



Chancery Bulletin - Vol. 4, No. 4.3 | April 16, 2019

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Officials

No officials this week.



Events

As of April 15, 2019

Tuesday, April 16
10:30am Chrism Mass - Live Stream
10:30am Chrism Mass - La Crosse
Thursday, April 18
Holy Thursday - Curia Offices Close at 12 p.m.
Friday, April 19
Good Friday - Curia Offices Closed
Monday, April 22
Easter Monday - Curia Offices Closed
Tuesday, April 23
NCEA National Convention - Chicago - April 23 - 25
Friday, April 26
Married Love: Two Becoming One Retreat - La Crosse - April 26 - 27
Leadership In Christ Conference - La Crosse - April 26 - 27
Saturday, May 4
9:00am Hispanic Lay Formation Institute - Alma Center
10:00am Ordination to the Diaconate (Transitional) - Live Stream
10:00am Ordination to the Diaconate (Transitional) - La Crosse
Thursday, May 9
12:00pm Catholic School Presidents' Meeting
Friday, May 10
Deacon and Lay Formation - Marathon - May 10 - 11
8:00am Catholic School Presidents' Meeting
Saturday, May 11
8:00am **CLOSED** Married Love: Two Becoming One Retreat - Wausau **CLOSED**
Wednesday, May 15
10:00am Advisory Council Meeting - Tomah
Friday, May 17
Married Love: Two Becoming One Retreat - Eau Claire - May 17 - 18
Saturday, May 18
8:30am Married Love: Two Becoming One Retreat - Durand
8:30am Catholic Scout Retreat - Sparta
Monday, May 27
Memorial Day - Curia Offices Closed

To get your parish events listed on the diocesan calendar, diolc.org/calendar, please send an email to datebook@diolc.org. Make sure you include the following details; date, beginning/ending times, event location, description, menu and cost, etc. If you have any questions, please call Pam Willer at 608.788.1524 for more information.

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Chancery Office

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

No items this week.

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Office for Catechesis & Evangelization

Director: Ann Lankford – 608-791-2658 | alankford@diolc.org

Bulletin Insert for April 28th [click here](#)

Divine Mercy Sunday will be celebrated on Sunday, April 28th. The insert describes real-life examples of mercy being shown and provides information about Jesus' message of mercy.

Franciscan CORE 2019

Do you know rising 10th, 11th, or 12th graders that have a passion for social justice? Viterbo is currently registering participants for Franciscan CORE 2019 scheduled for June 16th -21st. This five-day summer social justice and theology institute offers education, experience, and reflection on Catholic Social Teaching themes and principles using a Franciscan lens. Franciscan CORE seeks to develop empathetic and grounded leaders through: **Compassion** for those on the margins, **Outreach** to those in need, **Reflection** on God's call, and **Experience** of community and service. Space is limited to 30 participants, so register early. The cost for the week is \$375. If cost is inhibitive, sponsorship funds are available. Access online registration here: <https://www4.viterbo.edu/franciscan-core>. For more information, contact Emily Dykman at eadykman@viterbo.edu.

Save the Date: Witnesses for Christ Conference August 9-10

The Witnesses for Christ Conference will be held Friday, August 9 – Saturday, August 10. The theme is Intentional Accompaniment: how we can intentionally accompany children, young people and adults to encounter Jesus and develop a deeper relationship with Him, leading to commitment. The Conference will be most helpful for catechetical leaders, youth ministers, catechists, Catholic school teachers, administrators, deacons, and any interested adult. Brochure coming soon.

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Office for Communications

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

Reminder: Bishop Callahan's Easter Message

Bishop Callahan's Easter video greeting is available [here](#). Please share his message on your parish Facebook and your parish website. We will also be using Facebook video cross posting for the Easter Message from Bishop Callahan for easy sharing.

Reminder: Easter Media Resources

Easter graphics are ready for your use and available at diolc.org/media-resources. You can use these for all your parish communications.

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Office for Consecrated Life

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

No items this week.

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Office for Marriage & Family Life

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

No items this week.

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Office for Ministries

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



Reminder: For Your Parish Bulletin: Leadership in Christ Conference April 26-27, 2019, La Crosse – “Transformation is Possible”

Dr. Bill Keimig, back by popular demand, will speak Friday evening and Saturday morning on the keys to transformation through Christ - as a person, a family and a parish. Choose from a wide variety of breakout sessions Saturday afternoon. Complete details and registration at www.diolc.org/leadership. Questions? Contact Chris Ruff at ministries@diolc.org or 608-791-0161.

