

### CHANCERY OFFICES CLOSED

The diocesan and Catholic Messenger offices will be closed on Good Friday, April 22.

### DIOCESAN SUPPORT DAY

The Diocesan Support Day will be held May 24 and 25<sup>th</sup> in Davenport. We welcome parish and school personnel and volunteers. We look forward to meeting new people, seeing familiar faces and the opportunity to provide an enriching day. Attached are the registration form and workshop descriptions. If you have questions please contact Laurie Hoefling, [hoefling@davenportdiocese.org](mailto:hoefling@davenportdiocese.org) or 563-888-4220.

### VICTIM ASSISTANCE COORDINATOR, ALICIA OWENS

April is Child Abuse Prevention Month. Just seeing these words should remind us of our obligation and responsibility to protect children, young people and vulnerable adults. If you go to the USCCB website, [www.usccb.org/ocyp/april\\_cap\\_month\\_2011.shtml](http://www.usccb.org/ocyp/april_cap_month_2011.shtml) you will see the logo which states Keeping Our Promise To Protect. This indeed is what we must never turn our eyes away from. As I was reflecting on this I reviewed the various categories on the website. One in particular caught my eye, from the National Review Board (May 2010) it lists "Ten Things Victim/Survivors Taught Us". This list is a gentle yet powerful reminder for me, especially number ten. I encourage you to look this up and read these for yourself. I hope it lends the same message to you.

### PROTECTING GOD'S CHILDREN

**Sessions** are open to all adults in the Diocese of Davenport and are mandated for all employees and those volunteers who work on a regular basis with children. To schedule a session contact your deanery facilitator listed on the diocesan website, [www.davenportdiocese.org](http://www.davenportdiocese.org) (Offices> Protecting Children>Safe Environment>Protecting God's Children) or Virginia Trujillo, [trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) or 563-888-4230. Current training scheduled (as of April 1):

<u>Date</u>	<u>Location</u>	<u>Time</u>
4/6/11	Pella, St. Mary Church	7:00 p.m.
4/18/11	Oskaloosa, St. Mary Church	9: 00 a.m.
5/1/11	Davenport, Assumption High School	3:00 p.m.
5/11/11	Muscatine, SS. Mary & Mathias	6:30 p.m.

**To report child abuse contact:** Iowa Department of Human Services Child Abuse Hotline: 800-362-2178 and if it involves clergy or church personnel also notify Alicia Owens, Victim Assistance Coordinator, 563-349-5002, or mail to [vacdav@attglobal.net](mailto:vacdav@attglobal.net) or PO Box 232, Bettendorf, IA 52722-0004.

### LITURGY OFFICE

**Music Workshops:** May 7 and 21. **The registration deadline is April 15.** The registration forms can be found at <http://www.davenportdiocese.org/lit/litromanmissal.htm#register2>. The purpose of these workshops is to introduce the music ministry leadership (choir/music directors, keyboardists, cantors) of our communities to Mass settings from each of the three major publishers. The workshop is *not* intended for all choir members; as with the deanery workshops, the hope is that those attending the workshop will bring what they learn back to their parishes. The morning will begin with a keynote address on "Introducing New Mass Settings in a Parish" from Alan Hommerding (May 7) or Jerry Galipeau (May 21) from WLP. They will then lead a choral reading of the Mass settings we have selected from their collection. The afternoon will be spent in three breakout sessions practicing with Mass settings from GIA, OCP, and the ICEL chants.

### PASTORAL SERVICES

#### Social Action . . .

**Flood Preparation:** To help keep tabs on flood conditions and warnings in your area, in addition to staying in touch with local weather and media sources, go to <http://www.noaawatch.gov/floods.php>.

Make plans now, particularly if you live in a low lying area near a stream or river, for flooding. Know where your important insurance, home ownership, property inventory, and similar documents are in case you need them to help replace flood damaged property. Keep medical and prescription records handy.

The links below may be of assistance in preparation. Parishes already have copies of the Diocesan Disaster Guidebook which contains a wealth of information for families as well as parishes. The Weather Service link, when opened, can be “tuned” to your area by inserting your zip code in the block at the left of the map.

