



CATHOLIC DIOCESE OF SALT LAKE CITY
Dec.7-13 , 2020

Chancery Office

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

The Schedule for the 2021 National Collections follows:

Please write Date, Collection and code on check

- January 24: Latin America CODE: 20-2217
- Feb 17: Church in Central/Eastern Europe (Ash Wednesday) CODE: 20-2221
- Feb 17 - April 4: Rice Bowl (Lenten Season) CODE: 20-2208
- February 21: Black & Indian Missions (U.S.) CODE: 20-2204
- March 14: Catholic Relief Services CODE: 20-2201
- March 28 - April 2: Holy Land (Palm Sunday and/or Good Friday) CODE: 20-2203
- April 25: Home Missions CODE: 20-2231
- May 16: Communications CODE: 20-2205
- June 27: Holy Father (Peter's Pence) CODE: 20-2202
- July 18: Pastoral Solidarity for Church in Africa CODE: 20-2210
- August 1: Religious Retirement CODE: 20-2215
- August 22: *Mt. Calvary Catholic Cemetery (Diocesan) CODE: 20-2220
For parishes in the Greater Salt Lake area Only (see listing attached)
- September 12: *Priests' Retirement (Diocesan) CODE: 20-2209
- October 24: Mission Sunday (Propagation of the Faith) CODE: 20-2206
- November 21: Campaign for Human Development CODE: 20-2207
- December 5: †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

● **Faith Formation Resources**

The Diocese of Salt Lake City YouTube channel (Catholic SaltLakeCity) offers English and Spanish Stations of the Cross, spiritual communion and Eucharistic adoration.

The United States Conference of Catholic Bishops (<https://catholiccurrent.org/covid19/>) offers Resources in Response to COVID-19, including links to online Masses and adoration, daily readings in English and Spanish, and maternal Intercession of Our Lady of Guadalupe from Archbishop Gomez in English, Spanish and Vietnamese

- **Magnificat** (us.magnificat.net), a monthly prayer resource, offers free access online with their app. They are offering at their link a celebration of the Word families could use for Sunday family prayer. The website also has the MagnifiKid page with resources, including coloring pages, for children.

- **Give Us This Day** (giveusthisday.org), a daily prayer resource from Liturgical Press, is offering a free film series featuring biographies of “the Cloud of Witnesses,” stories of holy persons whose faith and wisdom inspire us.

- **Teaching Tolerance.org** offers resources, including videos and discussion suggestions, that may be adapted for independent learning online. This website is effective for middle school students and teens and emphasizes social justice issues.

- **Liturgy Training Publications** (<https://www.ltp.org/LOH>) is sharing the order of prayer each day of the week.

- **Bishop Barron Daily Gospel Reflection** (<https://dailycatholicgospel.com>) is a free resource available in English and Spanish.

- **Loyolapress.com** has free prayer resources in English and Spanish, and at-home activities for families. They also are connected through Twitter, Instagram and Facebook.

- **Pinterest.com** offers many creative projects, including Lenten crafts, for Catholic homeschooling families.

Office of Worship

Job Opportunity

● Part-Time Secretary

Summary: The Secretary provides general secretarial assistance to the Director of the Office of Worship.

Responsibilities:

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
- Arrange, attend and take minutes at Commission and committee meetings and prepare and send correspondence.
- Maintain records and files.

- Prepare and send mailings to parishes and others as requested.
- Assist with special liturgical events such as Rite of Election, Adult Confirmation and Ordinations.
- Prepare worship aids and handle licensing reports.
- Assist directors with classes, presentations and workshops.
- Answer phone calls, perform office scheduling, maintain office equipment and purchase supplies as needed.
- Pay bills and maintain office accounts.
- Review and update ParishSoft data.
- Help parish staff with problems or questions as needed.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- Bi-Lingual (English/Spanish) preferred.
- Committed to the Catholic Church with sufficient knowledge of the Church's teaching background and sacramental practice.
- Excellent written, organizational and interpersonal skills.
- Flexibility to accommodate changes in work schedule.
- Excellent computer skills.
- High school education or equivalency required with additional training/education preferred together with two years general secretarial experience.
- 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*).

