SECTION I
A MESSAGE FROM THE ARCHBISHOP

ANNOUNCEMENTS

- True Presence Youth Night will take place at 6:00 PM on December 11, 2021 at St. Margaret Mary Church in Slidell. See p. 3 for more information.

- On December 11-12, 2021, we once again appeal to you for your support in helping our aging religious. Pastors, please make my attached letter in both English and Spanish available the weekend of December 4th and December 5th, in a manner which you deem most effective. You may download the letters here.

- The Annual Police, Fire and EMS Inspection and Mass will take place on Sunday December 12, 2021, at the Cathedral at 11:00 AM.

- We will celebrate the Centennial Anniversary of the dedication of St. Francis of Assisi Church at 4:00 PM on Saturday, December 18, 2021.

- The Archdiocesan Administrative offices will be closed from Wednesday, December 22, 2021, through Friday, December 31, 2021, for the Christmas holidays. The offices will re-open on Monday, January 3, 2022.

- The Epiphany gathering for priests will take place on Thursday, January 6, 2022. It will begin with vespers at 5:30 PM at Notre Dame Seminary Chapel followed by a reception at my residence. You must RSVP to Alison Guerra at 504-861-6269 or aguerra@arch-no.org by December 15, 2021. Please see the attached flyer for more information.

- Liturgical Considerations for the Christmas and the Feast of the Holy Family 2021

  This year, the Solemnity of the Nativity of the Lord (Christmas) falls on a Saturday. Masses celebrated on the evening of December 25 are to use the readings and Mass formula of Christmas.

  The obligation to attend Mass for Christmas may be fulfilled by attending Mass in the evening of December 24 or at any Mass celebrated on December 25. Masses celebrated on Sunday, December 26 are to be that of the Feast of the Holy Family. The obligation to attend Mass on Sunday may be fulfilled by attending Mass on Sunday, December 26 or by attending Mass in the evening of December 25 (if one has already attended Mass for Christmas).

  The United States Conference of Catholic Bishops has stated that pastors should not feel obligated to celebrate an evening Mass on December 25.
• **Liturigcal Considerations for the Solemnity of Mary, Mother of God (New Year’s Day) and the Solemnity of the Epiphany 2022**

Because January 1, 2022 falls on a Saturday, the Solemnity of Mary, the Mother of God is not observed as a day of obligation although it remains a Solemnity. Because the Epiphany has a higher place on the Table of Liturgical Days, evening Masses celebrated on January 1, 2022 are to be that of the Solemnity of the Epiphany.

If you have any questions regarding these considerations, please call the Office of Worship at 504-861-6300 or email worship@arch-no.org.

---

**DEATH**

Rev. Charles Caluda died on December 2, 2021. He was 89 years old. Funeral arrangements are as follows; Thursday, December 9, 2021 Our Lady of Lourdes Church in Violet, Visitation from 10:00 AM—12:00 Noon, Funeral Mass at 12:00 Noon. Please keep Fr. Caluda, his family and all who mourn his death in your prayers. May he rest in peace.

---

**Mark Your Calendars**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23, 2022</td>
<td>Confession available in all parishes 5:00 PM-6:30 PM</td>
</tr>
<tr>
<td>March 30, 2022</td>
<td>Confession available in all parishes 5:00 PM-6:30 PM</td>
</tr>
<tr>
<td>April 6, 2022</td>
<td>Confession available in all parishes 5:00 PM-6:30 PM</td>
</tr>
<tr>
<td>May 21, 2022</td>
<td>Transitional Diaconate Ordination</td>
</tr>
<tr>
<td>June 4, 2022</td>
<td>Priesthood Ordination</td>
</tr>
<tr>
<td>June 25, 2022</td>
<td>Permanent Diaconate Ordination</td>
</tr>
<tr>
<td>September 14, 2022</td>
<td>Confession available in all parishes 5:00 PM –6:30 PM</td>
</tr>
<tr>
<td>September 19-21, 2022</td>
<td>Louisiana Priest Convention</td>
</tr>
<tr>
<td>May 20, 2023</td>
<td>Transitional Diaconate Ordination</td>
</tr>
<tr>
<td>June 3, 2023</td>
<td>Priesthood Ordination</td>
</tr>
<tr>
<td>September 6-8, 2023</td>
<td>Priest Convocation for the Archdiocese of New Orleans</td>
</tr>
<tr>
<td>September 13, 2023</td>
<td>Confession available in all parishes 5:00 PM-6:30 PM</td>
</tr>
</tbody>
</table>
SECTION II
ACTION REQUESTED
Pastors and parish secretaries are asked to please ensure response and follow-up on the items below.

