MAILING INDEX

July 5, 2012

Chancery
- Letter From The General Director Of The Diocesan Curia
- Diocesan-wide Confirmation Letter & Form

Finance & Accounting
- ParishSoft Administrators Training

Ministry Formation
- Clergy Golf Outing

Stewardship & Pastoral Services
- New Employee Orientation Brochure
- Trustee Bootcamp Flyer
- Parish Meeting Prayers

Web Page: www.gbdioc.org

PLEASE PASS THIS INFORMATION ON TO THE APPROPRIATE PERSON IN YOUR PARISH. THANK YOU!
June 28, 2012

Dear Pastors, Administrators, and Parish Directors,

Peace in the Lord Jesus and Greetings! I pray and hope that everything is going well with you and your parish during this summertime.

The attached mailing is not particularly extensive, but please be sure to get the word out on the training/orientation opportunities for Trustees and new employees.

As a short follow up to my letter of June 18, 2012 regarding the fraud law suit against the Catholic Diocese of Green Bay, Inc., our attorneys have filed the “motions after verdict.” As I previously indicated, these motions are standard practice after any civil trial. We did provide copies to the members of the Presbyteral Council and the College of Consultors since the motions and brief are part of the public record. The Judge scheduled a hearing for July 17, 2012 at which time we would expect her to rule on the various motions. Please keep praying that truth and justice can be achieved regarding this difficult and complicated litigation.

Please call if you have any questions. May God abundantly bless you and your ministry!

Sincerely in Christ,

Deacon Timothy G. Reilly
General Director of the Diocesan Curia

tr
July 5, 2012

Dear Pastors and Parish Directors:

The Diocesan-wide Adult & Youth Confirmation conferred by Bishop Ricken at St. Francis Xavier Cathedral is **Sunday, October 28, 2012, at 9:00 a.m.** Attached is an Information Form for each confirmand to fill out (copy this form if you have more than one candidate). **Please return the completed information sheet, one for each candidate, signed by the Pastor or Parish Director, no later than Friday, October 5, 2012. This is a firm cut-off date and no candidates will be accepted after this date.** We need this information for our records and also to send to the parish church of the candidate’s Baptism.

Candidates come from throughout the Diocese so we’ll need a brief practice before the ceremony. Candidates and their sponsors need to be in the Bishop Wycislo Center of the Cathedral no later than 8:15 a.m. Prior to the start of Mass, the candidates are seated with their sponsor directly behind them. Name tags are given to the Confirmation candidates at the Cathedral. Each candidate can bring guests. However, there will be no reserved seating for these guests. Please advise your candidates and sponsors to dress appropriately for the occasion.

Priests are invited to concelebrate. Call Rosemary Mann at the Cathedral (920-432-4348) if you plan to concelebrate. Bring an alb, red chasuble and stole.

If you have adult candidates not able to be at the October 28th Confirmation, another Diocesan-wide Adult & Youth Confirmation celebration is scheduled for May 19, 2013 at St. Francis Xavier Cathedral. Information on the May celebration will be mailed in January, 2013.

If you have questions, call Rosemary at the Cathedral (920-432-4348).

Thank you for your timely response so that this celebration may be well prepared.

In Christ,

Fr. John W. Girotti
Rector, St. Francis Xavier Cathedral

tlw
Attachment
INFORMATION FORM FOR CONFIRMATION CANDIDATES

ST. FRANCIS XAVIER CATHEDRAL – GREEN BAY
MOST REVEREND DAVID L. RICKEN, CELEBRANT
DIOCESAN-WIDE ADULT & YOUTH CONFIRMATION
SUNDAY, OCTOBER 28, 2012 – 9:00 A.M.

NAME OF CANDIDATE
Give legal names

If married, give maiden name:

Current parish of membership:
NAME: __________________________ CITY: __________
Present Pastor:
NAME: ________________________

Birth date: ______________________
Date of Baptism: Month ______ Day ______ Year ______
Name/Address of Church of Baptism:
________________________________________

(Send photocopy of baptismal certificate)
________________________________________

If Candidate was baptized in a non-Catholic church, give date of reception into Full Communion and list name and address of Catholic parish where reception took place:

Date of Reception into Full Communion: Month ______ Year ______
Parish: __________________________
Address: _________________________

Reception of the already-baptized into Full Communion in the Catholic Church is recorded in the baptismal registry of the parish of the reception (entrance, profession).

The sponsor is to be confirmed in the Catholic Church and is not to be the candidate’s parent.