- <http://www.davenportdiocese.org/disaster/disasterlibrary/DisasterManual05282009.pdf>
- [Flood Protection Information](#)
- [U.S. Army Corps of Engineers Flood Preparation Handbook](#)
- [NOAA's National Weather Service](#)
- [Federal Emergency Management Agency \(FEMA\)](#)
- [National Flood Insurance Program](#)
- [Department of Homeland Security](#)
- [Ready.gov](#)

**Cool Congregations...an Earth Stewardship Program:** Bring a team from your parish to learn how to care for creation by saving energy and money in your own home and in your worship space.

**April 9:** 9 a.m. – 12 noon, Zion Lutheran Church, Muscatine

Bonus at Muscatine workshop: Muscatine Power will be signing people up for free home energy audits, distributing free CFLs and more.

**May 21:** 9 a.m. – 12 noon, St. Thomas More Catholic Church, Coralville

Bonus at Coralville workshop: Tour of St. Thomas More’s LEED features begins at 12 noon.

Each participant is asked to register either online at [iowaipl.org/calendar](http://iowaipl.org/calendar) or by calling 515-238-3587. \$25/individual or \$50/congregational team of 2 or more. For more information contact [coolcongregations@iowaipl.org](mailto:coolcongregations@iowaipl.org) or go to [www.iowaipl.org](http://www.iowaipl.org).

**Two Grants Available:** Application deadline May 31

*Operation Rice Bowl:* For those providing/supporting direct services to people who are hungry (the first foot of social justice). If your parish or community would like to apply go to [www.davenportdiocese.org](http://www.davenportdiocese.org) and under offices click on Social Action. Here you can obtain grant criteria and instructions.

*CCHD (Catholic Campaign for Human Development):* For those organizations and projects that promote systemic change (the second foot of social justice). To apply send your request in a 1-2 page letter. In addition the Catholic Campaign for Human Development Grant Agreement must be completed and submitted with the grant request. To obtain a copy of the agreement go to [www.davenportdiocese.org](http://www.davenportdiocese.org) and under offices click on Social Action.

Submit applications to Esmeralda Guerrero, [guerrero@davenportdiocese.org](mailto:guerrero@davenportdiocese.org) or Diocese of Davenport, 780 W. Central Park Ave., Davenport 52804-1901. For questions contact Loxi Hopkins, 563-888-4212.

**Catholic Relief Services Fair Trade Catalog:** The spring/summer 2011 catalog is now available at the CRS website. For a chance to buy fair trade handcrafts and gourmet food items from disadvantaged producers around the world go to <http://www.wcv2.com/publication/?m=10169&l=1>. You can also purchase your Easter chocolate and gifts at <http://www.serrv.org/Gifts/Easter/EasterChocolate.aspx>. Purchasing a fair trade item helps increase the income of a farmer or artisan in another country, giving them a better chance at self-sufficiency in their homeland.

**CCHD Intern:** Yvonne Villagomez has been selected as the new Catholic Campaign for Human Development Intern for the 2011-12 school year. Yvonne is a sophomore at St. Ambrose University. Yvonne will be working with the CCHD funded group Quad Cities Interfaith as a bridge between the diocese and the funded group.

**St. Vincent’s Home Corporation Grant:** The next application deadline: Must be postmarked by **October 15.**

## Faith Formation . . .

**“Raising Expectations: Rethinking how we minister to youth and families”** is a special presentation set for 6:30 p.m. Monday, April 11 at St. Vincent Center in Davenport. It will feature Greg “Dobie” Moser, executive director of Youth and Young Adult Ministry for the Diocese of Cleveland. He is also the speaker at our April 11-12 clergy convocation. This event will give parish and school leaders and opportunity to learn more about partnering with parents in forming the faith of their children, and to hear a similar message to that which their pastors will hear. This is ideal for people who’ll come to Davenport for the Chrism Mass, which will end in ample time for the short drive to the chancery. We’ll have supper at 6:30 p.m. and the presentation follows from 7-9 p.m. A registration flier is attached. For more information, contact Pat Finan at [finan@davenportdiocese.org](mailto:finan@davenportdiocese.org).

