



CATHOLIC DIOCESE OF SALT LAKE CITY
April 5-12, 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

- | | |
|---|---------------|
| — 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 |
| <i>For parishes in the Greater Salt Lake area Only (see listing attached)</i> | |
| — 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 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.

Tribunal Office

Job Opportunity

● Full-time Secretary

The Secretary of the Tribunal provides general office assistance in the Tribunal Office.

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.
- Maximum efficiency as a typist, knowledge of office machines, computer skills (Word, Excel spreadsheet, etc.), good telephone skills, and confidentiality is very important. Knowledgeable in tribunal administration preferred.

- Prepares all correspondence regarding marriage cases and other matters required by Tribunal personnel, reproduce all questionnaires and forms used in the Tribunal office, transcribe all necessary testimony and other pertinent data, compose inquiry letters according to Tribunal personnel outlines.
- Prepares all briefs, notices and sentences of the Tribunal, gather all pertinent documents necessary for each case, establish and maintain a case file, type and maintain case cards, prepares and transmits cases to the Court of Second Instance, the Tribunal of the Diocese of Oakland.
- Screens phone calls for the office, provides requested information or refers caller to proper Tribunal official.
- Prepares and distributes correspondence, financial statements of Priest's Mutual Benefit Society.
- Maintains computer files of clergy, religious and parish/mission/institution mailing labels.
- Other responsibilities as assigned by the Judicial Vicar.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures and familiarity with appropriate Church documents.
- Maximum efficiency as a typist, knowledge of office equipment, computer knowledge with emphasis on word processing software and appropriate telephone skills
- Knowledgeable in tribunal administration.
- Confidential dealing with sensitive issues.
- Excellent organizational and interpersonal skills, including oral communication skills.
- Detailed orientated.
- A practicing Catholic leader 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 resume to Dolores L. Lopez, Director of Human Resources, Diocese of Salt Lake City, 27 C Street, Salt Lake City, UT 84103-2302. E-mail: dolores.lopez@dioslc.org. Fax: (801) 328-9680.

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.

Intermountain Catholic

Job Opportunity

• Ad Sales Representative

The Advertising Sales Representative manages the office and activity of advertising resources for the Intermountain Catholic Newspaper, the official newspaper of the Diocese of Salt Lake City, serving as a member of the Diocesan Pastoral Center Staff and responsive to expectations as delineated by the policy manual, the Bishop or Vicar General.

Responsibilities

- Manages advertising concerns of the newspaper from sales to placement in the paper.
- Assists in billing and scheduling of advertising in the Intermountain Catholic.

Required Education and Skills

- Understanding of Catholic ethics, traditions, procedure and organizational structures.
- Commitment to the mission of the Catholic Church and the policies of the Diocese.
- Excellent written, organization and interpersonal skills, including oral communication skills.
- Confidential dealing with sensitive issues.
- Knowledge required for human resources position, regulations and agency rules.
- Necessary computer skills and knowledge of standard office software programs.
- Occasional evening meetings and willingness to travel within the Diocese.
- Ability to resolve problems and analyze reports.
- A bachelor's degree, or master's degree or a minimum of five years advertising experience desired. Educational background and experience negotiable.
- A practicing Catholic who shows commitment to a parish and a willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*)

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• Year of St. Joseph

If your parish or Catholic organization is having an activity related to the Year of St. Joseph, such as a novena, please let the Intermountain Catholic know; we will be doing an article about these efforts in the diocese. Contact Marie Mischel, marie@icatholic.org or (801) 328.8641 ext 340

Office of Marriage, Family and Pro Life

● Marriage Preparation

Need information about Catholic Engaged Encounter retreats and/or NFP Intro Session requirements? Visit the Marriage & Family Life Office Marriage Preparation page. <https://www.dioslc.org/offices/office-of-marriage-and/marriage-preparation>

● Marriage Support & Resources

Retrouvaille

This program helps couples through difficult times in their marriages. It is a weekend retreat program led by lay ministers to serve the needs of couples whose marriages are experiencing difficulty. For confidential information about or to register for the program- call 801.450.4965 or email: 4007@retrouvaille.org or visit the web site at www.HelpOurMarriage.com.

A Retrouvaille weekend will take place on April 22nd – 25th, 2021. Call or email to register.

● Marriage Encounter

For more information about the Marriage Encounter, please contact Nathan and Maria at 801.942.1060 - you can leave a voicemail -, or call Bill and Mary Ann Vena at 909.821.5783 or by visiting their website at: Utah Worldwide Marriage Encounter

*A voluntary donation will be asked for to cover the costs the end of the weekend.