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/802034056835965/>

Please share this on your parish Facebook.

Reminder: For Your Parish Bulletin:

New Lay Formation Institute (LFI) class starts in the fall – Registration underway!

Registration is open for the next two-year Lay Formation cycle that begins fall of 2019. Draw closer to Christ and deepen your knowledge of the Faith in a joyful community of learners! See brochure, schedule and application form at diolc.org/lay-formation. Discuss with your pastor and contact the Office for Ministries and Social Concerns at ministries@diolc.org or call (608) 791-0161.

For Your Parish Bulletin:

New Leader of Prayer Class Begins in June

Applications are open for a new class of men and women who wish to serve as Leaders of Prayer for the Diocese of La Crosse. This is a three-part course of study by which lay persons are prepared and commissioned to serve their parishes by bringing Holy Communion to the

sick, conducting a Liturgy of the Word with Communion on weekdays when a priest is unavailable, and leading parishioners in prayer at times of illness or death. In nursing homes or healthcare facilities, when no priest is available, they may also conduct a Sunday Celebration in the Absence of a Priest. Completion of the Lay Formation Institute is a prerequisite for acceptance into the Leader of Prayer program, and candidates must be sponsored by their pastors. For complete information, visit www.diolc.org/ministries and click on “Leader of Prayer.”

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Office for Missions

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

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Office for Pontifical Ceremonies

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

No items this week.

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Office for Sacred Worship

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

Order for the Reception of the Holy Oils—USCCB

The Roman Missal directs that “The reception of the Holy Oils may take place in individual parishes either before the celebration of the Evening Mass of the Lord’s Supper or at another time that seems more appropriate” (Chrism Mass, 15). While the Missal does not specify how a “reception of the Holy Oils” would take place, a simple ceremony that is sober yet joyful, consistent with the Roman liturgy, and emphasizing the grace of the sacraments and unity with the bishop, would seem to be the most appropriate way to receive the oils in a parish. One possible model is found in the *Order for the Reception of the Holy Oils*, available from the USCCB at [this link](#).

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 its 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 883, 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.

Updated Information: 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 consult the [Handbook for Sacramental Records](#) or contact the Chancery Office.

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

RCIA Celebration of Baptism of an Adult

For Baptism celebrated for a non-Baptized adult (RCIA), the following information is to be entered in the Baptismal Register (*Can. 877 §1*):

1. the given and/or Christian name(s) of the person (always use the maiden name of a woman);
2. the name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name);
3. the date and place of birth;
4. the name of the sponsor(s);
5. the date and place of the Baptism;
6. the name of the minister performing the Baptism; and
7. marginal notations of reception of Eucharist and Confirmation^[8] and of marital status (either current valid marriage or the convalidation of the current marriage). Any declaration of invalidity (including where granted and protocol number) should be noted.

[8] The reception of Confirmation also needs to be recorded in the Confirmation Register.

In addition to the entries made in the sacramental registers, please also enter all sacramental receptions into the ParishSoft database. Everyone who receives sacraments and lives within your parish domicile 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 Parish Census Software Standard Operating Procedures found at diolc.org/pims.

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Office for Safe Environment

Director: Teresa Brown – 608-791-2679 | 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 Teresa Brown, Diocese of La Crosse, at (608) 791-2679; or tbrown@diolc.org

April is National Child Abuse Prevention Month. Let's keep all victims of abuse in our prayers. **Psalm 127: 3** Behold, children are a heritage from the LORD, the fruit of the womb a reward.

The [Safe Environment Poster](#) has been updated. Deacon Tom Skemp is now the Victim Assistance Coordinator. Please print a new poster to replace what you currently have hanging up in your school or parish. If you need them mailed, please send an email to tbrown@diolc.org.

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Office for Catholic Schools

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

No items this week.

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Office for Social Concerns

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

Reminder: For Your Parish Bulletin:

Catholics at the Capitol April 30

See details and Bishop Callahan's video invite at www.diolc.org/social-concerns.

Join Catholics from across the state as we gather in Madison for a day of prayer, formation, and advocacy. Attend workshops on Catholic social teaching, homelessness, immigration, pro-life health care and criminal justice. For information and registration, go to www.wisconsinatholic.org or call the Wisconsin Catholic Conference at 608/257-0004. Admission (including continental breakfast & lunch): \$40 for adult advance registration; \$12 for full-time students; \$50 for same-day adult.