Confirmation Sponsor’s Legal Name:

First: ___________________________ Middle: ___________ Last: ___________

Candidate’s Confirmation Name:

________________________________________

Number of guests attending the Cathedral Confirmation ceremony for the candidate:

Priest(s) Concelebrating – NAME(S):

________________________________________

By my signature, I testify and certify that the above-named candidate has completed the preparation, studies, and formation required by the Green Bay Diocese to receive the Sacrament of Confirmation and has knowledge of and is committed to regular participation in and the active living out of the Catholic Faith in worship and daily life.

________________________________________
(Signature of Parish Priest or Parish Director)

PLEASE RETURN BY OCTOBER 5, 2012 TO:

FALL 2012 CONFIRMATION
Rosemary Mann
St. Francis Xavier Cathedral
139 S. Madison Street
Green Bay, WI 54301
Date: June 28, 2012

To: Pastors, Parish Administrators, Parish Directors, and Business Managers

From: Paula Nault, Financial Systems Consultant

RE: ParishSoft User Group – ParishSoft Administrator Training

We are in the process of finalizing the synchronization of parish family data between ParishSoft and the Bishop’s Appeal. We invite your ParishSoft Parish Administrator(s) to attend one of the three upcoming meetings that have been scheduled. The orientation meeting will introduce the Little Bridge project along with new features and procedural changes that are being implemented. These changes will greatly reduce the amount of time that your parish will need to devote to keeping the Bishop’s Appeal list updated.

All meetings will be held from 9:00 AM to Noon. Please mark your calendars for one of these dates:

- **Tuesday, July 31st**: Chancery Building, Diocese Campus
- **Tuesday, August 7th**: St. Mary Parish Hall, Crivitz
- **Wednesday, August 8th**: St. Thomas More Parish, Appleton

We reviewed the parish family listings and noticed that some of the Registered parish families are Registered at other parishes in our Diocese as well. We invite your parish to contact these families to confirm their desire to have your parish listed as their primary parish of record with the Diocese. To help with this process, when you RSVP to this invitation we will provide a list of family names, along with the name of the second parish where that family is Registered.

You are welcome to send another person from your parish with your parish administrator(s) for this meeting. **Please RSVP by sending an email** or by calling me at 920.272.8261. We will need to know which session you will be attending and how many people to expect. Once we have received your reservation, we will provide information on how to access your parish family listing. If you have any questions, please contact me at the number listed below or reply to this email.
Monday July 30, 2012 @ 12:00pm
Golden Sands Golf Course, Cecil

Reception and Dinner to follow
4:30pm at Sacred Heart, Shawano

Please register with Fr. Brian Belongia (920) 432-4348 or frbsb40@yahoo.com by July 26th.

Green Fees: $30.00 w/cart or $20.00 walking
WHO SHOULD ATTEND?
This orientation is intended for all Parish and Diocesan employees who are new to working for the church. Priests and longer term employees seeking insights into new diocesan operations are welcome and encouraged to attend.

WHAT IS THE FOCUS OF THIS ORIENTATION?
- To help you work more efficiently with the Diocesan agencies.
- A great way to find out “Who do I call . . . How do I . . .?”

This orientation workshop is being facilitated by:

Deb Wegner-Hohensee:
Stewardship & Pastoral Services
920-272-8286, dhohensee@gbdioc.org

Jackie Mathein:
Human Resources
920-272-8216, jmathein@gbdioc.org

Paula Nault:
Finance and Accounting
920-272-8261, pnault@gbdioc.org

Partially funded by the Bishop’s Appeal

Parish/Diocesan Employee Orientation to the Green Bay Diocese

August 28, 2012
9:00 am - 2:30 pm

Green Bay Diocesan Campus
St Francis Xavier Room
Chancery
Directions to the Diocese of Green Bay
1825 Riverside Drive, Green Bay

From Hwy 41 exit at Hwy 172 East. Exit the highway at Webster/Riverside. Take the Webster Exit, stay left and turn left onto Webster. Go North about 1-1/2 miles to St Joseph St, turn left onto St Joseph St—the Diocese entrance is the second drive on the right.

From Hwy 43, Exit Hwy 172 going West. Exit at Webster Ave, turn right onto Webster. Go North about 1-1/2 miles to St Joseph St, turn left onto St Joseph St—the Diocese entrance is the second drive on the right.

Please make copies for any additional staff attending.

Optional tour of Diocesan Campus

Register Online at: www.gbdioc.org/orientation

Questions: pastserv@gbdioc.org

Register Online at: www.gbdioc.org/orientation

Mail payment and registration to:
Catholic Diocese of Green Bay
Stewardship & Pastoral Services
PO Box 1506
Green Bay, WI  54305-1506

Registration Due:  August 21, 2012, or late fee applies

Name, Home Address, Parish School Position, Parish Location, Mail/Zip, Phone

Fee: 10.00

Late Fee: 15.00

If postmarked after
August 21

Agenda to Include
- Stewardship & Pastoral Services
- Ministry Formation, Safe Environment; Diaconate; Vocations
- Canonical Services; Vicar General & Chancellor; Tribunal; Archives
- Finance & Accounting
- Communication
- Facilities & Properties
- Evangelization, Living Justice, & Worship Panel
- Education
- Human Resources
- Catholic Foundation
- Catholic Charities
- Question & Answer Session with Evaluations

Optional tour of Diocesan Campus
For use in July, 2012

Introduction
Leader Each of our lives comes down to this: We rely on the mercy of God for who we are and what we do. Trusting in God’s bounty brings confidence and joy.

