



CATHOLIC DIOCESE OF SALT LAKE CITY
Information Bulletin-English
Sept. 9-15, 2019

● **Diocesan Mass and Marian Multicultural Celebration**

The annual diocesan Marian Multicultural Celebration will be Saturday, Oct. 5, at the Cathedral of the Madeleine, 309 E. South Temple, Salt Lake City. The event begins at 3 p.m. with a procession of images of the Blessed Mother from different countries, and praying the rosary in various languages. People are encouraged to attend wearing the traditional dress or costumes of their respective countries.

The Mass will be multilingual and will include the consecration of the diocese to Our Lady of Fatima. A potluck reception featuring cultural and traditional dishes will follow the Mass. All are invited.

Chancery Office

● **National Collections (2020 Collection schedule is attached)**

The Schedule for the 2019 National Collections is as follows:

- Oct. 20: Mission Sunday (Propagation of the Faith) CODE: 20-2206
- Nov. 10: Archdiocese Military Services CODE: 20-2218
- Nov. 24: Campaign for Human Development CODE: 20-2207
- Dec. 8: †Catholic Community Services (Diocesan) CODE: 20-2214

PLEASE REMIT COLLECTION MONIES WITHIN 14 DAYS OF COLLECTION

*Envelopes for Good Friday, Mt. Calvary and Priests' Retirement collections will be mailed from the Chancery Office. Envelopes for all other collections will be mailed to the parish from the National office.

†The Catholic Community Services collection is coordinated by their office. Please call them for information regarding materials, envelopes, etc. Monies can be sent to CCS directly, or to the Chancery Office. For information, call (801) 328.8641 ext. 364.

● **Ad Limina Apostolorum Pilgrimage to Rome & Beyond**

Under the Spiritual Direction of Bishop Oscar A. Solis, Rev. Gustavo Vidal and Rev. Christopher P. Gray, the Diocese of Salt Lake City invited all interested to a nine-day pilgrimage. From Feb. 10 to Feb. 18, 2020, visit Rome, Assisi, Florence and much more. For information, see attached flyer.

Diocese of Salt Lake City/Human Resources Department

● **Job Opportunity: Part-Time Secretary**

Non-Exempt employee working Monday - Friday, four hours/day.

Summary:

The Human Resources Secretary provides all secretarial functions in a professional and confidential manner as designated by the Director.

Responsibilities:

- Serve as a member of the Diocesan Pastoral Center Staff, responsive to expectations as delineated by the policy manuals, the Bishop, the Vicar General, and Supervisor.
- Maintains and updates HR and benefits materials and files as needed. Maintains confidential personnel, employee relations, salary, and benefit files for all employees. Also maintains applicant files.

- Opens, sorts, and routes incoming mail. Handles incoming and outgoing mail. Processes e-mail mailings and distributes materials to all diocesan locations and Pastoral Center departments.
- Types correspondence and reports as necessary. Edits documents, generates form letters, and updates forms and the various mailing lists for the Vicar General.
- Creates, maintains, and monitors multiple databases to manage information as needed. It is essential to accurately input all data into the various databases.
- Build rapport with all locations contact personnel in order to unify information from all parishes, schools and missions.
- Assists with recruiting activities, posting vacant positions, and placing employment ads in the *Intermountain Catholic* newspaper and other recruiting avenues.
- Schedule conference rooms for meetings.
- Performs secretarial duties for the Vicar for Clergy as needed.

Required Education and Skills:

- Must have a high school diploma with some college education in secretarial programs preferred, at least 5 years work experience with excellent English grammar and proofreading skills a must.
- Bi-lingual (English/Spanish) is preferred.
- Human Resources office experience is preferred.
- Excellent organizational and interpersonal skills, including oral communication skills.
- Excellent knowledge of office equipment, computer knowledge with emphasis on Microsoft Word, Excel spreadsheet, PowerPoint and data input into the various Human Resource/Finance benefit databases.