● Year of Amoris Laetitia Family 2021-2022

On March 19, 2021, the Church celebrates the fifth anniversary of the publication of Pope Francis's apostolic exhortation *Amoris Laetitia*, on the beauty and joy of love in the family. On this same day, Pope Francis will launch the year "Amoris Laetitia Family," which will conclude on June 26, 2022, during the X Meeting of Families in Rome with the Holy Father.

Printable Brochure- [Amoris Laetitia Family](#)

Through a series of 10 videos, beginning with the chapters of the Apostolic Exhortation *Amoris Laetitia*, the Holy Father, with the help of several families, invites us to journey together to rediscover the family as a gift, despite every problem, obstacle and challenge that families have to face today. Each video is accompanied by a guide that can be used flexibly either by families or by various ecclesial groups (diocesan, parochial, community). Each guide is then subdivided into 4 parts. Each of these can be used for further reflection in the family or in a community, in different moments as well. This tool is intended to be helpful for pastoral ministry to families, and contains proposals and suggestions that can be adapted to the local situation.

Watch the first video released by Pope Francis on The Feast of the Annunciation - [Amoris Laetitia Journey Together 2021.03.25](#)

**The Dicastery for Laity, Family and Life has provided a guide to accompany the video -
[Laity Family Life Guide 1](#)**

Learn More here:

<http://www.laityfamilylife.va/content/laityfamilylife/en/amoris-laetitia.html>

<https://www.usccb.org/topics/marriage-and-family-life-ministries/year-amoris-laetitia-family>

● Respect for Life:

Sidewalk Advocacy in Utah

Sidewalk advocacy is one of the single most effective ways to end abortion. It involves reaching out to women in need directly outside of an abortion facility and offering them tangible help and resources in their communities. We are loving, peaceful, and 100% law-abiding.

Utah Sidewalk Advocates are trained using the methods of Sidewalk Advocates for Life, a national organization that provides support and resources for those who have a regular presence outside of their local abortion facilities. Our advocates receive extensive training, are equipped with literature, and will always have at least one other advocate with them.

Learn More and get involved by visiting - <https://www.utahadvocatesforlife.org/>

Walking with Moms in Need -

Learn more here - <https://www.dioslc.org/respect-for-life/walking-with-moms-in-need>

● Divine Mercy Sunday Parish Action Guide

<https://www.usccb.org/resources/divine-mercy-action-guide>

● Other Divine Mercy Parish Resources

Divine Mercy Novena

Homily Considerations Regarding Healing After Abortion

Prayer Service for Forgiveness and Healing

Eucharistic Holy Hour for Divine Mercy Sunday

HopeAfterAbortion.org

[usccb.org/abortionhealing](https://www.usccb.org/abortionhealing)

● Free Divine Mercy Book(s) from Relevant Radio

Relevant Radio is offering free copies of "Divine Mercy", a book by award-winning journalist, writer, and broadcaster, Drew Mariani. The book is 100% free (no shipping/handling) while supplies last. To order your free copy, go to <https://relevantradio.com/mercy/>.

● **No Taxpayer Funding of Abortion – From the USCCB Secretariat of Pro-Life Activities**

Beginning the weekend of April 11, please include the following announcement in parish bulletins, newsletters, etc.: "Keep your tax dollars from going to abortion! www.notaxpayerabortion.com

More information related to Respect for Life can be found on the Diocesan Respect for Life page - <https://www.dioslc.org/respect-for-life>

● **Utah Coalition Against Pornography** is hosting a free virtual conference on April 24th. It is titled "Dealing with Pornography During a Pandemic. The Need for Empathy and Connection".

Here is the link with the information. It is being live streamed and there is no need to register. <https://utahcoalition.org/2021-ucap-slc-conference/>

● **SAVE THE DATE: April 29th at 7:00pm-8:30pm Virtual Training: "Being With"**

The Family Life Office & Respect Life Commission will be hosting a free virtual training called "Being With" by Compassionate Community Care.

Gain the confidence to journey with those who are suffering socially, isolated, sick or dying, to renew their hope and purpose in life. With speakers Genevieve Schadenberg, Director of Compassionate Community Care, and Alex Schadenberg, Executive Director of the Euthanasia Prevention Coalition.

Link to register will be on the Respect Life website soon and an announcement will be made in the Intermountain Catholic. Upon registration you will receive a manual and booklet to go along with the training.

More information related to Respect for Life can be found on the Diocesan Respect for Life page - <https://www.dioslc.org/respect-for-life>

Office of Stewardship and Development

Job Opportunities:

● **Full-time Operations Assistant**

Summary:

The Operations Assistant provides project coordination, computer And operations assistance for the Office of Stewardship and Development as supervised by the Director.

