



## Chancery Bulletin - Vol. 3, No. 7.5 | July 31, 2018

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### Officials

No officials this week.



### Events

As of July 31, 2018

**Tuesday, July 31**

Family Suite Transition Training - Wausau - July 31-Aug 1

**Sunday, August 5**

50th Wedding Anniversary Celebration - Plover

Peace Day

**Monday, August 6**

9:00am New School Administrators' training - La Crosse

**Tuesday, August 7**

8:00am Teaching as a Ministry, NTF - La Crosse

**Wednesday, August 8**

9:00am PreK-2 Magical Journey into the Young Readers' Brain In-Service - Tomah

**Friday, August 10**

11:00am Witnesses for Christ Conference - La Crosse - Aug 10-11

**Saturday, August 11**

Anniversary of the installation of Bishop William Patrick Callahan

2:00pm Deacons' celebration with the Bishop - La Crosse

**Tuesday, August 14**

8:30am Welcome Back Administrators' meeting - La Crosse

**Wednesday, August 15**

Solemnity of the Assumption of Mary - Curia Offices Closes

**Thursday, August 16**

Domestic Church Evangelization Retreat - La Crosse - Aug 16-19

**Friday, August 17**

Retrouvaille Marriage Retreat - Marathon City - Aug 17-19

**Saturday, August 18**

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

**Tuesday, August 21**

Family Suite Transition Training - Eau Claire - Aug 21-22

**Thursday, August 23**

12:00pm Bishop John Paul Birthday Mass and Luncheon

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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**

### **Reminder: Desiring to engage Parents and Young People?**

Join us August 10-11 at Blessed Sacrament Parish in La Crosse for the Conference entitled "**Encounter Christ in the Sacraments.**" Based upon his 30 years of experience, Dr. James Pauley will present interactive sessions on helping children, young people and adults to understand the experience of union with Christ in the Holy Eucharist. He will talk about how to nurture such intimate communion so that it is sustained in a personal relationship afterwards and as a lifelong process. [Click here](#) for further details, to download the brochure or to register online. Sign up today! If you have already registered, you should have received a confirmation email.

### **New Catechetical Leader Training**

New DREs, CREs and Youth Ministers are encouraged to attend a day of training on Wednesday, August 22 at the Holy Cross Diocesan Center. [Click here](#) for further details and the registration form.

### **Ongoing Catechist Training**

Every parish is to provide 6 hours of training for catechists. The Catechetical Institute has developed online workshops to assist you with this training at very little cost. Each workshop provides an hour of content divided into short video clips (10 minutes) followed by a simple skills-building task. These tasks allow you to process the material by answering a simple question or implementing something into your classroom. This formation is foremost to help you deepen your Faith and spiritual life to become intentional disciples and stronger witnesses of Christ and His Church. [Click here](#) to view a sample workshop and [click here](#) for parish onboarding instructions. Some workshops available are: The Vocation of the Catechist; Scripture: The Heart of Catechesis; Sacred Scripture: The Big Picture; Prayer: Introduction to the Spiritual Life of the Catechist; The Trinity; Christ: His Person and Works; Lesson Planning. Contact Ann for further details.

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## **Office for Communications**

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

### **Standard Operating Procedures for Offertory Plate Contributions**

We have 70 parishes leading the way in best practice offertory plate contributions accountability and transparency using ParishSOFT. Thank you for your leadership! We continue to ask that all parishes use the generic family named "Loose Cash", ID# 63626, to record weekly anonymous and cash plate contributions. This best practice promotes continuous improvement and establishes a clear audit trail. Details for implementing this important standard can be found on [diolc.org/pims](http://diolc.org/pims) in the [ParishSOFT Standard Operating Procedure](#) (SOP) document. Reference the SOP table of contents for Loose Cash, using Ctrl+Click to navigate to that section of the SOP.

