



## Chancery Bulletin - Vol. 4, No. 8.3 | August 20, 2019

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### Officials

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

The Reverend Monsignor **David C. Kunz**, Vicar for Clergy and Parochial Administrator of St. Joseph Parish in St. Joseph Ridge, is released from his responsibilities as Parochial Administrator of St. Joseph Parish in St. Joseph Ridge, effective August 27, 2019.

The Reverend **Kurt J. Apfelbeck**, Vice Chancellor and Parochial Administrator of St. Peter Parish in Middle Ridge, is released from his responsibilities as Parochial Administrator of St. Peter Parish in Middle Ridge, effective August 27, 2019.

The Reverend **Biju Chennai Kunjukutty, MSFS**, Chaplain at HSHS Sacred Heart Hospital in Eau Claire and HSHS St. Joseph Hospital in Chippewa Falls, is appointed Parochial Administrator of St. Joseph Parish in St. Joseph's Ridge and St. Peter Parish in Middle Ridge, with residence at the St. Joseph Parish rectory in St. Joseph's Ridge, effective August 27, 2019.

Mr. **Brian T. Logue**, Director of the Office of Pastoral Ministry and Planning, with the title of Chief of Staff, has submitted his resignation and it was accepted, effective August 28, 2019.



### Events

As of Aug. 20

**Friday, August 23**

Leader of Prayer Training Session 3 - La Crosse - Aug. 23 - 24

**Saturday, August 24**

4:00pm Leader of Prayer Commissioning Mass - La Crosse

**Sunday, August 25**

3:00pm 50th Wedding Anniversary Celebration with Bishop Callahan as celebrant - Altoona

**Friday, September 6**

Deacon and Lay Formation - Marathon - Sept. 6 - 7

**Saturday, September 7**

10:00am Diocesan Hispanic Pilgrimage - La Crosse

**Sunday, September 8**

2:00pm 50th Wedding Anniversary Celebration with Bishop Callahan as celebrant - Plover

**Friday, September 13**

10:00am Rural Life Day - Bishop's Mass on the Farm - Pittsville

**Sunday, September 15**

Catechetical Sunday

**Friday, September 20**

Deacon Formation Couple's Retreat - Marathon - Sept. 20 - 22

**Saturday, September 21**

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

**Saturday, September 28**

Annual Appeal Kickoff Weekend 1 - Sept. 28 - 29

**Friday, October 4**

Married Love: Two Becoming One Retreat - Arcadia - Oct. 4 - 5

Memorial of Saint Francis of Assisi, Secondary Patron of the Diocese

**Sunday, October 6**

Life Chain

Respect Life Sunday

**Tuesday, October 8**

5:00pm Vocations Guild Dinner - Wausau

**Friday, October 11**

Deacon and Lay Formation - Marathon - Oct. 11 - 12

To get your parish events listed on the diocesan calendar, [diolc.org/calendar](http://diolc.org/calendar), and in *Catholic Life* magazine, please send an email to [datebook@diolc.org](mailto: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**

**Conference for Cemetery Personnel.** Save the date for a Cemetery Conference on Wednesday, October 23, 2019, at Holy Cross Diocesan Center in La Crosse. More details, including registration, will be sent soon.

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## Office for Catechesis & Evangelization

Director: Ann Lankford – 608.791.2658 | [alankford@diolc.org](mailto:alankford@diolc.org)

### Going Deeper in Prayer

Prayer Cards as well as Parent and Teacher Resources for Kindergarten through 12<sup>th</sup> Grade have been updated and are available at [www.diolc.org/prayer](http://www.diolc.org/prayer).

Parents are the primary educators of their children. Therefore, parents are to receive formation in prayer along with an introduction to the "Going Deeper in Prayer" grade-level materials for their children before the resources are used in the Catholic School and Parish Program. It would be helpful if the pastor, or another person with theological training, presents formation on prayer, "models" a brief time of prayer using the prayer card and explains the resources in an interactive session with the parents. Suggested ways of offering this session are available from Ann.

### New Catechetical Leader Training September 13 - [Click here](#) for Registration Form

There will be a day of training for all new directors, coordinators and youth ministers on Friday, September 13th.

### Lesson Plan Format for Catechists and Catholic School Teachers

Check out this format that engages children and young people and helps them to apply what they are learning to their own life. Go to <https://diolc.org/catechesis/lesson-plan-format/> for this and other helpful resources.

