

DIOCESE OF VENICE
IN FLORIDA

LAY PRESENTER'S GUIDE

2017

CATHOLIC FAITH APPEAL

Office of Stewardship & Development

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THANK YOU!

Thank you for being a lay presenter for your parish! If you have been asked to speak, it is an honor, it means that your pastor thinks highly of you and your abilities to speak to the congregation.

Thank you for your time, commitment and all you do for your parish and the Catholic Faith Appeal.

WHAT YOU ARE ASKED TO DO
AS A LAY PRESENTER

1. MEET WITH YOUR PASTOR OR PARISH CHAIRPERSON
2. CALL AND VISIT A SERVICE AGENCY OR PROGRAM
3. WRITE A 5-6 MNUTE PRESENTATION
4. PREPARE AND PRACTICE YOUR PRESENTATION
5. MAKE YOUR PRESENTATION ON SATURDAY, FEBRUARY 11 OR SUNDAY, FEBRUARY 12 (unless otherwise instructed by your Pastor)
6. CONDUCT THE IN-PEW COLLECTION IMMEDIATELY FOLLOWING YOUR TALK

SUGGESTED AGENDA FOR MEETING WITH YOUR
PASTOR OR PARISH CHAIRPERSON

Upon completing the training session, each presenter is asked to schedule a half-hour meeting with their Pastor or Parish chairperson. Here are some suggested topics for discussion:

- 1) Discuss with the Pastor or chairperson what you have been asked to do as a lay presenter.
- 2) Ask what suggestions they have for writing your talk. Does the Pastor have a copy of a CFA sermon for either this year or prior years that he would share with you?

- 3) Ask how the Pastor or other Priests will introduce you at each Mass. The ideal is to have the Pastor or celebrant introduce the lay presenter at each Mass. Bring with you a brief introduction of yourself and give this to the Priest to use as a guide.
- 4) Find out at which Masses you are expected to give your presentation.
- 5) Be sure of when you are to speak at Mass. The best time to speak is after the Gospel perhaps after a brief reflection by the celebrant, or after Holy Communion.
- 6) Find out who the celebrant will be at the Mass at which you are speaking. Make sure, particularly if it is a visiting priest, that he knows that you are going to give a substantial presentation and conduct the collection (the pastor should notify him well in advance).
- 7) Find out who the lead usher will be at each of the Masses at which you will speak. Coordinate with the usher the stocking of pews with pledge cards, envelopes, and pencils and the mechanics of the procession or collection. Arrange a signal for the collection so that they will not rush the process. Also make sure the music director is aware of your speech so that music does not start before you are finished.
- 8) Arrange with the pastor a chance to practice in Church from the pulpit sometime before you give your presentation.

WHAT IS THE CATHOLIC FAITH APPEAL (CFA)?

The CFA funds the programs and ministries within the Diocese of Venice:

- Social Service to the needy in our diocese.
- Catholic Education through our schools and religious education programs.
- Religious activities beyond the reach of individual parishes, such as respect life programs, peace and social justice, etc.

Make sure that people know that their gift will benefit your parish and that all gifts over your parish goal will directly benefit your parish. For a complete list of what is funded through the Appeal, refer to the end of this booklet. It is not a discretionary fund for the Bishop, but to support Diocesan programs and charitable works

There are many people that do not understand why we have an annual appeal. Every parish is assessed their fair share of the expenses of running the programs and ministries of the Diocese.

The annual Catholic Faith Appeal is an effort to ask every Catholic family in every parish in this Diocese to help their parish raise its share to help fund the pastoral, outreach, and social service efforts of our local Catholic Church that extend beyond individual parish boundaries. It also funds the administrative services that are available to our parish.

These area-wide efforts breakdown into these basic categories:

Religious activities
Education programs
Social Service for the poor
Support our missions and poor parishes
Administrative Services of the Diocese

So, this year, your gift is needed to:

Feed the hungry	Comfort the afflicted
Reach out to the least among us	Share our Catholic faith
Shelter the homeless	Welcome the stranger
Protect and strengthen our parishes	Help our poorer parish

What is the best way to express your message?