Here is the Facebook link for Bishop Callahan's video message
<https://www.facebook.com/watch/?v=2085687754802423>

Here is the diocesan Facebook link for the event.
<https://www.facebook.com/events/939735963082676/>
Please share both of these on your parish Facebook.

Annual Greater La Crosse Area Mayoral Prayer Breakfast

Thursday, May 2 from 7:29 - 8:45 am in the Cargill Room at the Waterfront (332 Front St. S.) in La Crosse. Includes breakfast, a time of prayer for our community leaders, and an inspirational speaker. This year features Mr. Al Lindner, who ranks among the most renowned leaders in the fishing industry and hosts the popular Lindner's Angling/Fishing Edge. For full details and tickets to this wonderful ecumenical event, visit www.crprayer.org.

Pro-Life: Urge U.S. House to Allow a Vote on Born-Alive Abortion Survivors Protection Act

Send a message to your U.S. Representative to urge them to sign the discharge petition to allow a vote on the Born-Alive Abortion Survivors Protection Act. This law will ensure babies born alive during an abortion receive the same care and medical treatment that would be given to a child born premature. For more information and other alerts, visit website of Susan B. Anthony List (www.sba-list.org).

Reminder: Farmer Hotline for Help & Hope

Currently, there is a crisis in farming: historic low margins and high rates of suicide. There is help and hope. The Department of Agriculture Trade and Consumer Protection's Wisconsin Farm Center offers a hotline for farmers looking for advice – everything from financial to succession planning for the future. The hotline is available weekdays from 7:45 a.m. to 4:30 p.m. at [1-800-942-2474](tel:1-800-942-2474)

Prayers of the Faithful – please use these prayers during the months of April and May

For all property owners, from large scale to garden plots, may they grow as good stewards, God's gift of the land. We pray ...

For all people to more clearly see the presence of God through creation that surrounds them, may they cherish that gift and approach it with great respect. We pray ...

For those in conflict over land use policies, may they resolve conflicts peacefully, recognizing the Lord's presence in people on both sides of the issue. We pray ...

For the ability of public officials to form land use policies that take into consideration the well-being of all God's creation, not merely profits. We pray ...

For ability to grow in "Love of Neighbor;" whenever we gather for county, city, and town meetings, may we do so with mutual respect, recognizing the dignity of all people. We pray ...

For future generations, that environmental policies enacted today protect water, air, and land for children and creatures born tomorrow. We pray ...

For the grace to live more simply and in harmony with the world around us that in doing so we may discover God in beauty, goodness and the order of creation. We pray ...

For the spirit of St. Francis of Assisi, that following his example we may give praise to God through the gift of our time, listening to the songs of creation and appreciating all that God has done throughout the seasons of the year. We pray ...

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Office for Stewardship & Development

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

Diocesan Annual Appeal – Endurance in Hope The Church continues to work to fulfill its mission. The Diocesan Annual Appeal is how we as a diocesan community fund our commitment to do our part of fulfilling the mission. The good works continue as our story is told through the appeal, connecting with those who want to invest in the many good works. Thank you to all parish leaders who continue to promote this vital ministry. Remember to keep developing this ministry, as it is the largest source of funding for our charitable works and ministries.

As of April 13, 2019:

- We are at 96% of our goal; we are down slightly from this time last year due to the timing of Holy Week.
- 52 Parishes have received more than \$405,000 in rebates so far this year
- 66 Parishes have raised \$266,2182 (14%) more money this year than last year at this time
- 387 new investors to the Annual Appeal. These people have never invested in the Diocesan Annual Appeal before. They bring with them over \$46,000 in funding.
- 1,012 investors who were lapsed for at least one year are now re-engaged
- 17,731 (79%) of our supporters from last year have reinvested this year
- 6,145 investors have invested more this year than last year at this time. The average increase is \$166.22
- The average pledge is \$452, compared to \$417 last year
- 55 new people are investing through recurring installments. These are people who give monthly year round and tend to invest more on average, and their summer activity can give you momentum as we start the next year appeal.

The Holy Week mailing should be in mailboxes; if they are not, they will be arriving this week. We mailed all LYBUNTS and new parish members from all parishes. We will also mail all SYBUNT and “Nevers.” To read the letters that went out, please see the appeal portal website. Last year Holy Week began on March 25, that is twenty days earlier than this year, so expect to see a pickup in the Diocesan Annual Appeal investments in the next few weeks. Your efforts to help promote the good works of the appeal continue to be necessary, whether or not your parish has met its goal. People investing after lapsing or for the first time give significantly less. Those who give annually give more and lower the cost of securing their participation.