CONTACT:

Please submit your cover letter and resumes to: Dolores L. Lopez, Director of Human Resources Catholic Diocese of Salt Lake City 27 C St., Salt Lake City, UT 84103-2302 E-Mail: Dolores.Lopez@dioslc.org Fax: (801) 328.9680.

Hispanic Ministry Office

For information about these meetings and events, call the Office of Hispanic Ministry, (801) 328.8641 ext. 361 or ext. 332.

- **Meeting with the group Missionaries of Jesus and Mary** – Monday, Sept. 16 at 3 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.
- **Quinceañera Teachers Formation** – Thursday, Sept. 19 at 1 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to register for the class. If no more than six people call to register, the class will be canceled.
- **Echoes of Faith Formation** – Saturday, Sept. 21 at 2 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.
- **Intercultural Marian Celebration Meeting** – Sunday, Sept. 22 at 4:45 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.

Office of Life, Justice and Peace

● **Justice for Immigrants Resources**

We understand that many immigrants that we serve, as well as their families, are afraid and confused by recent announcements regarding potential enforcement actions. We encourage

you to use the resources found on the Justice for Immigrants website to help educate your community about their rights when interacting with Immigration and Customs Enforcement (ICE) and ways that they can prepare their families. JFI stands in solidarity with our immigrant sisters and brothers during these difficult times, and will continue to pray and advocate for their safety, well-being and family unity.

The JFI website is <https://justiceforimmigrants.org/what-we-are-working-on/immigrant-detention/educating-your-community-about-enforcement-actions-resources-for-preparation-and-protection/>

Office of Worship

● **Level II Training for those who minister Eucharist to the sick and shut-in**

Thursday, Sept. 19, 6-9 p.m. at the Chancery Building, 303 E. South Temple, Salt Lake City. The \$15 workshop fee covers materials. For information or to register, call Teranie at (801) 328.8641 ext. 357. Seating is limited; pre-registration is required by Sept. 12.

Office of Stewardship & Development

● **Job Opportunity: Donor Relations Specialist of Stewardship & Development**

Summary:

As the Catholic Diocese of Salt Lake City continues to grow our sustaining, mid-level, and major gifts donors, the Office of Stewardship & Development seeks a Donor Relations Specialist. The Office serves 68 parishes and missions spread throughout the state of Utah, and administers the Diocesan Development Drive, the Bishop's annual appeal for ministry support. The Donor Relations Specialist is an integral team member in the Office of Stewardship & Development, and is responsible for overall data management for the annual appeal, associated capital campaigns, and special events. The Donor Relations Specialist will pair stewardship theology with his/her database and data management expertise, to support and maximize the Development team's effective use of our constituent relationship management (CRM) system, to meet the goals of the Diocese of Salt Lake City. In collaboration with the Director, the Donor Relations Specialist will assist in providing stewardship consulting for parishes and missions, help respond to the needs of pastors and frontline, parish-based fundraisers, and execute the initiatives of the Diocesan Pastoral Plan.

Duties and Responsibilities:

- Collaborate with the Director through the solicitation cycle on the generation of mailing/contact lists, donor data, event invitations, reports, and other deliverables.
 - Maintain the integrity and quality of the database, performing data clean-up as required.
 - Manage the generation and administration of progress and financial reports, partnering with the Finance Office and other departments as required.
 - Enter and process all annual appeal gifts, as requested and required, through lockbox, online giving, or check/money order, including the creation of batches.
 - Produce gift substantiation documentation, including acknowledgement letters and annual tax receipts, as well as timely generation of pledge reminders.
 - Serve as in-house CRM solution manager for all areas of development, and act as point person with the CRM developer.
 - Provide marketing and communications updates for inclusion on the diocesan website, social media and print/electronic communications.
 - Attend department events and work as a member of the Office of Stewardship & Development team in assisting attendees.

