



## Chancery Bulletin - Vol. 5, No. 8.3 | August 18, 2020

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### Officials

No officials this week.



### Events

As of Aug. 18

**Tuesday, August 25**11:00am [Tune-In Tuesdays](#)**Saturday, August 29**10:00am [Overcoming Spiritual Discouragement - Virtual Conference](#)**Tuesday, September 1**11:00am [Tune-In Tuesdays](#)**Tuesday, September 8**11:00am [Tune-In Tuesdays](#)**Friday, September 11**[LFI/Deacon Formation - Marathon - September 11-12](#)**Saturday, September 12**1:00pm [National Day of Remembrance for Aborted Children - Stevens Point](#)**Tuesday, September 15**11:00am [Tune-In Tuesdays](#)**Saturday, September 19**8:00am [Married Love: Two Becoming One Retreat - Marshfield](#)**Sunday, September 20**[Catechetical Sunday](#)**Tuesday, September 22**11:00am [Tune-In Tuesdays](#)**Wednesday, September 23**[Rural Life Day Celebrated in the Diocese of La Crosse](#)**Sunday, September 27**[Annual Appeal Kickoff Weekend 1 - Sept. 26-27](#)

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.

[<<Top >>](#)**Chancery Office**

Chancellor Very Rev. William Dhein – 608.791.2655 | [wdhein@diolc.org](mailto:wdhein@diolc.org)

No items this week.

[<<Top >>](#)**Office for Catechesis & Evangelization**

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

**Recording available of the August 12<sup>th</sup> Catechetical Leaders ZOOM Meeting for Re-opening the Faith Formation Program: [Click here for the recording](#)**

It is necessary that every Catechetical Leader listen to the recording of the August 12<sup>th</sup> session because it provides further clarification for some of the Directives and Guidelines that are to be implemented in Parish Faith Formation. The following must be posted on your parish website:

- Protective Measures
- Hygiene and Cleaning
- Policy and Procedures for COVID-19 Exposure and Positive Tests

For templates of the following, visit [diolc.org/catechesis/catechetical-leaders-info](http://diolc.org/catechesis/catechetical-leaders-info)

- Parent's Responsibilities and Parish Responsibilities for Re-opening the Faith Formation Program
- Parent's Compliance Form

Since formation of the whole person is accomplished most effectively in-person, and, since formation of our youth is at the heart of our mission of leading people to a personal relationship with Jesus Christ and His Church, all parishes should plan to provide in-person Faith Formation for both grade school and high school students beginning in the fall. We realize that some parents will choose not to send their children and there might be extraordinary exceptions that limit full scale in-person, weekly sessions.

**Best Practices** for Parish Programs and Catholic Schools are available at [diolc.org/catechesis/catechetical-leaders-info](http://diolc.org/catechesis/catechetical-leaders-info) and focus on

- Guiding Students to a Relationship with Jesus and His Church
- Involving Parents
- On-line Resources

**Reminder: For Parish Communications**

***Overcoming Spiritual Discouragement* – Presentations by Fr. Timothy Gallagher**

One of the greatest obstacles in life is spiritual discouragement or discouragement in general. Father Timothy Gallagher, a well-known speaker and author, will be presenting at the Diocesan Virtual Conference on **Saturday, August 29<sup>th</sup>**. Father Gallagher's warmth and style of speaking is for people of all states in life and all levels of formation. Cost is \$15 which includes Father Gallagher's book, *Overcoming Spiritual Discouragement*," shipped to your home. To register online go to [diolc.org/witness](http://diolc.org/witness)

Join with a group at your parish for this live-streamed ZOOM webinar, or watch comfortably in your own home with a few people, to discuss this most important topic necessary for growth in the spiritual life. There will be 4 presentations, beginning at 10 a.m. and concluding at 3 p.m. There will be a one-hour lunch break. If you are new to ZOOM, please email Ann Lankford at [alankford@diolc.org](mailto:alankford@diolc.org) to be part of a "practice run" in mid-August.