### Catechetical Sunday Sept. 15, 2019

Catechetical Sunday will be celebrated September 15 and the theme will "Stay with Us." Those who the Community has designated to serve as catechists will be called forth to be commissioned for their ministry. Catechetical Sunday is a wonderful opportunity to reflect on the role that each person plays, by virtue of their Baptism, in handing on the faith and being a witness to the Gospel. Catechetical Sunday is an opportunity for all to rededicate themselves to this mission as a community of faith.

Parents are truly the primary catechists of their children. They prepare the soil and plant the first seeds of faith. On Catechetical Sunday, parents and guardians should also be recognized and encouraged to take seriously their role of making their Catholic households a place where faith is passed on to the next generation. This is why the rite of blessing of catechists used on Catechetical Sunday includes an optional blessing of parents and guardians. [Click here](#) for further details and Catechetical Sunday resources.



## Office for Communications

Director: Jack Felsheim – 608.791.2663 | [jfelsheim@diolc.org](mailto:jfelsheim@diolc.org)

### 2019 Fall Parish Round Table Meetings

The Office for Communications is hosting Roundtable discussions again this fall. Parish Administrative Assistants and Secretaries, School Administrative Assistants and Secretaries, ParishSOFT users, those involved in parish social media and other parish staff are welcome. Pre-registration is required: this year all meetings are 4.5 hours. The longer format includes a lunch and a hands-on session working with various online software and social media. Please bring your laptop, tablet or smartphone to participate. [Register here](#), or online at <http://diolc.org/pims/>.

Date	Time	Parish	City	Details
Tues, Sept. 17	10:00am- 2:30pm	Holy Cross Diocesan Center	La Crosse, WI	Use the main entrance, meet in the refectory
Wed, Sept. 18	10:00am- 2:30pm	SS Peter & Paul Parish	Wisconsin Rapids, WI	Use church parking lot, enter west door of the school.
Tues, Sept. 24	10:00am- 2:30pm	St. Michael Parish	Wausau, WI	Meet in the cafeteria.
Wed, Sept. 25	10:00am- 2:30pm	Immaculate Conception Parish	Eau Claire, WI	Park across from the church, meet in the hall off the Highland entrance. Handicap parking and entrance at back of church off Sherwin St Circle.

### 2019 Fall Parish Round Table Meeting Agenda

1. Review of parish census software, [Standard Operating Procedures](#) and best practice.
  - a. Raiser’s Edge moving to Member-based IDs – Nick
  - b. Parish Administrative Staff Listings – The “Staff only” standard, a review of recent updates – Nick
  - c. New and unassigned Staff positions – Nick
    - i. Synodal references for Staff Positions
    - ii. Parish Board of Directors (BOD) Secretary, Treasurer
    - iii. Ministry positions (Lay Formation Graduate, Leader of Prayer, etc.)
    - iv. Unassigned Position placeholder
  - d. Autofill field values – how Family, Member and Staff field values are automatically filled in by your browser. How to turn Autofill off. – Nick
  - e. None@fake.email – setting up Staff who have no email address. - Nick
  - f. All in the Family - Margot
    - i. Delete Selected Family (Do not use this button)
    - ii. Forget Selected Family (Don’t use this one either)

- iii. Export to New Family (Please use this button!)
  - g. Training videos - Nick
  - h. Parish data cleanup – Sister Donna
    - i. Mailing address cleanup – LCAS vs NCOA
    - ii. Phone number cleanup – 200 verified
    - iii. Email cleanup – 33 verified
    - iv. Birthdates
- 2. Social Media for your parish - Jack
  - a. my Parish app
    - i. Evangelus
    - ii. Pilot parishes, licensing
  - b. [Facebook Social Media Group](#)
    - i. 20% FB growth in 6 months
    - ii. Crossposts and Event Co-hosting
  - c. [Parish media resources](#)
  - d. Google Search and “Own this business”
- 3. Safe Environment information (posters, new forms, etc.) – Teresa
- 4. Conference for Cemetery Personnel, upcoming Wed. Oct. 23<sup>rd</sup> – contact Jeff Reinhart, [jreinhart1@yahoo.com](mailto:jreinhart1@yahoo.com), (608) 782-0238

Please contact Nick Lichter at [nlichter@diolc.org](mailto:nlichter@diolc.org), or (608) 791-2681 with questions.