As you know Holy Thursday Mass is the commemoration of the establishment of the Eucharistic sacrament and the vocation of the Priesthood. Our Holy Week mailing features some of our priests and the journey of their priesthood. We have a video “[Works of Faith](#)” on our website and it has been put on our Facebook Social Media page, which you can share through Facebook, MyParish App, Instagram, Twitter, and post on your website. Please share the [Work of Faith](#) video during the next few weeks. This message shows how hope is brought to so many. Hear from Bishop Callahan, Father Kyle Laylan of Holy Family Parish in Arcadia

and Most Sacred Heart Parish in Pine Creek, Father Barry Saylor of St. John the Baptist Parish in Marshfield, Father Clayton Elmhorst of St. Mary Parish in Lyndon Station, Father Steve Brice of Holy Spirit Parish in Stevens Point, Father Sebastian Kolodziejczyk of Holy Family Parish in Arcadia and Most Sacred Heart Parish in Pine Creek, Father Jeffrey Hennes of St. Adalbert Parish in Rosholt and St. Mary Parish in Torun and senior priest Msgr. Del Malin tell their story of Faith and service through their priestly vocation.

The next Diocesan Annual Appeal mailing will be targeted for a mail drop before Memorial Day weekend. The mail focus will be all LYBUNTS, and parishes below target. If you wish to include a letter from the pastor in this last mailing of the appeal year, please contact our office. The video messaging will be "[Labor of Love](#)," available on our website, which examines the good works of Catholic Charities.

Planned Giving – Leaving a Legacy

Is your parish exploring the idea a Capital Campaign, Strategic Planning, interested in Planned Giving, or want to become a Stewardship Parish? If you need ideas to reinvigorate your stewardship journey or would like to share your successes and trials of stewardship, please give the Office for Stewardship and Development a call - we would love the opportunity to serve you.

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Office for Temporalities

Contact: Kurt Jereczek – 608-791-0171 | kjereczek@diolc.org

No items this week.

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Office for Vocations

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

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

That our parish communities will nurture marriage and religious vocations through their lives of prayer and service, giving witness to God's loving action in the world.

Reminder: Transitional diaconate ordination of Samuel McCarty, Joseph Richards, Levi Schmitt, and Daniel Williams will be on Saturday, May 4, 2019, at 10:00 a.m. at St. Joseph the Workman Cathedral.

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/2349768451945528/>

Please share this on your parish Facebook.

Reminder: Priestly Ordination of Deacon Brandon Guenther and Deacon Ethan Hokamp will be on Saturday, June 22, 2019, at 10:00 a.m. at St. Joseph the Workman Cathedral.

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/328895707985585/>

Please share this on your parish Facebook.

Reminder: Save the Date: 1st Annual Golf Outing to support vocations will be at Cedar Creek Golf Course in Onalaska on Monday, June 17, 2019. 18-hole person teams. More information to follow.

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/1000963323447219/>

Please share this on your parish Facebook.

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Office for Vicar for Clergy

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

Letters of Suitability. If you will be traveling outside of the Diocese of La Crosse and plan to do more than attend Mass, please contact Paula at pboyle@diolc.org for your letter. Celebrets are for travel outside of the United States and are done by Maryjo Wilson in the Chancery Office, mwilson@diolc.org

Upcoming Dates and Events for 2019 & 2020:

Priest Retreat April 29 thru May 3, 2019 at St. Anthony Spirituality Center - Marathon, WI. Call Susan Hubbard at 715-443-2236 ext. 111 to reserve your spot. The speaker is Fr. Sammie Maletta from the Diocese of Gary, Indiana. There is still plenty of time to register if you have not already done so. **Please bring Alb and white stole.**

Priest Unity Days June 20-22, 2019 at Holy Cross Diocesan Center – La Crosse, WI. The Presenter is Auxiliary Bishop of the Archdiocese of St. Paul and Minneapolis, Most Reverend Andrew H. Cozzens. The theme is: “Remain in me...for without me you can do nothing” (Jn 15) - Human and Spiritual Growth for Fruitful Priestly Ministry.

Deacons and Wives afternoon with the Bishop - Holy Cross Diocesan Center, August 10, 2019

Fall Clergy Conference October 14-15, 2019 at Holy Cross Diocesan Center, Presenter is Fr. Sean Kilcawley.

Fall Clergy Conference October 12-13, 2020

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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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