

Rooted in Christ

DIRECTORY CHANGES

Deacon Patrick Lennon: new address: 343 Cascade LN, Oswego, IL 60543-7337; new phone: 630-901-3223

New email:

Deacon Cliff Beckman: dncbeckman64@mepotelco.net

Rev. Mark Spring: mark.spring@iowa.gov

Deacon Jerry Timmerman: deaconjt84@aol.com

Holy Family, Davenport: davholysfamily@diodav.org

St. Mary, West Point and St. Boniface, Farmington: stmarywp@iowatelecom.net

COMMUNICATION

Diocesan Internet: Please be aware that the Diocese will be switching Internet service providers on Thursday, October 25 in the early afternoon. This change will cause a brief Internet outage starting at noon Thursday. There will be a longer email and website outage starting Thursday afternoon that could last 24 to 48 hours during the transfer of our DNS records. All email addresses and our website address will remain the same after the change.

Mini-Messenger: This is the last issue that we will send using an outside service to maintain the Mini-Messenger email address book. We will now maintain the Mini address book ourselves and send the issues directly to you. **If you do not minister in one of the positions below and wish to continue receiving the Mini-Messenger you must send a separate email message to Laurie Hoefling, hoefling@davenportdiocese.org so you can be added to the “new” Mini Email Group. Please include your first and last name.** Please do not hit “reply” to this email address/message as our service will be discontinued and your reply will not be forwarded to the diocese.

The following groups will automatically receive the Mini-Messenger:

Deacons	Diocesan Corporate Board	Youth Ministers
Diocesan Liturgical Commission	Parishes	Parish Lay Directors (Trustees)
Pastoral Associates	Priests	Principals
RCIA Parish Contacts	Seminarians	Bookkeepers
Directors/Coordinators of Faith Formation	Sisters	

The diocesan website is being redesigned and may be inaccessible at times. Please be patient as we undergo our “facelift.”

Postage: New postal regulations went into effect May 14. One of the changes is that the postage of an envelope is no longer determined by the weight of the envelope alone. Postage for a “regular” business envelope or a large envelope is now determined by three factors: weight, thickness and size of envelope. For example: 1) If a “regular” business envelope is too thick it may cost 97 cents. 2) The minimum postage for a large envelope (9 x 12 or 10 x 13) is 80 cents (not including the contents). There are many nuances...it’s not as easy as it once was.

We have worked hard at implementing the new rate system and applying the proper postage so you do not receive diocesan mail that is “postage due”. We have noticed an increase in the amount of “postage due” mail that we have received. If you have a postage scale you can use the “Calculate Postage” tab at the website of the United States Postal Service, www.usps.com. When in doubt please take your heavier “regular” business envelopes and large envelopes to the post office for the proper postage. Contact Laurie Hoefling with questions or concerns, 563-324-1912, ext. 267.

PROTECTING GOD'S CHILDREN

Sessions are open to all adults in the Diocese of Davenport and are mandated for all employees and for those volunteers who work on a regular basis with children. If you have a need for a session please contact a facilitator in your deanery (listed on the diocesan website, www.davenportdiocese.org) or Virginia Trujillo, trujillo@davenportdiocese.org or 563-324-1912, ext. 256. Current training scheduled (as of October 23):

<u>Location</u>	<u>Date</u>	<u>Time</u>
Lost Nation, Sacred Heart	10/27/07	9:30 a.m.
Grinnell, St. Mary	10/30/07	10:00 a.m.
Davenport, Sacred Heart (Vietnamese only)	11/3/07	6:00 p.m.
Bettendorf, St. John Vianney	11/11/07	2:00 p.m.
Burlington, Great Plains AEA	11/15/07	6:00 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, the Victim Assistance Coordinator, 563-349-5002, or vacdav@attglobal.net or PO Box 232, Bettendorf, IA 52722-0004.

HOPE AND HEALING MINISTRIES

Hope and Healing Ministries is a ministry that offers healing retreats, toll-free hotline and counseling referrals to those (including family members) who are struggling with the emotional or spiritual pain of an abortion or sexual abuse. For more information contact: 877-896-HOPE, 319-338-2497, hopeandhealing@davenportdiocese.org, or www.davenportdiocese.org/hopeandhealing.

DEACON FORMATION

Interested in the Diaconate? Men who are discerning a call to the diaconate and their wives are invited to attend a Deacon Inquiry Day to find out more about the life and ministry of deacons and about what formation for the diaconate is all about. Meetings will be held at the following locations from 1-4 p.m.:

November 18: Clinton Deanery: St. Joseph, DeWitt

December 16: Davenport Deanery: Chancery (St. Vincent Center, Davenport)

Please contact Deacon Frank Agnoli, agnoli@davenportdiocese.org or 563-324-1912, ext. 255, leave your name and number, and mention which session you will be attending (the same material will be covered at each session; you do not have to attend the one in your deanery).

FINANCE OFFICE

Calendar Year-End Filing Requirements: As the end of the calendar year approaches, you are reminded of the following required annual filings.

