catechumens

Keeping up-to-date and accurate sacramental records is an important—and sometimes confusing—role of pastors and those who might assist them in the preparation and celebration of the sacraments. Reference to these records may be made in the future if, for example, one were asked to be a godparent, to apply for the seminary and later for ordination, or to be married. If questions arise in the future about the proper recording of the sacraments, please contact the Chancery Office or the Office for Sacred Worship.

Another useful resource in this regard is *The Catechuminate and the Law*, by John M. Huels, available from the Office for Sacred Worship.

At the reception of a non-baptized person into the Church, the following entries are to be made:

1. **In the Baptismal Register:** the name of the baptized, the minister, godparent(s), the place and date of the celebration, and the date and place of birth (canon 877 §1).
2. **In the Confirmation Register:** the name of the baptized, the minister, the godparent(s), and the place and date of the confirmation (canon 895, *Rite of Confirmation*, 14).
3. **In the Marriage Register** (if applicable): the names of the spouses, the priest or deacon who officiated the wedding/convalidation (including any delegation of faculty – Canon 1108 §1), the witnesses, and the date and place of the celebration of the wedding/convalidation (canon 1121 §1). If the wedding was a convalidation, this fact should also be indicated.

When receiving a candidate (that is, one who had been baptized in a non-Catholic ecclesial communion) into the full communion of the Catholic Church, the following entries are to be made:

1. **In the Register of those Received into Full Communion:** the full name of the individual; the date and place of the profession of reception; the name of the sponsor(s); the name of the officiating priest; and the date, place, and minister of baptism (see RCIA, 486; Diocese of La Crosse *Parish Administration Manual*, VI. page 2). If necessary, this same information may be registered in a special place in the Baptismal Register.
2. **In the Confirmation Register:** the name of the baptized, the minister, the godparent(s), and the place and date of the confirmation (canon 895, *Rite of Confirmation*, 14).
3. **In the Marriage Register** (if applicable): the names of the spouses, the priest or deacon who officiated the wedding/convalidation (including any delegation of faculty – Canon 1108 §1), the witnesses, and the date and place of the celebration of the wedding/convalidation (canon 1121 §1). If the wedding was a convalidation, this fact should also be indicated.

As a matter of convenience and secondary to the entries that must be made in the above mentioned sacramental registers, you are to enter all sacraments into your ParishSOFT database. Everyone who receives sacraments, and lives within your parish domicile or close proximity should have a family and member record in ParishSOFT. Enter as much information as you have at the time of reception of the sacrament per Standard Operating Procedures found at diolc.org/pims.

Some Liturgical Reminders

Mass of the Lord's Supper

- Altar may be decorated with flowers. (Rubric for Holy Thursday [=HT], 5)
- At the beginning of the Liturgy of the Eucharist, there may be a procession of the faithful in which gifts for the poor may be presented with the bread and wine. (HT, 14)
- Adoration is not to take place in a monstrance: "The Blessed Sacrament should be reserved in a closed tabernacle or pyx. Under no circumstances may it be exposed in a monstrance." (*Paschales Solemnitatis*, n.55)
- Holy water stoups are emptied after Mass.

Good Friday

- Good Friday liturgy may not be celebrated in the absence of a priest. (Rubric for Good Friday [=GF], 4)
- Only one cross may be used for adoration. (GF, 19)

Easter Vigil

- The Paschal Candle is to be replaced each year: "The paschal candle should be prepared, which for effective symbolism must be made of wax, never be artificial, be renewed each year, be only one in number, and be of sufficiently large size so that it may evoke the truth that Christ is the light of the world." (*Paschales Solemnitatis*, n.82)

- If a deacon is not present to carry the Paschal Candle in the procession, the candle is carried by another minister and not the priest. (Rubric for the Easter Vigil [=EV], 15 and following)
- Lights in the church building are turned on when Paschal Candle is placed in stand at front of church at end of the entrance procession. (EV, 17)
- If possible, the Priest intones triple Alleluia (EV, 34)
- It is appropriate for the baptism of infants to take place at the Easter Vigil (*Rite of Baptism for Children*, n.9; also Roman Missal, Easter Vigil rubric n.38)

Faculties for Adult Confirmation

Presently, a priest has the permission, either in virtue of universal Church law or by grant of the diocesan bishop, to confirm the following persons:

