

# Spring Round Table Meeting

# Housekeeping

- Mute yourself unless you are talking
- Raise your hand to ask a question or make a comment
- Either un-mute or press and hold the space bar to temporally un-mute when you are called on
- Use of video is optional
- Please use the chat feature to ask questions
- (If you have dialed into the meeting on a phone,  
\*6-Toggle mute/unmute \*9-Raise hand)

# General Introductions

- Name
- Parish(es) and city
- How long in role?
- Question you brought to the meeting?



# Agenda

- 1) Annual Report to the Bishop (new format for July 2022)
- 2) Clergy and Parish email accounts
- 3) ParishSOFT Census SOP (revised 1-3-2022)
- 4) Mailing Address quality
- 5) Items regarding Catholic Life
- 6) Chancery Bulletin – [diolc.org/events](http://diolc.org/events) – [diolc.org/media-resources](http://diolc.org/media-resources)
- 7) Parish Onboarding new employees
- 8) Norms and Procedures for Parishes (initiative to update the document)

# Annual Report to the Bishop

- New reporting to be used starting July 1, 2022
- Only need to report parish census and spiritual statistics
- Financial reporting consolidated when parish books are complete
- Use the same link: [bishopprep.diolc.org](https://bishopprep.diolc.org)

# Annual Report | Diocese of La Crosse

For Fiscal Period 7/1/21 - 6/30/22

You can use this form to submit your non-annual report. In mind, if you close your browser before submitting, you will receive the message "Your response has not been successfully submitted."

[jfelsheim@diolc.org](mailto:jfelsheim@diolc.org) [Switch account](#)

\* Required

Email \*

Your email

Parish \*

## Statement of General Statistics

What is the Catholic population of your parish? (Actual) \*

Your answer

What percent of the people living within the boundaries of your parish are Catholic? (Estimate) \*

Your answer

How many Catholic households/units in your parish? \*

Your answer

How many envelope holders contribute \$100.00 or more per year (This amount is considered for the Diocesan Annual Appeal target) \*

Submitted by email \*

Your answer

Submitted by Phone Number \*

Your answer

Before submitting your information, please print a copy of this page for your records. You can either print using your printer, or print to a .pdf file.

A copy of your responses will be emailed to the address you provided.

Submit

[Clear form](#)



DIOCESE of LA CROSSE

# *Inspired by the Spirit* - Data Needs

Later this year, your parish will be asked to supply a file to support the *Inspired by the Spirit* capital campaign. The data requested is not available directly from your ParishSOFT reporting. (Contribution Detail Report) Nick and Sr. Donna are available to assist your parish to assemble the requested data.

You will be asked to supply:

Name, address, email, phone number and 2021 contributions (including \$0 givers) for all registered parishioners.

# Clergy and Parish email accounts

It is recommended that all clergy, 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.

[Communications Policies and Procedures, September 2021](#)



# Clergy and Parish email accounts

All clergy of the Diocese of La Crosse are able to obtain a free, professional and secure email account. Given the many email scams and counterfeits we see weekly, it is recommended that all clergy use an email with the diocesan domain [diolclergy.org](mailto:diolclergy.org) or at least one from their parish. Keep in mind a [diolclergy.org](mailto:diolclergy.org) email address is highly available, portable and moves with you as you move between assignments. The [diolclergy.org](mailto:diolclergy.org) domain is part of the diocesan Google Workspace. Your [diolclergy.org](mailto:diolclergy.org) account will include the full range of Google Workspace functionality.

# Clergy and Parish email accounts

We are expanding the offering of Google Workspace for Nonprofits accounts to all Parish and school staff in our Diocese. Now you can get diocesan secure accounts branded with [diolcparish.org](https://diolcparish.org) and coupled with a six character parish/city identifier; these accounts create unique email domains linked to your particular Parish. As an example, the email domain for St. James Parish in Amherst would be [@stjamh.diolcparish.org](mailto:@stjamh.diolcparish.org). If you have multiple parishes, we can talk about how you would like to construct your address prefix. Many parishes are using gmail.com, hotmail.com or other Internet Service Provider based accounts. This is a chance to update and standardize your parish email scheme while taking advantage of the Google Workspace platform without incurring any additional expenses.