**Our June Institute** for faith formation leaders will be Friday, June 17, at St. Vincent Center in Davenport. Our theme will be “Preparing the Way: Guidance and Resources to Help Faith Formation Leaders Introduce the New Roman Missal.” Our presenter will be Deacon Frank Agnoli, diocesan Director of Liturgy. He will expand on information shared at regional Roman Missal workshops and provide fresh ideas for preparing, children, youth and learners of all ages to appreciate the upcoming liturgical changes. A registration flier will be sent to parish and school leaders via e-mail later this month and also will be posted on the diocesan website.

**Certificate Program in Youth Ministry Studies** will again be offered this summer at St. Ambrose University. This program of the Center for Ministry Development includes eight courses to promote personal, spiritual and ministerial growth. It can be taken by people preparing for a career in youth ministry, veteran leaders seeking enrichment, or volunteers wanting to strengthen their skills. Courses to be offered this summer include:

June 9-10 (Th-Fr): Principles of Youth Ministry      June 11-12 (Sa-Su): Practices of Youth Ministry  
July 7-8 (Th-Fr): Foundations for Ministry Leadership      July 9-10 (Sa-Su): Skills for Christian Leadership

Each course costs \$180, but parishes and schools can register additional participants at reduced costs. On-campus housing is available at SAU for \$28/night for a single room and \$23/night for shared rooms. For more information, contact Stella O’Rourke, at 563-333-6083 or [OrourkeStellaJ@sau.edu](mailto:OrourkeStellaJ@sau.edu).

**Save the Date for Great Expectations, Coaching Parents to Form Their Own Children** on August 26. This in-service will address engaging parents and their children in faith and life. Details will be forthcoming.

### Opportunities for Youth

**A Teens Encounter Christ (TEC)** retreat for youth in grades 11 and 12 and college freshmen will be held June 11-13 at St. Ann’s Parish in Long Grove. Click [here](#) for an application packet; deadline for application materials is May 31. For more information, contact Pat Finan at (641) 842-5148 or [finan@davenportdiocese.org](mailto:finan@davenportdiocese.org).

Youth can go to [www.davenportyouth.org](http://www.davenportyouth.org) for more details.

### Upcoming youth events

- **Notre Dame Vision:** The ND Vision program helps young people recognize God’s call in their lives and respond to that call with courage and faith. High school students from across the nation will join together at the University of Notre Dame for five days of discernment about how they can grow and use their gifts. Our diocese is coordinating a contingent to attend June 20-24, and can add participants for other weeks at our group rate. More information regarding our diocesan group is [here](#). For ND Vision information, click [here](#). For more information about our diocesan group, contact Pat Finan at [finan@davenportdiocese.org](mailto:finan@davenportdiocese.org).
- **Catholics in Action**, our annual high school youth service retreat, will be held **June 26-28** at Regina High School in Iowa City. CIA brings nearly 100 Catholic youth (incoming freshmen through graduating seniors) together for three days of service, prayer, learning and fun.
- **Christian Leadership Institute**, to be held July 24-29 at the Ewalu Camp and Retreat Center in Strawberry Point. Students in grades 10-12 are invited to learn leadership skills in a Catholic context. Click [here](#) for more information, including a brochure and registration form. For color brochures, contact Pat Finan at [finan@davenportdiocese.org](mailto:finan@davenportdiocese.org). An application for scholarship assistance is. Deadline to apply for assistance is Wednesday, May 25.
- **2011 High School Youth Rally** will be Sunday, Oct. 23 at the Coralville Marriott. Our keynoter will be Mike Patin!
- **National Catholic Youth Conference** will be Nov. 17-19 in Indianapolis, IN. A waiting list has been established. If you are interested in joining our diocesan contingent, please contact Pat Finan at (641) 842-5148 or [finan@davenportdiocese.org](mailto:finan@davenportdiocese.org). For more information, go to [www.davenportyouth.org](http://www.davenportyouth.org).

