



## Chancery Bulletin - Vol. 3, No. 7.1 | July 3, 2018

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### Officials

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

The Reverend **John Selva Manohar**, who was appointed Pastor of St. Joseph Parish in Menomonie, effective July 5, 2018, is also appointed as Chaplain to the Newman Community at UW-Stout, effective July 5, 2018.

The Reverend **Keith J. Kitzhaber**, Pastor of St. Patrick Parish in Sparta and St. John the Baptist Parish in Summit Ridge, is appointed Pastor of Sacred Heart of Jesus Parish in Marshfield and Corpus Christi Parish in Bakerville, with residence at Sacred Heart of Jesus Parish rectory in Marshfield, effective July 12, 2018.



### Events

As of July 3, 2018

**Wednesday, July 4**

Independence Day - Curia Offices Closed

**Friday, July 6**

Dare to Follow - La Crosse - July 6-8

Mission America 2 - July 6-13

**Sunday, July 8**

50th Wedding Anniversary Celebration - La Crosse

Adventure Camp: Week 3 - July 8-13

**Friday, July 13**

Married Love: Two Becoming One Retreat - Eau Claire - July 13-14

Threshold 2018 - La Crosse - July 13-15

Sesquicentennial - Bishop's Regional Visit - Thorp and Marshfield Deaneries - July 13-15

6:45pm Parish Pull at the Fairgrounds - Marshfield

**Saturday, July 14**

4:00pm Sesquicentennial - Event to be determined at St Joseph - Stratford

5:00pm Sesquicentennial - Mass followed by social - Hewitt

**Sunday, July 15**

10:30am Sesquicentennial - Mass - Loyal

4:00pm Sesquicentennial - Hispanic Community Mass and Fiesta - Abbotsford

**Thursday, July 19**

Parish Suite Transition Training - Wisconsin Rapids - July 19-20

**Sunday, July 22**

50th Wedding Anniversary Celebration - Altoona

**Sunday, July 29**

4:30pm Priests for Tomorrow - La Crosse

**Tuesday, July 31**

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

**Sunday, August 5**

50th Wedding Anniversary Celebration - Plover

Peace Day

**Friday, August 10**

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

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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)

### Bulletin Insert for weekend of July 15 [click here](#)

Corresponding to the July celebrations being held in the Thorp Deanery, “A Crown Atop the Diocese” describes three parishes in the Thorp Deanery that all faced similar tragedies.

### Attn: Catechetical Leaders:

Please see the “Pastoral Guidelines for the use of Social Networking and Technology” notice under the Office for Communication section. [Here is the complete document.](#)

### Bulletin announcement

“Paul, Apostle of Christ” just came out on DVD. The setting is Paul’s final days in solitary confinement while Luke finds a way into the prison to write down the account of St. Paul’s life. The story really makes the Acts of the Apostles come alive. With the portrayal of the persecutions of the early Christians, this is best suited for adults and 11<sup>th</sup>-12<sup>th</sup> graders.

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## Office for Communications

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

### Priestly Ordination materials to share

Please share the Catholic Life story on our recent priestly ordinations. It is found at <http://catholiclife.diolc.org/2018/06/27/the-ordination-to-the-priesthood-of-fathers-saylor-and-laylan/> All pictures, and the ordination video can be used and shared to help celebrate this time in our Church.

### 150 Years in 10 Minutes

If you are looking for a quick “overview” presentation of our 150 years, you can use [this presentation](#). You can set it for auto play, or narrate it and manually advance the next slide. It’s also found at [diolc.org/150](http://diolc.org/150).

### Pastoral Guidelines for the use of Social Networking and Technology

Please review [these guidelines](#) for the appropriate use of social networking and technology. Care must be taken with all online activity as every interaction represents the Church. Every Email, text message, blog posting or comment, video or other form are public and a permanent record can be obtained. As a representative of the Church (paid or volunteer), those who work with the Church faithful are to be diligent in avoiding situations which might be a source of scandal for themselves, others, or the Church. Nothing posted on the Internet is private. <http://diolc.org/safe-environment/library/>

### Standard Operating Procedures for Offertory Plate Contributions

We have 27 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.

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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)

#### **Celebrate the 50<sup>th</sup> Anniversary of Humanae Vitae**

Fifty years ago, Pope Paul VI shared a beautiful vision of God’s plan for married love with us. Though this document was widely rejected 5 decades ago, it is now embraced as prophetic and necessary.

Click [here](#) to access numerous resources that will help you share the beauty and goodness of Humanae Vitae with your parish family.

#### **NFP Awareness Week – July 22-28**

Complete your celebration of Humanae Vitae with the inclusion of NFP awareness week.

Click [here](#) for bulletin inserts, homily notes and other great ideas. Our office has posters that you can use. Email [mberg@diolc.org](mailto:mberg@diolc.org) to place your order. Cost – free + SH.

