

Diocesan Communicator

No. 7/2015

Note: Please contact Sheila Wickenheiser at 800-562-9745 ext. 131 for questions/problems regarding receipt of the Diocesan Communicator. The Communicator is available on the Diocesan website at www.dioceseofmarquette.org.

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OFFICE OF THE BISHOP
Bishop John F. Doerfler

2015 NATIONAL 54 DAY ROSARY NOVENA

On August 15, 2015, the Rosary Evangelization Apostolate is launching the 2015 National 54 Day Rosary Novena for the Family and Marriage including Peace, Sanctity of Human Life & Religious Freedom. These are key issues of our day, especially with the upcoming World Meeting of Families and the Synod on the Family. This prayer Novena will conclude October 7, 2015.

27 days in *petition* from August 15 through September 10, 2015

27 days in *thanksgiving* from September 11 through October 7, 2015

Bishop John Doerfler welcomes you to join this effort to help bring about spiritual renewal in our nation through the maternal and powerful intercession of Our Lady of the Rosary to whom we entrust this Novena. Promotional resources are available at the Novena website at: www.54days.org

OFFICE OF THE CHANCELLOR AND DIVINE WORSHIP
Rev. Daniel Moll

UPDATE ON SPECIAL COLLECTION FOR RELIEF IN NEPAL

In May Bishop John Doerfler asked all parishes to take up a special collection to provide humanitarian relief and pastoral support for our brothers and sisters in Nepal who were affected by the earthquake there. As of the end of June **\$40,855** has been received from parishes for Catholic Relief Services in Nepal. A recent update on the CRS website reports that "CRS has committed \$10 million to a 3 year program for relief in Nepal. The target reach of this proposal is 15,000 families, an estimated 75,000 people total. The immediate priority is in providing emergency relief; however, CRS intends to remain committed to the people of Nepal for years to come, as they undergo a process of rebuilding."

Thank you to all parishes for participating in this special collection with donations and prayers.

MARRIAGE TRIBUNAL FORMS

If any of the parishes need to replenish their supply of Marriage Tribunal forms, the forms are available to purchase from Johnson's Printing Service at 906-225-0419. Johnson's Printing has available the following items:

- Dispensation forms
- Wedding envelopes
- Prenuptial questionnaire forms
- Annulment application forms

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Annulment applications are also available by downloading them from our diocesan website by clicking here:

<http://www.dioceseofmarquette.org/marriagetribunal/applyforannulment>

DEPARTMENT OF FAITH FORMATION & EDUCATION

Mark Salisbury

Faith Formation & Youth Ministry

ECCLESIAL MINISTRY INSTITUTE

Once again a systematic formalized formation program for adults will be taking place in our diocese. This program of theological study is a two-year process covering Sacred Scripture, the four foundational documents of Vatican II, the sacramental and moral life of the Church and Church history. The classes will be a combination of on-line course work and class room presentations. To apply for the program beginning in the fall of 2015 [click here](#). For more information contact Denise Foye at dfoye@dioceseofmarquette.org, or 800-562-9745 ext. 130, 906-227-9130.

CONFIRMATION CONSULTATION MEETINGS

Fall of 2015 marks the beginning of a two-year process for Confirmation preparation for those youth who will begin the 10th grade in the fall of 2015. To assist with Confirmation preparation in the context of a youth ministry approach, meetings have been scheduled in each of the vicariates as follows:

Wednesday	August 12	St. Joseph & St. Patrick, Escanaba
Monday	August 17	St. Ann, Bergland
Tuesday	August 18	St. Joseph, Sault Ste. Marie
Wednesday	August 19	St. John Neumann, Spalding
Monday	August 24	Resurrection, Hancock
Tuesday	August 25	St. Mary & St. Joseph, Iron Mountain
Wednesday	August 26	St. Peter Cathedral, Marquette

All sessions will be held from 6 pm to 7:30 pm local time.