### Marriage Preparation Weekends:

June 25-26: Sigourney, St. Mary, *registration deadline is June 17*

August 6-7: Mt. Pleasant, St. Alphonsus, *registration deadline is July 29*

New Dates

January 28-29: Bettendorf, St. John Vianney, *registration deadline is January 20 (limited to 40 couples)*

February 25-26: Bettendorf, St. John Vianney, *registration deadline is February 17 (limited to 40 couples)*

The registration form is on the diocesan website, [www.davenportdiocese.org](http://www.davenportdiocese.org) (Faith Formation Office> Marriage Preparation). Registration is \$125 per couple. For information about marriage preparation in our diocese or neighboring dioceses contact Barb Butterworth, 563-888-4240 or [butterworthb@davenportdiocese.org](mailto:butterworthb@davenportdiocese.org) or IlaMae Hanisch, [hanisch@davenportdiocese.org](mailto:hanisch@davenportdiocese.org).

**Ministry Formation Program (MFP):** The Ministry Formation Program is a way to grow in your faith and learn how you can become more active in your parish and its ministries. Participants are welcome to register at any time for any number of courses. The remaining courses follow. An informational brochure, registration information and application are in the Faith Formation Library on the diocesan website, [www.davenportdiocese.org](http://www.davenportdiocese.org).

### MFP Year II Basic Classes, English:

April 16: Liturgical Themes
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### MFP Year II Basic Classes, Spanish:

		April 17	Biblia Viejo Testamento
May 1	Biblia Nuevo Testamento	June 5	Introduccion a los Temas de Catequesis

### Parish Life Administrator: All the following; Pastoral Associate: +; Finance Administrator: \*

		April 16	Parish Leadership*
May 7	Sacramental Prep I+	June 4	Annulments+
July 9	Sacramental Prep II+	August 27	Parish Life*

### CATHOLIC MEN’S CONFERENCE: ARCHDIOCESE OF DUBUQUE

“**Made for More**”: April 16, Xavier High School, Cedar Rapids, 8 a.m. During the day you will hear how God has hopes and plans for each one of us and how we are called to live an extraordinary life. But our modern world can make this difficult. How can we overcome the very real challenges of our day? If we always do what we’ve always done, we’ll always get what we’ve always got. *There must be more, and the simple truth is that we were made for more!* For more information and to register go to [www.catholicmenonline.org/Conference](http://www.catholicmenonline.org/Conference). Fee: \$35 for adults, \$5 for students through college age. \$45 at the door.

### CONTEMPLATIVE OUTREACH OF EASTERN IOWA

**Centering Prayer Retreats:** April 15, 7:00-9:00 p.m. and/or April 16, 9 a.m.-3:30 p.m. at Our Lady of the Prairie, Wheatland. This is for those who have attended an introduction workshop or are currently Centering. For registration information contact Lolita Dierickx, 563-285-7242. Another retreat will be held Sept. 16 and/or 17 following the same format and time schedule.

**Silent Saturdays:** Two periods of Centering Prayer, a silent break and closing with Lectio Divina, Humility of Mary Center, Davenport, 9:30-11:30 a.m. on May 14, June 11, July 9 and Aug. 13, Oct. 15, and Nov. 12.

### SISTERS OF ST. FRANCIS, CLINTON

All events are held at The Canticle, 841-13<sup>th</sup> Avenue North, Clinton, and are open to the public. For more information, call 563-242-7611 or visit [www.clintonfranciscans.com](http://www.clintonfranciscans.com).

**Lenten Vespers:** April 10 and 17 at 6 p.m. Pray Evening Prayer with the Clinton Franciscans.

**Peace Soup:** A Lenten series of community and discussion the Wednesdays of Lent, beginning at 6:00 pm. Location: St. Boniface Hall, 2520 Pershing Boulevard, Clinton. This year, we are focusing on immigration and the gospel call to stand with the poor and marginalized and welcome everyone as brother and sister. Each evening

will open with shared reflection on “*Strangers No Longer*,” the 2003 pastoral letter on migration from the Catholic Bishops of Mexico and the United States.

**April 6** – “In the Shadow of the Raid” - A film about the effects of the Postville raid on a village in Guatemala presented by Clinton Franciscan Sister Jane McCarthy, Hispanic Minister at Prince of Peace, who volunteered in Postville.

**April 13** – “Little Salsa on the Prairie” – Professor Jody Swilke, Drake University, will show segments of his film about immigration gone right in Perry, Iowa, and lead discussion.