Please send resumes to Dolores L. Lopez, Director of Human Resources, via e-mail: dolores.lopez@dioslc.org ; Fax: (801) 328.9680; or call: (801) 328.8642, Ext. 333.

● **Liturgical Calendar Advisories**

Attached is the Liturgical Calendar Advisories for 2021. Please take a moment to review this important information and direct any questions to the Office of Worship. The complete 2021 Liturgical Calendar for the Diocese of Salt Lake City is available on the Diocesan Website at: <https://www.dioslc.org/offices/office-of-worship>.

● **Solemnity of the Immaculate Conception**

Tuesday, December 8, The Solemnity of the Immaculate Conception of the Blessed Virgin Mary is a Holy Day of Obligation.

● **Feast of our Lady of Guadalupe**

Saturday December 12, 2020, Feast of our Lady of Guadalupe: In 2020, the Feast of Our Lady of Guadalupe, December 12, falls on a Saturday. Friday evening (vigil) and Saturday morning Masses are that of Feast of Our Lady of Guadalupe. On Saturday evening, any normally scheduled anticipated Masses should be for the Second Sunday of Advent.

Office of Safe Environment

The Office of Safe Environment is committed to the protection of children, youth, and vulnerable adults. All employees and volunteers wishing to work with minors or vulnerable adults must be safe environment certified. For information, please review the Diocese Safe Environment website at: <https://www.dioslc.org/offices/office-of-safe-environment>. Involvement and communication are important factors in helping to ensure safe environments for all of our children. Please contact the Office of Safe Environment at safeenv@dioslc.org with questions.

Intermountain Catholic Newspaper

● **Advent Events**

If your parish or church organization is having an Advent event that is open to the wider community; such as a penance service, retreat, prayer service, fundraiser or donation drive, please send the information to atd@icatholic.org. POC: Marie Mischel, marie@icatholic.org

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

● **Refugee Digital Equity Specialist**

Full-time, Non-Exempt with full benefits Salary: \$16.50-17.75/hr. DOE

The Digital Equity Specialist provides individualized or small group assistance to refugee, asylee, and SIV clients who need affordable home internet service, affordable internet capable devices, or coaching in introductory digital skills in order to become effective home internet users. This assistance is provided primarily by voice telephone but may also include email, text, video chat, paper mail, in-person, and other communication methods that work for the client. Tailoring multiple tools and resources shared for specific client needs will be a major priority for this role.

Responsibilities include: Receive, return, or initiate telephone contact with clients seeking assistance or identified by the Refugee Resettlement Program for assistance. This may include assisting with phone access and identifying language interpretation service. Talk with each client about their technology experience and their devices. Assess their access to

technology, current digital literacy skill level, connectivity needs, and internet use priorities. Collaborate with Refugee Resettlement staff members about client needs and priorities. Agree upon goals with clients for Digital Equity services. Match services and referrals to co-design a plan with client. If necessary, advise clients about free or affordable home internet service options for which they may qualify, assist clients to apply for services they choose, and support their efforts to secure service. If necessary, advise clients about sources of affordable computers or other internet connected devices for which they may qualify, and support their efforts to acquire appropriate devices and where they can get help for repair. Coach patrons as necessary to use their home internet services in order to meet their internet use priorities, which may include: employment, public benefits, housing, youth and adult education, and health. Coaching interactions may include both in-person, phone, and online interactions, as well as referral to sources of additional digital literacy skill training. Track each client's progress and types of requests, keep accurate and timely records, and report outcomes as required. Plan and manage assistance to each client with the goal of fulfilling the agreed upon goals within 2 hours of initial interaction. Perform other duties as assigned.