Responsibilities:

- Coordination of solicitation mailing, thank-you letters and pledge reminders.
- Printing of in-house mailings.
- Desktop check process and data entry into fundraising database.
- Assist with census updates in database.
- Assist in the preparation of manuals for the annual Diocesan Development Drive and Stewardship.
- Maintain Office Procedure Manual.
- Assist with Stewardship and Development events.
- Attend to physical arrangements for room and/or facility reservations, meeting/event set-up and clean up, audiovisuals coordination, catering and entertainment.
- Track RSCP's and attendance to events.
- Assist with preparation of meeting and event materials.
- Maintain Inventory Database for Stewardship and Development Materials.
- Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director.

Please send resume to Dolores L. Lopez, Director of Human Resources, Diocese of Salt Lake City, 27 C Street, Salt Lake City, UT 84103-2302. E-mail: dolores.lopez@dioslc.org. Fax: (801) 328-9680.

● **Full-time Data Specialist**

Summary:

The Data Specialist provides database management, solicitation files, data processing, and computer support for the Office of Stewardship and Development as supervised by the Director of Stewardship and Development.

Responsibilities:

- Maintain the Stewardship and Development database (Gabriel Software) to ensure current and accurate information for effective gift solicitation, acknowledgment, correspondence, history, reporting and auditing.
- Maintain and update lists for DDD mailings.
- Prepare database files for solicitation packages.
- Prepare and send donor thank you letters weekly to mail house.
- Prepare and send Pledge Reminders monthly to mail house.
- Validate pledge, recurring and one-time gifts in database.
- Upload GiveCentral processing of electronic giving to Gabriel database.
- Process checks through Wells Fargo Desktop Deposits.

- Prepare weekly/monthly campaign progress reports.
- Perform census updates to Gabriel database per postal notices.
- Participate as an active member of the Office of Stewardship and Development in all other duties and events as assigned per the Director of Stewardship and Development.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- A high school diploma or equivalency required with a preference for additional education.
- Skilled in advanced database techniques preferably with knowledge of Microsoft SQL Server Management Studio.
- Knowledge of Microsoft Office required.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced environment.
- Ability to work some weekends and evenings.

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Utah Catholic Schools

• The Pastors Promise Program

The Utah Catholic Schools office has sent out information and scholarship certificates to priests on The Pastors Promise Program. This is a new program which offers a one-year introductory scholarship (60% off first year tuition) for Catholic families. If priests have a parishioner interested in having their children attend one of our 16 Utah Catholic Schools, we ask that our priests and their staff get these certificates out to interested families. Tours and registration for the 2021-2022 school year is happening now at all of our schools. If you need more certificates or flyers please email Carol Barman at carol.barman@dioslc.org.

Diaconate Formation Office

The Diocese of Salt Lake City is pleased to announce the beginning of a Diaconate Formation Program for Catholic men fluent in English. More information about this program will be provided for interested single men and married couples at the Inquiry Sessions. All Inquiry Sessions will be held virtually.

For more information please call or e-mail Deacon Drew M. Petersen at 801. 328.8641 ext. 337 or by e-mail (deacon.petersen@dioslc.org) or Mirna Gomez at 801.328.8641 ext. 322 or by e-mail (mirna.gomez@dioslc.org) to receive dates, times of Virtual Sessions and provide essential information. Thank you for your attention and action regarding this announcement.

● **Foster Parent Training and Retention Specialist**

Full-time, Non-Exempt with full benefits. Salary: \$17.00-19.00

Job Description:

Train prospective foster families to qualify them for licensure. Increase the retention of foster families and minimize burn-out and turnover.

Responsibilities include:

Become an expert on the foster parent pre-service training curriculum. Create training schedules for foster parents and assign family consultants to co-teach the units. The Training and Retention Specialist is the lead teacher for each unit, rotating which family consultant they teach with. Help family consultants build their training skills, prepare to train, and ensure the overall quality of the training. Facilitate at least four pre-service trainings per year for new foster families and expedited training as needed. Assess the efficacy of the training curriculum used and make suggestions for improvements to the Foster Family Supervisor. Help foster families in training complete the licensing process and prepare for placements. Plan and facilitate continuing education opportunities for licensed foster parents. Track retention data and analyze results; research best practices. Facilitate support groups for foster parents; match foster parents with peer mentors; facilitate regular respite opportunities; lead other retention and appreciation efforts. Collaborate with family consultants to assess the needs of the foster families. Develop and manage community partnerships to improve retention. Participate in weekly Refugee Foster Care staff meetings and monthly family consultant meetings. Demonstrate a commitment to quality improvement. Assist the foster parent recruiter as needed. Other duties may be assigned.

Work will be performed primarily inside an office but will also occur in the homes of foster families and other locations as needed.

