



Chancery Bulletin - Vol. 4, No. 10.4 | October 22, 2019

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Officials

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

The Reverend **Amalraj Antony**, Parochial Administrator of St. Bridget Parish in Ettrick and St. Ansgar Parish in Blair, is released from his responsibilities at the parishes effective December 1, 2019, in order to return to his home diocese, at his own request.

The Reverend **James C. Weighner**, Pastor of St. John the Baptist Parish in Marshfield and Christ the King Parish in Spencer, is released from his responsibilities as Pastor of Christ the King Parish in Spencer, effective January 28, 2020. He retains his appointment as Pastor of St. John the Baptist Parish in Marshfield.

The Reverend **Barry P. Saylor**, Associate Pastor of St. John the Baptist Parish in Marshfield and Christ the King Parish in Spencer, is released from his responsibilities as Associate Pastor of both parishes and is appointed Parochial Administrator of Christ the King Parish in Spencer, with residence at the parish rectory, effective January 28, 2020.

Deacon **Jeffrey L. Austin**, Deacon at St. John the Baptist Parish in Marshfield and Christ the King Parish in Spencer, is released from his responsibilities at Christ the King Parish in Spencer, effective January 28, 2020. He retains his appointment at St. John the Baptist Parish in Marshfield.



Events

As of Oct. 22

Friday, October 25

5:00pm Fr. Joe's Guild Dinner Benefiting Casa Hogar - La Crosse

Saturday, October 26

Men of the Cross Conference - La Crosse

Friday, November 1

Solemnity of All Saints - Holy Day of Obligation

Saturday, November 2

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

Friday, November 8

Deacon and Lay Formation - Marathon - Nov. 8 - 9

Fully Alive Immersion Retreat - Wisconsin Dells - Nov. 8 - 10

Saturday, November 9

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

Thursday, November 21

National Catholic Youth Conference (NCYC) - Indianapolis - Nov. 21 - 23

Tuesday, November 26

Giving Tuesday

Thursday, November 28

Thanksgiving - Curia Offices Closed - Nov. 28 - 29

Friday, November 29

Hispanic Advent Family and Youth Rally - Wisconsin Dells - Nov. 29 - Dec. 1

Saturday, November 30

8:00am Married Love: Two Becoming One Retreat - Marathon City

Friday, December 6

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

Tuesday, December 24

Christmas - Curia Offices Closed - Dec. 24 - 26

Tuesday, December 31

New Year's Holiday - Curia Offices Closed - Dec. 31 at noon - Jan. 1

Friday, January 10, 2020

Deacon and Lay Formation - Marathon - Jan. 10 - 11

Thursday, January 16, 2020

National Religious Freedom Day

To get your parish events listed on the diocesan calendar, diolc.org/calendar, and in *Catholic Life* magazine, 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

Strategic Planning. As we begin a strategic planning process, we are looking for planning team members. If you would like to be part of a team or you know someone that has an interest or experience in the area of Education, Parish Life & Spirituality, Community, Finance, Stewardship or Planning please ask them to submit their information using this link <https://diolc.org/planning>. The success of the planning process hinges on the composition and commitment of the team; we are pursuing participation from each of the deaneries and all levels of expertise and knowledge.

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Office for Catechesis & Evangelization

Director: Ann Lankford – 608.791.2658 | alankford@diolc.org

Bulletin insert for the weekend of November 3rd [click here](#) for a pdf or a jpeg
Praying with a Scripture passage is a privileged place to encounter Jesus. The recent stories of some young adults reveal this to be true. Note: If your parish would like to receive the bulletin insert in a different format, contact Ann.

Sacramental Prep is the best time to engage Parents

Many parishes have already implemented sessions in light of recommendations from Synod V and Canon Law: “Especially at the time of preparation for the reception of a Sacrament, parents should be fully engaged in the renewal of their own understanding of that Sacrament” (Synod V, Diocese of La Crosse, n. 146).

Canon Law 913 #1: For the administration of the Most Holy Eucharist to children, it is required that they have 1) sufficient knowledge, 2) careful preparation, 3) understand the Mystery of Christ according to their capacity and are 4) able to receive the Body of Christ with faith and devotion.

If the Catechetical Leader and Pastor would like to improve or to get started with parent formation, please look over the suggested ideas and a possible plan by [clicking here](#) and/or contacting Ann Lankford. The first major goal of adult catechesis is to help adults develop a personal relationship with Jesus Christ. (Our Hearts Were Burning within Us See n. 69)

Advent Resources

With the focus on Christmas Day during the Advent Season throughout our country, it can be very difficult to enter into the holy Season of Advent. A daily reflection or other resources may help us to experience Advent as a time to better understand with joyful anticipation the coming of our Savior. See possibilities below:

- Rejoice! Advent Meditations with Joseph by Fr. Mark Toups, A prayer resource from Ascension Press [click here](#)
- Let the Heavens Be Glad by Henri Nouwen, Creative Communications [click here](#)

- Wonders of His Love, Family Devotions and Activities for Advent by Amy Welborn, Creative Communications [click here](#)
- Going Deeper in Prayer, updated Prayer Cards and Resources for Families, diolc.org/prayer and for individual adults, diolc.org/deeper
- Best Advent Ever by Dynamic Catholic [click here](#) for daily reflections and resources

Chosen Confirmation Program available for free

If you would like the complete Chosen Program (DVDs, Leader Manual, Student Text) to use with Confirmation, contact Ann at alankford@diolc.org.