**“Funding Nuclear Nonproliferation”**: April 5, 6:30 p.m. On the 2<sup>nd</sup> anniversary of President Obama’s Prague speech calling for an end to nuclear weapons, in the shadow of the nuclear disaster in Japan and days before the 25<sup>th</sup> anniversary of the Chernobyl nuclear disaster, we will view the film “Countdown to Zero” and examine the need to continue funding nuclear nonproliferation programs around the world.

**Bus trip from Clinton to Dubuque to see “Women & Spirit: Catholic Sisters in America”**, The Smithsonian traveling exhibit on the history of women religious in the United States on April 9. Call Mary Jo Dopson at Gateway Travel, 563-242-1025, to make a reservation. Cost: \$24.00 plus admission.

**“The People Speak”** – a film based on US historian Howard Zinn’s *A People’s History of the United States* on April 26 at 6:30 pm; free & open to the public.

### **BENET HOUSE RETREAT CENTER, ROCK ISLAND, IL**

To register call 309-283-2108 or go online: [retreats@smmsisters.org](mailto:retreats@smmsisters.org).

**Women and Spirit Day**: April 5. Join us on a trip to Dubuque to see the extraordinary national touring exhibit, *Women and Spirit*. Gather for coffee and a brief presentation at 9 a.m. before carpooling to Dubuque at 10. Museum admission: \$13.

**Holy Week Retreat**: Thurs., April 21, 4 p.m. – Sun., April 24 – 1 p.m. Participate with the monastic community in silence, prayer and the solemn liturgies of the Last Supper, Death and Resurrection. Spiritual direction is available for an additional fee with Sr. Catherine Cleary, OSB. Fee: \$150.

**Evening at The Monastery**: April 28, 4:45-7:30 p.m. Enjoy Vespers and dinner with the monastic community followed by reflection and sharing of Scripture and the monastic way of life. Presenter: Sr. Charlotte Sonnevile, OSB. Fee: \$15.

**Women’s Retreat: *O God, You Never Cease to Call Us to a New and More Abundant Life***: Friday June 24, 7 p.m. – Sun., June 26, 1 p.m. Are you looking ahead to summer and some quiet, reflective time to deepen your relationship with God? Fr. Philip Davey, OSB, St. Bede Abbey, Peru, will help us explore the journey to abundant life through prayerful reflection. Fee: \$155 (private room) \$143 (shared room.).

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To support the ministry of your parish, school and the diocese these groups automatically receive the *Mini-Messenger*:

Deacons	Diocesan Corporate Board	Youth Ministers	Pastoral Associates	Directors/Coordinators of Faith Formation
Parishes	Catholic Foundation Board	Sisters	RCIA Parish Contacts	Diocesan Liturgical Commission
Priests	Parish Lay Directors	Bookkeepers	Diocesan Board of Education	Diocesan Planning Commission
Seminarians	Diocesan Pastoral Council	Principals		

Other interested persons are welcome to subscribe. If you have questions regarding your subscription contact Laurie Hoefling, [hoefling@davenportdiocese.org](mailto:hoefling@davenportdiocese.org).



# Raising Expectations

## Rethinking how we minister to youth and families

**April 11 ~ 6:30-9 pm ~ St. Vincent Center ~ Davenport**

Join our ongoing discussion about partnering with parents in forming the faith of their children.

*Whether you've been part of the "Strong Catholic Families/ Strong Catholic Youth" initiative or are open to a new look at ministry through the lens of family, join us! You'll leave with:*

- *Ideas for transforming traditional youth ministry*
- *Resources and strategies for partnering with families*
- *Excitement for our "Great Expectations" event on Aug. 26*

***Come for Chrism Mass, stay for this event!***

Our gathering follows the Diocesan **Chrism Mass** (5 p.m. at Sacred Heart Cathedral). After a short drive to the St. Vincent Center, we'll serve supper at 6:30 p.m. and begin at 7 p.m.

**Cost is \$10, which includes supper**

**St. Vincent Center** is at 780 W. Central Park Ave. From Cathedral, head north (uphill) on Iowa or LeClaire streets, turn left on 15th Street, right on Brady Street, and left on Central Park Avenue. St. Vincent Center will be on your right (look for brick pillar with sign). Turn right and park in front lot.

