



CATHOLIC DIOCESE OF SALT LAKE CITY
Jan. 18-24, 2021

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

● **Los Angeles Religious Education Conference**

February 18-21 Los Angeles Religious Education Conference. Register for four days of online workshops, liturgies, demonstrations, and much more. The fee is \$35 for individual access to all offerings. Find complete details at <https://recongress.org/>

Office of Worship

● **Southwest Liturgical Conference VIRTUAL Study Week**

February 2-4, 2021 – *As We Await the Blessed Hope: Liturgy in Challenging Times*

Registration is now open for the 59th Annual Southwest Liturgical Conference Study Week. Living in these pandemic days, the conference will explore the ways in which the liturgy and sacraments are signs of hope for us. Keynote speakers include Dr. Massimo Faggioli, Dr. C. Vanessa White, Diana Macalintal and Bishop Mark Seitz, Diocese of El Paso. With over thirty workshops sessions offered (including bilingual) on Liturgical Ministry, Arts, Music and the Rite of Christian Initiation (RCIA) there is something for everyone. The cost is \$150.00 for the full conference or \$50.00/day. For a complete schedule and to register go to www.swlc.org.

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>.

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.

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

● **Development Director**

Full-time, Exempt with full benefits Salary: \$31.25-\$38.46/ hr DOE

Responsible for the development and implementation of strategic plans to raise funds for CCS cost-effectively and time-efficiently. Duties include CCS liaison to the CCS Board of Trustees, overseeing and managing fundraising efforts, building strong and successful relationships, maintaining communications with donors and patrons, and collaborating with staff to effectively execute fundraising events.

Responsibilities include: Acts as liaison between CCS, donors, foundations, and governmental funding sources. Act as liaison for the CCS Board of Trustees. Review and approve all grants before they are submitted. Coordinate and ensure proposals and grants are submitted according to the donor/funding source's instructions. Coordinate CCS Awareness Tours and work with the Board of Trustees to ensure that the tours are well attended. Handle donor relations which include phone calls, personal notes, and email communication. Evaluate monthly reports provided by the finance department to assess financial needs for each department and program. Meet regularly with the grants manager to discuss daily activities and to address any current agency needs. Work with the Communications department to coordinate activities and assignments for the PR and Marketing Committee and Development Committee of the Board of Trustees. Coordinate with program directors to ensure their program needs are met. Oversee the agency's development plan in conjunction with the Development Committee of the Board of Trustees. Review agency financial batches and ensure that "thank you" letters are sent out timely and in an appropriate manner. Represent the agency at Utah Nonprofit Association and Utah Society of Fundraiser's functions. Oversee agency fundraisers such as: I. Humanitarian Awards Dinner (Oct/Nov) II. Annual Parish Appeal (Dec) III. Dream Builders Breakfast (Apr/May). Identify and contact new funders, including pro bono sources

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands including bending, sitting, lifting and driving.

Must possess the personal qualities of integrity, compassion, and empathy, which encourage the trust, and confidence of others. Exceptional oral, written, and interpersonal communication skills. Ability to maintain confidentiality. Donor database experience required; Salesforce experience strongly preferred. Strong planning and organizational skills.

A Bachelor's degree in Communications, Business or a related field. Five to 10 years of fundraising experience. Foundation relationship and grant writing experience. A minimum of five years of supervisory experience working in a non-profit development role. Virtual event creation and management experience. Digital competency

Must pass BCI/FBI background check. Current Utah driver's license, proof of auto insurance, a clean driving record, and ability to meet CCS vehicle safety and auto insurance requirements.

This is a full-time, exempt position. The general schedule will consist of 40 hours to be worked Monday through Friday during normal business hours of 8:30 am to 5:00 pm.

To apply, please go to the company website: ccsutah.org and apply under the employment tab. Position is open until filled
Requisition #: 20.12.01

● **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, co-workers, 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

● **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

The Skaggs Catholic Center:

• Part time Accountant

The Skaggs Catholic Center LLC (a non-profit organization) is looking to hire a part-time accountant to work under the direction of the Director of Finance in maintaining daily accounting activities. The position offers both flexible hours and a flexible schedule working 13-20 hours per week, Monday-Friday for current & future aligned schools.

This is an immediate opportunity with plans to hire within 30 days.

RESPONSIBILITIES

• Maintenance of the General Ledger • Recording of Revenues and Expenses • Bank Account Reconciliations • Recoding of Journal Entries • Payroll Processing • Maintenance of Accounting Records • Control of Annual Financial Review • Assistance in Tuition Administration • Other Accounting Tasks and Projects as Assigned

QUALIFICATIONS

- Bachelor's degree in Accounting (preferably two years of work experience) or commensurate experience
- Knowledge of non-profit accounting principles and GAAP
- Proficiency in MS office, EXCEL, and Quick Books
- Experience with general ledger software and other accounting systems
- Ability to observe current practices and procedures and make recommendations for improvements
- Organized and detail-oriented
- Ability to work in a team environment
- Strong communication skills - both written and verbal

For consideration, please send a brief cover letter and resume to:
davesimpson@skaggscatholiccenter.org

