



# PASTORAL BULLETIN

February 8, 2017

Volume 23, Issue 2

## OFFICE OF ARCHBISHOP THOMAS WENSKI

### **New Appointments:**

- ◆ Fr. Juan Rumín Dominguez was appointed Parochial Vicar of the Basilica of St. Mary Star of the Sea effective Feb. 1, 2016.
- ◆ Fr. Adonis Gonzalez Betancourt was appointed Parochial Vicar of St. Joseph Parish effective Feb. 1, 2017.

### **Requiescat in Pace:**

† Fr. Noel Bennett, retired priest of the Archdiocese of Miami, passed away Jan. 21, 2017.

### **Save the Date:**

#### Clergy Lenten Day of Recollection:

March 10, 2017

St. Thomas University

#### Chrism Mass:

April 11, 2017 at 10:30 a.m.

With luncheon following the ceremony

#### Priesthood Ordination:

May 13<sup>th</sup>, 2017 at 10 a.m.

Cathedral of Saint Mary

#### 2017/2018 Retreat Dates:

- ◆ Oct. 9-13, 2017
- ◆ Oct. 16-20, 2017
- ◆ Oct. 23-27, 2017
- ◆ Feb. 2018 (Not yet determined)
- ◆ May 21-25, 2018

The Archdiocese of Miami Priest Convocation 2017 will take place on Sept. 19 – 21.

## OFFICE OF ARCHBISHOP THOMAS WENSKI (CONTINUED)

### Attention:

The United States Conference of Catholic Bishops has issued an alert that comes from the President and Board of Directors of the Casa Sollievo della Soferenza foundation in Rome regarding a Mr. Luciano Lamonarca, who is associated with an organization called the "Saint Pio Foundation", and who may be inappropriately using the name of the Casa Sollievo della Sofferenza for his foundation's own fundraising activities. For further information you may contact the Office of the President of the Casa Sollievo della Soferenza at [arcivescovo@manfredonia.chiesacattolica.it](mailto:arcivescovo@manfredonia.chiesacattolica.it)

## OFFICE OF THE VICAR GENERAL

### March Mass Attendance Census:

Dear Bishop / Monsignor / Father,

The 2017 March Mass Attendance Census includes the 4 weekends of March, beginning with the weekend of Saturday/Sunday, March 4-5, and concluding with the weekend of March 25-26, 2017.

Also, please remember to count the number of penitents during these four weekends.

The deadline to return the count electronically is *Monday, April 24, 2017*. We are extending one extra week due to the Easter Sunday weekend. Thank you for your cooperation in this project.

Also, thank you, in advance, for timely reporting – by electronic upload – of the data. If your staff person responsible for uploading data is not familiar with the process, they may contact Mayra Rossell in the Chancellors' office at 305-762-1220 or [mrossell@theadom.org](mailto:mrossell@theadom.org)

## OFFICE OF HUMAN RESOURCES

### HR Webinar Series for February - March:

Creating TotalComp Spreadsheet for FY2018 for Budgeting and Employee Presentation

*For Bookkeepers / HR Persons (Administrators welcome)*

Friday, Feb. 10, 2017, 10-11 a.m.; 2-3 p.m.

Thursday, Feb. 23, 2017, 10-11 a.m.; 2-3 p.m.

This session, designed for those who create budgets for personnel (administrators also benefit), will provide participants with the following information and tools:

- ◆ Excel spreadsheet with:
  - ◆ Costs of lay employees, including salary, taxes and all benefits.
  - ◆ Pre-populated database worksheets linked to VLOOKUP.
- ◆ How to use the spreadsheet for budgeting purposes.
- ◆ Tips for using the spreadsheet as a document to provide employees and educate them on their "total compensation".

For more information and/or to register, please contact [ksanchez@theadom.org](mailto:ksanchez@theadom.org).

## OFFICE OF HUMAN RESOURCES (CONTINUED)

### Introduction to Paylocity's WebTime Time-and-Attendance Software

*For New Employees (and those new to WebTime)*

Wednesday, Feb. 22, 2017, 3-3:45 p.m.

In this session employees using the WebTime time-and-attendance software will be introduced to Employee Self-Service; how to punch in and out; how to request time off and view balances; different options for punching (online, mobile, fingerprint)

For more information and/or to register, please contact [jtejeda@theadom.org](mailto:jtejeda@theadom.org).

### Paylocity's WebTime Time-and-Attendance Software

*For Bookkeeper, HR Persons and Supervisors*

Wednesday, Feb. 22, 2017, 10-11 a.m.

In this session those who process payroll as well as those approving electronic timecards will learn:

Accurate recording of timecard data and the approval process; transfer of WebTime data into WebPay by creating the batch, importing the batch, and submitting for payroll; and tricks, tips and troubleshooting glitches along the way.

For more information and/or to register, please contact [jtejeda@theadom.org](mailto:jtejeda@theadom.org).

### How to Write Effective Job Descriptions

*For Administrators and Managers*

Tuesday, Feb. 21, 2017, 10-11 a.m.; 3:30-4:30 p.m.