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Office for Communications

Director: Jack Felsheim – 608.791.2663 | jfelsheim@diolc.org

Attention Parish Administrative Assistants and Secretaries:

Parish Message Lines for the back cover of the December issue of Catholic Life magazine are due by Monday, October 28, 2019. Please direct any questions to Sr. Donna:

dkrzmarzick@diolc.org

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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 the Diaconate

Director: Deacon Kevin Ray – 608.791.2665 | 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

For your parish bulletin:

REBOOT Live Rally!

November 12 at 7:00 p.m. at Merrill High School – nationally renowned speaker, Chris Stefanick will help you REBOOT your faith. It is a fun, inspiring and practical experience for all (ages 12 and up), of applying the beauty and genius of the Gospel to every aspect of your life, from prayer and spirituality, to work, dating, marriage, parenting, health and more! For more information, contact Mike Bub at Holy Rosary 715-748-3336 or Joe Velie at St. Francis Xavier 715-536-2803 or go to <https://catholicdos.org/events/reboot-live>

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Office for Ministries

Director: Christopher Ruff – 608.791.0161 | cruff@diolc.org

No items this week.

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Office for Missions

Director: Fr. Woodrow Pace – 608.791.2676 | wpace@diolc.org

No items this week.

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Office for Pontifical Ceremonies

Director: Michael Haight – 608.791.2697 | ceremonies@diolc.org

Fall Confirmation season is in full swing. Pastors/Liturgy Coordinators hosting Confirmations are reminded to complete all forms in full and return them no later than one week before the anticipated date of the ceremony. Any questions in regards to the liturgical celebration can be directed to the Diocesan Office for Pontifical Ceremonies. Questions about the Confirmation schedule should be directed to the Dean of your Deanery.

Ceremonial Updates to Confirmation: Please be sure to read all the information sent in regards to the *Rite of Confirmation Liturgy* - most importantly the *Emcee Letter* and the *Ceremonial Guidelines for the Celebration of the Sacrament of Confirmation*. Both documents include new and updated information that will help make your Confirmation Liturgy go smoothly and with proper solemnity. Updated guidelines are in place in regards to the seating of candidates and sponsors, photography, and the presentation of candidates.

Letters of Suitability: Any Confirmation Mass locations that are planning to have a priest/deacon be present from outside the Diocese of La Crosse and requests to concelebrate/assist they are to have a Letter of Suitability provided to the Office for the Vicar of Clergy prior to the date of the liturgy. They can be emailed to Paula Boyle at

pboyle@diolc.org with the original being sent in the mail. She, in turn, will advise the Office for Pontifical Ceremonies of the guest cleric/s so they can plan accordingly.

Holy Water Fonts Available: Notre Dame parish in Chippewa Falls has a pair of marble Holy Water fonts available. If anyone is interested or have any questions about them (size, condition, etc) get in touch with the parish directly at 715-723-7108.

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Office for Sacred Worship

Director: Christopher Carstens – 608.791.0161 | ccarstens@diolc.org

No items this week.

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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 (bishop, priest, deacon, employee, religious, vendor or volunteer). Anyone wishing to make a report of an allegation of sexual abuse should send that report to Mrs. Karen Becker, Complaint Intake Agent, at the Diocese of La Crosse, P.O. Box 4004, La Crosse, WI 54602-4004. Alternatively, you can contact Mrs. Becker at 608.791.0179 or intakeagent@diolc.org. The reporting form is available through the Diocese of La Crosse Office of Safe Environment or on the diocesan website at: diolc.org/safe-environment/reporting. **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.

The Above Safe Environment Bulletin announcement has changed—the most current announcement is above. This must be published in the parish bulletin at least once a quarter, and 2 bulletins need to be sent in with your yearly Safe Environment Report.

[New Safe Environment Poster](#) – please note there is a new Safe Environment Poster with updated contact information. [Click here](#) for the current version. Please update your parish and school posters at your earliest convenience. If you are unable to print the poster at your parish or school, you may contact the Safe Environment office and we will print copies for you.

The new [Green Books](#) have arrived--- If you received Green Books in the Fall, they are outdated already. Please **DESTROY** all old green books at your parish and school. The most current books have a seal on the bottom right corner of the cover that says REVISED SEPT. 25, 2019. [Click here](#) for the online version. This is the only green book that should be used. If you need current books, please contact the Safe Environment Office.

Congratulations to Sacred Heart Parish – Lone Rock and St. Adalbert School - Rosholt for submitting the first complete Parish and School Safe Environment Reports for 2019-20.

During the month of October, a spreadsheet of the most current Safe Environment information will be sent to each parish for the 2019-20 Safe Environment Report. Beginning in November, they will be sent to the schools.

