



CATHOLIC DIOCESE OF SALT LAKE CITY
Oct. 7-13, 2019

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.

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.

- **Hispanic Marriage Encounter Meeting** – Monday, Oct. 14, 6 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.
- **Liturgical Ministries- 2nd Workshop** in Spanish – Friday, Oct. 18, 6 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to register.
- **Charismatic Renewal Meeting** – Saturday, Oct. 19, 9 a.m. in the Pastoral Center, 27 C St., Salt Lake City.
- **Hispanic Commission Meeting** - Saturday, Oct. 19, noon in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.
- **Echoes of Faith Formation** – Saturday, Oct. 19, 2 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.
- **Bereavement Ministry Meeting** – Monday, Oct. 21, 6 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance. If no more than six people call, we will cancel it.

Office of Liturgy

• **Workshop for all Pastoral Musicians**

The Office of Liturgy is sponsoring a workshop for all pastoral musicians on Saturday, Oct. 19, at St. John the Baptist Parish from 9 a.m. to noon. Chris Huntzinger, director of Liturgy and Music at St. Ambrose Parish, will present “Formed by Love: A reflection on how liturgical music inspires and teaches.” Cost: \$15. Pre-registration is required; registration deadline is Oct. 14. For information or to register, call the Teranie in the Office of Worship, (801) 328.8641, ext. 357.

Office of Life, Justice and Peace

• **Be Counted!**

The 2020 Census is fast approaching and parishes can play a key role in this important effort. The U.S. Constitution requires a complete count of the nation’s population every 10 years. Census data impacts decisions at the national, state, tribal and local levels – from congressional

representation to the annual allocation of more than \$675 billion in federal funds. These resources are essential to the well-being of all of our neighbors, supporting schools, hospitals, emergency services, and more. Help educate your parish community about the importance of the 2020 Census and encourage households to fill out their census forms. We want everyone living in the United States to be counted once, and only once, and in the right place, including reaching hard-to-count members in the community. Parishes in communities that have historically been undercounted have the opportunity to help ensure that much needed and deserved federal funds reach them. As Catholics called to participation in our communities and federal programs that promote the dignity of life, we can and must ensure that everyone is counted! For resources, including bulletin items, social media posts, posters, and other educational materials, contact Office of Life, Justice & Peace Director Jean Hill at jean.hill@dioslc.org

• 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 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, collaborating 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:

Submit 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; email Dolores.Lopez@di-osl.org; fax (801) 328.9680.

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

● **Humanitarian Awards Dinner**

As the social service arm of the Diocese, Catholic Community Services of Utah (CCS) provides opportunities each week to help those in need. On Wednesday, Oct. 30 at 6 p.m. (social hour) and 7-9 p.m. (dinner), CCS will be hosting the annual Humanitarian Awards Dinner. This year CCS is honoring Tom Stevens as the Humanitarian, Odyssey House as the Partner of the Year, and Rev. Msgr. J. Terrence Fitzgerald for his Lifetime of Service. Please RSVP to Andrew Robinson at 801-428-1231 arbinson@ccsutah.org.

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

Foster Family Supervisor

Foster Family Consultant

Immigration Trial Attorney

Housing Advocate

Donation and Laundry Intake

Janitor

Medical Interpreter-All Languages

To apply, visit <http://ccsutah.applicantpro.com/jobs/>

Around the Diocese

Monsignor Benvegna Lectures

Lectures will take place in St. Vincent de Paul Catholic Church, 1375 E. Spring Lane, Salt Lake City, at 7 p.m. on the following Monday evenings.

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

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.

• Saint Francis Xavier Catholic School

Employment Opportunities:

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

Part-time Music Teacher.

Tuesdays and Thursdays grades preschool through 8th. Please contact

mrozsahgyi@stfxcs.org

• 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

Full-time and part-time Early Childhood Specialists/Teachers

A Catholic Child Development Center in Draper is searching for a qualified Early Childhood Specialists/Teachers. Candidates must be knowledgeable in child development. Full-time benefits offered are health, dental and vision insurance, prescription benefits, 401k contributions, life insurance and tuition discounts for schools located on the Skaggs Catholic Center campus. Sincere love for children, curriculum and teaching. Strong communication and time management skills are essential. Fingerprints, background checks, immunizations, flu shot, food handler's card, CPR card, First aid card are required. Salary range:\$10,000 - \$30,000 Maintain an educational, healthy and safe classroom environment for children at our childcare center. Teacher will guide children toward self-discipline, instill the love of learning and create an environment where children learn through exploration and play. Responsible for assisting in planning curriculum, classroom environment, daily schedule and routine.

Responsibilities

Responsible for creating a curriculum and educational environment. Each employee is required to follow our vision, which entails keeping the children's needs met at all times.

Qualifications

Experience and or education in early child development. Training on site is available along with educational classes for a Child Development Associates (CDA). Years of Experience: 1-2 years. Contact Jody Kearney, jodykearney@skaggsatholiccenter.org

• Juan Diego Catholic High School

OPEN HOUSE

Juan Diego Catholic High School, 2019 Exemplary High Performing Blue Ribbon School, invites you to the Open House on Tuesday, Oct. 22, from 6 to 8 p.m. at 300 East 11800 South, Draper

• St. John the Baptist Catholic Church

Festival of Faith 2019

Sunday, Oct. 27, 4 p.m. St. John the Baptist Catholic Church 300 E 11800 S Draper, UT. Featuring choirs from: Cottonwood Presbyterian St. John the Baptist Catholic Church & Schools Hilltop United Methodist.

Admission free; open to the public. Accepting donations of non-perishable food items. Contact Cameron Brownell at cameronbrownell@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