In this Webinar participants will learn the purpose and role of the job description; understand the job description as a tool to reinforce mission, vision, values and organizational culture; learn the components of a job description; learn to distinguish the functions from the qualifications and how to identify; learn how to write clear, succinct job descriptions that clarify role of employee and set expectations.

For more information and/or to register, please contact [lpinto@theadom.org](mailto:lpinto@theadom.org).

### Onboarding Your New Employees

*For Bookkeepers, HR Persons, Assistant Principals*

Tuesday, Feb. 28, 2017, 10-11 a.m. / Wednesday, March 1, 2017, 2-3 p.m.

In this Webinar participants will learn the step-by-step process for bringing new employees into the parishes, schools and entities:

- ◆ Forms to be completed and where they should be sent.
- ◆ What the first day of employment should look like.
- ◆ How to create the personnel folder.

For more information and/or to register, please contact [jmilian@theadom.org](mailto:jmilian@theadom.org).

## OFFICE OF HUMAN RESOURCES (CONTINUED)

### How to Hire the Best Candidate

*for Administrators and Managers*

Tuesday, March 7, 2017, 10-11 a.m.; 3:30-4:30 p.m.

In this Webinar participants will learn to: seek the best methods for replenishing our “laborers in the vineyard (a.k.a. our human resources); establish guidelines to select the successful applicant from among several applicants; plan a logical, structured, objective and consistent behavior-based interview process; hone our interviewing skills and develop techniques to evaluate the qualifications of an applicant; accomplish the above in a fair and legally defensible manner.

For more information and/or to register, please contact [jmilian@theadom.org](mailto:jmilian@theadom.org).

### **Job Fair:**

The Pastoral Center will be hosting a Job Fair at *St. Brendan High School Gymnasium*. The job fair will be held on *Saturday Feb. 18*, from *10 a.m. to 1 p.m.*

If you have a job opening and would like to participate please send a member of your leadership team to represent your entity (or if you yourself would attend).

For the purposes of recruiting, please contact Janet Milian ([jmilian@theadom.org](mailto:jmilian@theadom.org)) or Jaime Tejada ([jtejeda@theadom.org](mailto:jtejeda@theadom.org)) or call 305-762-1203 and indicate who your representative will be and his/her contact information.

## VOCATIONS OFFICE

### **Vocation Awareness Weekend – March 10-12:**

*(Please include the following announcement in your parish bulletin)*

*Vocation Awareness Weekend* is a retreat for men ages 17-35 who are seeking more information about the diocesan priesthood and seminary life. It is held on the grounds of St. John Vianney College Seminary in Miami and consists of numerous workshops, liturgies, and social events with the seminarians. Participants will have ample time to ask questions, gain an understanding of seminary life and prayerfully consider God's call.

The next *Vocation Awareness Weekend* will be held the weekend of March 10-12, 2017. If you would like to attend, please contact your parish priest or the Vocation Director, Father Elvis Gonzalez at [vocations@theadom.org](mailto:vocations@theadom.org) or by calling 305-762-1137.

You may also find a [registration](#), flyer and description of the retreat on our website at

[www.miamiarch.org/vocations](http://www.miamiarch.org/vocations).

## COMMUNICATIONS OFFICE

### **Follow the Archdiocese of Miami on Social Media:**

Please include in your Parish Bulletin

Facebook: [@ArchdioceseofMiami](#) | Twitter: [@CatholicMiami](#) | Instagram: [@CatholicMiami](#)

## OFFICE OF YOUTH AND YOUNG ADULTS MINISTRY

### **V Encuentro for Hispanic Ministry:**

All parishes are invited to participate in the V Encuentro, which is a four-year process of missionary activity, consultation, leadership development and identification of best ministerial practices to serve the fast-growing Hispanic population.

Pastors and other leaders of groups that will hold their own Encuentro are asked to submit a completed [Parish/Group Encuentro Registration Form](#) to [rbanich@theadom.org](mailto:rbanich@theadom.org). Please take note of the Parish Team Training dates and locations:

Feb. 4 (9 a.m. – 3 p.m.) Bilingual at Archdiocese of Miami Pastoral Center

Feb. 18 (9 a.m. – 3 p.m.) Bilingual at Archdiocese of Miami Pastoral Center

Feb. 21 & 22 (7 p.m. - 9:30 p.m.) Bilingual at Immaculate Conception Parish\*

\* This is a two-part training; must attend both nights

For more information, please contact Rosemarie Banich at 305-762-1189 or at [rbanich@theadom.org](mailto:rbanich@theadom.org).

Finally, please save the date of Saturday, Oct. 7, for the Archdiocese of Miami's Encuentro celebration, to be held at Immaculate Conception Parish.

### **Office of Youth and Young Adult Ministry News:**

The journey to *World Youth Day 2019* in Panama has begun. All interested in journeying to Panama with the Office of Youth and Young Adult Ministry are invited to attend an information session on one of the following dates (all info sessions are held at the Pastoral Center Coleman Carroll Conference room):

Thursday, Feb. 23 at 7 p.m.

Sunday, Feb. 26 at 1 p.m.

The next *Encuentros Juveniles* retreat will be offered April 28-30 at the Youth Center. All girls between the ages of 16 and 24 are invited to attend. Contact *Encuentros Juveniles* at 305-762-1192 for more information or to register.