



CATHOLIC DIOCESE OF SALT LAKE CITY
Information Bulletin-English
May 13- 19, 2019

Chancery Office

• National Collections (2020 Collection schedule is attached)

The Schedule for the 2019 National Collections is as follows:

- June 2: Communications CODE: 20-2205
- June 30: Holy Father (Peter's Pence) CODE: 20-2202
- July 21: Pastoral Solidarity for Church in Africa CODE: 20-2210
- Aug. 4: Religious Retirement CODE: 20-2215
- Aug. 25: *Mt. Calvary Catholic Cemetery (Diocesan) CODE: 20-2220
For parishes in the Greater Salt Lake area only (see listing in the attached schedule)
- Sept. 15: *Priests' Retirement (Diocesan) CODE: 20-2209
- 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. Christopher P. Gray and Rev. Gustavo Vidal, 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.

• Job Opportunity - Full-Time Information Specialist

Summary:

The full-time Information Specialist provides direct support to the Chancellor. This position will manage the ParishSoft Family Suite program.

Responsibilities:

Serve as a member of the Diocesan Pastoral Center staff providing direct support to the Chancery Office managing the Diocesan ParishSoft Family Suite program, Diocesan Sacramental and contact databases. Establishes and maintains a Standard Operating Procedure Manual for the standardization of data collection for ParishSoft. Initiation conferences and workshop for local and web-based user trainings. Develop and disseminates ParishSoft newsletter for diocesan users. Website maintenance and updates as required. Other duties as assigned by the Bishop, Vicar General or Chancellor.

Requirements:

Five years of current software skill with emphasis on Microsoft Office and database software. Excellent public relations and communication skills. Ability to prioritize, organize, be flexible and

self-motivated. Able to be confidential in dealing with sensitive information and issues.

Contact:

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.

Diocesan Vocations Office

●Save the Date!

The Diocese of Salt Lake City joyfully announces the ordination of our seminarian Dominic Sternhagen to the diaconate on Friday, June 7 at 7 p.m. at the Cathedral of the Madeleine, 331 East South Temple, SLC. This is the final step toward his ordination as a priest next year. Please join us!

Hispanic Ministry Office

The Office of Hispanic Ministry wishes everyone a peaceful Memorial Day weekend.

Office of Worship

●Date Change Level II Training

The Level II Training for those who minister Eucharist to the sick and shut-in has been rescheduled for Thursday, May 30, 6-9 p.m. at the Chancery Building, 303 E. South Temple, SLC. There is a \$15 workshop fee to cover materials. For information or to register, call Teranie, 801.328.8641 x 357. Seating is limited and pre-registration is required.

●Cantor Workshops

In the spirit of the goals and objectives of the Pastoral Plan, the Office of Worship will offer a series of Cantor Workshops. Scheduled for June 8, 15, & 22, the workshops are designed for new cantors or for those who have served in this role for five years or less. There is a fee for the workshops and pre-registration is required. For information, contact the Office of Worship at (801) 328.8641 ext. 363.

Office of Life, Justice and Peace

●Social Action Summer Institute

The national Roundtable Association of Catholic Diocese Social Action Directors is holding its annual Social Action Summer Institute in Salt Lake City July 25-28, and all Utah Catholics are invited! SASI offers first-time attendees grounding in Catholic social teaching, Biblical theology and the spirituality of social justice. SASI is planned jointly with the U.S. Conference of Catholic Bishops, Catholic Relief Services and Catholic Charities USA. The 2019 conference will focus on giving voice and fostering systemic change for people experiencing homelessness or statelessness, while we also help each other feel at home again in our church. Social justice ministry is dedicated to serving individuals on the margins of society. Housing affordability, health care access, racial injustice serve as some of the many barriers to resolving homelessness. For immigrants and refugees, increasingly unwelcoming policies and attitudes are leaving many with no place to call home. Meanwhile, Catholics are struggling with continuing revelations about the sexual abuse crisis. SASI 2019 will look at these critical issues as we each seek to live our faith and shelter the homeless. Please share the flyer and look for the full schedule and registration information this April.

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

Memorial Mass at Mount Calvary Catholic Cemetery and Mausoleum

Remember our loved ones and those who fought for our freedom... Commemorate Memorial Day Mass with the Most Rev. Oscar A Solis, Bishop of Salt Lake City, Monday, May 27, at 9 a.m. at Mount Calvary Catholic Cemetery and Mausoleum, 275 U St., Salt Lake City.