Opening Prayer
All Generous God, we turn to you to know your mercy, to see your kindness, to experience your salvation. Keep us close to these truths. When we stray, draw us back to your mercy and goodness. We pray in the name of Jesus who teaches us your mercy. Amen.

Word of God Mark 6, 7-13
Reader A reading from the Gospel of Mark  
(Pause for silent reflection)

Optional Discuss these questions in two’s or three’s. The reading is on the reverse side.

1. How can trusting in God’s mercy in your life bring confidence and joy?
2. When have you been amazed by experiencing God’s mercy in yourself or another?

Response Diocesan Stewardship Prayer

Side 1 Gracious and loving God, you call us to be disciples of your Son Jesus and good stewards of all your gifts.

Side 2 Open our minds and hearts to a greater awareness and deeper appreciation of your countless blessings.

Side 1 Transform us through the power of your Spirit to nurture a Stewardship way of life marked by faith-filled prayer, service to our neighbor and generous sharing.

Side 2 Teach us to be faithful stewards of your gifts. With Mary’s help, may we return ten-fold the gifts entrusted to us.

All We pray through Christ our Lord. Amen.

Petitions Individuals add intentions to remember here.

Closing Prayer from Psalm 85:8

All Lord, hear our prayers and cry for mercy. Lord, let us see your kindness. Lord, grant us your salvation. Amen.

Stewardship & Pastoral Services, 2012

Each month a new parish meeting prayer can be found at http://www.gbdioec.org/stewardship-a-pastoral-services/parish-meeting-prayers.html
A Reading from the Gospel of Mark

Jesus summoned the Twelve and began to send them out two by two.
And gave them authority over unclean spirits.
He instructed them to take nothing for the journey but a walking stick—
no food, no sack, no money in their belts.

They were, however, to wear sandals but not a second tunic.
He said to them,
“Whatever place does not welcome you or listen to you, leave there and shake the dust off your feet in testimony against them.”

So they went off and preached repentance.
The Twelve drove out many demons, and they anointed with oil many who were sick and cured them.
For use in August, 2012

Introduction
Leader Jesus speaks plainly and directly, telling us that he is our Living Bread, life for the world. Rejoice in his great gift, so accessible to us.

Opening Prayer
All Loving Father, you sent Jesus to be our life, our nourishment. We give you thanks and praise for the great gift of Eucharist. Increase our faith in Jesus’ words and gratitude for his great gift. We pray with confidence in his name. Amen.

Word of God John 6:51-58
Reader A reading from the Gospel of John (Pause for silent reflection)

Optional Discuss these questions in two’s or three’s. The reading is on the reverse side.

1. If you have ever been deprived of or missed receiving weekly Eucharist, what did you learn from that experience?

2. How do you deal with the possibility of taking the gift of Eucharist for granted?

Response (taken from John 6:51-58)

Side 1 “Whoever eats my flesh and drinks my blood has eternal life.”

Side 2 Refresh our faith and gratitude for your living bread.

Side 1 “Whoever eats my flesh and drinks my blood remains in me and I in him.”

Side 2 May we receive you often, Lord, with renewed faith and joy.

Side 1 “Unlike your ancestors who ate and still died, whoever eats this bread will live forever.”

Side 2 Lord, we hope in your promises and trust in the nourishment of your Living Bread.

Petitions Individuals add intentions to remember here.

Closing Prayer Psalm 145:15-16
All The eyes of all look hopefully to you, and you give them their food in due season.

You open your hand and satisfy the desire of every living thing.
A Reading from the Gospel of John

Jesus said to the crowds,
   “I am the living bread that came down from heaven;
   whoever eats this bread will live forever;
   and the bread that I will give
   is my flesh for the life of the world.”

The Jews quarreled among themselves, saying,
   “How can this man give us his flesh to eat.?”
Jesus said to them,
   “Amen, amen, I say to you,
   unless you eat the flesh of the Son of Man and drink his blood,
   you do not have life within you.

Whoever eats my flesh and drinks my blood
   has eternal life,
   and I will raise him on the last day.

For my flesh is true food,
   and my blood is true drink.