Here is the Facebook link for the conference: [facebook.com/events/2216728398621141](https://facebook.com/events/2216728398621141)

Please share this on your parish Facebook.

## **For Parish Communications for the weekend of August 23**

### **Voting as a Christian**

As Christians, we do not leave our faith behind when we enter the voting booth. We understand that politics, like every other part of life, must be illuminated by God's light or we will stumble in the dark and lose our way. Available at [diolc.org/insert](http://diolc.org/insert).

### **Catechetical Sunday 2020**

Catechetical Sunday will be celebrated on Sunday, September 13<sup>th</sup>. The theme for this year's Catechetical Sunday is "I received from the Lord what I also handed on to you." (Corinthians Those who the Community has designated to serve as catechists – most importantly parents – will be commissioned for their ministry. Catechetical Sunday is a wonderful opportunity to reflect on the role that each person plays, by virtue of 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. Go to the US Bishops Conference at [uscgb.org](http://uscgb.org) for posters, liturgical resources etc.

### **Reminder: Year of St. Joseph Prayer Cards - Free**

For the celebration of the Year of St. Joseph, Prayer Cards have been produced and are available for free to the parishes of the Diocese of La Crosse. Please contact Susan Skemp at [sskemp@diolc.org](mailto:sskemp@diolc.org) or 608-791-2658 to place an order. The Prayer Cards are in packs of 100. To avoid shipping costs, let us know if someone from the parish is coming to La Crosse and could pick them up.

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## **Office for Communications**

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

### **Professional Email communications**

Given the many Email scams and counterfeits we see weekly, here are a few helpful guidelines to help expose forgery and improve the overall perception of your email communications.

1. It is recommended that all electronic communications coming from a diocesan office, parish or school be on a domain for the corresponding organization. Example: [Secretary@allsaintsparish.org](mailto:Secretary@allsaintsparish.org), or [Info@allsaintsparish.org](mailto:Info@allsaintsparish.org).
2. It is recommended that all clergy use an email with the diocesan domain [diolclergy.org](http://diolclergy.org) or one from their parish domain.
3. It is recommended that parish and school staff eliminate the use of free domains such as Gmail, Hotmail, Yahoo, or domains from their Internet provider and other such services when representing the diocese/parish/school via email correspondence. Adherence to this recommendation will establish an authenticity of the correspondence and reduce the potential for misrepresentation or impersonation.

We are happy to help clergy establish a [diolclergy.org](http://diolclergy.org) email address. Just send us a request and we will create the account for you. The diolclergy.org domain is part of the diocesan G-Suite. Your [diolclergy.org](http://diolclergy.org) account will include the full range of G Suite functionality.

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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 Bryan Hilts – 608.791.2665 | [bhilts@diolc.org](mailto:bhilts@diolc.org)

No items this week.

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## Office for Marriage & Family Life

Director: Christopher Rogers – 608.791.2652 | [crogers@diolc.org](mailto:crogers@diolc.org)

No items this week.

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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)

**Final Reminder: Mission Co-op Program (MCP) Follow-up:** We are very grateful to many pastors who are doing Mission Co-op appeals on behalf of missionaries who are unable to travel because of COVID restrictions and other pastors who are having trouble finding help-outs for their parishes in the diocese. Although some appeals have needed to be scheduled

into the fall, please remember they are not to be made on World Mission Sunday (Oct. 17-18, 2020, designated for the Society for the Propagation of the Faith annual collection) or on the weekends designated for the launching of the Diocesan Annual Appeal for your parishes.