Skills and Qualifications:

Self-starter with two (2) years' experience in donor database management. Strong verbal and written communications and problem-solving skills. Superior attention to detail and record keeping. Thoughtful, creative, collaborative, and responsive. Organized and dependable with respect to timelines, deadlines, and budgets. Able to perform in a fast-paced team environment. Able to ensure the security and sensitive handling of confidential donor and financial information. Strong working knowledge of Microsoft Office, especially Word and Excel. Willingness to work occasional nights and weekends. Bi-lingual (English/Spanish) preferred. Understanding of Catholic Church ethics, traditions, procedures, and organizational structures. High school education or equivalency required. Some college preferred.

Primary Location:

Pastoral Center, Chancery Building (303 E. South Temple, Salt Lake City)

Report to: Director of Stewardship & Development

Schedule: Full-time, Monday-Friday, 8:30 a.m. – 5 p.m.

Job Level: Non-Manager

Contact:

Please submit your cover letter and resumes to: Dolores L. Lopez, Director of Human Resources Catholic Diocese of Salt Lake City 27 C Street, Salt Lake City, UT 84103-2302 E-Mail: Dolores.Lopez@dioslc.org Fax: 801.328.9680.

Office of Marriage and Family

• Catholic Engaged Encounter of Utah: Wine and Cheese Social

The Catholic Engaged Encounter of Utah is hosting a wine and social on Saturday, Sept. 28, 6-10 p.m. at the Blessed Sacrament Parish youth center, 9757 South 1700 East, Sandy. RSVP at INFO@EEUTAH.ORG. For information, see flyer attached.

Catholic Foundation of Utah

• For Parish/ School bulletins

Please include the following in parish/school bulletins:

Please prayerfully consider (please name parish/school here) in your will and estate planning.

Thank you and May God bless you.

Or

Please prayerfully consider a percentage ____% or amount \$___ in your will and estate planning for (please name parish/school)

Thank you and May God bless you.

Faith Gratitude Love

With God's grace, the Foundation is here to help and be in partnership with you.

For information, contact The Catholic Foundation of Utah, Jennifer L. Carroll, Executive Director, 801.456.9306.

Mount Calvary Catholic Cemetery and Mausoleum

• Job Opportunity

Full-Time Groundskeeper

The Groundskeeper 2 performs all cemetery operational and maintenance activities ordinarily performed in the cemetery.

Responsibilities: Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop and the Vicar General.

Excavate sites, perform burial functions, sod, seed and fertilize, set monuments and markers, operate equipment and irrigation system, and remove trees and shrubbery. Perform custodial services for the cemetery and shop area. Other responsibilities as assigned by the Supervisor.

Required Education and Skills: Understanding of Catholic Church ethics, traditions, procedures and organizational structure. Knowledge of methods, equipment and materials utilized in the development and maintenance of cemetery grounds. Ability to operate mechanical equipment including backhoe, snow plow, dump truck, riding lawn mowers and lawn edgers. Good physical condition and ability to perform manual labor. Effective and favorable representation of the cemetery in contact with public. Unquestionable character and presentable appearance. Must be able to follow direction. Suitable written and oral communication skills. Able to work up to one-hour period in 100-degree weather. Able to lift and carry 100 pounds of weight short distances. Must be able to work some Saturday hours.

Contact:

Dolores Lopez, Director of Human Resources Send resume to dolores.lopez@dioslc.org; Fax: (801) 328.9680; Telephone: (801) 328.8641, ext. 333.

Catholic Community Services

• **Job Opportunities at Catholic Community Services:**

Foster Family Consultant
Volunteer and Community Engagement Coordinator
Immigration Trial Attorney
Client Intake-Weigand Homeless Resource Center
Housing Advocate
Donation and Laundry Intake
Janitor
Gail Miller Resource Center
Medical Interpreter-All Languages
To apply, visit <http://ccsutah.applicantpro.com/jobs/>

Around the Diocese

• **A.C.T.S. Retreats hosted by Saint John the Baptist Parish.**

The 2019 Men's Retreat is October 3-6 (registration deadline is 9/16), with the 2019 Women's Retreat on November 7-10 (register by 10/14). Limited space. Register online at www.SJB-ACTS.org, Cost is \$195/person, financial aid available. Retreats start with check-in on Thursday at 5:15 p.m. at SJB in Draper, and concludes with Mass on Sunday at 11:00 a.m. Contact Erin Akins (akinsee@gmail.com, 801-413-7745) or Sam Akins at sjb.acts.ministry@gmail.com with any questions.