Whoever eats my flesh and drinks my blood
   remains in me and I in him.
Just as the living Father sent me
   and I have life because of the Father,
   so also the one who feeds on me
   will have life because of me.
This is the bread that came down from heaven.
Unlike your ancestors who ate and still died,
   whoever eats this bread will live forever.”
Introduction
Jesus teaches us that to be “the Christ means suffering, rejection and even death. Our lives as his disciples will include more cross than crown.

Opening Prayer
Loving Father, recognizing discipleship as more cross than crown goes against our natures. Help us to deal with suffering when it comes, fortified by Jesus’ life, death and resurrection. Strengthen us for this faith journey. We ask this through our Lord Jesus Christ. Amen.

Word of God
Mark 8:31-35
A reading from Gospel of Mark
(Pause for silent reflection)
Optional
Discuss these questions in two’s or three’s.

1. What challenge of suffering or disappointment have you faced that helped mold you into a closer disciple of Jesus?
2. How do you “lose your life” within your family, church and civic community?

Response
(taken from Mark 8:31-35)

Side 1 “He began to teach them that the Son of Man must suffer greatly… and be killed, and rise after three days.”

Side 2 Lord, deepen our trust in your help when we face suffering and disappointment.

Side 1 “Whoever wishes to save his life will lose it, but whoever loses his life for my sake and that of the gospel will save it.”

Side 2 Give us the grace to give over all our problems to you and so “lose our lives” for the sake of your gospel.

Side 1 “Whoever wishes to come after me must deny himself, take up his cross, and follow me.”

Side 2 With your help may we face these hard sayings with deep commitment and joy.

Petitions
Individuals add intentions to remember here

Closing Prayer
Psalm 116:1,9
I love the Lord for he has heard the cry of my appeal.
The Lord was attentive to me the day I called.
I will walk in the presence of the Lord in the land of the living.

Stewardship & Pastoral Services, 2012

Each month a new parish meeting prayer can be found at http://www.gbdio.org/stewardship-a-pastoral-services/parish-meeting-prayers.html
A Reading from the Gospel of Mark

Jesus began to teach them
  that the Son of Man must suffer greatly
And be rejected by the elders, the chief priests, and the scribes,
  and be killed, and rise after three days.

He spoke this openly.

Then Peter took him aside and began to rebuke him.
At this he turned around and, looking at his disciples,
  rebuked Peter and said, “God behind me, Satan.
Your are thinking not as God does, but as human beings do.”

He summoned the crowd with his disciples and said to them,
  “Whoever wishes to come after me must deny himself,
  take up his cross, and follow me.
For whoever wishes to save his life will lose it,
  but whoever loses his life for my sake
  and that of the gospel will save it.”
TRUSTEE BOOT CAMP

$15.00 Registration Fee

Saturday, August 18
8:45 am – 1:00 pm
Bona Room 39

Or
Thursday, August 23
5:30 pm – 9:15 pm
St Francis Xavier Conf Rm

(Choose which date works best)

** For New & Experienced Trustees **

- Trustee Role & Responsibilities
- Review State/Canon Laws
- Review Diocesan Policy

Bring your Trustee Manual

You are welcome to stay after the workshop for Q&A.

Co-sponsored by: Stewardship & Pastoral Services Dept
Finance & Accounting Dept.

Registration now available on line at:
www.gbdioc.org/trusteebootcamp

~~ REGISTRATION FORM ~~TRUSTEE BOOT CAMP ~~August 18 or August 23

Registration Deadline - August 12, 2012

Name ____________________________ Day Phone ( ) __________________________

Home Address ______________________________________ City/St/Zip ______________

Parish ____________________________ Parish Location __________________________

Email Address ____________________________ Special Accommodations __________________________

Specific issues & Concerns you would like addressed __________________________________________

Check One

☐ First Time Trustee
☐ Veteran Trustee

Mail Registration and check to:
Catholic Diocese of Green Bay
Stewardship & Pastoral Services
PO Box 1506
Green Bay WI 54305-1506

$15.00 Fee

Diocese of Green Bay

Partially funded by the Bishops Appeal
445PCWK

or register on line at www.gbdioc.org/trusteebootcamp
Directions to the
Diocese of Green Bay
1825 Riverside Drive, Green Bay

From Hwy 41 exit at Hwy 172 East. Exit the highway at Webster/Riverside. Take the Webster Exit, stay left and turn left onto Webster. Go North about 1-1/2 miles to St Joseph St, turn left onto St Joseph St—the diocese entrance is the second drive on the right. Park in the Upper Parking Lot.

From Hwy 43, Exit Hwy 172 going West. Exit at Webster Ave, turn right onto Webster. Go North about 1-1/2 miles to St Joseph St, turn left onto St Joseph St—the diocese entrance is the second drive on the right.

Trustee
Boot Camp

For First-time Trustees and Veteran Trustees.