



CATHOLIC DIOCESE OF SALT LAKE CITY
March 23-29, 2020

AS PART OF THE PRECAUTIONARY MEASURES BEING TAKEN TO PREVENT THE SPREAD OF THE CORONAVIRUS, ALL CHURCH-RELATED EVENTS IN THE DIOCESE OF SALT LAKE CITY HAVE BEEN POSTPONED UNTIL FURTHER NOTICE.

Chancery Office

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

The Schedule for the 2020 National Collections follows.

- 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
- Aug. 2: Religious Retirement CODE: 20-2215
- Aug. 23: *Mt. Calvary Catholic Cemetery (Diocesan) CODE: 20-2220. For parishes in the Greater Salt Lake area only (see attachment)
- Sept. 13: *Priests' Retirement (Diocesan. CODE: 20-2209
- Oct. 18: Mission Sunday (Propagation of the Faith) CODE: 20-2206
- Nov. 22: Campaign for Human Development CODE: 20-2207
- Dec. 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.

Hispanic Ministry Office

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

Office of Faith Formation

• **Job Opening: Full -time Office Manager**

Summary: The ideal candidate will be bilingual (English-Spanish) a hardworking professional able to undertake a variety of office support working for the Director of Religious Education and Director of Youth & Young Adult Ministry multiple tasks and work diligently under pressure at times. This person will be comfortable working with a high degree of attention to detail and discretion coordinating sessions and events, including the Diocesan Pastoral Congress, the Diocesan Lenten Retreat and monthly LEM Study Days.

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. Assist with annual Diocesan Pastoral Congress, Diocesan Lenten Retreat, Diocesan catechetical, LEM, youth ministry, young adult ministry and collaborate as directed with several offices in the Diocese, and parishes. Prepare and manage correspondence, reports and documents. Organize and coordinate meetings, and events, create folders/ Programs/Purchasing materials. Process Requests for Payment (cash-credit card) submit reports and deposits. Maintain schedules and calendars. Handle incoming calls, mail and other materials. Communicate verbally and in writing to answer inquiries and provide information in English and Spanish. Manage office equipment and supplies.

Requirements: High school graduate, related work experience. Demonstrate understanding of Catholic Church ethics, traditions, procedures, and organizational structures. Pro-actively coordinate and engage with Directors of Religious Education, Youth and Young Adult Ministry. Bilingual preferred with the ability to communicate in English and Spanish. Excellent reading and writing skills. Proficiency in Microsoft Word, Excel, Publisher, drafting emails, and Internet browsers. Knowledge of administrative tasks, clerical procedures and office equipment. Display excellent event management skills in planning, prioritizing, and organizing. Self-motivated, reliable, able to maintain a flexible schedule, which may require working on Saturdays. Presents Professional dress and demeanor. Maintains confidentiality. Work requires frequent lifting (up to 30 pounds) and driving to events. Strong organization skills with the ability to multi-task. 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).

Send resumes to: Dolores L. Lopez, Director of Human Resources, Diocese of Salt Lake City, 27 C St., Salt Lake City, UT 84103-2302 E-Mail: dolores.lopez@dioslc.org, Fax: (801) 328.9680

Office of Life, Justice and Peace

• Resources for consumers

The Consumer Financial Protection Bureau offers great resources to protect consumers from multiple financial scams. The latest alert involves a scam targeting seniors. Here's what to watch for so you can protect yourself and others from Social Security scams.

1. Threatening arrest or legal action: If you receive a threatening phone call claiming that there is an issue with your Social Security number or benefits, it's a scam. The Social Security Administration (SSA) will never threaten you with arrest or other legal action if you don't immediately pay a fine or fee.

2. Emails or texts with personally identifiable information: If there's a legitimate problem with your Social Security number or record, the SSA will mail you a letter to notify you of any issues.

3. Misspellings and grammar mistakes: If the caller follows up with emails containing falsified letters or reports that appear to be from the SSA or SSA's OIG, look closely. The letters may use government "jargon" or letterhead that appears official in order to help convince victims, but they may also contain misspellings and grammar mistakes.

4. Requests for payment by gift or pre-paid card, cash, or wire transfer: If you do need to submit payments to the SSA, the agency will mail a letter with payment instructions and options through U.S. mail. You should never pay a government fee or fine using retail gift cards, cash, internet currency, wire transfers, or pre-paid debit cards. Scammers ask for payment this way because it's difficult to trace and recover.