If you have questions, or need information prior to receiving your report, please contact Teresa Brown: tbrown@diolc.org or call 608.791.2679.

Reminder: Basic background check forms and fingerprint cards need to be signed and have social security numbers in order to be run. If the person does not want to list their number, they need to provide a good daytime phone number where they can be reached so they can be called for their number. Please go over the forms before you send them. Many are missing signatures, birthdates and social security numbers. You must be specific when you list duties on the form. You cannot just write volunteer. You must say what type of volunteer they are, i.e. Classroom Volunteer, Parent Volunteer, or Chaperone.

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Office for Catholic Schools

Superintendent: Thomas Reichenbacher – 608.788.7707 | treichenbacher@diolc.org

Mike Martin has resigned as president of the Newman Catholic Schools in Wausau effective October 31, 2019. We are thankful for the hard work and dedication Mike gave to the Newman Catholic Schools and the Catholic Schools in the Wausau Deanery. We wish him and his family well.

John G. Reetz, retired Assistant Director for Catholic Education in the Diocese of Green Bay, will be the interim president for the Newman Catholic Schools starting on November 1, 2019. We welcome John to the Diocese of La Crosse.

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Office for Social Concerns

Director: Christopher Ruff – 608.791.0161 | cruff@diolc.org

Resources for Respect Life Month - October

Abundant resources, including Prayers of the Faithful, bulletin reflections and blurbs, homily helps and much more, in English and Spanish, are available at the U.S. Bishops' website respectlife.org/october.

High School Pro-Life Letter/Video Contest

The Diocese of La Crosse is sponsoring a High School Pro-Life Contest. Students who wish to participate are asked to first watch the pro-life movie *Unplanned* (parental discretion advised) about Abby Johnson, the former Planned Parenthood clinic director whose conversion is told in the movie. Then they are to either (a) write an essay in the form of a letter to Abby, or (b) create a video as if speaking to Abby.

For complete guidelines and to enter the contest, visit diolc.org/respect-life and follow [the link there](#).

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Office for Stewardship & Development

Director: Jeff Reiter – 608.791.2653 | jreiter@diolc.org

No items this week.

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Office for Temporalities

Diocesan Finance Officer: James Reider – 608.791.2668 | jreider@diolc.org

Parish Accounting software upgrade project

At last week's Fall Ministry Conference, the Office of Temporalities announced plans to standardize parish accounting software to streamline the Annual Report to the Bishop. Project goals, a brief vendor product profile, a general project plan and timeline were presented. The presentation is available [here](#) and on diolc.org/pims. The parish accounting upgrade project will be completed by June 30, 2021. Going forward additional project details will be communicated in the Chancery Bulletin and as needed to Pastors and parish Finance Contacts. Please refer questions about the project to Nick Lichter at nlichter@diolc.org, or (608) 791-2681.

Annual Report to the Bishop

Bishop's Report line 22 "Special Collections for Building Projects and Renovations" is for approved capital improvements. Line 22 only applies for approved projects where a letter is sent to Bishop for the purpose of raising funds for the capital improvements. The Parish Guidelines for the Annual Report are as follows:

"Report on line 22 only the special contributions received for building projects and renovations. This would include monies received as a result of pledge drives that are

conducted for these special projects. The special building or renovation project **must have written approval of the Diocesan Bishop. Funds received for this special purpose must be placed on deposit in a savings account with St. Ambrose Financial Services, Inc.** until the actual expenditures are needed. The funds should be placed in a savings account with St. Ambrose Financial Services, Inc. even if they will only be on deposit for a very short period.”

Additionally, you would report the special contributions approved by the Bishop, the fiscal year when the special contributions are received. However, in no circumstances should special contributions in excess of the approved project be included on line 22.

Thank you to all who have completed your Bishop’s Annual Report. For those who are struggling to complete the report, please reach out to the Office of Temporalities for assistance.

Contract Review Procedure

Effective November 1, 2019 only projects valued at \$20,000 and greater will require Diocesan approval. [Click here](#) for the updated Contract Review Procedure. All liturgical changes would still need to be approved by Chris Carstens, any and all contracts regardless of value and any potential renovations that would disturb the building structure and its components (potential asbestos) should be sent to Building and Grounds Coordinator, Kathy Haverland, for review.

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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 through our vocations to marriage, priesthood and religious life we may be signs of God's presence and love in the world.

Vocations Awareness Week is November 3-9. Please pray for our 23 seminarians and 5 men discerning in the Journey Program.

“Heavenly Father, Bless your Church with an abundance of holy and zealous priests, deacons, brothers and sisters. Give those You have called to the married state and those You have chosen to live as single persons in the world the special graces that their lives require. Form us all in the likeness of Your Son so that in Him, with Him, and through Him, we may love you more deeply and serve You more faithfully, always and everywhere. With Mary we ask this through Christ our Lord. Amen.”

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Office for Vicar for Clergy

Director: Msgr. David Kunz – 608.791.2689 | 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

No items this week.

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