These meetings are open to anyone involved in faith formation and youth ministry for high school youth including priests, deacons, faith formation coordinators, high school catechists, youth ministers, and parents of high school youth. Register by [clicking here](#). For more information contact Denise Foye at dfoye@dioceseofmarquette.org, or 800-562-9745 ext. 130, 906-227-9130.

FALL CATECHETICAL GATHERING-SAVE THE DATE

This gathering has been scheduled for Saturday, September 19, 2016 at Saint Peter Cathedral. The Center of Ministry Development will be presenting the

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workshop, "Evangelizing Youth and Their Families." Watch for the registration form and more information will be available in August!

CATECHETICAL SUNDAY

This year, the Church will celebrate Catechetical Sunday on September 20, 2015, and will focus on the theme "Safeguarding the Dignity of Every Human Person." Those whom the community has designated to serve as catechists will be called forth to be commissioned for their ministry. Catechetical Sunday is a wonderful opportunity to reflect on the role that each person plays, by virtue of Baptism, in handing on the faith and being a witness to the Gospel. Catechetical Sunday is an opportunity for all to rededicate themselves to this mission as a community of faith. The USCCB is providing resources, both downloadable and for purchase. You can access this by [clicking here](#).

Catholic Schools

TEACHER/PRINCIPAL EVALUATIONS & CONTRACTS

All teacher and principal evaluations should be sent to the diocesan offices for review by Superintendent, Mark Salisbury. Contracts for the 2014-15 school year are also required to be turned into the Catholic Schools Office. Both evaluations and contracts are due ASAP. Please send them to: 1004 Harbor Hills Dr. Marquette, MI 49855.

SAVE THE DATE

The upcoming principal meeting is Thursday, August 20, 2015 from 10:00am to 3:00pm ET at the Diocesan Office. Please email Cassie LaTourneau at clatourneau@dioceseofmarquette.org by Thursday, August 13th, 2015 if you plan on coming.

SCHOOL COUNCIL MINUTES

All schools are reminded they are required to submit all agenda and minutes from school council meetings, and supporting committee meetings to our office after each meeting. Minutes and agendas can be sent to Cassie LaTourneau, clatourneau@dioceseofmarquette.org

COMMUNICATION SERVICES John Fee

DIOCESAN WEBSITE HELPFUL HINT - FIND A FORM



If you're looking for a form, we've got a lot. And many can be found online at www.dioceseofmarquette.org/forms. They can also be found under the "Administration" drop down menu located in the black bar that goes across the top of most pages on the diocesan website. What kind of forms can be found? If you're clergy and need a Letter of Good Standing, the form is there under the Chancellor's Office heading. Papal Blessing request information is there too. If your parish needs to submit baptisms, deaths or weddings to be listed in The U.P. Catholic, just look under the Communications heading. Faith Formation and Youth Ministry have form too. Faith Formation Coordinator Training and Field Trip forms can be found under that office's heading. Many other forms are available including safe environment forms, the marriage annulment application, Extraordinary Ministers of Holy Communion Requests, a Legacy of Faith grant application and Catholic Service Award nomination and more. So, if you're looking for a form, the place to start is www.dioceseofmarquette.org/forms.

FINANCIAL SERVICES Timothy Thomas

GOOD SHEPHERD COLLECTION RESULTS

Results from the recent collection are still coming into the diocese, to date parishes have sent or reported \$101,237 (gross) to date for this annual collection. If you have not yet submitted your collection amount please send in your amount immediately as the deadline was June 1st.

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2015 PAR (PARISH ANNUAL REPORT)

This year's Parish Annual Report (PAR) Packet information can be found in [Addendum #1](#), the PAR Checklist and a sample copy in [Addendum #2](#) and [Addendum #2b](#), and the Governance Report in [Addendum #3](#). The Checklist and PAR are due to the diocese by July 31, 2015. The Governance Report is due September 30, 2015. The forms have also been placed on the diocesan website. Completed reports should be sent directly to Cassie LaTourneau at the diocese.