With Greg "Dobie" Moser



**Dobie Moser** directs the Diocese of Cleveland's Youth & Young Adult Ministry Office. He is a trainer for the national *Strong Catholic Families/ Strong Catholic Youth* initiative and is facilitating our Clergy Convocation.

Name:

Address, City, State, Zip Code:

Day Phone Number:

E-mail:

Parish/School:

Parish/School Town:

*This form and check (payable to Diocese of Davenport) must be received by Friday, April 8. Mail to: Diocese of Davenport, c/o Barb Butterworth, 780 W. Central Park Ave., Davenport, IA 52804*

## Diocese of Davenport 2011 Christian Leadership Institute Scholarship Application

CLI is the premier training opportunity offered in Iowa for Catholic youth to learn leadership skills. It brings together youth from around the state for six days to learn how they can grow their God-given gifts for service to the Church. CLI participants return to their parishes to be more effective leaders. Many also serve on the Diocesan Youth Ministry Committee (DYMC).

The cost for CLI in 2011 is \$295 per youth. While this fee (which includes lodging, meals, materials, and tuition) is comparable to many summer youth experiences, we want CLI to be available to all youth. In this spirit, the Diocesan Youth Ministry Committee supports scholarships for youth leadership training. Available funding comes from Mass collections at diocesan youth rallies, the auction of items at those rallies, and a pie-throwing fund-raiser at the Junior High Youth Rally. There may not be enough money to fulfill all requests, but a selection committee will do its best to help all qualified applicants.

***Please provide the following information by Wednesday, May 25. More details below:***

Name \_\_\_\_\_ Town \_\_\_\_\_ Parish \_\_\_\_\_

Home Address: \_\_\_\_\_ Grade in 2011-12 \_\_\_\_\_

How much CLI funding can you get from these sources? (\$0 is acceptable, but we ask that you check first):  
Family/self \$ \_\_\_\_\_ Parish (youth ministry program, Knights of Columbus, other sources) \$ \_\_\_\_\_

*(Please feel free to write on back when answering the following questions)*

What is your current involvement in parish youth ministry?

Why do you want to go to CLI?

What do you hope to do with the skills you develop at CLI?

***Application must be accompanied by a letter from a parish leader (pastor, youth ministry leader or faith formation leader. This person can't be your parent) recommending you for scholarship aid.***

For more information on CLI 2011 at Camp Ewalu near Strawberry Point, [click here](#).

Applications must be received by Wednesday, May 25. Please mail them to:

**Diocese of Davenport, ATTN: Pat Finan, 780 W. Central Park Ave., Davenport, IA 52804**

*Applicants will be notified by June 5, so they can make plans for securing any other funds needed for CLI registration. Scholarship funds will be transferred directly to the recipient's CLI registration. No check will be sent to youth or their parish leader. If you have questions, please call (641) 842-5148 or*

[finan@davenportdiocese.org](mailto:finan@davenportdiocese.org)