This Loose Cash generic entity is intended for use diocesan-wide at every parish. Administrative staff should share it as an unregistered family in the Contributor Only family group. When sharing this entity into your parish ***please do not change its generic address, phone, email, or other field values.*** All parishes need to share this same family record. After sharing this family record to your parish please notify [Margot Lorraine](#), (608) 791 2695. She will merge your previous, parish-specific, loose cash entity into the preferred Loose Cash ID# 63626 entity. Her merge will enable your parish to maintain a continuous and consistent record of previous cash contributions. It will also remove your previous, parish-specific record from the database to avoid future data conflicts. Begin this new fiscal year by adopting this offertory plate contribution best practice. Thank you for your help consolidating and improving our reporting. Contact [Nick Lichter](#) (608) 791-2681 with any questions.

## 2018 Fall Parish Round Table Meetings

The Office for Communications is hosting Round Table discussions this fall. Pre-registration is preferred; all meetings are 2 hours. Please contact Margot Lorraine at [mlorraine@diolc.org](mailto:mlorraine@diolc.org) or (608) 791-2695 to register.

Date	Parish	City	Time	Details
Wed, September 19	Blessed Sacrament (771)	La Crosse	9:00am	Park @ school, use Losey Blvd entrance
	St. Wenceslaus (13590)	Eastman	2:00pm	
Thurs, September 20	St. John (13635)	212 Church Rd, Plum City	9:30am	in the rectory
	St. Raymond (19790)	Fall Creek	2:00pm	in the parish hall
Wed, September 26	St. Joseph (13613)	Kendall, WI	9:30am	in the parish hall
	Nativity of the Blessed Virgin Mary (13575)	Auburndale, WI	2:00pm	church basement
Thurs, September 27	St John the Baptist (13597)	Edgar, WI	9:00am	church gathering space
	St. Joseph (13652)	Stevens Point, WI	1:00pm	enter off the Jefferson St. double doors

Below is the meeting agenda. However, we will gladly address any concerns or questions you wish to bring to our attention.

1. Review of the census software transition project and outcome
2. Diocesan Standard Operating Procedures (SOP) for recording census data
  - a. Batch process, Loose Change family (63626)
  - b. Sacraments
  - c. Administration (Staff records)
  - d. Integration with ParishSOFT Ledgers & Payables
3. Getting the name and address of everyone in your congregation
  - a. In-pew signup
4. DAA theme, questions about the DAA portal
5. Safe Environment forms and procedures
6. Social Media for your parish

- a. MyOwnChurch button on MyParish app
7. Questions.

These meetings are open to administrative assistants, pastors, and other parish staff who work with parish data. We hope to see you at one of these meetings. To register please contact Margot Lorraine at [mlorraine@diolc.org](mailto:mlorraine@diolc.org) or 608-791-2695. Diocese of La Crosse Parish Information Management System (PIMS) website <http://www.diolc.org/pims>

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## Office for Consecrated Life

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

### Domestic Church Evangelization Retreat – Final Reminder

The next Domestic Church Evangelization Retreat is just over 2 weeks away. Learn more [here](#). Please promote this event to all married couples at your parish.

### Humanae Vitae 50<sup>th</sup> Anniversary Poster

Any parish who would like a commemorative poster for Humanae Vitae's 50<sup>th</sup> anniversary should contact [mberg@diolc.org](mailto:mberg@diolc.org). We have a small batch of posters left.

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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: 150<sup>th</sup> Banner at Pontifical Liturgies:** During the Sesquicentennial Year, parishes that will be hosting Bishop Callahan are asked to display, in their sanctuary or other proper area if the celebration is outside of Holy Mass, the Diocesan 150th banner or tri-fold display board. If your parish does not have one, please contact the Diocesan Office of Pontifical Ceremonies and one will be provided for the celebration. All parishes can order their own banner or display board at <https://diocesan.com/product/diocese-of-la-crosse-150th-anniversary>.

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## Office for Sacred Worship

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

### Mass Schedule for the Immaculate Conception, December 8

The Solemnity of the Immaculate Conception this year is Saturday, December 8, and it remains a holyday of obligation. Masses on Friday evening, December 7, and during the day of Saturday, December 8, will observe the Solemnity of the Immaculate Conception. Masses beginning the evening of Saturday, December 8 will observe the Second Sunday of Advent. Catholics are to attend Mass twice that weekend, once to fulfill the holy day of obligation (Immaculate Conception) and once to satisfy the Sunday obligation.