**Bulletin Announcement Materials - Retrouvaille Weekend – August 17-19**

Click [here](#) to download several pre-written bulletin announcements to help your parish promote the next Retrouvaille weekend. Please run one announcement in each bulletin for the next 6 weeks.

**Bulletin Announcement Materials - Domestic Church Retreat – August 16-19**

Click [here](#) to download bulletin announcement materials to help you promote the next Domestic Church retreat being held in La Crosse.

**Domestic Church Retreat – August 16-19**

Click [here](#) to access a copy of the Domestic Church retreat brochure. Please make copies of this brochure available in your gathering place and/or pews.

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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)

No items this week.

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**Office for Sacred Worship**

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

No items this week.

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## Office for Safe Environment

Director: Teresa Brown – 608-791-2679 | [tbrown@diolc.org](mailto:tbrown@diolc.org)

### Pastoral Guidelines for the use of Social Networking and Technology

Please review [these guidelines](#) for the appropriate use of social networking and technology. Care must be taken with all online activity as every interaction represents the Church. Every Email, text message, blog posting or comment, video or other form are public and a permanent record can be obtained. As a representative of the Church (paid or volunteer), those who work with the Church faithful are to be diligent in avoiding situations which might be a source of scandal for themselves, others, or the Church. Nothing posted on the Internet is private. <http://diolc.org/safe-environment/library/>

### 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)

No items this week.

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## Office for Stewardship & Development

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

### Diocesan Annual Appeal final numbers:

Thank you! We have surpassed last year's annual appeal and we are expecting still more. We are still receiving mail postmarked on or before June 30<sup>th</sup>. Once we have all monies recorded, final numbers will be posted. We hope to have everything finalized in the next ten days.

As of July 3:

Total Pledged and Received = \$6,206,936

Total Received = \$6,164,028

Last year's Total Received for the Appeal (2016-17): \$6,162,869

Thank you for investing your time and talents into this ministry. The lives we touch through the supported ministries are many, going well beyond our diocesan boundaries.

For Parishes that have met their goal, there are three thank you bulletin announcements from Bishop Callahan available on the [Appeal Portal](#). All versions are editable so you can personalize the letter with your parish's name.

- Thank You Announcement [Portrait 2.375 x 3.875](#)
- Thank You Announcement [Landscape 3.875 x 2.375](#)
- Thank You Announcement [Large Landscape 5 x 3.875](#)

In the next few weeks, we will begin updating the [Appeal Portal](#) with information regarding the 2018- 2019 Annual Appeal. We expect no significant changes in the types of material and or processing.

Is your parish exploring the idea of a Capital Campaign, Strategic Planning 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; please give our office a call - we would love the opportunity to serve you.

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## Office for Temporalities

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

### Annual Report to the Bishop

It is that time of year again to start working on the Annual Report to the Bishop. All necessary documents and forms can be found on the Temporalities website page under Offices and Ministries – [Annual Report](#). All reports are due in the Office for Temporalities by August 31.

### **Reminder: New Priest Assignments - Payroll**

The new priest assignments are occurring as of July 5, 2018. For payroll purposes each parish is to pay the full month's priest salary and benefits. There will be no partial payments from the prior parish that they were previously assigned to. If you have questions, please contact Marie Gernes.

### **Updated Buildings and Grounds Website**

The Building and Grounds website page under Offices and Ministries has been updated. It contains new and updated forms. Please refer to the website when you are in need of a form for a building project or improvement. Please discard all other forms that you have.

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

Finance staff please see the notice regarding adoption of the diocesan-wide generic family "Loose Cash", ID# 63626, in the Communication section of this bulletin. The document is found in the [ParishSOFT Standard Operating Procedure](#) (SOP) document.

### **Updates from St. Ambrose Financial Services**

The interest rates have changed effective July 2, 2018, increasing by 20 basis points.

- Deposits will now earn 1.95%
- Loans will accrue interest at 2.70%
- Lines of Credit will accrue interest at 4.70%.

### **Reminder: 403(b) Thrift Plan Revisions**

There are some beneficial modifications to the Plan that are reflected in the **403(b) Thrift Plan Highlight Sheet** located on <http://stambrosefinancial.com/>. Changes include the following:

#### **1. Eligibility for Employer Contributions**

- **Effective July 1, 2018** - Immediate eligibility for those scheduled to work at least 20 hours a week during the school year. Seasonal employees are not eligible for employer base contributions (please contact Marie Gernes, Diocesan Finance Officer at 608.791.2668 or [mgernes@diolc.org](mailto:mgernes@diolc.org) with any questions on this seasonal classification).
- **Note that there may be employees who are now eligible as of July 1<sup>st</sup>** for Employer Contributions. They need to enroll in the plan for the 1% base contribution.