Insurance Form Updates
All clergy and parish staff are encouraged to visit the Insurance page of nolacatholic.org as a number of insurance forms have been added and/or updated in the last week. To access the page go to https://nolacatholic.org/clergy-staff and enter the password sent to you earlier this year. If you need further assistance, please email riskmanagement@arch-no.org and a member of the Risk Management Team will respond shortly.

Catholic Community Foundation Hosts Virtual ParishSOFT Giving Statements Training
Training opportunity! At 9 a.m. on Tuesday, December 14, Ryan Adams (CCF ParishSOFT & Data Coordinator) is offering Archdiocese of New Orleans parish staff members a virtual ParishSOFT training on how-to let your parishioners know how much their generosity means with Giving Statements. Click here to register. You may also reach Ryan with training inquiries at radams@ccfnola.org or 504.527.5796.

Catholic Community Foundation Can Help You Make a QCD from Your IRA
Advent is a time of spiritual awakening and renewal, and you might find yourself reflecting on what it means to be generous. This time of year, the IRS may require you to make the Required Minimum Distribution (RMD) from your IRA. If you wish, you could have these funds sent directly from your IRA administrator as a Qualified Charitable Distribution (QCD) to nonprofits, which reduces your taxable income.

For more information or to notify the foundation of a QCD you plan to make for an archdiocesan parish, school, or ministry, click here to download this flier. You may also contact Executive Director Cory J. Howat at chowat@ccfnola.org or 504.527.5778.
True Presence Event for Youth December 11

All 5th through 7th graders and high school youth are invited to this special event on Saturday, December 11, 2021, from 6-10 pm at St. Margaret Mary in Slidell. The evening will include prayer, Mass, music, talks, food and fellowship with other youth. There is no cost to attend. To The link to RSVP can be found online at http://events.r20.constantcontact.com/register/event?oeidk=a07eimouti9042d5203&llr=aryxp89ab.

Eucharistic Lecture Series

Notre Dame Seminary will be offering a year-long "Eucharist Lecture Series" during 2021 for the Archdiocese of New Orleans' Year of the Eucharist! We will be offering a monthly event, beginning with a half-hour of Eucharistic Adoration and followed by a lecture and Q&A on the Eucharist, in Schulte Auditorium at NDS.

Our final presentation will be entitled “The Eucharist and the Future of the Church” and will be offered by Archbishop Alfred Hughes. This event will take place on Wednesday, December 15th, 2021, with Eucharistic Adoration beginning at 5:30 PM followed by a lecture and Q&A from 6:00-7:00 PM. This event is FREE and open to the public. You can attend either in person (socially distanced) or virtually, but space is limited, so make sure to RSVP. Virtual attendees will receive streaming information via email on the day of the event. You can register here.

Notre Dame Seminary and Archdiocese of New Orleans Office of Catholic Education and Faith Formation

Spring Ministry Workshop Series

Are you an ordained or lay minister in the Archdiocese of New Orleans looking to improve your ability to serve the lay faithful in your parish or school? Join Notre Dame Seminary and the Archdiocese of New Orleans Office of Catholic Education and Faith Formation for a Spring Ministry Workshop Series. These mini-workshops are FREE and designed to equip ministers with the knowledge, skills, and resources they need to face current issues in ministry.