- **Donations** – Provide donors with written confirmation for any single contribution of \$250 or more by January 31. It is recommended that all parishioners receive a contribution record each January.
- **Payroll** – Furnish each employee a completed W-2 by January 31. File the W-3 transmittal form with the Social Security Administration by February 28.
- **Non-Payroll Payments** – Provide individuals or entities to whom you made payments of \$600 or more during the calendar year for services, rents, commissions, fees or other non-employee payments with Form 1099 by January 31. File copy A of each Form 1099 with the IRS by February 28.

A more complete description of these annual filings, along with a worksheet for reconciliation between the W-2s, W-3, and the quarterly Form 941 will be sent to the pastors and bookkeepers in mid-December. For additional information contact Kristi Jergens, jergens@davenportdiocese.org or 563-324-1912, ext. 229.

Liquor Liability: We often address questions regarding insurance coverage for liquor liability when parish/school events include alcohol. Please note that extra measures are required anytime the organization “sells” alcoholic beverages or the event extends beyond 9:00 p.m. A fact sheet outlining the criteria for extra coverage, how to obtain it, and how much it costs can be found on the diocesan website.

Political Campaign Activity Reminder: Church organizations may not endorse candidates, distribute statements for or against candidates or become involved in any activity that would either support or oppose any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made by, or on behalf of, a church organization in favor of, or in opposition to, any candidate violate the IRS prohibition against political campaign activity. Violation of this prohibition may result in denial of or revocation of tax-exempt status and the imposition of certain excise tax. For more information, contact Kristi Jergens.

Recordkeeping Requirements for Cash Contributions Effective in 2007: You cannot deduct a cash contribution, regardless of the amount, unless you keep as a record of the contribution a bank record (such as a canceled check, a bank copy of a canceled check, or a bank statement containing the name of the charity, the date, and the amount) or a written communication from the charity. The written communication must include the name of the charity, date of the contribution, and amount of the contribution.

PASTORAL SERVICES

Ministry of Worship . . .

Liturgical Calendar: First, please note that after discussion with the Presbyteral Council, the Bishop has asked that the schedule for the Chrism Mass be changed this year. This liturgy will be celebrated on Monday, March 10 (not Tuesday) at 5:30 p.m. (not 4:00 p.m.) at St. John Vianney, Bettendorf (not the Cathedral). Please adjust your calendars accordingly.

Second, there was an error in the liturgical calendar I sent out with the *LiturgyNotes* last month. As previously announced, the Easter Vigil may not begin before 8:00 p.m. this year. The calendar listed 8:30 p.m., which is incorrect. My apologies for any confusion.

The Diocesan Building Commission will meet on November 29 at 2:00 p.m. at St. Wenceslaus in Iowa City. Churches that have building or renovation projects planned and need to present to the Commission should call or e-mail Fr. Jim Vrba as soon as possible to be placed on the agenda. Fr. Vrba may be reached at 563-732-2271 or jjvrba@yahoo.com. There will be no Building Commission meeting in December.

Social Action . . .

Catholic Campaign for Human Development (CCHD): Parishes should have received the bulletin insert and the posters by now. This insert goes into the bulletin the weekend of November 10 & 11. The poster(s) should also be displayed by that time. The collection is scheduled for November 17 & 18 (always the weekend before Thanksgiving). There should be another bulletin insert arriving later. It should go into the bulletin the 1st Sunday of Advent, December 1 & 2. Thank you for your support of the Campaign.

The Social Action Institute will be held January 20-21 at St. Francis of Assisi in West Des Moines. Father Larry Snyder, the President of Catholic Charities USA will be the featured speaker and many new workshops and panels will be offered to give attendees the best information on how to successfully engage in effective social action based on our faith. A special feature will be a presentation by Father Marvin Mottet to honor the birthday and 40th anniversary of the death of Martin Luther King, Jr. Dr. King received the 1965 Pacem in Terris Award and came to Davenport and made an eloquent acceptance speech at the time. This presentation will feature segments from the recently restored recording of Dr. King's 1965 speech. Workshop topics and presenters will be announced in early December. For more information contact Esmeralda Guerrero, guerrero@davenportdiocese.org or 563-324-1912, ext. 289.

Madagascar Project: Father Thom Hennen of Prince of Peace Parish in Clinton has agreed to be part of the Diocese Team that is working with Catholic Relief Services on our project with Madagascar. A planning team is meeting to prepare for the work to be done next June in Madagascar. A representative from Madagascar will be meeting with Bishop Amos on November 1 to share a message from their Bishop. More details on the project will be shared in future issues of the *Mini-Messenger*.