**Reminder: Bishop Callahan’s Back to School message**

Bishop Callahan’s recorded Back to School video message [is available here](#). Please share this on your Facebook page, send it with your back to school communications and link it to your website before school starts. <https://youtu.be/HKAfRd-mMrg>

We will be posting this video to the diocesan Facebook on August 22 and making it available to all parish and school Facebooks via cross-posting on that same day.

**Reminder: Does your parish have an “Unofficial” Facebook page?**

We have noticed that there are several parishes who have an “Unofficial Page” automatically setup by Facebook. These pages are intended to serve as a “starting point” for your parish or group. Please make an effort to claim your unofficial page or merge that duplicate page into the page your parish is already using. Here is a link with instructions:

[https://www.facebook.com/help/168172433243582?helpref=uf\\_permalink](https://www.facebook.com/help/168172433243582?helpref=uf_permalink)

**Reminder: Email and Text message scams continue**

There have been many reports of fraudulent email and text messages being sent “from the pastor” or other parish staff or clergy member asking for iTunes Gift Card purchases or other donations or money transfers. Please get the word out about these scams.

If you believe you're the victim of a scam involving App Store & iTunes Gift Cards or Apple Store Gift Cards, you can call Apple at 800-275-2273 (U.S.) and say "gift cards" when prompted. Here is the full link to information on Apple’s support page:

<https://support.apple.com/itunes-gift-card-scams>

If you have seen a fraudulent message coming from a Gmail account, you can report the abuse to Google at this link: <https://support.google.com/mail/contact/abuse>  
To learn more about how to avoid and report phishing email messages follow this link: <https://support.google.com/mail/answer/8253?hl=en>

From what we are seeing, lists (available on the public internet or through social media) containing e-mail addresses and cell phone numbers are being used to make the relationship between a pastor and his parishioner or parish staff member. Please be careful not to publish e-mail addresses or cell phone numbers publicly (typically on a website or in your parish bulletin that gets posted to your parish website). Care must be taken to protect your e-mail addresses and the relationships they have to your parish staff.

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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 the Diaconate

Director: Deacon Kevin Ray – 608.791.2665 | [kray@diolc.org](mailto:kray@diolc.org)

No items this week.

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## Office for Marriage & Family Life

Director: Dan Kitzhaber – 608.791.2673 | [dkitzhaber@diolc.org](mailto:dkitzhaber@diolc.org)

### For pastors and pastoral ministers

#### Ministering to millennials

Here is an article with some helpful insights on do's and don'ts regarding ministering to millennials: <https://aleteia.org/2019/04/29/catholic-parish-dos-and-donts-from-millennials/>

#### For your parish bulletin: Addressing Pornography

The Diocesan website has recently been updated with resources to help respond to the epidemic ills of pornography. Please visit [diolc.org/marriage/addressing-pornography/](http://diolc.org/marriage/addressing-pornography/)

#### Reminder: For your parish bulletin - Necessary Parenting Conversations

Research shows that children who have regular conversations with their parents are less likely to participate in risk behaviors like drugs, alcohol and suicide. Are you able to discuss topics with ease in your home or is it more like pulling teeth to get your clan to engage?

Learn how to connect with your children during the **Necessary Conversations** webinar series. This 5-part series is designed to learn how to engage children in conversation and guide them towards the best in every situation. Register today at: [twl4parents.com/necessary-conversations-webinar/](http://twl4parents.com/necessary-conversations-webinar/). This series is brought to you by **Teaching the Way of Love**; your source for Catholic Parenting.

**Reminder - For your parish bulletin: Men of the Cross Conference**

This year's theme is "*The Father's Way*." A special rate is being offered for Father-Son attendees. The conference is held in La Crosse on Saturday, October 26, and sure to engage men of all ages. For more details and to register, go to [menofthecross.org](http://menofthecross.org). The 2019 **Men of the Cross** conference posters are now complete and can be downloaded [here](#).

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/441782316652184/>

Please share this on your parish Facebook.

**For your parish bulletin:**

**Watch the movie *Overcomer***

Newest film from the creators of *FireProof* and *Courageous* set to open August 23. A high school coach and his team face an uncertain future when their town's largest manufacturing plant shuts down unexpectedly and he questions what his and his family's future will be. Contact your local theater to inquire how to bring [Overcomer](#), a family-friendly Christian film of hope, humor and heart to your community.