# ParishSOFT Census


- SOP revised 1-3-2022 (document found on [diolc.org/pims](https://diolc.org/pims))
  - Offering module screens have been updated
  - Contribution Detail Statement – Known issues
    - Email and phone numbers no longer available
    - Spacing issues
    - Subtotal potential errors
    - We are tracking documented updates with ParishSOFT
- Mailing Address quality
- Verify parish staff listed in ParishSOFT
- Correct Module Billing

# Catholic Life



- Sent to all registered families with checked “Send Magazine”
- Parish “extra” copies
- Parish events listed in “Your Community” section
- Special sections
  - March | Fishfrynder
  - April | Divine Mercy
  - May/June | Corpus Christi Processions

# Chancery Bulletin



**DIOCESE of LA CROSSE**  
Serving the 19 counties of West Central Wisconsin

**Chancery Bulletin** - Vol. 7, No. 1.3 | January 18, 2022

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- [Temporalities](#)
- [Vocations](#)
- [Vicar for Clergy](#)
- [Youth and Young Adult Ministry](#)
- [Past Chancery Bulletins](#)

- Sent to people listed on your parish staff roster in ParishSOFT
- Single communication vehicle for curia announcements
- Diocesan dates and events
- Notice of graphics added to [diolc.org/media-resources](https://diolc.org/media-resources)

# Recruiting/Onboarding New Employees

Margaret Ebner - HR Director

3710 East Ave. South, PO Box 4004

La Crosse, WI 54602-4004

608.791.2670 Direct | 608.788.7700 Main | 608.787.9802 Fax

[mebner@diolc.org](mailto:mebner@diolc.org)

# Recruiting and Onboarding

## Finding New Employees

Job Description and Hours, Rate of Pay

- Bulletin
- Diocesan Website

[diolc.org/jobs](http://diolc.org/jobs) (right click, then open hyperlink)

Click Submit Employment Opportunity and enter position information

**Background Check** – \*\* offer subject to

## Onboarding

Paperwork required - I-9, Tax forms,

Provide Benefit information: 403b and PLT; [all employees](#)

Insurance Enrollment/Waivers – [FT employees](#)

# Review of Norms and Procedures for Parishes

## Project Overview

- Forming a Committee of 7 -9 people

Fr. Dhein

Margaret Ebner

Pastors

Bookkeepers

Office Administrators

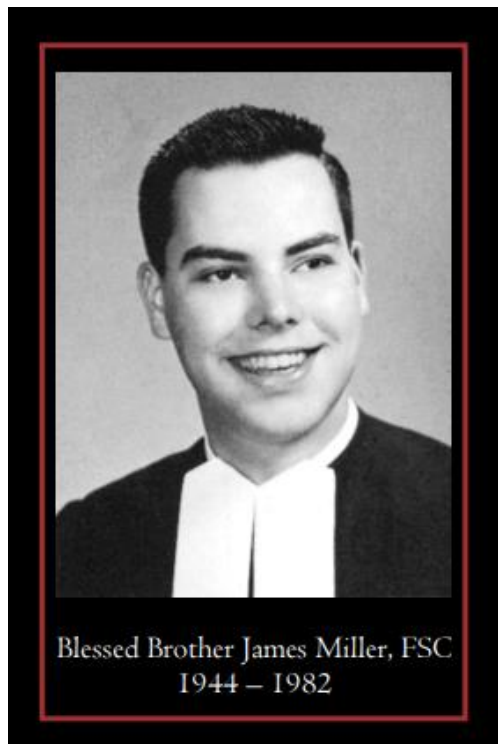
Parish Secretaries

- Meet for 1 hour, every other week

Review and recommend updates to the current  
Norms/Procedures document



# Questions?



# Feast Day of Blessed James Miller

## Sunday, February 13, 2022

O Blessed Brother James Miller, you heard God's call to become a Brother of the Christian Schools and so became a sign of faith to youth in the United States and in Central America. You placed your life and your trust in Divine Providence and, for spreading the faith, merited the crown of martyrdom. In a world that denies the dignity of the human person, obtain for us from Divine Providence an ever increasing love of God and our neighbor, especially the poor and oppressed. Obtain for us also the favor we are now asking for [mention request] and the grace and strength to be a witness to Christ's love to all. Amen.

Imprimatur: +William Patrick Callahan, Bishop of La Crosse—February 7, 2020