Tell stories! Why is it so easy to remember parts of the bible?

In Genesis: We remember the serpent talking to Eve in the Garden. We remember Eve handing the fruit to Adam.

In Exodus, the burning bush, the staff that turns into a snake, manna raining down from heaven, water from a rock, the parting of the red sea.

Jesus taught with parables. The Gospel writers gave us images of Jesus walking on the water, multiplying the loaves and the fishes. We remember these because they paint vivid pictures in our minds. They capture our imagination; they have a plot, drama, intensity. They are told in story form.

What experiences can you bring to life for your audience? What will be the focus of your talk? What is funded by the Catholic Faith Appeal that is important to you? If it is Catholic Charities, go visit a site and find a few good stories you can share. If it is respect life, call the Respect Life Office at the diocese, or talk to someone in your parish programs and get a good story you can tell.

What makes a "good" speech? A good speech is made when the person is fully prepared and is delivered with conviction. A presenter should fully believe the words they say are true and speak from the heart.

Practice your speech and know it well. You can take notes with you, have bullet points to keep you on track, but do your best to know it well enough that you don't have to read it. You will be speaking for seven minutes or less. The congregation is giving you a gift of their time. If you want your audience to believe you, you don't want to read it from a paper; it should flow. You should spend time on your speech. Tape your speech and listen to it in the car going back and forth to work. Another great reason to tell stories as they are easy for you to remember as well.

Practice your speech before your family; go to church when it is empty and give it to an empty room. Make sure you know when you are to give your talk, and if it involves ushers (if you are taking up an in-pew collection) make sure they know what you are doing. Being well-prepared is the best thing you can do to cut down on nervousness, and keep you from adding verbal graffiti such as, "ah, uhmm, like, you know," throughout your talk.

Describe the Needs

Each year our Catholic Charities Offices receive more and more requests for aid from people who have never needed help before.

Ask people who have given in the past to increase their gift, if they can. "If your family has been blessed this year, please consider making a larger gift to the CFA."

Making the Request to Give

In fundraising there is an old expression, "if you don't ask you don't get." It is important that you ask for people to give and to be generous.

You are in good company. Remember that Jesus asked us to take care of the poor, feed the hungry, clothe the naked. He didn't apologize for asking either! He taught us to take care of each other. (Love your neighbor as yourself). The job you are doing for your parish and the diocese is a great expression of your own faith. We are grateful for your help.

It is important that you conduct an "in-pew" collection immediately following your talk. Arrange this ahead of time with the ushers so that they will know how much time you need.

Here's how it works:

After you give your talk, say,

"I'd like to ask you to join me now in showing your support for our parish and the Diocese. At the end of your pews you will find three things:

1. Pledge cards
2. Envelopes

3. Pencils

Please pass them through the pews so that every family has one of each. *(Make sure you give them time to do this.)*

There are four ways that you can fill out the card:

1. Make a gift. This can be done by check or credit card.
2. Make a pledge. By making a pledge you can spread your gift throughout the year. You can pay by credit card, direct debit or by requesting statements.
3. If you have already given to the Appeal, thank you! Please check the appropriate box saying that you have already given.
4. There is also a box for you to check if you are unable to give this year.

Please fill out both sides. When you are finished, you can put your pledge card in the envelope for the ushers to collect."

At this time, fill out a card yourself so that you can gauge how long it will take. It will seem like a very long time, but that is just your nerves! Then signal the ushers to collect the cards. Conclude by thanking them on behalf of both your parish and diocesan family.

Sample Lay Witness Talks

Sample Script #1

Good morning. My name is _____ and I am a member of (parish name). I'm here to speak to you today about our parish involvement with the Catholic Faith Appeal, also known as the CFA. Having accepted the invitation to do this, I decided that it would be a good idea to learn a little more about what the CFA is and how it affects our own parish. As I was preparing my talk, two key questions came to mind.

First, why do we need the CFA? Can't we do the same things in our own parish through our own ministries? The answer to this question is an emphatic no. While we have hardworking, talented staff and volunteers in our parish who give their time and talent in many ways, we cannot match the efforts of the hundreds of hardworking volunteers and full-time staff of dedicated professionals who provide Diocesan services.