Café on Vine: A group of dedicated volunteers led by Sister Bea Snyder, CHM and Nora Dvorak are working with Father Marvin Mottet to reopen a restaurant for poor and homeless people in Scott County. The restaurant which had been operated by John Lewis Coffee Shop until August had served 150 meals a day. The Merton House Corporation will operate the new “Café on Vine” with Sister Bea as the administrator. United Way of the Quad Cities Area provided Merton House with a grant of \$9,600 to restore the facility to fully operational status. Parishioners of St. Anthony’s Catholic Church and other community groups including King’s Harvest have been helping during the time the café has been closed. Volunteers will be needed starting in November to help serve the meals. For more information or to volunteer call the Café on Vine office at 563-324-4472.

Ministry of Word . . .

In the Vineyard is an electronic newsletter published by the Diocese of Davenport for all who minister in the Catholic Church. Each issue contains articles for ongoing ministry formation, workplace ideas, updates on pastoral leadership, reviews of outstanding resources for parish life and space for spiritual enrichment. To request this free newsletter send your name and email address to IlaMae Hanisch at hanisch@davenportdiocese.org.

Certification Program for all Catechetical Leaders: A DVD created by the Pastoral Services staff will be distributed to each parish and school in the diocese about the certification program. Information regarding certification and the forms for recording hours may be found in the new faith formation handbook. For your convenience the handbook is on the diocesan website. A brochure with concise information was included in the October Mini. The “Echoes of Faith” video/DVD series which is used for certification is available for loan by contacting Virginia Trujillo, trujillo@davenportdiocese.org or 563-324-1912, ext. 256. To purchase your own series contact Resources for Christian Living (RCL), <http://rclbooksandmore.stores.yahoo.net/catfor.html>.

Marriage Preparation Weekends: The Registration Form is on the diocesan website, www.davenportdiocese.org. Currently scheduled weekends are:

January 5-6: Newton, Sacred Heart (registration deadline December 14)

February 9-10: Bettendorf, St. John Vianney (registration deadline February 1)

Registration is \$125 per couple. For information about marriage preparation in our diocese or neighboring dioceses contact Barb Butterworth at 563-324-1912, ext. 265 or butterworthb@davenportdiocese.org or IlaMae Hanisch.

Christian Faith in a Skeptical Time: This Iowa Faith Formation Conference will be held March 6-7, 2008 in Coralville. Timothy Radcliffe, OP is the featured speaker. A registration form is on the diocesan website. Since three dioceses are sponsoring this event we highly recommend early registration since space is limited.

MFP Basic Year I Courses 2007-2008

For ICN participants: Classes are from 9 a.m. - 4 p.m. at ICN locations around the diocese two Saturdays per month. Non-ICN participants review the recorded ICN classes then meet once a month for three hours for small group work. Your schedule is determined by your group and its facilitator. Registration and detailed information is on the diocesan website www.davenportdiocese.org.

Nov. 3: Matrimony-IlaMae Hanisch

Jan. 5 & 19: Confirmation-Pat Finan

Nov. 17: Holy Orders-Bishop Amos, Msgr. John Hyland, Deacon Bob McCoy

Feb. 2 & 16: Catholicism-Fr. Ed Dunn

Dec. 8 & 15: Reconciliation/Anointing-Fr. Ed Dunn

March 1 & 15: Eucharist-Dr. Corinne Winter

April 5 & 19: Personal/Pastoral Themes-IlaMae Hanisch

Credentials may be reviewed to “waive” some course requirements. For more information contact IlaMae Hanisch, hanisch@davenportdiocese.org or 641-791-3435.

Liturgical Ministry – MFP Specialization 2007-2008:

Sessions are 8:30 a. m. to 2:30 p .m. at the Williamsburg Community Recreation Center, Williamsburg, (handicapped accessible). Registration and detailed information is on the website, www.davenportdiocese.org.

Nov. 10: The Ministry of Preaching (*recommended for SCAP certification, required for lay preaching*), Deacon Agnoli

Nov. 17: Practicum I (*required for SCAP certification*), Deacons Agnoli and Montgomery

Jan. 12: Liturgical Space, Gale Francione

Feb. 9: Parish Devotional Life, Fr. Thom Hennen

Feb. 23: Practicum II, Fr. Hennen and Deacon McCoy

April 12: Volunteer Liturgical Ministers, Tammy Norcross & Patti McTaggart

May 24: Music Ministry, Patti McTaggart & Diane Mahoney

June 14: Pastoral Care of the Sick / Funerals, Deacon Agnoli

June 28: Practicum III, Deacon Agnoli & Patti McTaggart

July 12: Overview of Other Rites, Deacon McCoy & Tammy Norcross

Aug. 2: Leading Prayer & Planning Retreats (*recommended for SCAP certification*), Sr. Joann Kuebrich, Gale Francione, & Tammy Norcross

Aug. 16: Practicum IV, Sr. Joann Keubrich, Gale Francione, & Tammy Norcross

Tentative Plans: Ministry Formation Programs 2008-2012

2008-2009: MFP Basic Year II, Catechetical Ministry Specialization

2009-2010: MFP Basic Year I, Parish Life Administrator and Finance Administrator

2010-2011: MFP Basic Year II, Liturgical Ministry Specialization

2011-2012: MFP Basic Year I, Catechetical Ministry Specialization