Our first workshop, "Sexual Integrity Ministry: Best Practices for Ministry Leaders," will be presented by Chris O'Neil, Director of Office of Marriage and Family Life for the Archdiocese of New Orleans, and Gary LeBlanc, Coordinator of Sexual Integrity Ministry. The workshop will take place on Wednesday, January 12, 2022, from 6:30-8:00 PM at the Northshore Pastoral Center.

We strongly recommend bringing a team of ministers from your parish or school to attend the workshop together. RSVP today to reserve your spot here!
Advent Southshore Morning of Reflection

A special Advent Morning of Reflection, sponsored by the Catholic Women in Action Committee of the Catholic Community Foundation, will be held on Thursday, December 9, 2021 from 9:00 a.m. to 11:00 A.M. at St. Rita Church in New Orleans. Rev. Patrick Carr, will celebrate Mass and offer two reflections. Reservations are required. For more information and to R.S.V.P., please contact Kathi Zimmerman at 504.527.5794 or kzimmerman@ccfnola.org. Please see attached flyer here for more details.
**2022 MARRIAGE PREPARATION OPTIONS ARE LIVE**

Engaged couples can now register for Catholic Engaged Encounter Retreat Weekends, archdiocesan Days for the Engaged sessions, or Special Marriage Preparation workshops in 2022 in order to complete their sacramental preparation by visiting nolacatholic.org/mfl, then clicking on “Getting Married?”.

Click here for a full 2022 calendar and explanations of the marriage preparation options available.

**Pontifical Mission Societies Has Moved**

Pontifical Mission Societies of the Archdiocese of New Orleans: The Society for the Propagation of the Faith, Missionary Childhood Association, Society of St. Peter Apostle, and Missionary Union offices have moved. The new temporary address is:

- Pontifical Mission Societies: 504-527-5774
  - UNO Newman Center: Office direct line: 504-224-3499
  - 2000 Lakeshore Drive: MCA direct line (beginning January 2022) 504-224-3492
  - New Orleans, LA 70148
  - E-mail: pof@arch-no.org  mcamission@arch-no.org

**Our Lady of Guadalupe Celebration and Christmas Concert**

On Saturday December 11th, 2021 the Hispanic Apostolate will celebrate to Our Lady of Guadalupe with a rosary and an outdoor mass at 7:00pm. On Friday December 17, 2021, the Hispanic Apostolate will host a Christmas Concert in their cafeteria at 7pm.

All the activities will be at the Hispanic Apostolate located at 2525 Maine Ave. Metairie, LA 70003

**Office of Worship Seeking Administrative Assistant**

The Archdiocese of New Orleans **Office of Worship** is seeking a full time temporary **Administrative Assistant** to provide clerical and administrative support and assist with liturgical celebrations, events and programs.

**Essential Functions include:**
- Implements the Archdiocese’s mission and philosophy as it relates to the goals of the office.
- Provide general and clerical administrative support, including maintaining calendar of events, assisting in scheduling of events, and processing of liturgy plans.
- Create and maintain correspondence, spreadsheets, data base projects, and promotional material.
- Collaborate with the administrative assistants to the Archbishop, auxiliary bishop, and archbishop emeritus in the preparation of episcopal liturgies as well as with other archdiocesan offices.

**Qualifications and Skills include:**
- Experience providing administrative/clerical support (parish experience preferred), knowledge and understanding of Catholic teachings, practices and organizational structures.
- Strong communication and organizational skills.

**To apply:** Please send in your resume, cover letter, and 3 references via email to jobs@arch-no.org using the subject line “Administrative Assistant Worship—Your Name,”. This position will be filled as soon as a successful applicant is found. [https://nolacatholic.org/documents/2021/12/Worship%20Admin%20Assistant.docx.pdf](https://nolacatholic.org/documents/2021/12/Worship%20Admin%20Assistant.docx.pdf)

**EMPLOYMENT OPPORTUNITIES**

Job opportunities are currently listed on our HR page: [https://nolacatholic.org/employment](https://nolacatholic.org/employment)

*Please refer to our Job-Link often and share with qualified referrals!*

For any submissions or inquiries on the NolaCatholic e-Bulletin, please contact communications@arch-no.org.