Attend one breakout for each session: all sessions will include time for questions and a break between sessions						
	Breakout A	Breakout B	Breakout C	Breakout D	Breakout E	Breakout F
<p><b>Session 1</b> 10:15</p>	<p><i>Parish Accounting</i> <u>Please bring your Bookkeeper's Manual.</u></p> <p>This is a two- session breakout!</p> <p>Come with all your questions and go home with answers regarding:</p> <ul style="list-style-type: none"> <li>• Internal controls</li> <li>• Chart of accounts</li> <li>• Financial statements</li> <li>• Payroll – including liabilities, 941s, Mass stipends, reports</li> <li>• 1099s – including FEINs and reports</li> <li>• Job descriptions</li> <li>• Segregation of duties</li> </ul>	<p><i>Word 2007: Tips, Tricks and Q &amp; A</i></p> <ul style="list-style-type: none"> <li>• Quick link from 2003 to 2007 version</li> <li>• Fonts/bullets</li> <li>• Header/footer</li> <li>• Letterhead</li> <li>• Sending attachments</li> <li>• Mail merge</li> <li>• Watermarks</li> <li>• Envelopes</li> <li>• Labels</li> <li>• Tables</li> </ul>	<p><i>Social Networking</i></p> <p>How can parishes, schools and the chancery staff use social networking programs such as Facebook, Twitter and YouTube to improve communication and spread the Good News of the Gospel? Includes introduction to social networking, best practices, where to begin and resources.</p>	<p><i>Seeing the Forest, Hearing the Trees</i></p> <p>Get the big picture (why we do what we do) regarding faith formation and youth ministry programs and events in our diocese, along with plenty of guidance about how you – whatever your parish role is – can open doors for your parishioners by publicizing and organizing their participation. We'll focus on youth rallies, retreats, marriage prep, adult formation and ministry formation opportunities.</p>	<p><i>Office Staff Q &amp; A</i></p> <p>This is designed for those who are the voice and face of the parish office...the secretary, office manager, etc. This is a chance for you to share among yourselves and ask questions. Tap into the wisdom and experience of others who know what it is like in your position.</p>	<p><i>Building Tour</i></p> <p>Enjoy a guided tour of the Chancery building since it has been remodeled and refreshed...a thank you for your donations to the Capital Campaign.</p>
<p><b>Session 2</b> 11:15</p>	<p><i>Parish Accounting</i></p> <p>This is a continuation of the above so please sign-up for both Sessions 1 and 2.</p>	<p><i>Publisher 2007</i></p> <p>Does putting the bulletin together cause you a headache? Do you dread creating brochures? Do you wish you "had someone to ask"? Then this session is for you...the novice or experienced user. Send your problem documents and they will be used for demonstration as we "make the fix" together. Contact Laurie to arrange.</p>	<p><i>Ask Rob Anything</i></p> <p>This workshop will be a free form technical discussion where you can ask your technical questions on just about anything tech related and get the answers to those problems that have been driving you crazy. (Full disclosure: Rob doesn't know everything...he might have to do some research and get back to you!)</p>	<p><i>Protecting God's Children and Background Checks</i></p> <ul style="list-style-type: none"> <li>• What is required at the Diocesan level</li> <li>• What is required at the parish/school level</li> <li>• Process of how the Safe Environment Program works</li> <li>• Being in compliance for the audit</li> <li>• Upcoming requirements for local administrators/audit</li> <li>• Where supporting documents can be found</li> </ul>	<p><i>Integrating Social Action</i></p> <p>Following Pope Benedict's statement that social ministry, along with proclaiming the Word and celebrating the Eucharist is fundamental to our faith, this session will provide:</p> <ul style="list-style-type: none"> <li>• Parish leaders with tools to assist the integration of the social ministry into all aspects of Church life.</li> <li>• Information about the various resources and services the Social Action Office can provide to facilitate this integration.</li> </ul>	<p><i>Building Tour</i></p> <p>See Session 1F</p>