**Reminder - For your parish bulletin:**

**Watch the movie *Unprotected***

Sexting pressure. The Hook-up culture. Teenage depression. How did the culture become so toxic for women? And how did one man foresee this all so clearly 50 years ago? This powerful new film reveals the devastating effects of 50 years of the sexual revolution and the counter-cultural movement today that is rising from its ashes.

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**Office for Ministries**

Director: Christopher Ruff – 608.791.0161 | [cruff@diolc.org](mailto:cruff@diolc.org)

**Reminder: New Class of the Diocesan School of Biblical Studies to Begin This Fall**

The Diocesan School of Biblical Studies is welcoming registrations for a new four-year class to begin in fall 2019. The program joins the best of contemporary Catholic biblical learning with a desire for spiritual growth in the Church. With teaching locations in La Crosse and Wausau, the School holds classes one Saturday a month for nine months each year. Catechists, schoolteachers, permanent deacons, parish Bible study leaders, and regular bible readers looking for something "beyond the basics" will profit from the program. A description of the full course of study can be found at the school's website

[diocesanschoolofbiblicalstudies.weebly.com/](http://diocesanschoolofbiblicalstudies.weebly.com/) or by contacting Fr. Mark Pierce at St. Michael's Parish in Wausau at (715) 842-4283 or [frmarkpierce@gmail.com](mailto:frmarkpierce@gmail.com).



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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)

### **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 (clergy, employee, religious, vendors or volunteers). 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 Safe Environment or on the diocesan website at: [diolc.org](http://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).

**Summer training dates:**



Below are the dates that annual Summer Safe Environment training will be held. Check next week's bulletin for more Parish locations. This is open to all CRE/DRE's, Parish Secretaries, Safe Environment Coordinators and Pastors.

Agenda: The Safe Environment program and the New Green Book.

August 21 – Stevens Point Pacelli at 8:30 am

August 21 – Marshfield Columbus at 11:00 am

August 21 – Wisconsin Rapids Assumption at 3:00 pm

August 21 – Wisconsin Rapids SS Peter and Paul Parish at 6:00 pm \*\*\* correction- listed last week as being held at St. Vincent de Paul. \*\*\*

August 26 – La Crosse Aquinas at St. Patrick Parish in Onalaska at 9:15 am

August 26 – La Crosse Diocesan Center at 6:00 pm

August 27 – Wausau Newman at 11:30 am

August 27 – Wausau St. Matthew Parish at 6:00 pm

August 28 – Eau Claire Regis at 8:00 am

August 28 – Eau Claire Immaculate Conception Parish at 10:15 am

August 28 – Eau Claire Sacred Heart of Jesus – St. Patrick Parish at 6:00 pm

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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)

### Save the Date – Oct. 15 Gospel of Life Celebration and White Mass



**Fr. Sean Kilcawley will speak on**

**“Connecting the Dots: Tracing Man’s Broken Image.”**

What are the common roots of the scourges of violence, abortion, human trafficking, racism, sexual chaos? What is the pathway to restoring respect for human dignity?

Fr. Kilcawley, Director of the Office for Family Life of the Diocese of Lincoln and Theological Advisor to Integrity Restored, is nationally renowned for his talks on the Theology of the Body and his work helping people affected by pornography.

**Where:** Mary, Mother of the Church Parish, 2006 Weston St, La Crosse.

6:00 PM – White Mass (Everyone welcome – pray for Catholic healthcare professionals)

7:00 PM – Catered Dinner

7:30 PM – Presentation

**Information on reservations coming soon!**

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/341740390034712/>

Please share this on your parish Facebook.

### **11<sup>th</sup> Annual Hispanic Pilgrimage to Our Lady of Guadalupe Shrine, La Crosse Saturday, Sept. 7, 2019**

This annual Spanish-language pilgrimage draws hundreds of individuals and families from the diocese, the state and the surrounding region.

10:30 AM Arrival at the Shrine – 5250 Justin Rd, La Crosse

11:00 AM – In the Church – Rosary, Confessions, Las Mananitas

12:30 PM – Holy Mass, Confessions, Consecration to the Virgin of Guadalupe

2:00 PM – Lunch in lower level of the Church

3:30 PM – Marian devotions and reflections

Here is the diocesan Facebook link to this event.