SUMMER CENSUS FORM

The 2015 Summer Census memo and form (listing those parishes/missions required to take the count) are included as [Addendum #4](#) and [Addendum #5](#). Please count all people present at Mass (during the month of August), regardless of age, and return completed forms to the diocesan offices located at 1004 Harbor Hills Drive, Marquette (Attention: Cassie LaTourneau) by Friday, September 4, 2015. Please complete a separate one for each parish and mission. If you have any questions, please do not hesitate to contact Cassie at clatourneau@dioceseofmarquette.org or at 1-800-562-9745, ext. 137.

Development Office & Legacy of Faith

NEED TO INCREASE YOUR PARISH OFFERTORY?

The parish "Increased Offertory" manual on the diocesan website has recently been updated. Check it out at the following link:

<http://dioceseofmarquette.org/UserFiles/Development/DevIncreasedOffertoryManual.pdf>

For assistance, contact Terri at 227-9108 or 1/800/562-9745 ext. #108 or tgadzinski@dioceseofmarquette.org.

SEMINARIAN ENDOWMENT CHALLENGE

This exciting new endowment building initiative is moving full steam ahead this summer with several receptions scheduled throughout the diocese. To schedule one in your area, contact Fr. Ben Hasse benhasse@yahoo.com or Terri tgadzinski@dioceseofmarquette.org.

SPECIAL "K-8 TEXTBOOK" GRANT OPPORTUNITY FOR PARISHES

Find the easy online application at www.LegacyofFaith.net. Submit application by August 1, 2015.

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DIOCESE OF MARQUETTE

1004 Harbor Hills Drive
 Marquette, MI 49855-8851
 ph: 906-225-1141 ❖ fx: 906-225-0437
 www.dioceseofmarquette.org

May 2015

Dear Pastor/Pastoral Coordinator:

Please complete, in detail, the information required for the attached Parish Annual Report (PAR) packet. Accuracy and completeness in providing the information contained in the PAR packet is essential for various reports prepared by the diocesan offices as follows:

- Parish profiles for planning
- Determination of parish assessments for schools and UPCSA goals
- Background data for granting of parish loan requests
- Education and demographic studies
- Reference for inquiries about Mass schedules
- Compliance with Safe Environment Requirements
- Loss prevention standards

Please provide one copy of your completed report to the Diocesan Office no later than **July 31, 2015**. Your report must include the following components:

- Parish Annual Report Checklist 2015
- Parish Annual Report (4 pages)
- 2014-2015 computerized Financial Statements & 2014-2015 computerized Parish Annual Budget*

*(*Important Note: A standardized format has been established for preparation of the financial statements, see the "Parish Annual Report Example Documents.")*

If you do not personally prepare the report, please check it for accuracy and completeness before signing and forwarding to the diocese. Completed reports are to be sent to the Diocesan Office no later than **July 31, 2015**. If there are extenuating circumstances that prevent you from meeting this deadline, please contact the Administration & Finance Department at 800-562-9745, ext. 101.

The Parish Financial Governance Report 2015 (with copy of Financial Statement given to parishioners attached) is due **September 30, 2015**.

Many thanks for all your efforts. I am truly grateful for all that you do. May the Lord bless all of you. Please continue to remember me in prayer and know that you are in mine.

With prayers that your heart be filled with the *Joy of the Gospel*, I am

Sincerely yours in Christ,

Most Reverend John F. Doerfler, STD, JCL
 Bishop of Marquette

**PARISH ANNUAL REPORT
DIOCESE OF MARQUETTE
For the year ended June 30, 2015**

Parish or Mission

Parish Email Address

City

Zip Code

I, the undersigned, hereby certify that I have examined this Parish Annual Report and Financial Statements and find that it is an accurate statement of the condition of this parish or mission.

Respectfully submitted the _____ day of _____, _____

Pastor/Pastoral Coordinator

Pastor/Pastoral Coordinator Email Address

Finance Council President

Finance Council President Email or Phone #

This Parish Report, when signed, is to be submitted to the Pastoral Office by July 31, 2015. A copy will be returned to the parish or mission after approval by the Bishop.