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## Office for Safe Environment

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

### **Attention: Pastors, Deacons, Parish Social Concerns and Respect Life Representatives**

*Parish Social Ministry will be the focus of the December issue of Catholic Life magazine, highlighting specific charitable outreach efforts in each deanery. Please help us stay current in our “catalogue” by reviewing your deanery/parish listings in the [Directory of Parish Social Ministry Initiatives](#) and alerting us to anything that needs to be updated. There is a [submission form](#) on the diocesan website, or you may email [ministries@diolc.org](mailto:ministries@diolc.org) or call 608-791-0161 with your modifications.*

### **Deadline tomorrow - July 31: Show Your Support for the Protect Life Rule**

The U.S. Department of Health and Human Services (HHS) has proposed the Protect Life Rule, stopping Title X Family Planning tax dollars from going to organizations that perform or promote abortions. This would effectively defund Planned Parenthood of as much as \$60 million of our tax dollars each year. Before the rule can go into effect, there has to be a public comment period. The deadline to submit a comment is midnight, July 31. To show your support for the Protect Life Rule, [click here](#) and follow the instructions.

### **Sept. 8 Hispanic Pilgrimage to the Shrine of Our Lady of Guadalupe**

The 10<sup>th</sup> Annual Hispanic Pilgrimage to the Shrine of Our Lady of Guadalupe will be held Sept. 8, from 10:00 am-3:30 pm, including the Rosary, las Mananitas, traditional dances, lunch, Confession and Holy Mass. Visit the diocesan [Hispanic Ministry website](#) for a flyer with details.

### **Border and Immigration Concerns**

There continue to be concerns about the situation at the border with Mexico. Many separated families have been reunited, but still others remain traumatically split. Read about what the U.S. Bishops are doing and get the latest updates from [www.justiceformigrants.org](http://www.justiceformigrants.org) by visiting [www.diolc.org/social-concerns](http://www.diolc.org/social-concerns) and following the links.

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## Office for Stewardship & Development

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

### 2018-19 Annual Appeal Leadership Training

For those who had trouble with the link, it has been fixed. We apologize for any inconvenience. Also, the Eau Claire meeting at St. Olaf has been rescheduled to Thursday, August 23

Please click the link below to register for a location near you!

[https://docs.google.com/forms/d/e/1FAIpQLSdt-GPT1Su\\_XyAe0\\_odbEXcjuwDvoUhRnD0nKdcJJevtIGDjg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdt-GPT1Su_XyAe0_odbEXcjuwDvoUhRnD0nKdcJJevtIGDjg/viewform?usp=sf_link)

Please contact Sarah Komperud 608-791-2653 or [skomperud@diolc.org](mailto:skomperud@diolc.org) with any questions.

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## Office for Temporalities

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

### **Asbestos Re-Inspections**

School asbestos re-inspections will be occurring in the 2018-2019 school year. These are regulated inspections that occur every 3 years. The Office of Diocesan Building and Grounds will be working with our asbestos consultant to schedule these inspections. Anticipated start date will be later in the fall.

Please note, if your parish or school has any regularly scheduled daycare, pre-school, early childhood education, or charter school that is not currently inspected, you are required to have these facilities inspected every 3 years. Please contact Kathy Haverland in the Office for Diocesan Buildings and Grounds to get these facilities on the asbestos schedule. Kathy can be reached at 608-791-2692 or [khaverland@diolc.org](mailto:khaverland@diolc.org).

All schools are required to have a designated person in charge of asbestos management, locations, and routine surveillance of asbestos. If you have any concerns or questions regarding this requirement, please contact the Office for Diocesan Buildings and Grounds.

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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.



That families will strive to make their homes a place where children can hear God call them by name.

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## Office for Vicar for Clergy

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

### Sesquicentennial Celebration for Youth

Come to Pacelli Catholic High School in Stevens Point on October 21, 2018 for an awesome day with APeX Ministries and music from Josh Blakesley and Tom Young. More details will be coming in the next couple of weeks so please save the date!

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Diocese of La Crosse | 3710 East Ave S | La Crosse, WI 54601 | 608-788-7700

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