<https://www.facebook.com/events/861353327531568/>

Please share this on your parish Facebook.

### **Wisconsin Farm Crisis**

Wisconsin lost almost 700 dairy farms in 2018, an unprecedented rate of nearly two a day. Most were small operations unable to survive farm milk prices that, adjusted for inflation, were among the lowest in half a century. To learn more and to understand how you can be a support to struggling farmers, visit [diolc.org/farm-crisis](http://diolc.org/farm-crisis).

### **US Bishops Call for Annual Day of Prayer for Peace and an end to Racism**

Bishop George V. Murry, SJ, of the Diocese of Youngstown, Ohio, Chairman of the U.S. Bishops' Ad Hoc Committee Against Racism, has called for an annual Day of Prayer for Peace in Our Communities on September 9, the Feast of St. Peter Claver. He wrote, "St. Peter Claver is a model for us in understanding that hard work and perseverance is required to combat the sin of racism and build community; we must begin and end this effort in prayer together, even as we seek to act in concrete ways." [Pastoral and Prayer resources can be found here.](#)

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**Office for Stewardship & Development**

Director: Jeff Reiter – 608.791.2653 | [jreiter@diolc.org](mailto:jreiter@diolc.org)

### **2019-20 Annual Appeal**

#### **Initial Appeal Parish Specific Letter – email by today, August 20**

We are again inviting pastors who wish to write a letter to be included in the Diocesan Annual Appeal initial mailings to do so. These letters must be to us no later than today, August 20, 2019, so we can make sure proofs are reviewed by the parish. Please submit the letter in Microsoft Word. These will be printed on the Annual Appeal letterhead. Also, indicate whether you wish your letter to accompany the bishop's letter or if you prefer your

letter to replace his letter. Please email your letters to Sarah Komperud [skomperud@diolc.org](mailto:skomperud@diolc.org).

### **Reminder**

#### **Kickoff Weekend Signup – Sign up by today, August 20**

Please sign up for your parish's kickoff weekend here: [Kickoff Weekend form](#) \*If you do not sign up for a specific weekend by 8/20/19, your parish kickoff will be September 21-22, with materials arriving in homes on 9/18/19.

Your mailing will be at the Post Office substation on the Wednesday before your chosen kickoff weekend. We mail using the nonprofit rate, so actual delivery times vary. Our goal is to be in the mailboxes by the following Monday.

#### **Parish Annual Appeal Materials**

At the beginning of September, each parish will be shipped Annual Appeal materials (in-pew pledge cards, brochures, prayer cards) equivalent to 10% of their registered families. You will also get one each of the priest posters, thermometer posters and DVD.

Please review the 10% total that will be shipped to your parish using this link: [Parish Order – 10%](#)

If you need additional material, please click the [Material Order form](#).

Each parish must be done separately. Orders must be received by 8/31/19.

#### **Reminder: 2019-20 Diocesan Annual Appeal Parish meetings**

Training is available for all who are involved in the Annual Appeal. While there are no significant changes, we will be going through various opportunities, reviewing the process, fielding questions and sharing tips and ideas.

Please click on [DAA Parish meeting signup](#) to reserve a meeting time that is convenient for you. If you have any questions, please call or email Sarah Komperud at 608-791-2653 or [skomperud@diolc.org](mailto:skomperud@diolc.org)

Is your parish exploring the idea of a Capital Campaign, Strategic Planning, Planned Giving, or becoming a Stewardship Parish? If you need ideas to reinvigorate your parish's stewardship journey, 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**

*Diocesan Finance Officer: James Reider – 608.791.2668 | [jreider@diolc.org](mailto:jreider@diolc.org)*

New account investment funds were added to the 403b retirement plan effective July 1, 2019. As a result, new enrollment forms have been issued. [Click here](#) to download the new enrollment form and [click here](#) for additional information from Mutual of America. All payroll centers should begin using the new forms immediately. The new enrollment form will also be included on the [SAFS website](#).

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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.

We pray that through the power of the Holy Spirit, that God fill those called to vocations of marriage, priesthood and religious life with the courage and faith to respond to a life of service.

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## Office for Vicar for Clergy

Director: Msgr. David Kunz – 608.791.2689 | [pboyle@diolc.org](mailto:pboyle@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)

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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