Let me share a few ways that the CFA serves us:

The Department of Education provides educational direction for our fourteen Catholic Schools. Their office oversees the spiritual formation and academic needs of 4,086 students in our Catholic schools and also provides training and resources for volunteer catechists and

directors of religious education for the thousands of students attending public schools who receive religious instruction and sacramental preparation through their parishes.

The CFA supports our permanent diaconate and our Diaconate Formation Program. As of December, there are thirty-two (32) active deacons in the Diocese and nine (9) diaconate students in formation. Deacons have parish liturgical duties such as officiating at weddings, baptisms, funerals, assisting at Mass, and conducting prayer services, and administering sacraments. They serve as hospital and prison chaplains, campus ministers, police and fire department chaplains, as well as Diocesan department heads and temporary parish administrators when needed.

A full 15% of the CFA goes to support the work of Catholic Charities, which also relies on additional fundraising efforts. In 2016, Catholic Charities served more than 40,759 individuals and families in need through 38 programs. Programs include providing direct aid, tutoring, HIV/AIDS assistance, elderly outreach, assistance to the homeless, and many more.

The Respect Life Department provides hope and inspiration in the promotion of respect for all human life, from conception to natural death, including care for those with disabilities and our elderly. Whether it is counseling, material goods, referrals or information that is required, they are there to reach out to those in need and to support respect life projects and agencies within the Diocese.

The CFA supports the work of the Peace and Social Justice Office which organizes volunteers throughout the Diocese to lobby Congress for adequate funds for poverty programs, minimum wage, environmental, housing and immigration issues, debt relief and foreign aid to developing countries.

These are just a few of the many programs that benefit from the CFA.

Our parish shares in the cost of all of these programs through the Catholic Faith Appeal. Once we meet our assessment goal from the Diocese, our parish directly benefits from all additional funds. Supporting the CFA is a great way to make one pledge and benefit programs to outreach to people right here in our own Diocese. Every gift will be credited to our parish goal of \$_____.

Our parish has a reputation for generosity, and (pastor) and I offer our sincere thanks for what you have helped to make possible in past years. Although every gift will be different according to our individual means, we hope that we can get 100% participation from every family in the parish. Please consider making a pledge that can be paid throughout the year.

(AT THIS TIME RUN THE IN-PEW CAMPAIGN!)

Thank you for you sharing your resources with our larger Catholic family, and for giving me your attention this morning.

Sample Script #2

Good Morning. My name is _____ and I am a member of (parish name). I'm here to speak to you today about our parish involvement with the Catholic Faith Appeal, also known as the CFA. Let me share a few ways that the Appeal serves us:

- Approximately 20% of this CFA goes to religious education. Some of it subsidizes our schools, some supports the Department of Education, which supervises not only our Catholic schools, but also our Department of Religious Education, which oversees the religious formation of almost 13,198 students who attend public schools. In addition, our Youth and Young Adult programs are reaching out to thousands of teens and young adults to keep them engaged in their faith.
- Today we have 20 seminarians. Eight years of prayer, study and formation are demanded of a young man before he is ordained as a priest of the Diocese of Venice, requiring an investment of over \$65,000 per year for every seminarian by the Diocese.
- We have 59 religious sisters working the diocese. Some work for our parishes, but many work in diocesan programs, such as health clinics that serve the poor, or as teachers of religious education in our poorer parishes and missions. They tutor children in after school programs.
- We produce a TV Mass for shut-ins, which is watched by thousands each Sunday throughout the Diocese on air time purchased by the Diocese.
- Our Respect Life office has their work cut out for them. One of the largest abortion facilities in the US has a presence within the Diocese. With a huge elderly population, the threat of assisted suicide is great, along with the need for education on making good medical decisions. Educating people about the Church's teaching on ending the use of the death penalty is a challenge in a state that ranks in the top three for executions. Respect Life office promotes education on the life issues and organizes prayer initiatives such as the 40 Days for Life campaign, prayer vigils and execution prayer services. They also run Project Rachel with one-day retreats and support groups through this program to help women heal from abortions. They organize an annual trip to Tallahassee to meet with state legislators about issues regarding respect life, social concerns, health and education.
- Of course Catholic Charities, which is the main charitable arm of the diocese, helps more than 40,759 people a year through all kinds of programs including:

Assistance for adoption, counseling, disaster response, early education, senior services, financial assistance and food pantries, HIV/AIDS ministries, housing assistance and counseling, immigration services, migrant assistance, services for mothers and children, mentoring and after-school tutoring, refugee services, School

on Wheels, the Sugar Bowl Fund and special projects such as summer youth camps, back to school assistance, and holiday food baskets and gifts, and much more.

The Catholic Faith Appeal is about supporting our Faith, strengthening our Church, and teaching the Faith to our children.

If like me you feel especially blessed, I ask you to contribute to this appeal as much as you possibly can, even if it requires a sacrifice, to help us grow as a Church, teach the Faith, and assist the needy. Together, we can help keep the light of Faith shining bright in Southwest Florida.

Thank you.

What is funded through the CFA?

Diocesan Outreach and Programs: For additional information on the following, please call the Office of Stewardship and Development Office at (941) 486-4719.

Eighteen (18) missions, parishes, and convents located in poorer areas of the Diocese are supported through the CFA.

Haitian Apostolate: Organizes the annual Haitian Mass and other events, as well as working with Haitian priests in the Diocese.

Hispanic, Migrant and Spanish Speaking Ministries:

Masses are offered in Spanish in 32 communities to the Spanish speaking parishioners in the Diocese. The goal is to meet the needs of the people both materially and spiritually. For example, counseling, information on jobs, and referrals to health agencies are offered. Central to this goal is supporting families, encouraging the up-bringing of children in the Catholic faith and instilling Christian values.

Peace and Social Justice Office coordinates parishioners from throughout the Diocese to advocate for peace and social justice for all. Advocates petition Congress for adequate funds for poverty programs, minimum wage, mental health, environmental, housing, and immigration issues, and communicate with Congress to seek debt relief and foreign aid to developing countries. During the past years, contacts made by hundreds of our Advocates with their lawmakers helped with the enactment of a major national farm bill thus preserving the enormous food program targeted for the poor in the U.S. and in Third World nations. For up-to-date information on the activities of the Peace and Social Justice Office, call (941) 484-9543.

Respect Life Department: Its mission is to promote respect for all human life, helping people to accept life as a gift from God, treasured from conception to natural death, regardless of appearance, size, level of development, environment or degree of dependency. The ministry is dedicated to the cause of life through four approaches: prayer, education, public policy and pastoral care. Issues of concern include: stem cell research, abortion, euthanasia, death penalty, natural family planning, and persons with disabilities and human trafficking. Individuals and groups are encouraged to participate in daily prayer and efforts such as 40 Days for Life, prayer vigils at abortion facilities and parish holy hours. Speakers address issues to youth and adults in schools, parishes and organizations. Assistance is provided to pregnant women and their pre-born children through Gabriel Project and Pennies for Babies, to women and men who have been touched by abortion through Project Rachel and Rachel's Vineyard and to those facing difficult end of life decisions through "Decisions for Living" programs. Public policy issues are addressed through action alert networks and visits with legislators.

Child and Youth Protection: This program develops and oversees Diocesan Safe Environment efforts including victims' assistance, proactive pastoral strategies, preventive measures, codes of conduct and healthy environment training.

Safe Environment Program: Awareness Training and Certification. Part of the Diocese's continuing effort to provide a welcoming and healthy environment for all those served by the church, especially children and the adult vulnerable. It is mandated for all employees; clergy, religious, lay, and those volunteers who have contact with children and the vulnerable. Safe Environment training is also offered for all parents and children in religious education programs and Catholic schools. It includes child-abuse prevention education, age-appropriate training programs for youth, screening and evaluation of employees and volunteers of the Diocese of Venice.