• **Catholic Woman's League (CWL) Fall Benefit Luncheon**

The annual luncheon this year will be Saturday, Oct. 12, at Little America Hotel, 500 S. Main St., Salt Lake City. Social hour at 11 a.m., followed by lunch, silent auction, opportunity drawings and a fashion show presented by DeMarillac Formal Attire. Beneficiaries are St. Joseph Catholic Church and Lost and Found.

Tickets must be purchased by Sept. 28: \$38 p/p or \$450 for a sponsor table seating 10.

Mail reservations with payment and seating requests by Sept. 28 to Jenny Maffuccio, 13297 N. Deer Canyon Drive, Kamas, UT 84036.

For information, call Jenny at (435) 640.1101. To donate cash, new (unused) items or services for opportunity drawing and silent auction items, contact Linda Burt, (435) 649.9812.

• **Saint Francis Xavier Catholic School**

Employment Opportunities:

Elementary School Librarian

Part time (15 hours per week)

Ensures that students and staff are effective users of ideas and information. Fosters a love of learning and reading in each student. Supports the mission and philosophy of the school. Offers a balanced collection of materials to support the curriculum and students' needs and interests. Offers a multicultural collection that reflects a diverse community. Teaches information skills within the curriculum context.

Email resume to mrozsahgyi@stfxcs.org

Elementary School Counselor

Part-time (8-15 hours per week)

Professional Utah Educators Counselor license/endorsement **or** Professional Utah Educators license in School Social Work or State of Utah Social Work license either a CSW or LCSW. Professional communications skills: excellent written and verbal, confident, articulate and professional speaking abilities; empathic listening and persuasive speaking skills.

All qualified candidates should submit cover letter and resume to mrozsahgyi@stfxcs.org

1st /2nd grade Teacher-Aide

Part time (20 hours per week)

Assist teacher in small group reading/math work, clerical tasks, and managing students. Email resume to mrozsahgyi@stfxcs.org

Accounts Receivable job opening

Skills and Qualifications:

Organization, Basic Accounting, Data Entry Skills, General Math Skills, Financial Software including QuickBooks and Excel, Analyzing Information, Detail oriented, Thoroughness, Reporting Research Results, Verbal and Confidential Communication, Bi-lingual (English/Spanish) preferred.

Responsibilities Include

- Posts customer payments by recording cash, checks, and credit card transactions in QuickBooks.
- Printing and reviewing of customer statements on a monthly basis.
- Customer service on billing questions and concerns, Verify the validity of account discrepancies.
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Protect organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities.
- Accomplish accounting and organization mission by completing related results as needed.
- Returning phone calls and emails promptly.
- Work with Accountant on balancing month end statements.
- Prepare deposits.
- Printing of accounts payable checks.

Part time, no more than 15 hours/week. Hourly wage dependent on experience. Start Date: immediately. Perfect part-time position for anyone who loves detail, numbers and working with school families. Interested applicants should send resume to mrozsahgyi@stfxcs.org

● St. Vincent de Paul Catholic Parish

Monsignor Benvegnu Lectures at St. Vincent de Pal Parish 2019-2020

Lectures will take place in St. Vincent Parish Church, 1375 E. Spring Lane, Salt Lake City, at 7 p.m. All are scheduled for Monday evenings.

Oct. 7: Recent Catholic Social Thought: And A Spirituality for Business. Rev. Oliver F. Williams, C.S.C., University of Notre Dame.

Historically, church documents were notable for their courageous championing of the rights of the least advantaged. However, they were much less distinguished for their understanding of how markets and incentives function in capitalism. This lecture will examine this matter and review key church documents in this area.