We appreciate all the kind and creative assistance given during this difficult time! The Mission Office and missionaries realize that the appeals this summer will not generate the same kind of income we may have become accustomed to in “normal” times. However, we are hoping that appeals will be completed under the changed circumstances for a few reasons:

1. Mission territories do not have the same recovery mechanisms we have enjoyed here. The pandemic has caused us some hardship, but in many other places it evolves more quickly into life and death decisions. The ministry of bishops and religious superiors are seriously stifled by the pandemic and your assistance means more now than ever.
2. There are parishioners who want to offer their support to mission territories of the world. The Mission Co-op is a trusted way to offer that support without follow-up database building and further solicitation. For many it is an attractive way to give and feel part of the “solution.”
3. The Mission Co-op is an ongoing program from the Society for the Propagation of the Faith that is personal and effective. Missing one year makes a difference in the experience of the people. It becomes more difficult to reboot a program they don't remember.

**MCP Note to Parish Pastors and Staff:** Thank you to pastors who consider these points while hosting missionaries or appealing to others on their behalf.

**MCP Reminder for International Priests/Mission Co-op Coordinators:** Please [email](#) your MC Schedule information, whatever it may be, to the [Mission Office](#) as soon as possible. Thank you and God bless each of you.

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## Office for Sacred Worship

Director: Christopher Carstens – 608.791.0161 | [ccarstens@diolc.org](mailto:ccarstens@diolc.org)

### Guidelines for Infant Baptism during Coronavirus

As infant baptisms resume, pastors and parishes should consider appropriate measures to safeguard the health of all participants. The Thomistic Institute has published guidelines [here](#). In addition to general pandemic guidelines (e.g., 6' social distancing, masks, hand sanitization, etc.), some of the Thomistic Institute's ritual observations include:

1. *Tracing the Sign of the Cross on the Forehead:* This may be done as normal. If hand hygiene is done at the beginning and end of the ceremony, there is not a significant risk of transmission.

2. *Anointing with Oil of Catechumens*: The minister dips his thumb one time in the small quantity of the oil of catechumens he prepared in a small vessel before the start of the baptism. He then anoints the child on the breast. After the ceremony, he should reverently dispose of any remaining oil and wash the vessel with soap and water.

3. *The Baptism itself*: According to the CDC, “[t]here is no evidence showing anyone has gotten COVID-19 through drinking water, recreational water, or wastewater. The risk of COVID-19 transmission through water is expected to be low.” Still, out of an abundance of caution, it is prudent to avoid reusing baptismal water for multiple children. Therefore, before the baptism, empty the font and refill it with fresh water (to be blessed during the ceremony). After the ceremony, ensure that the baptismal water is drained or emptied out of the font.

4. *Anointing with Sacred Chrism*: The minister dips his thumb one time in the small quantity of the sacred chrism he prepared in a small vessel before the start of the baptism. He then anoints the child on the crown of the head in the normal way. After the ceremony, he should reverently dispose of any remaining chrism and wash the vessel with soap and water.

5. *Baptismal Candle and White Garment*: Provided that proper hand hygiene is performed at the places described in the guidelines, handing over these items does not pose a significant risk of viral spread.

6. *Ephphetha Prayer*: Insofar as the ephphetha prayer envisions the minister touching the mouth and ears of the recipient, it entails a higher risk. The rite already permits that this prayer be omitted, and we [the Thomistic Institute] recommend that the minister do so.

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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 (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](mailto: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](https://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](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)

No items this week.

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## Office for Temporalities

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

### DIOCESAN BUILDINGS AND GROUNDS

**Public Notification:** Schools are required to complete and post a public announcement regarding the asbestos management plan and location annually. If you haven't done so, please complete and post this [form](#) and return a copy to: Kathy Haverland, Diocesan Buildings and Grounds Office, PO Box 4004, La Crosse, WI 54602-4004.

