

Highlights of Diocese assistance to the parishes and schools during Covid -19

Bishop's Office

- Provided updated communications to parishes
- Created videos to be used at the parishes
- Sent letters to county officials regarding the closure and reopening of churches
- Worked closely with all ministries and departments to ensure Pastoral Center services continued throughout Covid-19
- Conducted Zoom meetings with all 8 deaneries
- Conducted Zoom meetings with all priests

Human Resources

- Updated parishes regarding the quickly changing Covid-19 guidelines and protocols
- Updated amendments and changes to insurance plan due to Covid-19
- Responded to HR issues in parishes and schools
- Worked with finance to provide proprietary information for PPP loans for parishes and schools

Safe Environment Office

- Trained the parish/school Safe Environment Coordinator to make sure safety protocol is followed
- Maintained records of fingerprint clearances for volunteers and employees sending clearance forms to applicable Safe Environment Coordinators
- Compiled the annual Safe Environment Audit with the information collected from parishes and provided bulletin notices regarding Safe Environment topics

Catholic Schools Office

- Assisted in developing reopening plans
- Kept schools informed of Covid-19 protocols, policies and guidelines and sharing out information
- Assisted with developing communication with stakeholders relating to the impact of Covid on staff, students and families, including drafting letters regarding campus closures, furloughs, positive Covid cases
- Provided instructional support for the dual platform

Tribunal Office

- Provided paperwork for weddings (weddings inside and outside of the diocese: permissions and dispensations)
- Provided information and support to pursue and complete annulments
- Available as Judicial Vicar to provide assistance to Bishop Cotta on canonical matters

Deacon Formation Program

- Prepared 7 Deacon candidates for Ordination
- Organized Deacon Ordination ceremony – virtual and Covid safe
- Maintained regular contact with deacon candidates (virtually)
- Hosted 5-day canonical virtual retreat for candidates (3 days virtually, 2 days in a parish)
- Periodically worked with inquirers and aspirants regarding the Deacon Formation Program (electronically)

Finance

- Provided guidance on PPP loan – applying for, tracking tool, forgiveness application, updating on the many changes, and affiliation rules
- Provided cash flow tracking tool
- Modified offertory counting techniques – shared info obtained from parishes
- Participated with initial zoom pastor meetings

Communications

- Communicated constant changes with priests and parish staff via Facebook, Instagram, emails, etc
- Provided best practices on live streaming, social media and email marketing and website – so far has worked with approximately 14 parishes
- In collaboration with Bishop Cotta, created videos and positive content communications to parishioners
- Participated in Offertory Increase program providing communication and marketing expertise

Vocations Office

- Resources sent through email to promote Vocations in the parishes and schools
- Continued to provide monthly discernment gatherings for men who are discerning a call to the priesthood - possibly seven attending seminary next fall
- Supported the three seminarians currently attending seminary in their journey to that decision

Information Technology

- Created a fully functioning IT system at Pastoral Center to work efficiently with parishes on their IT needs
- Worked with at least seven parishes on IT needs for live streaming mass, communications to parishioners, etc
- Participated in Offertory Increase trainings providing best practices for IT

Development

- Spearhead online and text giving
- Worked with Msgr Ryan on Offertory Enhancement Program in-house
- Conducted three Zoom meetings to prepare parishes for Offertory Commitment Sunday
- Staff personally reached out to all pastors regarding their preparations for the Offertory Program
- Worked with parishes to determine who supported BMA in the past but not yet this year – sent letters for 5 parishes which increased total giving over **\$21K**
- Provided resources to parishes on fundraising best practices

School of Ministry

- Formed partnership with the University of Dayton, Ohio to offer formation classes through their Virtual Learning Community for Faith Formation
- Facilitating the virtual offering of 3 and 5-week formation classes through the University of Dayton

As One

- Provided another channel of communication between parishes and the pastoral center focused primarily on identifying parish needs
- Researched and compiled information into usable formats to support both parishes and the pastoral center
- Special projects to support the Diocesan response to the pandemic (Doodly Video, Zoom Training, etc.)

Clergy Services

- Ongoing formation for priests (and deacons)
 - Newly Ordained (5 years and less) and New Pastors
- Immigration Services for priests and sisters from other countries (for fees and the necessary paperwork)
- Safe Environment vetting for all visiting priests celebrating sacraments or preaching/teaching from other dioceses
- Support for retired priests

Hispanic Ministry

- Worked with Catholic Charities and other community groups to channel funding, information and services available to the most vulnerable communities impacted by Covid-19
- Participated in meetings with community groups and agencies, county organizations, and leaders to curb the spread of Covid-19 in the Hispanic community.
- Provided accompaniment and resources to several parish lay Latino leaders – made webinars and resources available in Spanish on how to deal with stress and anxiety and by continuing working on the V Encuentro program
- Prepared and submitted the Catholic Home Mission grant assuring funding for our Migrant Ministry Program for 2021, Latino Leadership Development program and Hispanic/Latino Youth and Young Adult program

Hispanic Youth & Migrant Ministry

- Facilitated the formation of 145 registered Quinceaneras from 31 parishes by relaying information between parents and parishes
- Hosted monthly webinars for parish youth leaders and youth groups
- Worked with migrant families in the camps to provide information and education related to Covid-19 health guidelines. Guadalupe Sisters and parish teams continued to provide catechesis and accompaniment in some parishes by calls to parents and in-person outdoor meetings

Religious Education

- Supported Diocese Resource Representatives (DRE's) and Pastors with virtual meetings on a monthly basis, reaching out personally by phone, organize support meetings with Pastors and DRE's in which guidance was offered by the Bishop and staff on celebrating the Sacraments, communication, family catechesis and moving forward during these times
- Created Family Faith Formation webpage which is updated weekly with resources for families, such as setting up an altar at home, webinars for formation and family activities to help families practice their faith at home

Family and Respect Life

- Assisted parish efforts in support of families through marriage preparation, marriage enrichment; ministry to single, divorced, widowed and separated parents; ministry to LGBT Catholics and Caring for the Whole Person Ministry
- Hosted virtual meeting of Lay Movement and Ministries with Bishop, hosted virtual Family & Respect Life Gathering and hosted virtual Caring for the Whole Person 10 hour Train the Trainer Class for Parish CWP Leaders

Liturgy & Worship

- Worship: crafting and updating diocesan liturgical protocols during pandemic
- Answering questions and helping priests/parish staff to apply state, county, and church directives to their parish situation
- Supporting RCIA coordinators/teams in getting their candidates/catechumens safely and correctly initiated
- Providing resources and information to Bishop Cotta regarding liturgical services and live-streaming of services