Fr. Williams is Associate Professor at the University of Notre Dame, and Management Fellow at the Joan B. Kroc Institute for International Peace Studies

Nov. 4: Living Family Life in a Chaotic Age. Jason Caywood, St. Vincent de Paul Parish-ioner

As we all know, there are more distractions today than ever before. We are running all over the place, trying to keep things moving in the right direction while constantly chasing eternal objects that may offer fleeting moments of happiness but usually end up back in the same place. One thing I've learned over the years from people I love and respect is that investing in our families and our Christian faith is always worthwhile and a true source of joy. Join me as we discuss some simple and practical ways to invest in our families and deepen our Christian faith at the same time.

Dec. 2: Saints Were People Too. Rev. John E. Norman, Pastor, St. Vincent de Paul Parish

Saints are often thought of as people who lived holy and blessed lives somehow protected from the pressing cares and concerns of daily responsibilities. Many saints struggled with challenges similar to our own. We will examine the lives of a number of saints hoping to gain insight into each of their faith responses regarding vocation and discernment.

Jan. 6: What Is Christian Spirituality? Msgr. M. Francis Mannion, Pastor Emeritus, St. Vincent de Paul Parish

There has never been so many books, retreats, and seminars on spirituality as there are today. This lecture will set forth an analysis of lay spirituality and offer a critique of various trends in this area. It will examine the varied spiritualities of Catholicism and suggest relevant resources and books.

Feb. 3: The Healing Ministry in the Church: A Lay Approach. Rosemary Barron, Chaplain, Intermountain Medical Center

Rosemary Barron served for 40 years as a public school educator: teacher, counselor, and middle school principal. Now retired from education, she serves as a Board Certified Clinical Chaplain at Intermountain Medical Center. In this lecture she presents an integrated look at how healing is possible in all areas of our lives, physically, emotionally, spiritually and intellectually. Rosemary Barron is a member of Saint Ambrose Parish

March 2: Priestly Formation in a Time of Crisis. Rev. Joseph Delka, Diocese of Salt Lake City.

The Church in the United States has rarely experienced a shortage of priests as it does now. This lecture will examine the process of priestly formation in light of the recent sex abuse crisis. The talk will look at the high standards in seminary formation today and how the Church prepares its seminarians for the church of tomorrow.

• Saint Vincent de Paul – Nano Nagle Children's Center

Employment Opportunities:

Nago Nagle needs daycare/pre-school teachers who will care for infants-3 year olds. The exact days are flexible (Monday-Friday). Part-time positions (15-29 hours per week) are available immediately. We are looking for people who love working with young children, who are able to form positive relationships with children and co-workers, and who are flexible, professional and have a growth mindset (open to constant improvement). Tasks include communicating with parents and co-workers, planning and implementing lesson plans, diaper changing, toilet training,

bottle feeding, helping with sleep, and keeping the rooms clean and organized. Experience preferred, but not necessary.

Contact Jeramie Green at (801) 856.0855 or jgreen@stvincents-school.org for questions or to schedule an interview.

● **Guardian Angel Day Care Center**

Job Opportunities

After school aides

Guardian Angel Daycare, 300 East 11800 South, Draper (on the Skaggs Catholic Center campus) is seeking a few high school seniors and or juniors to work as classroom aides after school Monday - Friday from 3:15 p.m. to 6 p.m. Hourly rate for this position is \$9.50/hr. Interested? Contact Jody Kearney, jodykearney@skaggsatholiccenter.org

● **A Spiritual Journey to the Holy Land Walking in the Footsteps of Jesus 12-Days**

A Spiritual Journey to the Holy Land Walking in the Footsteps of Jesus 12-Days: Jan. 13-24, 2020 under the spiritual direction of Rev. Ken Vialpando. Group Coordinator: Verona Gilliland. Contact Verona Gilliland, (801) 920.3621 or email verona1958@gmail.com