Sunday Mass for TV and Ministry to the Homebound: For the homebound, elderly, hospitalized or incarcerated, and unable to attend Mass at a local parish, the Diocese of Venice Communications Department provides a televised Catholic Mass Sunday mornings. The televised Mass is videotaped at various parishes in the ten county Diocese along with the parish priests, musicians and parishioners. In the counties of Sarasota, Manatee, Hardee, Desoto and Highlands, the Mass airs on the CW Network at 9:30 a.m. In the counties of Lee, Collier, Charlotte, Glades and Hendry, the Mass airs on FOX4 at 10:30 a.m. The Mass can also be viewed on the Diocese website at www.dioceseofvenice.org/tvmass.

Office of Worship: The Office of Worship assists the Bishop, the primary liturgist of the Diocese, in guiding the faithful in liturgical worship. With the assistance of the Diocesan Liturgical Commission they help to support the liturgical needs of the Diocese. This is accomplished through liturgical formation, providing leadership and direction for the development of liturgical celebrations, prayer, music and the arts. This office also promotes liturgical formation to clergy and parishes through workshops, ministry guidelines, seasonal newsletters, implementing liturgical changes and answering questions parishes may have relating to liturgy.

Office of Evangelization: The mission of the Office of Evangelization is to infuse the Spirit of the Gospel into all corners of Diocesan life; homes, parishes, schools, prisons, workplaces, and all of society so that every person in the Diocese can draw closer to Our Lord Jesus Christ in the Catholic Church. Areas of outreach include, youth and young adult, conferences for men, for women, and on apologetics, marriage preparation and enrichment, programs for divorced and separated Catholics, the bereaved, helping the homebound, reaching out to interested non-Catholics and non-practicing Catholics, and to those in prison we bring the Sacraments, Catechesis, and Bible studies.

Programs of Catholic Charities, Diocese of Venice, Inc:

Catholic Charities is a leading provider of social services in the private sector. Ninety-four percent (94%) of every dollar goes toward its programs. It is also nationally accredited assuring that it meets best practice standards. In addition to support from the Catholic Faith Appeal, Catholic Charities relies on additional fundraising, grants, and events to fund its important work.

With your support, in 2016 Catholic Charities served more than 40,759 of your neighbors in need through 40 programs in the following ways:

- Assisted families, children and elderly individuals in economic hardship by providing social services including direct assistance, food, clothing, prescription medications and case management.
- Promoted freedom of opportunity for immigrants and migrants by assisting them with the compliance of US Government regulations.
- Provided professional counseling and addiction services to individuals and families in crisis.
- Served hot lunches for homeless individuals and migrant workers through the Casa Maria Soup Kitchen.
- Opened an emergency shelter for homeless children and families.
- Provided case management, direct assistance and job employment to veterans.
- Offered educational support, tutoring and life skills to children and adults through one-on-one tutoring and group classes.
- Sponsored refugee families in their resettlement and provided job training, placement and employment status for refugees.
- Supported refugee youth and their families with linkages to educational services.
- Provided professional, compassionate HIV/AIDS supportive social services and education to infected and affected family members.
- Provided foreclosure & housing counseling and home ownership classes to families.
- Encouraged birth mothers, homeless mothers and their children on the road to self-sufficiency.
- Provided quality day care and early childhood learning experiences for struggling families.
- Provided elderly outreach and elderly in-home services to clients.
- Provided intensive case management services to families who were victims of human trafficking.

- Provided mentoring for vulnerable female and male youths.
- Provided affordable housing to birth mothers and infants/toddlers.
- Provided affordable and specialized housing to veterans, farmworkers, poor and needy, birth mothers and infants.
- Provided low to medium income families with affordable housing.
- Through Catholic Charities Housing there are plans to develop additional housing units for special needs populations.
- Managed housing corporations that develop clean, safe, affordable housing for working poor, low income and farm workers.

In addition, the Diocese of Venice has 10 HUD senior affordable housing complexes that are managed by a professional management company. The Diocese of Venice provides affordable senior housing to 644 residents aged 62 or older. The housing complexes are located throughout Manatee County, Sarasota County, Charlotte County and Lee County.