**Deadline to complete is September 28, 2020.**

### How Schools Comply with the Asbestos Hazard Emergency Response Act (AHERA)

**The AHERA regulations require non-profit and public school districts to:**

- Perform an original inspection to determine whether asbestos-containing materials are present and then re-inspect asbestos-containing material in each school every three years
- Develop, maintain, and update an [asbestos management plan](#) and keep a copy at the school



- Provide yearly notification to parent, teacher, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school
- Designate a contact person to ensure the responsibilities of the public school district or the non-profit school are properly implemented  
[dhs.wisconsin.gov/forms/f0/f00047.pdf](https://dhs.wisconsin.gov/forms/f0/f00047.pdf)
- Perform periodic surveillance of known or suspected asbestos-containing building material
- Ensure that trained and licensed professionals perform inspections and take response actions
- Provide custodial staff with asbestos-awareness training

If you have any questions or concerns on the above information, please contact Kathy Haverland at [khaverland@diocl.org](mailto:khaverland@diocl.org). or 608-791-2692.

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### Office for Vocations

Director of Formation: Fr. Alan Wierzba – 608.791.2667 | [awierzba@diolc.org](mailto:awierzba@diolc.org)

Director of Vocation Recruitment: Fr. Nate Kuhn – 608.791.2666 | [nkuhn@diolc.org](mailto:nkuhn@diolc.org)

No items this week.

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### Office for Vicar for Clergy

Director: Very Rev. Woodrow H. Pace – 608.791.2689 | [mberg@diolc.org](mailto:mberg@diolc.org)

**Reminder to Priests of the Diocese of La Crosse:** First and foremost, condolences to you regarding the priests from the diocese who have died in recent weeks. May God grant them His mercy and eternal peace. The number of losses seems unprecedented in recent years and is a reminder to us that life is fragile and unpredictable. Please remember, for the benefit of your surviving family members and funeral planners, to complete and periodically review your funeral directives and financial provisions for celebrations and burial. A signed designation of your personal representative should be included. Each priest is responsible for his own funeral costs and if no preparation is made, the expenses are assumed by his family. I am working on sharing more complete information in the future, but if you have any questions regarding this reminder, don't hesitate to let me know.

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### Office for Youth & Young Adult Ministry

Director: Christopher Rogers – 608.791.2652 | [crogers@diolc.org](mailto:crogers@diolc.org)

**Reminder: Director of Youth Ministry Needed— Stevens Point, WI**

Will be responsible for planning and implementing a catechetical program for middle and high school students. This program serves three parishes in Stevens Point, Wisconsin: St. Joseph, St. Peter and St. Stephen Parishes. Applicants should enjoy working with youth, be organized, self-motivated, and proficient in computer and communications skills. This fulltime position requires nights and weekends which are balanced with regular agreed-upon office hours. Certification or experience in Catholic youth ministry preferred. A degree in Theology, Catholic Studies, or Education is a plus. For the right candidate, this position could be part-time with an emphasis on our high school Confirmation program. For more information, contact Father Jeffrey Hennes at St. Joseph Parish, 715-341-1617. Submit résumé and cover letter to [pastor@pointcatholicfaith.org](mailto:pastor@pointcatholicfaith.org)

**Reminder: Connecting High School Graduates with Newman Centers**

The Newman Connection does fantastic work connecting high school graduates/incoming college freshmen with the Newman Center at their college. This year they are focusing more on digital sign-ups. Here is the student sign up form link: [signup.newmanconnection.com](http://signup.newmanconnection.com) They also have additional outreach resources for parishes found [here](#).

**Reminder: Tune-In Tuesdays**

We are excited to continue to offer a series of ZOOM Meetings we call “Tune-In Tuesdays.” Join us as we come together to network and share how we are doing, how our ministry is going and talk about ways we can support each other. Please follow this [link](#) to join us for Tune-In Tuesdays at 11:00am!

**Reminder: Safe Environment— Online Meetings and Gaming**

If you are doing religious education and/or youth ministry online, whether it be ZOOM Meetings, gaming, etc., there must always be two adults who have been background checked through the Diocese of La Crosse and gone through the Diocese of La Crosse Safe Environment Training present for the duration of the online meeting/gathering.

**Reminder: NET Retreats**

The NET Team will be in our diocese October 29-November 10, 2020. For available dates and other details please click [here](#). If you would like to reserve a date, please contact our office ASAP as dates will fill up fast.

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