



CATHOLIC DIOCESE OF SALT LAKE CITY  
Dec. 2-8, 2019

**Chancery Office**

● **National Collections (See Collection schedule attached)**

**The Schedule for the 2020 National Collections follows.**

- January 26: Latin America CODE: 20-2217
  - Feb 26: Church in Central/Eastern Europe (Ash Wednesday) CODE: 20-2221
  - Feb 26 - April 12: Rice Bowl (Lenten Season) CODE: 20-2208
  - March 1: Black & Indian Missions (U.S.) CODE: 20-2204
  - March 22 Catholic Relief Services CODE: 20-2201
  - April 5 - April 10 Holy Land (Palm Sunday and/or Good Friday) CODE: 20-2203
  - April 26: Home Missions CODE: 20-2231
  - May 24: Communications CODE: 20-2205
  - June 28: Holy Father (Peter's Pence. CODE: 20-2202
  - July 19: Pastoral Solidarity for Church in Africa CODE: 20-2210
  - August 2: Religious Retirement CODE: 20-2215
  - August 23: \*Mt. Calvary Catholic Cemetery (Diocesan) CODE: 20-2220
- For parishes in the Greater Salt Lake area only (see attachment)
- September 13: \*Priests' Retirement (Diocesan. CODE: 20-2209
  - October 18: Mission Sunday (Propagation of the Faith) CODE: 20-2206
  - November 22: Campaign for Human Development CODE: 20-2207
  - December 6 †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** on Monday, Dec. 9 at 6 p.m., in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.

• **Natural Family Planning Meeting** on Tuesday, Dec. 10 at 6 p.m. in the Pastoral Center, 27 C St., Salt Lake City. Call to confirm your attendance.

• **Feast of Our Lady of Guadalupe Celebration** in the parishes with Hispanic Communities. Call the parishes for information.

• **Liturgical Ministries – 2<sup>nd</sup> Workshop** — in Spanish; Friday, Dec. 13 at 6 p.m. in the Pastoral Center, 27 C St., Salt Lake City.

• **The Diocesan Posada with the Bishop** — Sunday, Dec. 15 at 4:30 p.m. at the Cathedral of the Madeleine, 309 E. South Temple, Salt Lake City. Call the cathedral for information. Everyone is welcome.

• **Diocesan Posada** on Monday, Dec. 16 at 6 p.m. in Notre Dame de Lourdes Parish, 210 N. Carbon Ave., Price. Call the parish for information. Everyone is welcome.

• **Job Opening Part-Time Office Assistant**

**Summary:** The Hispanic Ministry Office Assistant provides general office duties as well as assist in the creation and design of the ministry programs of the Office of Hispanic Ministry. Part-time status has potential to become full-time.

**Responsibilities:**

- Serves as a member of the diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
  - Prepares and manages correspondence, reports and documents.
  - Process Requests for Payment (RFPs); submits cash and checks for deposit.
  - Maintains office calendar and reserves rooms for meetings.
  - Handles incoming calls, mail and other materials.
  - Communicates verbally and in writing to answer inquiries and provides information.
  - Manages office equipment and supplies.
  - Oversees daily operation; maintains office machines, neatness and order of office.
  - Assists in the creation and design for Hispanic ministry programs in the diocese.
  - Serves as a liaison to the Hispanic community groups in all deaneries.
  - Serves as a resource person for parishes and other groups to foster inclusion of Hispanics into the life of the Church, which celebrates diversity.
  - Maintains liaison with pastors and pastoral teams by being available to them on the principles of Hispanic Ministry.
  - Provides resource materials that would promote ministry to Hispanics and newly arrived immigrants in the different aspects and activities of parish life, as instructed by the Director.
  - Assists with registration to the annual diocesan Pastoral Congress, diocesan Advent Retreat, diocesan Lenten Retreat, and collaborates as directed with several offices in the Diocese and parishes.
  - Participates in departmental and staff meetings.
- Other responsibilities as assigned by the Director of Hispanic Ministry.

**Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures, and familiarity with Church documents on peace and justice issues.
- Bilingual a must with the ability to communicate in (English and Spanish); excellent reading and writing, organizational and interpersonal skills.
- Capable to work with diverse groups and individuals.
- Proficiency in Microsoft Word, Excel, Access, Publisher, drafting emails, and internet browsers.
- Knowledge of administrative tasks, clerical procedures and office equipment.
- Work requires lifting (up to 30 pounds) and driving to events.
- Strong organizational skills with the ability to multi-task.
- Display excellent event management skills in planning, prioritizing, and organizing.
- Self-motivated, reliable, able to maintain a flexible schedule, which may require working on some Saturdays.
- Presents professional dress and demeanor. Maintains confidentiality.
- A minimum of a high school education or equivalency with additional training and/or education preferred.
- General office operation and receptionist experience preferred.
- Knowledge of and experience in Hispanic culture, especially Mexican.
- A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives* ).

**CONTACT:**

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**Office of Worship**

**• Liturgical Calendar Advisories for 2020**

Attached is the Liturgical Calendar Advisories for 2020. Please take a moment to review this important information and direct any questions to the Office of Worship. The complete 2020 Liturgical Calendar for the Diocese of Salt Lake City is available on the diocesan website, <https://www.dioslc.org/offices/office-of-worship>

● **Solemnity of Mary**

Wednesday, Jan. 1, 2020, Solemnity of Mary, The Holy Mother of God, is a holy day of obligation in the Diocese of Salt Lake City. The Bishop, cognizant of the importance of our Blessed Mother in the Church and in the faith life of the people of God, has declared that starting next year in 2020 and thenceforth, the Solemn Feast of Mary, the Mother of God, will be observed as a holy day of Obligation in the Diocese of Salt Lake City. However, the faithful in the rural parishes and missions, in consideration of weather and travel conditions, could consider themselves dispensed from the obligation.

**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](mailto: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 Marriage and Family Life**

● **Utah Marriage Education Discount and Engaged Couples**

Utah signed into law a Marriage Education Discount for engaged couples. Couples can now receive a \$20 discount on their marriage license after attending a Catholic Engaged Encounter weekend or another diocesan approved program. After showing proof of attendance – usually a certificate – the priest or deacon, **NOT THE COUPLE**, must go on line and register the couple. He will be given a code to give to the couple. The attached flyer explains the process.

**Contact Information:** Veola Burchett, Office of Marriage and Family Life  
[veola.burchett@dioslc.org](mailto:veola.burchett@dioslc.org) or (801) 328.8641, ext. 324

● **Extended Prayer Vigil**

Join Bishop Oscar A. Solis on an extended prayer vigil for an end to abortion beginning on Dec. 8 and ending with the Mass for the Unborn on Jan. 21. Bishop Solis asks all families individuals, and schools to pray daily during this time. Prayer cards for this diocesan event can be downloaded at <https://www.dioslc.org/offices/office-of-marriage-and-family/348-life>. Scroll down to the prayer cards or bookmarks.

● **Upcoming Pro-Life Events**

The annual bilingual **Rosary for Life** will be Sunday, Jan. 19 at Mt. Calvary Cemetery, 275 U St., SLC. Meet at 2 p.m. at the Monument to the Unborn. Outlying parishes are encouraged to have their own rosary at the same time. The homebound are asked to join in prayer at that time.

Bishop Solis will celebrate a **Mass for the Unborn** on Tuesday, Jan. 21 at 6 p.m. in the Cathedral of the Madeleine. This will be in English and Spanish, and sign language interpreted. All are welcome.

Saturday, Feb. 1 will be the annual **Respect for the Dignity of Life Day**, at St. Joseph the Worker Parish in West Jordan. Jean Hill will teach advocacy skills to enable participants to advocate for pro-life legislation from a Catholic perspective.

The **March for Life** will be Saturday, Jan. 25, 1 p.m. For information, visit <https://march4lifeutah.org/>

● **Worldwide Marriage Encounter Feb. 7-9, 2020**

A Worldwide Marriage Encounter Weekend gives you the opportunity to enrich your relationship, and your family life. The weekend is for religious, priests and married couples. The next Marriage Encounter weekend is Feb. 7-9. For information, contact Nathan and Maria Crosby, (801) 942.1060; or Bill and Mary Ann Vena, (909) 821.5783. Early registration: \$75; after Jan. 1 registration is \$125.

A voluntary donation will be requested to cover the costs at the end of the weekend.

**Office of Youth and Young Adults Ministries**

● **Pre-Posada Navideña**

All young adults (18-39 year sold) are invited to celebrate a pre-posada on Friday, Dec. 13 from 6:30-9 p.m. at the Sisters of the Holy Cross Convent, 554 East 11800 South, Draper.