THIS REPORT HAS BEEN EXAMINED AND APPROVED THE _____ DAY OF _____, _____

Bishop of Marquette

NUMBER OF ADULT ENVELOPE HOLDERS (as of June 30, 2015):

Each contributing adult envelope holder	= 1 Unit	_____
Each non-contributing adult envelope holder	= 1 Unit	_____
TOTAL NUMBER OF ENVELOPE HOLDERS		_____

NUMBER OF PARISHIONERS (as of June 30, 2015):

of Adults _____ # of Children _____ = Total # of parishioners _____
(will not equal total # of envelope holders)

MINISTRIES: Please indicate the number for each category in your parish:

- Extraordinary Communion Ministers
- Lectors
- Ushers
- Music Ministers
- Choir
- Cantors
- Catechists
- Parish Nurse

Indicate active groups with a check (✓)

- Youth Group
- Men's Group
- Women's Group
- Pastoral Council
- Finance Council
- Evangelization Committee
- RCIA
- Stewardship Committee

SACRAMENTS FOR YEAR ENDING JUNE 30, 2015

- Total Baptisms
- From REGISTERED Parishioners
- From UNREGISTERED Parishioners
- Total Marriages
- Catholic
- Mixed
- Total Funerals Performed
- Full Body Burials
- Cremations

PARISH FAITH FORMATION

- # of Students in Grades K-5 Faith Formation
- # of Students in Grades 6-8 Faith Formation
- # of Students in Grades 9-12 Faith Formation
- # of Students from your Parish who attend Catholic School

INDICATE THE ETHNICITY OF YOUR PARISHIONERS (by percent)

Ethnicity	Percentage
ASIAN	<input type="text"/>
BLACK	<input type="text"/>
HISPANIC	<input type="text"/>
NATIVE AMERICAN	<input type="text"/>
WHITE	<input type="text"/>
TOTAL	100%

Did your parish conduct a diocesan-approved Capital Campaign this year?

Yes _____ No _____

If yes, please complete the following:

Project Description	Project Approval Date	Year Campaign Started	Number of Yrs. For Pledge Redemption	Campaign Goal	Pledges to Date	Amt. Collected as of June 30, 2015

DEBT SCHEDULE - LOANS PAYABLE (Include Needy Parish Loans):

To Whom Payable	Date Made	% Interest	Original Amount of Loan	Interest	Principal	Unpaid Balance

Please list names of parish staff listed below:

	Name	Email Address
Associate Pastor		
Pastoral Associate		
Pastoral Coordinator		
Deacon		
Secretary/Administrative Assistant		
Bookkeeper		
Faith Formation Coordinator		
Youth Ministry Coordinator		
Local Safe Environment Coordinator		
Maintenance Supervisor		

MASS SCHEDULE Please list the weekend Mass schedule for the Parish/mission: _____

OUTREACH MINISTRIES (i.e., prisons, hospitals, nursing homes, Native American, etc.)

Institutions/Groups Served	Average Number of People Served (monthly)	Description of Service or Ministry Provided

STEWARDSHIP/OFFERTORY RENEWAL

During the last fiscal year did your parish utilize the services of a professional fundraiser firm? _____
(Y or N)

If Yes, name of firm: _____

LOSS PREVENTION DATA

- Do you maintain a snow log? Yes _____ No _____
- Do you maintain a binder with MSDS sheets that is up-to-date? Yes _____ No _____
- Do you have your boilers inspected by a licensed contractor once a year and have an employee maintain a boiler log once a week? Yes _____ No _____
- Do you have your fire extinguishers inspected once a year and checked by an employee once a month? Yes _____ No _____
- Do you do semi-annual self-inspections of the facility and grounds? Yes _____ No _____

PHYSICAL PLANT

1. Seating capacity of church
 Parish _____
 Mission _____ Name of Mission _____
 Mission _____ Name of Mission _____
 Description of buildings (i.e., date of construction, condition, etc.) _____