- (a) those persons who are no longer infants and whom he baptizes (cf. Cann. 530, 1°; 566, §1; 882; 883, 2° and 885, §2; *RCIA*, Nos. 14, 24, 215 and 305);
- (b) those persons who have attained the use of reason but already have been baptized in another church or ecclesial communion, when they are received by him into full communion with the Catholic Church (cf. Cann. 883, 2° and 885, §2; *RCIA*, No. 481; *NSC*, No. 35);
- (c) the baptized Catholic who has been an apostate from the faith (cf. Can. 883, 2°; *NSC*, No. 28);
- (d) the baptized Catholic who through no fault of his or her own has been raised in a non-Catholic religion or joined a non-Catholic religion (*ibid*);
- (e) the baptized Catholic who through no fault of his or her own never put the faith into practice. (cf. Can. 884, §1; *NSC*, No. 29).
- (f) those who are in danger of death (cf. Cann. 566 §1 and 833, 3°)

If, however, a priest wishes to confirm a baptized Catholic who has been practicing the faith (that is, he or she is not in the circumstances described above), permission for the faculty to do so must be requested from the diocesan bishop (Can. 882, Can. 884, §1). If you have any questions about this faculty, please call the Office of Sacred Worship at (608) 791-2674.

[<<Top >>](#)



Office for Safe Environment

Director: Msgr. David Kunz – 608-791-2689 | 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. 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.

[<<Top >>](#)



Office for Catholic Schools

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

No items this week.

[<<Top >>](#)



Office for Social Concerns

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

Progress in the Fight Against Human Trafficking

We have seen progress in the battle against human trafficking. Legislation recently passed the Senate that takes direct aim at websites that facilitate and profit from prostitution and sex trafficking. Read more about it on the [Diocesan Social Concerns website](#) and learn more about this critical issue.

[<<Top >>](#)



Office for Stewardship & Development

Director: Jeff Reiter – 608-791-2653 | jreiter@diolc.org

Diocesan Annual Appeal

With the new tax laws and since most estates are less than \$11 million single, \$22 million married, there is even more emphasis on lowering one's income taxes. Some strategies include avoiding capital gains taxes. One way to avoid capital gains taxes are through Appreciable Asset transfers. Appreciable Assets transfers can consist of Crop and Stock Transfers or Charitable Rollovers for IRAs. Donor Advised Funds can also be used for tax benefits. Feel free to give our office a call if you wish to discuss various gift options available to your parishioners and supporters.

Reminder: If your parish has reached your goal in either “Dollars Received” or “Dollars Pledged and Received,” you can use one of the three-congratulation bulletin announcements from Bishop Callahan found on the [Appeal Portal](http://appeal.diolc.org). <http://appeal.diolc.org>. They are

customizable and vary in layout and size. They can be found under the “Appeal Materials” header.

Just be sure to type over the line “Parish Name,” with your parish's name. With Easter coming up, it is a great way to reach more donors and raise awareness with others in your parish family who may not be entirely tuned in.

Reminder: This week, anyone who has donated to the Diocesan Annual Appeal in the past but has not yet donated this year (SYBUNTs) will be receiving a letter asking them to consider investing in the 38 ministries the Diocesan Annual Appeal supports. We also mailed all newly registered parishioners since January 2018, whom you entered in your ParishSoft directory.

Exploring the idea of a Capital Campaign, Strategic Planning or want to become a stewardship parish? If you need some ideas to reinvigorate your stewardship journey or would like to share your successes and trials, please give our office a call - we would love the opportunity to serve you.

[<<Top >>](#)



Office for Temporalities

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

Parish Finance Seminar – Registration now OPEN

The Parish Finance Seminar will be Wednesday, May 2, 2018, at Three Bears Lodge in Warrens. Please see the agenda and registration form at www.diolc.org/temporalities. For your convenience, there is an option to pay by credit card.

It is very important that a representative from each parish/school attend the Parish Finance Seminar. This is a great place to network with the other parishes/schools. There will be time for open questions again. Please send me any questions/topics that you would like to have a discussion on. **Registrations are due by April 23, 2018**

[<<Top >>](#)



Office for Vocations

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

No items this week.

[<<Top >>](#)



Office for Vicar for Clergy

Director: Msgr. David Kunz – 608-791-2689 | tbrown@diolc.org

No items this week.

[<<Top >>](#)



Office for Youth & Young Adult Ministry

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

Rally in Eau Galle – Sunday, May 6

Come out to this amazing annual event sponsored by the Durand Deanery! For more information go to our website: <http://diolc.org/yya/youth-opportunities/parish-rallies-and-retreats/>

Franciscan Core University – June 10-15 in La Crosse

A five-day summer, residential program for rising 10th, 11th, and 12th grade students which offers education, reflection, and experience on Catholic Social Teaching themes and principles using St. Francis of Assisi as a model for action. [Click here for more information](#)

[<<Top >>](#)

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