Catholic Community Services

● Job Opportunities at Catholic Community Services:

Paramount Ave Homeless Resource Center

Cook

Refugee Foster Care Case Manager

Warehouse Assistant

Medical Interpreter-All Languages

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

Around the Diocese

● Annual Men's Retreat

The retreat is sponsored by St. Mary's Catholic Church of West Haven under the direction of Father Gustavo Vidal. Aug. 9-11 at its annual site in Bloomington, Idaho. The bilingual Spanish/English retreat, open to all men in the Diocese of Salt Lake City, will be based on the "Seven Deadly Sins, Seven Lively Virtues" study book by Bishop Robert Barron. For information, visit www.stmarysutah.org/MensClub.asp. Cost: \$50; includes lodging, food and materials. Registration is limited to 50 men. For information, contact Jose Badillo, (956) 283.6703, or email the registration form to him at mensretreat.stmarys@gmail.com

● Saint John the Baptist Parish

St. John the Baptist Parish/Jerry Seiner Tournament of Roses 2019 Golf Event

June 8 at South Mountain Golf Club. Shotgun start at 8:30 a.m.; 18 holes of golf, cart, swag bag, and lunch. For registration information, see attached flyer or visit: www.sjb-parish.org

● The Madeleine Choir School

Employment Opportunity: Office Manager

Reports To: Principal

The Office Manager performs a variety of confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that supports the mission of the school and assists the Pastoral Administrator, Principal, Faculty, Staff, and the parent and student community.

This is a full-time position with benefits. The school office opens at 8 a.m. and closes at 6 p.m. on school days and contract days. The hours for this position are from 8 a.m. to 4 p.m. The Pastoral Administrator determines office hours during the summer months. The office manager reports directly to the Principal and works to support the efforts of the entire staff and faculty.

Essential Functions:

1. Meet and interact with students, parent community, faculty, staff, and the public. Communicate effectively in regards to routine, sensitive, and confidential matters.
2. Maintain an organized, welcoming entryway to the school.
3. Perform secretarial and clerical tasks of a varied nature. Many tasks require a thorough knowledge of the policies and regulations of the School and Catholic Diocese of Salt Lake City and the frequent exercise of independent judgment within the scope of the authority granted by the Principal.
4. Respond to all Office Manager e-mail; distribute notices to staff, students, and parents as needed.
5. Maintain confidential student records, request records from prior schools for new students, and distribute school records for students moving to other schools.
6. Assist with attendance data for each faculty member, recording tardies, absences, and other required information.
7. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district, diocesan, and State data collection, including immunization reports, milk refund requests, Carson Smith Foundation checks, and reports for the Catholic Diocese of Salt Lake City.
8. Maintain a current school calendar of events and use of facilities. Draft initial school calendar along with Principal.
9. Coordinate Safe Environment Screening for all staff, faculty, and volunteers in accord with the policies and procedures of the Catholic Diocese of Salt Lake City
10. Distribute and collect time sheets for the accounting office.
11. Order and maintain office and school supplies for the faculty and staff.
12. Maintain inventories of books, materials, and supplies for the school.
13. Add and withdraw students from the School Admin program, email lists, student records, newsletter, and all other applicable databases.
14. Supervise and update Emergency Preparedness program and 24-hour survival kits.
15. Assist with sick and injured children in a caring manner.
16. Create and distribute weekly newsletter.
17. Distribute mail and oversee postage meter.
18. Track parent volunteer hours.
19. Attend required staff meetings.
20. Oversee the Office Assistants who serve on school days from 3:30 PM – 6:00 PM
21. Other duties as assigned by the Pastoral Administrator and/or Principal.

Qualifications:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years successful experience in a related secretarial or office position.
3. Demonstrate excellent secretarial skills, organization and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentation, and telecommunications.
4. Excellent customer service skills
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Speak Spanish (preferred, but not required).

7. Experience working with diverse populations.
 8. Demonstrate appropriate telephone etiquette, with proper voice inflection.
 9. Have excellent integrity and demonstrate good moral character and initiative.
 10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
 11. Complete the Safe Environment screening and background check.
- Please send your cover letter and resume to Megan Randazzo at mrandazzo@utmcs.org

● **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 is 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 Golf Tournament**

"Fore the Children" St. Francis Xavier Golf Tournament will take place on Saturday, June 8. Shotgun start at 8 a.m. at the Ridge Golf Club, 5055 S. West Ridge Blvd. West Valley City. Funds raised will provide scholarships for economically disadvantage families who wish to provide a Catholic education for their children. For information, see the flyer attached.

● **Juan Diego Catholic High School:**

Employment Opportunities:

Immediate employment opening in the Skaggs Catholic Center campus cafeterias from 8:30 a.m. to 1:30 p.m. Monday through Friday. Contact Jackie Pappas, (801) 984.7628 or jackiepappas@skaggscatholiccenter.org

Skaggs Catholic Center part-time (no benefits) Schools Bus Drivers

Field trips only – paid during wait times, no daily runs, part time only, no benefits. Must be available any time of day or night. Paid training, including CDL class.