2. Major repairs or remodeling done in the last year: _____

3. Construction, remodeling needed: _____

NUMBER OF BULLETINS (as of June 30, 2015):

of bulletins produced weekly _____

SAFE ENVIRONMENT

Is the Parish Safe Environment Compliant? _ Yes _ No If No Please Explain: _____

HISTORICAL DATA

State briefly historical data with respect to the parish and/or mission during the year, i.e., pastoral changes, cost and description of buildings erected, improvements, purchases of property, and any other items worthy of record, giving the exact date for each item where appropriate: _____

Linked parishes/missions: _____

Linkage date, if applicable: _____

ELECTRONIC GIVING:

Does your parish use ACH/ EFT?	Yes _____	No _____
Does your parish offer Online Giving on your website?	Yes _____	No _____
Is there an Online Giving icon to click on your website?	Yes _____	No _____
Does your parish process credit card payments?	Yes _____	No _____

DIOCESE OF MARQUETTE
Parish Annual Report CHECKLIST 2015
Parish: _____

City: _____

	YES	NO	Direction	Explain
Income flows to Balance Sheet (Compare Receipts Over(Under) Expenses from the Income Statement to Current Year Fund Balance on the Balance Sheet)				
1			If NO explain	
Balance Sheet balances (Total Assets = Total Liabilities & Fund Balance)				
2			If NO explain	
Are there negative balances in Assets (Review all assets listed on the Balance Sheet are there any negatives?)				
3			If YES explain	
Are there negative balances in Liabilities (Review all liabilities listed on the Balance sheet are there any negatives?)				
4			If YES explain	
Prior year Fund Balance brought forward (Current Prior Year Fund Balance should be the same as previous year's Total Parish Fund Balance on the Balance Sheet)				
5			If NO explain	
6 Income recorded in 610 - Capital Campaign (OTHER THAN OUR FAITH IN THE FUTURE) <i>If YES has the Bishop approved the campaign</i>			If NO go to 7	
7 If you have a Needy Parish Loan payable balance does the balance agree with the diocese			If NO explain	
8 Is there more than \$1000 in Miscellaneous Income (Review Miscellaneous Income on current year Income Statement)			If YES explain	
9 Is there more than \$1000 in Miscellaneous Expense (Review Miscellaneous Expense on the current year Income Statement)			If YES explain	
10 Please complete the information below from your 2014 & 2015 Parish Annual Reports				

	FYE	FYE	Variance
	June 2014	June 2015	If >5% or<- 5%
			Explain

Total Assessable Receipts (including loose collection)
(includes Sunday, Holy Day, Loose, children's, FF/RE Income, Bulding Func Envelope Income, Fuel Collection)

Loose Collection

School Subsidy

of Contributing Adult Envelope Holders
(Taken from Page 1 of the PAR 'Each contributing adult envelope holder')

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

* This amount must be added back to Assessable Receipts before entering the amount for item #10.

DIOCESE OF MARQUETTE
Parish Annual Report CHECKLIST 2007

SAMPLE

Parish: _____

City: _____

	YES	NO	Explain
1 Income flows to Balance Sheet	X		If NO explain
2 Balance Sheet balances	X		If NO explain
3 Are there negative balances in Assets		X	If YES explain
4 Are there negative balances in Liabilities		X	If YES explain
5 Prior year Fund Balance brought forward	X		If NO explain
6 Income recorded in 610 - Capital Campaign <i>If YES has the Bishop approved the campaign</i>	X X	X	If NO go to 7 If NO explain*
7 If you have a Needy Parish Loan payable balance does the balance agree with the diocese	X		If NO explain
8 Is there more than \$1000 in Miscellaneous Income		X	If YES explain
9 Is there more than \$1000 in Miscellaneous Expense		X	If YES explain
10 Is your next fiscal year budget attached	X		If NO explain
11 The numbers below were used to calculate your UPCSA Goal for last year 2006. Please put in the numbers for 2007 from your financial report.	FYE <u>June 2006</u>	FYE <u>June 2007</u>	Variance If >5% or<- 5% <u>Explain</u>