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Local travel to meetings, client apartments and houses, etc.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Has proficiency with technology, computers, smartphones, modems, routers, and internet connectivity Has excellent telephone, online, and written communication skills, including the ability to establish trust with clients of varied educational and cultural backgrounds. Ability to understand and clearly communicate basic technological concepts related to internet services, computer and device characteristics, and common online services and applications. Works independently in a safe, appropriate manner, but also works well on a team, collaborating with coworkers and external counterparts. Demonstrates both problem solving and problem prevention skills. Displays sensitivity to the needs of clients, client's families, visitors, coworkers, volunteers, and other persons with whom the employee may interact. Has cross-cultural sensitivity and knowledge with the ability and desire to work with people of other cultures, some of whom will be limited English speakers. Strong organizational skills and detail oriented. Recognizes time as a valuable resource and responds promptly to needs of clients and coworkers. Consistently performs work assignments in a time-efficient manner. Adheres to deadlines. Possesses functional fluency in one or more languages other than English (preferred but not required). Maintains confidentiality regarding clients. Displays personal qualities of openness and respect for co-workers and clients, with compassion and graciousness in helping clients to assess and to face their situations and to accept assistance. Has the ability to foster trust and confidence in others

Some college preferred. Proficiency with the internet and computer software including the Microsoft Office Suite, especially Word and Excel. Experience serving multicultural and diverse populations preferred

Must pass BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements. Current Bridging the Gap Certificate preferred.

Monday through Friday, 8:30 am to 5:00pm.

CCS is an equal opportunity employer.

To apply, please go to: ccsutah.org and apply under the employment tab.

Position closes: Open until filled

Requisition #: 20.11.05

● **Part-Time Marketing and Advertising Specialist**

Full-time, Non-exempt, with full benefits Salary: \$16.00-18.00/hr. DOE

Create content and oversee the online recruitment efforts for the Refugee Foster Care program.

Work under the direction of the Foster Family Supervisor, collaborating closely with the Recruitment and Training Specialist as well as the Marketing Coordinator for the agency. Create a marketing strategy for the recruitment of foster families for the Refugee Foster Care program, prioritizing the most effective advertising mediums. Update the content for the Refugee Foster Care page on the CCS website and keep postings current and topical. Design and create content for the Refugee Foster Care team to be shared on the agency social media pages including flyers, video clips, etc. Participate in weekly staff meetings for the Refugee Foster Care team and weekly recruitment team meetings. Perform other duties as necessary or assigned.

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. It may also include outreach in the community.

This role is mostly sedentary. However, some filing is involved that requires the ability to lift files, open filing cabinets, and bend or stand, as necessary. Works independently in safe and appropriate manner. Demonstrates both problem solving and problem prevention. Strong commitment to mission, vision and values of the agency. Consistently performs work assignments in a time-efficient manner and adheres to deadlines. Proficiency in English oral and written communication. Must be able to work well with others and as a team. Must maintain confidentiality regarding clients. Proficient in MS office and graphic design tools

Bachelor's degree in field related to marketing, advertising, public relations, graphic design, writing, or business or equivalent experience. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Demonstrated competency in major social networking platforms (Facebook, Instagram, YouTube, Twitter, etc.). Experience with multi-cultural and refugee community

Must pass a national BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per

occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

This position is part-time 20-25 hours a week: Monday and Friday between the hours of 8:30 AM and 5:00 PM.

To apply, please go to: ccsutah.org and apply under the employment tab.

Position closes: Open until filled

Requisition #: 20.11.01

● **Emancipated Youth Liaison and TAL Coach**

Full-time, exempt, with full benefits Salary: \$15.00-19.00/hr. DOE

Catholic Community Services of Utah provides help and creates hope for thousands of people of all beliefs who are most in need in our community through Migration and Refugee Services and Basic Needs Programs.

CCS offers an outstanding benefits package including group health and dental Insurance, 401a and 403b retirement plans, life insurance, and a generous PTO/holiday schedule. Job Description:

To provide direct services and track outcomes for emancipated youth of the Refugee Foster Care Program. To assist in providing a full range of life skills preparation services to unaccompanied refugee minors (URM) and unaccompanied alien children (UAC) in foster care, supervised independent living, or who have emancipated from the program. Provision of services as outlined in the state and federal regulations and in compliance with policies and procedures of Catholic Community Services Refugee Foster Care Program. All services provided in a manner that will facilitate self-sufficiency within the service period.

Responsibilities include: Work under the direction of the Transition to Adult Living Coach. Teach the Life Skills curriculum to youth with an engaging, hands-on approach.