5. Offers to increase benefits in exchange for payment: Similarly, SSA employees will never promise to increase your Social Security benefits, or offer other assistance, in exchange for payment.

• 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/>

Diocesan Finance Office

• Job Opening: Parish Internal Auditor

The Parish Internal Auditor will work with parishes and missions, including attending meetings, preparing schedules and providing guidance. Respond to questions and concerns of parishes and associated parish staff. Review parishes annual financial statements and determine ordinary income for calculation of parish assessments. 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

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

Diocesan Diaconate Formation Office

The Diocese of Salt Lake City is seeking men who are discerning a call to the diaconate for a new class of deacons. Aspirants must be Catholics in good standing between the ages of 36 and 61 (the bishop can grant exceptions to the age limits). If married, the candidate must have his wife's support. The program, which lasts approximately five years, includes twice-monthly classes in English. For information about the sessions or about the sessions people can contact the Diocesan Office of Diaconate formation at (801) 328.8641 ext. 322.

• Diaconate Formation Inquiry Sessions

The inquiry sessions that had been scheduled in March will be rescheduled.

Wednesday, April 15, 7 p.m. at St. Francis of Assisi Catholic Church, 65 East 500 North, Orem

Thursday, April 16, 7 p.m. at St. Joseph Catholic Church's religious education building (behind the church, 2350 Adams St., Ogden

Tuesday, April 21, 7 p.m. at Notre Dame De Lourdes Catholic Church, 210 N. Carbon Ave., Price

Thursday, April 23, 7 p.m. at Christ the King Catholic Church, 690 S. Cove Drive, Cedar City

Diocesan Office of Safe Environment

The Diocesan Office of Safe Environment would like to share with you some words of comfort from the USCCB *Charter for the Protection of Children and Young People*: We pray you are staying safe and healthy as the COVID-19 situation changes daily within our country. During

times like this we may be tempted to give in to fear, anxiety, stress, or worry. But that is not what we as Catholics are called to do. Instead of giving into fears, we are called to focus on hope. Jesus gives us hope, comfort, joy and peace, all of which may seem like they are lacking, but in actuality they remain in abundance. All we have to do is focus on the teachings of Jesus Christ and remain grounded in prayer. Even when everything else is out of our control, we always have control over our relationship with Jesus and with His Mother.

● **Safe Environment Training certification and recertification**

The Diocese of Salt Lake City requires all adults (those 18 and older) and youth minors (12 to 17) in direct contact with minors and vulnerable adults in our parishes and schools to complete trainings and background checks. Recertification of these trainings and background checks are every three years. This is just one of the efforts undertaken by our diocese to protect our children and vulnerable adults. For information about child safety in the Diocese of Salt Lake City, visit <https://www.dioslc.org/offices/office-of-safe-environment>.

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.

Catholic Community Services

● **Job Openings at Catholic Community Services**

Housing Advocates Supervisor – Morning Shift

Kitchen Driver/Warehouse Coordinator

Case Manager-Migration and Refugee Services

Client Intake-Weigand Homeless Resource Center

Housing Advocate

Medical Interpreter-All Languages

Janitor – Weigand Homeless Resource Center

Volunteer Coordinator – Northern Utah

Legal Support Staff - Migration and Refugee Services

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

Around the Diocese

● **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. Submit a resume with a cover letter and references to Susan Nakaba, Principal, at snakaba@ksaschool.org

● **The Madeleine Choir School:**

Job Opportunity

The Madeleine Choir School, a Catholic Pre-K through 8th grade school, is seeking a full-time 7th and 8th Grade English Language Arts and Social Studies teacher. Applicants should have a secondary teaching license and experience in the content areas of English Language Arts and Social Studies.

QUALIFICATIONS

Bachelor's degree from a four-year college or university

- Ability to pass a pre-employment background check
- Demonstrates professionalism, caring, and respect in all communications with students, parents, staff, visitors, and other education professionals, both orally and in writing.
- Preferred ELL Endorsement

RESPONSIBILITIES

- Utilize core curriculum and a variety of techniques to engage learners and support the mastery of content
- Implement high-yielding instructional methods to meet each student's academic goals and learning needs
- Apply subject area knowledge and expertise to offer feedback, ongoing motivation, coaching and other support to promote student confidence. Create a safe place for learning and achieve high academic outcomes for each student
- Grade student work with productive feedback, while maintaining student confidentiality
- Engage in professional development opportunities and attend staff meetings requested by the administration

TO APPLY

Send cover letter, resume, and references to school principal, Megan Randazzo (mrando@utmcs.org)