Education

Recognizing the importance of the teaching mission of the Church, the Diocese of Venice Department of Education includes the Office of Schools, Office of Catechesis, and the Institute for Catholic Studies and Formation. Diocesan efforts in ongoing faith formation clearly underscore that spiritual growth is a lifelong process, starting with our youngest Catholics in pre-school programs to our adult learners at the Institute. The Catholic Faith Appeal supports these efforts for all ages throughout the Diocese.

The Office of Schools serves over 4,086 students at 14 Catholic schools, including ten parish elementary schools, three high schools, and one school for students with special learning needs. All are accredited, demonstrate successful current teaching methods, and use effective technology. Teachers are state certified, with religion teachers certified through Diocese. Several schools within the diocese are implementing STREAM (Science, Technology, Religion, Engineering, Arts and Mathematics) programs to prepare our student for the future. Our schools are truly places where Catholic identity permeates a superb education, resulting in superior SAT, ACT, and national test scores, "advanced" ranking on a national test of knowledge of the faith, and record-breaking college scholarships.

The Office of Catechesis supports and implements policies for religious education carried out in Catholic schools and for almost 18,175 children and adults in parish religious education programs of the Diocese of Venice. This Office oversees the following:

- **Leadership Development:** The formation and support of catechetical leaders including those who coordinate the RCIA.

- Religious Education Programs: The development and overseeing of programs children, adults and Catholic school teachers.
- Certification: The formation of more than 1,458 catechists.
- The planning of the annual Catechetical Day, professional development workshops for catechists, and new Catholic school teachers.

The Office of Youth and Young Adult Outreach assist young people in growing closer to Jesus Christ and His Church by providing guidance to parish based youth programs and organizing Diocesan wide events and pilgrimages. The office offers annual training opportunities to adults who work with teens as well as direction in best practices for youth evangelization. Efforts have expanded to include outreach to scouts, students on college campuses, and young Catholic professionals. With annual trips to the March for Life, international pilgrimages to World Youth Day, Theology on Tap, NET Retreats, the Diocesan Youth Rally, and more, young people of all ages are provided with fun, exciting, faith filled activities year-round.

The Institute for Catholic Studies and Formation The Institute for Catholic Studies and Formation facilitates the need for both post-secondary professional development as well as a growing desire on the part of Catholic adults for comprehensive, systematic and life-long adult faith formation. As a formative body, the Institute offers laity multiple opportunities by which they can pursue a deeper relationship with Jesus Christ through an understanding of Scripture, Tradition, and the Magisterium culminating in the Catechism of the Catholic Church. Coursework and workshops are based on authentic Catholic teaching delivered in a variety of instructional methods including: classroom, distance learning, on-site parish presentations and diocesan-wide video-conferencing. In the area of post-secondary education, the Institute offers professional development including prerequisite and Master's level courses leading to a Master of Arts in Catechetics and Evangelization Degree from Franciscan University of Steubenville, as well as a diocesan diploma program for those wishing serious study without pursuing a degree.

Our Lady of Perpetual Help Retreat and Spirituality Center: A place full of God's peace and beauty, which encourages men and women to develop a deeper relationship with the Lord. The Anne Mayer Conference Center serves as a multi-purpose building and accommodates 150 persons. Activities include weekend retreats for families, catechists, pastoral ministers, and various parish organizations, as well as day retreats, days of reflection, workshops, and seminars for many Diocesan organization, school, churches, and leadership teams. Overnight accommodations are provided in villas, each with a meeting area and small kitchen.

Vocations

In addition to the following, the CFA supports continuing education for priests and supports our elderly priests.

Office of Vocations and Seminarian Formation: This Office has three primary functions: promoting vocations in the Diocese, assessing and evaluating candidates who present themselves for consideration for the priesthood, and overseeing the human, spiritual, academic, and pastoral

formation of seminarians. It is tasked with attracting young men and women to pursue vocations by implementing promotional activities that invite mature, well-adjusted candidates to religious life, and assisting them to discern their specific vocation in a positive, supportive, and Christ centered environment. For additional information on Vocations please visit www.DioceesofVenice.org/vocations.