The curriculum includes: Education: study habits, financial aid. Career planning. Housing: lease agreements, rent, utilities, grocery shopping, cooking, cleaning, etc. Money management, budgeting, taxes, credit scores, etc. Physical and mental health awareness and maintenance. Public transportation, driver's licenses, and insurance requirements. Communication and social relationships. Laws, immigration, safety, and emergency response. Stay up to date on academic and vocational learning opportunities as well as employment opportunities for youth. Conduct outreach to emancipated youth to update contact information and conduct outcome surveys. Track and analyze data from the outcome surveys, identifying trends and gaps in services. Connect emancipated youth to needed community resources. Organize an emancipated youth council and mentorship program. Participate in weekly staff meetings for the International Foster Care team. Participate in monthly staff meetings with the Transition to Adult Living team. Perform other duties as necessary or assigned

Work will be performed primarily inside but will occur in youths' homes, places of employment, educational institutes, and other locations as needed in addition to being performed in an office. Work requires the ability to sit and stand for long periods, to walk moderate distances, to

drive, and occasionally to assist youth with physical activities such as carrying groceries or household supplies. Driving is required for this position.

Works independently in safe, appropriate manner. Demonstrates both problem solving and problem prevention. Displays sensitivity to the needs of clients, client's families, visitors, co-workers, volunteers and other persons with whom the employee may interact. Recognizes time as a valuable resource and responds promptly to needs of clients, and coworkers. Consistently performs work assignments in a time-efficient manner. Adheres to deadlines. Proficiency in English oral and written communication. Must maintain confidentiality regarding client's information. Proficiency in computer skills to maintain case files, complete documentation, scheduling and e-mail in Outlook. Ability to perform functions as itemized in nature and scope of position

Bachelor's degree in education, social work, or a related field from an accredited institution. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience with multi-cultural and refugee community. Experience in conducting independent living skills training with youth. Experience advocating for young adults

Must pass a national BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

Monday and Friday between the hours of 8:00 AM and 9:00 PM. Rotating on-call availability for emergencies.

To apply, please go to: ccsutah.org and apply under the employment tab.

Position closes: Open until filled

Requisition #: 20.11.03

● **Operations Manager**

Full-time, Exempt with full benefits Salary: \$18.00- 20.00/hr. DOE

Help oversee the day-to-day activities, administrative responsibilities, budget management, and staff support for all programs within Basic Needs Services in Ogden: Pantry, Bridging the Gap, Warehouse, and St. Martha's to ensure the timely and effective delivery of services to our clients. Coordinate the social media and marketing efforts for Basic Needs Ogden.

Responsibilities include: Check in daily with the Warehouse Manager, Volunteer Coordinator, Bridging the Gap Coordinator, and Pantry Manager. Work with the agency marketing team in all social media and marketing needs for Basic Needs Ogden. Attend weekly and monthly meetings related to Food Insecurities. Help oversee facility upkeep and maintenance requests. Work with Office Manager to analyze data for contract compliance. Done on a monthly, quarterly, and yearly basis. Review weekly deposits and monthly income statements sent out by finance. Reconcile agency credit card monthly. Ensure that all agency standards, beliefs, and policies are followed at all levels of each program. Ensure open, frequent communication

occurs with staff utilizing staff meetings, emails, one-on-ones, walking around, etc. 10. Encourage an atmosphere of professionalism and teamwork that fosters responsibility, sensitivity, compassion, personal initiative, and accountability.

Ability to work and maintain mobility both inside and outside. This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Commitment to social justice and the mission of CCS. Strong background and work experience in a nonprofit setting Understanding of the challenges faced by low income and homeless persons. Compassion and empathy for the populations served. Excellent computer skills and proficiency in Excel, Word, Outlook. Excellent communication skills both oral and written. Knowledge of contract and grant management and experience in organizational effectiveness and operations management implementing best practices. Demonstrated leadership and vision in managing staff groups and major programs. Excellent interpersonal skills and a collaborative management style. Budget development and oversight experience. A demonstrated commitment to high professional, ethical standards, and a diverse workplace. Excels at operating in a fast-paced, dynamic community environment. Excellent people manager, open to direction and a collaborative work style and commitment to get the job done. Ability to look at situations from several points of view. Delegates responsibilities effectively. High comfort level working in a diverse environment

Bachelor's degree in social services, related field, or equivalent experience. Supervisory experience. Knowledge of issues facing low-income populations and local service providers. Must pass a BCI/FBI background check.

Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

To apply, please go to: ccsutah.org and apply under the employment tab. Position closes: Open until filled
Requisition #: 20.11.08

● **Sanitation Specialist**

Full-time, Non-exempt with full benefits Salary: \$13.00- 15.00/hr DOE

The purpose of this position is to ensure ongoing sanitation and disinfection of the Weigand Homeless Resource Center, providing guests with a safe and clean environment. With the heightened awareness around sanitation and disinfection of the Weigand Center surrounding the COVID-19 virus outbreak, they will consistently disinfect the Weigand Center's common areas and attend to some janitorial duties as assigned.

Responsibilities include: Disinfect the common areas in the Weigand Center every hour; bathrooms, foyer, and high-touch surfaces and objects. Maintain cleanliness of common areas of the Weigand Center. Sweep and mop floors routinely. Must be able to properly and safely use cleaning chemicals per manufacturer's instructions. Perform other duties as assigned.

Clean up /human biohazard materials, vomit, excrement, soiled clothing, and blankets. Properly dispose of drug paraphernalia when found. Will be exposed to various cleaning chemicals. Ability to move around a large room each hour. Ability to work on feet for extended hours. Ability to lift and carry approximately 40 lbs. Salt walkways during winter months. Ability to reach with hands and arms; stoop, kneel, crouch, or crawl.

Ability to work cooperatively with others. Ability to maintain a positive attitude. Ability to follow instructions. Must be able to understand the proper use of cleaning chemicals and cleaning procedures to work in an efficient yet effective manner. Possess the personal qualities of integrity, compassion, and empathy, which encourage others' trust and confidence. Must use personal protective equipment. Must be flexible with varying job assignments and working conditions.

High School diploma or GED. Essential, maintenance and janitorial skills and experience.

Must pass a BCI/FBI background check.

Full-time, 40 hours a week. Monday through Friday, 8:00 am to 5:00 pm.

To apply, please go the ccsutah.org and apply under the employment tab. Position open until filled. Requisition #: 20.11.07

Around the Diocese

JOB OPENINGS AROUND THE DIOCESE

Saint Francis Xavier Catholic School:

● Kitchen Services Director

Oversee and coordinate the National School Lunch program for our K-8 elementary school. Training provided for National School Lunch program guidelines. Approx. 20-25 hours/week, Monday-Friday.

- Preps 165+ student lunches with kitchen staff and volunteers in the cafeteria.
- Determine production quantities, compile, and place food orders and supplies from approved vendors.
- Create monthly menus and order food supplies weekly.
- Prepare monthly operational summary for the school to issue and process State reimbursement.
- Assist in the monitoring and review lunch program procedures in order to maintain compliance with the National School Lunch Program guidelines.
- Maintain necessary files and records.
- Perform other duties as assigned.

For further information, please send resume to mrozsahgyi@stfxcs.org

The Skaggs Catholic Center:

Juan Diego Catholic High School

• JDCHS Athletic Director Position

Juan Diego Catholic High School is accepting applications for the position of Athletic Director beginning with the 2021-2022 school year.

The Athletic Director at Juan Diego Catholic High School is an administrative level position which has authority and responsibility for all aspects of Juan Diego's 23 athletic teams in addition to all other UHSAA sponsored activities including forensics, band, orchestra, and drama.

Applicants must have one or more of the following:

Served as a head coach; served as an athletic director or assistant athletic director; served as an assistant principal over athletics.

Applicants must have a master's degree in one of the following areas: Educational Administration; Athletic Administration; Organizational Management or other related areas which are relevant to position.

In lieu of a master's degree, applicants who hold a bachelor's degree and who have, or are pursuing, a NIAAA Certified Athletic Administrator or Certified Master Athletic Administrator designation will be considered.

Interested applicants send cover letter and resume to Chris Long, Athletic Director
chrislong@jdchs.org