Work requires the ability to sit and stand for long periods, to walk moderate distances, and to drive. Driving is required for this position. Work independently in a safe, appropriate manner. Demonstrate both problem solving and problem prevention. Display 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 the needs of clients, and co-workers. Consistently performs work assignments in a time-efficient manner and adheres to deadlines. Proficiency in English oral and written communication. Strong communication, presentation, and interpersonal skills. Ability to build and manage a classroom environment that is conducive to learning. Knowledge of adult learning styles. Must maintain confidentiality regarding client information. Proficiency in computer skills to teach online using PowerPoint and Zoom, to complete documentation, and to schedule and e-mail in Outlook

Education, training and or experience:

Bachelor's degree in social work, education, or a related field from an accredited institution preferred. Experience teaching adult learners and knowledge of methods to teach adult learners. 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 teaching adults. Experience with multi-cultural and refugee communities

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.

The general schedule will consist of 40 hours to be worked between Monday and Friday between the hours of 8:00 AM and 9:30 PM. Occasional weekend hours will be needed for emergency response.

To apply, please go to the company website: ccsutah.org and apply under the employment tab. Position closes: Open until filled
Requisition #: 21.01.05

Around the Diocese

Spend the Day at Juan Diego Catholic High School Have a student heading to High School next year? Have them spend the day with us at Juan Diego Catholic High School! Our Shadow Day experiences are open to all those entering or currently in High School and are making high school plans for the 2021-2022 school year. Come see what you have to look forward to as a Soaring Eagle! **Contact, Kamee Jordan** kameejordan@jdchs.org or call her at 801-984-7661.
***See attached Shadow Flyer**

Juan Diego Hockey Summer League Attending JDCHS next year and play ice hockey? Come join the Juan Diego Hockey Summer League Team! Open to all those enrolled at Juan Diego Catholic High School for the 2021-2022 school year...including 8th graders who plan on being a Soaring Eagle in the fall...you get to start practicing with the team this SPRING and play this SUMMER! Questions? Contact **Coach, Maurice van der Sluys** 801-232-4584 maurice.vandersluys@gmail.com
***See attached Hockey flyer**

• NEXT LEVEL Flag Football

Games will take place at Juan Diego Catholic High school (For more information, please see attachment).

• Guardian Angel Daycare now accepting applications for the 2021-2022 school year. Please visit our website, guardianangeldaycare.org for information or call 801-984-7135.

JOB OPENINGS AROUND THE DIOCESE

Nano Nagle Children's Center :

• Part Time and Full Time positions

Nano Nagle Children's Center is hiring! Looking for full and part time employees to work in all age groups: infants, 1s, 2, and 3s Experience preferred but not required. Please call or email Jeramie Green at jgreen@gmail.com 801.272.9670

The Skaggs Catholic Center:

Part Time Cafeteria Staff

We are looking to hire hard working fast paced individuals for part time positions Monday, Tuesday, Thursday, and Friday from 9:00am to 1:30 pm. Must be able to lift 50 pounds and stand for long periods of time with repetitive motion. Great job for a parent or anyone looking for part time employment!.

Contact our campus food service manager, Kristina Baker at 801.984.7628 or kristinabaker@skaggscatholiccenter.org

Guardian Angel Daycare Teacher :

Full-time 9a - 6pm, and part-time positions 3pm - 6pm available. A Catholic Child Development Center in Draper, Utah is searching for qualified Early Childhood Specialists/Teachers. Candidates must be knowledgeable in child development . Guardian Angel Daycare cares for children ages 6 weeks to 10 years old and is open from 7:00AM to 6:00PM. Full-time Benefits offered are Health Insurance, Dental Insurance, Vision Insurance, Prescription Benefits, 401K Contributions, Life Insurance and Tuition Discounts for schools located on the Skaggs Catholic Center. Salary Range:\$10,000 - \$30,000.

Responsibilities

Sincere love for children, curriculum and teaching. Candidates will attend ongoing professional development classes in Early Childhood Education and may participate in a Pay Step Program. Responsible for creating a curriculum and educational environment. Each employee is required to follow our vision, which entails keeping the children's needs met at all times. Light cleaning duties throughout the day will be required. Must be able to lift 35 lbs. Must be able to stand for long periods of time. Must demonstrate ability to bend, kneel, handle, reach, grasp and perform repetitive motions. Must be able to move tables and chairs quickly and efficiently.

Qualifications

Graduation from an accredited high school. Demonstrated organization and the ability to work in a fast paced environment. Demonstrated reliability and the ability to work within a team. Demonstrated work ethic with 24+ months of experience. Must meet the pre-employment requirements of safe environmental program, fingerprints, Background Check, Immunizations, Flu Shot, Food Handlers Card, CPR Card, First Aid Card are required. Must be able to work as part of a team and follow policy and

procedure. Must be self-started, with the ability to work in an unsupervised, objective/assignment. Strong communication and time management skills are Essential.

Contact information: 801.984.7135 Jodykearney@skaggscatholiccenter.org and Vanessamorales@skaggscatholiccenter.org