#### **2. Pre-Tax or Roth Contributions**

**Effective July 1, 2018** - Employees can designate their personal contribution as **Pre-Tax and/or Roth** designation.

- Traditional/Pre-Tax Contribution
  - Contributions are excluded from income for the year(s) in which they are made
  - On withdrawal - Contributions and earnings are taxable as income



- Designated Roth Contribution
  - After tax contributions are included in income for the year(s) in which they are made
  - On withdrawal - Federal-income-tax-free as long as the five-year rule is satisfied and a participant is age 59 ½ or older, becomes disabled or dies. If these conditions are not met, earnings, but not contributions, are taxable as withdrawn.

Questions on how to handle the after-tax Roth contribution on payroll should be directed to Marie Gernes, Diocesan Finance Officer at 608.791.2668 or [mgernes@diolc.org](mailto:mgernes@diolc.org).

3. The ***Employee Enrollment Form for Thrift Plans*** and the ***403(b) Contribution Election Form*** have also been modified to reflect the change with the Roth contribution and provides two options.
4. **Employer Submission of Contributions** have also been modified to reflect the change with the Roth contribution and provides two options:
  - a. **For payroll centers that upload an Excel file** - add the Participant Roth contribution as **Column N** on your file template. No other changes to the file format are needed.
  - b. **For payroll centers that generate a new remittance** - there will be new columns on the remittance to provide Participant Roth contributions

**If there are any questions on where to place the Roth contributions on your remittance to Mutual of America, please call them at (414) 359-1221.**

The updated forms are available on the website - <http://stambrosefinancial.com/>.

Contact Information:

Dennis Herricks – [dherricks@stambrosefinancial.com](mailto:dherricks@stambrosefinancial.com) - - 608.791.2669

Cheryl Cummings – [ccummings@stambrosefinancial.com](mailto:ccummings@stambrosefinancial.com) - - 608.791.2691

Fax Number – 608.787.8068

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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 the daily living of our vocation may transform our suffering world into a place of love, justice and peace.

## REMINDER

### **Priests for Tomorrow Fundraiser Dinner -- July 29, 2018**

Cargill Room at the Waterfront Restaurant, La Crosse, WI

Cocktails 4:30. Dinner at 5:30 with program following.

NEW THIS YEAR --- Silent and Live auctions!

For tickets contact Renee' at [rorth@diolc.org](mailto:rorth@diolc.org) or 608-791-2667

## **ORDINATION**

Please share the Catholic Life story on our recent priestly ordinations. It is found at

<http://catholiclife.diolc.org/2018/06/27/the-ordination-to-the-priesthood-of-fathers-saylor-and-laylan/> All pictures, and the ordination video can be used and shared to help celebrate this time in our Church.

## **Dare to Follow Retreat**

**Who:** Boys going into 6th, 7th, 8th, 9th and 10th grades

**When:** July 6-8, 2018

**Where:** Holy Cross Diocesan Center, [3710 East Avenue S., La Crosse, WI 54601](#)

**What: Dare to Follow... When Jesus saw the fishermen at the Sea of Gallilee, he asked them to leave everything and follow him to a new way of life. Jesus is calling, will you dare to follow him?**

Spend a couple of days with young men your own age...

- Learning more about your Catholic Faith
- Talking about the vocation of priesthood
- Having fun

[Dare to Follow Brochure – PDF](#)

**Contact Vocations Office** – 608-791-2667 | [rorth@diolc.org](mailto:rorth@diolc.org)

## **THRESHOLD RETREAT**

**Who:** For young men entering junior or senior year of high school, or any year of college, who have considered the priesthood

**When:** July 13 – 15, 2018

**Where:** Holy Cross Diocesan Center [3710 East Ave. S. | La Crosse, WI 54601](#)

**Cost:** No Cost – Limited to 25 registrants

**What:** Three days of prayer and conversation and reflections on the priesthood as well as plenty of recreation

Jesus spent three years forming a group of Apostles whose lives would change the course of human history. At the last supper Jesus reminded them, "It was not you who chose me, it was I who chose you to go forth and bear fruit. (John 15:16)

We spend so much time trying to figure out what we will do for college and career and yet how much time do we spend trying to understand what Jesus meant by this passage and what He has chosen for you? How much time have you invested in discovering God's plan for your life? We invite you to take a couple of days this summer to listen, to pray, to ask, to seek, and to discover how the Lord is calling you. Please join us as you come to this next threshold in your life.

[Threshold Brochure – PDF](#)

**Contact Vocations Office** – 608-791-2667 | [rorth@diolc.org](mailto:rorth@diolc.org)

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## Office for Vicar for Clergy

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

### **Upcoming Dates and Events for 2018 & 2019:**

Deacons and Wives afternoon with the Bishop - Holy Cross Diocesan Center, August 11, 2018  
Fall Clergy Conference - Holy Cross Diocesan Center October 8-9, 2018

### **2019 Dates and Events:**

Priest Retreat April 29-30 and May 1-3, 2019

Priest Unity Days June 20-22, 2019

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

Fall Clergy Conference October 14-15, 2019.

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## Office for Youth & Young Adult Ministry

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

No items this week.

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

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