The Office For Religious provides support, organizes and coordinates ongoing education including events throughout the year for approximately 62 sisters, 15 brothers and religious order priests serving in the Diocese. They are involved in many ministries in our parishes and schools throughout the Diocese, including pastoral ministries, religious education, health and cultural events.

Permanent Diaconate and Diaconate Formation:

Deacons play a valuable role in assisting our parishes in the Diocese and several diaconate students are currently in formation. Deacons have parish liturgical duties such as officiating at weddings, baptisms, funerals, assisting at Mass, conducting prayer services, and administering sacraments. They serve as hospital and prison chaplains campus ministers, police and fire department chaplains, as well as Diocesan department heads. (For personal testimony, speak to your parish deacons).

Tribunal: The mission of the Marriage Tribunal is to assist the people of God in matters concerning their rights and duties under the law of the Church. The Tribunal handles issues relating to marriage, i.e., dispensations and annulments, as well as providing advocates to assist those going through the annulment process.

Administrative Services of the Diocese of Venice

The mission of the Church is to continue the work of Jesus Christ. For the Church in the Diocese of Venice to do this requires the support of more than 1000 employees in the schools, parishes, and Catholic agencies within our ten counties. Income to cover the administrative work of the Church is needed. Parishioners are the primary source of support. Your generosity enables the continuation of the work of the Lord. Thank you!

Bishop's Office: Bishop Frank J. Dewane is the Shepherd for the Catholics in Southwest Florida. He is responsible for all pastoral care, administrative matters, as well as judicial decisions.

Vicar General's Office: Msgr. Edward McNamara participates in the executive (administrative) governance of the Diocese of Venice.

Chancellor's Office: Dr. Volodymyr Smeryk. Dr. Smeryk's role is to assist the Bishop in overseeing the administration of all Diocesan Catholic Center departments and Diocesan policies. He also performs duties required by Canon Law. He serves as liaison to the Bishop and as his representative to various Diocesan entities.

Communications Department: The department provides a wide range of services such as public relations, crisis communications, media relations, a weekly diocesan newspaper (The Florida Catholic), the diocesan web site, and diocesan pastoral bulletin (The Mustard Seed). It is an informational source for the parishes.

Office of Information Technology: Its mission is to assist diocesan departments, agencies, parishes and schools with the implementation, maintenance and use of information technology, and to enable people to perform their ministries more effectively and efficiently through the use of technology.

Finance Department: The Finance Department is responsible for the oversight of the finances of the Diocese and provides the Bishop with financial reports and services to direct the fiscal management of the Diocese. The Diocese Savings & Loan Program is also administered by the Finance Department.

Internal Financial Services Department: To provide financial advisory and consulting services to all parishes, schools, missions, and other Diocesan entities. This includes Diocesan Financial Policy and Procedures, payroll and financial reporting, budgeting and other accounting/bookkeeping issues. Oversee certification program for parish bookkeepers. Conducts training and workshop sessions for financial administrators of all Diocesan entities. Coordinates financial reviews for Diocesan entities with CPA firms and performs follow up and operational reviews of Diocesan entities. Provides other assistance and service to Diocesan entities and the Diocese.

Human Resources Department: An internal resource in providing a full scope of human resource services for Diocesan entities such as policy design and interpretation, disciplinary procedures, mediation process, recruiting strategies, leadership training, performance appraisal and regulatory compliance issues. Background screening for priests, religious, all employees and all volunteers is handled through the HR Department. In accordance with Florida legislation which became effective July 1, 2007, all background screening is conducted via electronic digital LiveScan which produces results within 2448 hours for the convenience of all diocesan entities, employees and volunteers.

Legal Department: Serves as a resource to all of our parishes, schools and Catholic agencies in legal matters; to assist the administration in risk management issues, formulation and implementation of related policies

Office of Stewardship and Development: To coordinate efforts of the parishes of the Diocese in their CFA campaigns and assist parishes with their individual parish needs in regard to fundraising, stewardship and planned giving efforts. In addition, this office organizes Stewardship Day Conferences and is a resource to the Catholic schools in their development efforts.

THANK YOU.