Assessable Receipts	15000	16000	6.7%
Loose Collection	1250	1275	
School Subsidy	2500	3000	20.0%
Giving Units	92	85	-7.6%

** This amount must be added back to Assessable Receipts before entering the amount for item #11.*

DIOCESE OF MARQUETTE 2015 PARISH FINANCIAL GOVERNANCE REPORT

PARISH or MISSION NAME: _____ CITY: _____

WE, THE UNDERSIGNED members of the Parish Finance Council for

_____, _____, Michigan, hereby
(Parish/Mission Name) (City)

state that during the preceding year, we met as a Council on the following dates:

WE FURTHER state that a copy of the Parish Annual Financial Statement
was provided to the parishioners on _____.*
(Date)

DATED: _____ Pastor: _____
Signature

Finance Council Members: *(Include Name and Professional Title, if Applicable)*

Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature
Name	Email Address	Signature

* Please enclose a copy of the Financial Statement as of June 30, 2015 provided to parishioners.

Submit by **September 30, 2015** to Diocese of Marquette, 1004 Harbor Hills Drive,
Marquette, MI 49855

Memorandum

TO: Pastors and Pastoral Coordinators
FROM: Cassie LaTourneau

DATE: June 3, 2015

RE: SUMMER CENSUS

We are requesting that you please review the attached list. If your parish or mission is on this year's list, please take a Mass Attendance Census at the parish(s)/mission(s) indicated on the attached forms for the month of August. This summer census is in addition to the annual October Census and will enable us to get a clearer picture of Mass attendance in your area during the summer. **This important information is used by the Priest Personnel Board when determining priest assignments**

Enclosed is the appropriate forms for counting the Summer Census in August. Please have the ushers take a headcount of all those attending Mass as indicated on the form.

Please sign the forms and return them to my attention at the Pastoral Office either by regular mail or fax by **Friday, September 4, 2015**. If you have any questions or need further information, please do not hesitate to contact me at (800)562-9745 ext 137, (906)227-9101, fax (906)228-0437, or email at clatourneau@dioceseofmarquette.org

Thank you so much for your help with this project, and God bless!

Please review to see if your parish or mission is on the list for this year's 2015 Summer Census.

St. Therese	AuTrain
St.Kateri Tekawitha	Bay Mills
St. Ann	Bergland
St. Mary	Big Bay
St. Francis Xavier	Brimley
Sacred Heart	Champion
Our Lady of the Pines	Copper Harbor
St. Timothy	Curtis
Sacred Heart	DeTour
	Drummond
St. Florence	Island
Holy Redeemer Mission	Eagle Harbor
Our Lady of the Lourdes	Engadine
St. Therese	Germfask
St. Stanislaus Kostka	Goetzville
Holy Rosary	Grand Marais
Divine Infant of Prague	Gulliver
Our Lady of the Snows	Hessel
St. Anne	Mackinac Island
St. Catherine	Marenisco
St. Stephen	Naubinway
St. Joseph	Northland
Our Lady of Victory	Paradise
St. Augustine	Republic
Sacred Heart	Sugar Island
St. Mary	Trout Lake
Immaculate Conception	Watersmeet

Diocese of Marquette
1004 Harbor Hills Drive
Marquette, MI 49855

Summer Census – 2015

Report of Weekend Mass Attendance

Parish: _____ City: _____

MASSES (Indicate Time)	Aug. 1-2	Aug. 8-9	Aug. 15-16	Aug. 22-23	Aug. 29-30	TOTAL
SAT _____ p.m.						
SAT _____ p.m.						
SUNDAY ____ a.m.						
SUNDAY ____ a.m.						
SUNDAY ____ a.m.						

TOTAL ATTENDANCE _____

Please count all people present at Mass, regardless of age, and return this form to the Pastoral Office (Attention: Cassie LaTourneau) by Friday, September 4, 2015.

PASTOR OR COORDINATOR'S SIGNATURE: _____