Attend one breakout for each session: all sessions will include time for questions and a break between sessions						
	Breakout A	Breakout B	Breakout C	Breakout D	Breakout E	Breakout F
<p><b>Session 3</b> 1:00</p>	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Hiring/Interviews</li> <li>• Employment law</li> <li>• Exempt/Non-exempt</li> <li>• Employees vs. independent contractor</li> <li>• Health insurance</li> <li>• 401k</li> <li>• I-9</li> <li>• Personnel files</li> <li>• Performance evaluations</li> <li>• Terminations</li> <li>• Exit interviews</li> </ul>	<p><b>Excel 2007</b></p> <p>Excel spreadsheets are a great way to manage financial data. We will review some of the foundational basics and then demonstrate the ribbon, common tools, formulas and functions for the intermediate user.</p>	<p><b>Ask Rob Anything</b></p> <p>This workshop will be a free form technical discussion where you can ask your technical questions on just about anything tech related and get the answers to those problems that have been driving you crazy. (Full disclosure: Rob doesn't know everything...he might have to do some research and get back to you!)</p>	<p><b>Access 2007</b></p> <p>Are you looking for a way to store registrations for an event? Want to maintain your class rosters and all the students' contact information. Are you looking for <u>one place</u> to manage information where you enter the data <u>once</u> and then extract it in whatever fashion needed: address labels, class list, name tags, etc. Come see how a database can work for you. This will be an overview of what a database is and does.</p>	<p><b>Vocations</b></p> <p>Come to learn and share methods of cultivating a culture of vocations in your parish. What can I do?</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Vocation committees</li> <li>• How can I assist the pastor?</li> <li>• Networking</li> <li>• Enthusiasm</li> <li>• What are you doing in your parish?</li> <li>• Best practices</li> </ul>	<p><b>Building Tour</b></p> <p>Enjoy a guided tour of the Chancery building since it has been remodeled and refreshed...a thank you for your donations to the Capital Campaign.</p>
<p><b>Session 4</b> 2:00</p>	<p><b>QuickBooks</b></p> <p>Will discuss cleaning up accounts/vendors, journal entries, correcting entries, printing checks/reports and anything else you are interested in learning.</p>	<p><b>Diodav... Tips and Tricks</b></p> <p>During this workshop we will take a look at how to use some of the lesser known but powerful features of your Diodav.org account including both the email and calendar applications. For email, we will be focusing on how to manage email messages using the archive function, labels and filter rules. We will also look at the Calendar application with a focus on sharing calendars and using multiple calendars within the same account.</p>	<p><b>Getting Your Message Out</b></p> <p>Want to let people throughout the diocese know about the great things your parish is doing and the parishioners who help make them happen? Join us for an interactive presentation on <i>The Catholic Messenger</i>, your source for diocesan news and the place for you to share your news with thousands of people in our diocese and beyond. Learn how to write news releases and take better photos – skills that would also be useful for your parish newsletter or bulletin.</p>	<p><b>Technology Safety and Security™</b></p> <p>Topics addressed:</p> <ul style="list-style-type: none"> <li>• Awareness of today's technology exposures</li> <li>• The warning signs of potential technology-related abuse or misuse</li> <li>• Proactive strategies for parents and other caring adults to ensure the protection of young people, as well as the organizations that serve them</li> <li>• How to appropriately respond to suspected technology-related abuse or misuse</li> </ul>	<p><b>Office Staff Q &amp; A</b></p> <p>This is designed for those who are the voice and face of the parish office...the secretary, office manager, etc. This is a chance for you to share among yourselves and ask questions. Tap into the wisdom and experience of others who know what it is like in your position.</p>	<p><b>Building Tour</b></p> <p>See Session 3F</p>

# Diocesan Support Day

May 24 and 25, 2011

At the Chancery in Davenport  
780 West Central Park Ave.

Same workshops each day  
Workshop descriptions attached

## Who is Invited?

Any person who works, ministers or volunteers for their parish or school:

- office personnel
- bookkeepers
- faith formation staff
- clergy
- religious
- volunteers
- etc.

## Schedule

8:00 Registration  
8:30 Welcome  
8:40 Morning prayer  
9:10 General session  
10:00 Break  
10:15 Session 1  
11:15 Session 2  
12:15 Lunch (provided)  
1:00 Session 3  
2:00 Session 4  
3:00 Depart or building tour

## Registration

### Deadline

Tuesday, May 10

Fee: Gratis, funded by the Annual Diocesan Appeal

Return to Barb Butterworth  
(563-324-1911)

[butterworthb@davenportdiocese.org](mailto:butterworthb@davenportdiocese.org)

fax: 563-324-5811

**Parking:** Please park in our back lot. Enter by using the driveway we share with the Sisters of Humility, 820 W. Central Park Ave. Come all the way down the drive, turn left past the first set of white garages. Enter the building at an entrance with the orange cones. Two additional handicap parking spaces are available in the front lot.

(To type your responses click on the grey box. To make an "x" press the space bar or click the box.

Save the document and send as an attachment or print and fax.)

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**Name**

**Email**

**Parish & town**

**Day phone**

I am attending on  Tuesday, May 24  Wednesday, May 25

**Check the sessions you will be attending:**

Session 1:  Breakout A  Breakout B  Breakout C  Breakout D  Breakout E  Breakout F

I want to learn: \_\_\_\_\_

Session 2:  Breakout A  Breakout B  Breakout C  Breakout D  Breakout E  Breakout F

I want to learn: \_\_\_\_\_

Session 3:  Breakout A  Breakout B  Breakout C  Breakout D  Breakout E  Breakout F

I want to learn: \_\_\_\_\_

Session 4:  Breakout A  Breakout B  Breakout C  Breakout D  Breakout E  Breakout F

I want to learn: \_\_\_\_\_