Bus Driver Position Information: Drives a 40' 84-passenger school bus to field trips and sporting events with chaperons in charge of students. Each trip is custom and shift times are based on needs of each trip. Trips could be only a few hours or up to 15 hours and occasionally overnight. Most trips are local but occasionally St. George, Boise or similar distance. Position requires a flexible schedule as trip request could be at any time 7 days a week (Sundays are very rare). Drivers usually get 500 to 800 hours per year. Most trips are during the 9-month school year with little or no work during the summer. Wage is \$18.50 with no experience, up to \$1.00 more with prior school bus driving. No other benefits are offered. Contact Joe DeGraw, josephdegrow@skaggscatholiccenter.org

Guardian Angel Daycare Center Director

Guardian Angel Daycare (Draper) is seeking candidates for Director beginning June 3. Guardian Angel Daycare (within the confines of Saint John the Baptist Elementary) opened in 1999 under the auspices of the Diocese of Salt Lake City as an entity of the Skaggs Catholic Center. The daycare serves infants, six weeks of age, through 5th-grade students from Saint John

the Baptist Elementary, and is open year-round. The Director of Guardian Angel Daycare is responsible for the operation and instructional leadership of the center. The Director trains and supervises staff, sets instructional objectives, oversees daily activities, prepares budgets and works to build rapport with all constituents. The Director is responsible for all aspects of the program.

Minimum Requirements: Active, practicing Catholic, Commitment to modeling the values of Catholic educational leadership, Child Development Associate (CDA) or bachelor degree (preferred), completion of Diocesan Safe Environment requirements, experience in early childhood education. **Leadership Characteristics:** Experience in instructional leadership, curriculum development, teacher supervision, and effective instruction; collaborative leadership style with strong interpersonal and team-building skills, oral and written communication and motivational skills; intellectual, organizational and managerial skills; attitudes characterized by creativity, initiative and optimism; knowledge and application of instructional technology; ability to effectively represent Guardian Angel Daycare and the Catholic Church.

Application Process: Please submit the following items to Nikki Ward at NikkiWard@sibelemontary.org by Friday, April 26: cover letter, resume, responses to the following: Describe your philosophy of childcare and early childhood education. What virtues (respect, responsibility, patience, flexibility, truthfulness, etc.) would others use to describe you? How would those virtues assist you as Director of Guardian Angel Daycare?

Soaring Eagle All Sports Camp Skaggs Catholic Center

ACTIVITIES: Teaching Tips enable the camper to learn skills such as throwing, dribbling, kicking, batting, shooting, catching, quickness and agility. Team sports may include but are not limited to baseball, kickball, obstacle course, basketball, soccer, dodgeball, touch/flag football, team handball and lacrosse. AGES: Boys/Girls entering grades K-6

First session May 28-31; second session June 3-7; third session June 24-28

Half Day Camp — 9 a.m.-noon or noon-3 p.m. Full Day Camp — 9 a.m.-3 p.m.

COST: \$80 Half Day Session May 28-31

\$160 Full Day Session May 28-31

\$100 Half Day Session June Camps

\$200 Full Day Session June Camps

Sign up for any two sessions and receive \$25 off. Sign up for two full-day sessions and receive \$50 off. Registration deadline is May 24. Registrations made after deadline will incur a \$20 late fee and will be accepted based upon availability. Please be aware sessions will sell out. Along with the online registration, a medical release form must be completed <https://tinyurl.com/y43dgckd> and mailed in with payment to: Skaggs Catholic Center 300 East 11800 South, Draper, UT 84020

Soaring Eagle Sports Camp Register with LINK: <https://tinyurl.com/y6h6peuf>

For information, contact BrandonSluga@skaggscatholiccenter.org or (801) 984.2726, Cell: (only available during camp hours) (801) 243.4280

• Judge Memorial Catholic High School

All Sports Camps:

Judge Memorial Catholic High School is offering summer camps for boys and girls basketball for students grades 3-12; cheer for grades 9-12; cross-country for grades 6-12; football for grades 8-12; soccer for grades 3-12; and volleyball for grades 5-12. For information, contact the appropriate sport: boysbasketball@judgememorial.com, girlsbasketball@judgememorial.com; cheer@judgememorial.com; crosscountry@judgememorial.com; football@judgememorial.com; splatz@judgememorial.com; or volleyball@judgememorial.com

and to register, visit <https://forms.diamondmindinc.com/judge/summer-sports-camps?token=695628601>