There will be an Advent reflection, Christmas carols, fellowship and a meal.

The event is free. (See flyer attached)

For information, contact the Office of Youth and Young Adults, (801) 328.8641 ext. 313.

**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.

### **Intermountain Catholic newspaper**

If your parish or Catholic organization is having an Advent event that is open to the community, such as a prayer service or penance service, and you would like information about the event listed in the *Intermountain Catholic*, send the information – including date, time, place (with address) and cost if any – to [atd@icatholic.org](mailto:atd@icatholic.org). If it is a penance service, please include what languages will be available for confession. There is no charge for this listing. POC Marie Mischel, [marie@icatholic.org](mailto:marie@icatholic.org) or (801) 328.8641 ext. 340.

### **Diocesan Finance Office**

#### **• Job Opening: Schools Internal Auditor**

##### **Summary**

The Schools Internal Auditor will audit schools and associated parishes, including attending meetings, preparing schedules and compiling audit reports. Respond to questions and concerns of school and associated parish staff, with additional support to schools that have going concern issues. Work with Superintendent of Catholic Schools to create procedures. Train staff to implement procedural changes. Assist with parish/school support. Compile deficit computations for schools quarterly. Other duties as assigned by the Diocesan Finance Officer.

##### **Requirements**

Candidate must have: An understanding of Catholic Church ethics, traditions, procedures and organizational structures; minimum of a bachelor's degree with a major in accounting; proficient in both oral and written communication; attention to detail and highly organized; ability to work independently as well as part of a team; a minimum of four to five years related experience preferred; experience with Microsoft Excel; excellent interpersonal skills; and an ability to maintain confidentiality.

##### **Contact**

Please send resumes to Dolores L. Lopez, Director of Human Resources, via e-mail: [dolores.lopez@dioslc.org](mailto:dolores.lopez@dioslc.org) Fax: (801) 328.9680 Phone: (801) 328.8642 x333.

### **Catholic Community Services**

#### **• Job Openings at Catholic Community Services**

Case Manager-Gail Miller Resource Center  
Employment Life Skills Coordinator  
Kitchen Driver/Warehouse Coordinator  
Case Manager-Migration and Refugee Services  
Kitchen Manager  
Human Resources Specialist  
Bi-lingual Immigration Assistant  
Client Intake-Weigand Homeless Resource Center  
Housing Advocate  
Gail Miller Resource Center  
Medical Interpreter-All Languages

To apply and for information visit <http://ccsutah.applicantpro.com/jobs/>

● **Annual Living Rosary for Life at St. Mary's**

The annual multi-lingual Living Rosary for Life at St. Mary Catholic Church, 4050 South 3900 West, West Haven, will take place on Friday, Jan. 17, immediately after the 5 p.m. Mass/Communion Service. For information, call (801) 621.7961.

● **Saint Ambrose Catholic Church**  
**Altars available**

Saint Ambrose has two altars that are available to any parish that is interested. Please contact Deacon George Reade at (801) 949.5617. The pieces are being stored at St. Ambrose and are free. Moving costs would be incurred by the parish requesting the altar. The attached flyer has pictures of the altars.

**Monsignor Benvegnu 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.

**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 Baron, Chaplain, Intermountain Medical Center**

Rosemary Baron 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 Baron 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/Donation of chairs**

Saint Vincent de Paul Parish has about 40 blue chairs with kneelers to give away. For information, call (801) 272.9216. See picture attached.

● **Kearns St. Ann Catholic School Job Opening**  
**Part Time Advancement Director**

Kearns - St. Ann Catholic School is seeking candidates for the position of a bilingual (Spanish) **Advancement Director**. The director is tasked with marketing and fundraising efforts for the school in the form of events, annual giving campaigns, special appeals and publications. The position requires strong written and oral communication skills to attract the maximum gift support from donors. Candidates should have a comprehensive understanding of the Catholic faith and education system, the Salt Lake community and surrounding areas and possess a

bachelor's degree in marketing, business administration, or a related field. Three years of fundraising experience is required. Please submit a resume with a cover letter and references no later than Dec. 20, to Susan Nakaba, Principal, at [snakaba@ksaschool.org](mailto:snakaba@ksaschool.org)