

DIOCESE OF SUPERIOR

WORKSHOP & DAY OF APPRECIATION

Intended Audience:

Parish and School Secretaries, Administrative Assts. & Book-keepers

Pastors, Parish Life Coordinators, Principals, Parish Directors and Parish Business Managers are also welcome.

Thursday, April 28, 2016

10:00 – 3:00 p.m.

Turtleback Golf Course and Conference Center

1985 18 ½ St

Rice Lake, WI 54868



Agenda for the Day:

9:30 a.m. Gathering and Refreshments

10:00 a.m. Welcome, Introductions & Opening Prayer

10:15 a.m. Spirituality of Secretaries and Book-keepers (Christine Newkirk & Peggy Schoenfuss)

Parish and Diocesan Partnership:

10:45 a.m. Communication with the Bishop and Other Diocesan Staff Members (Pat Wildenberg)

11:00 a.m. Cemetery Record Keeping /Perpetual Care and SAQ (Richard Lyons)

11:30 a.m. Sacramental Record Keeping, Chancery Mailing, Diocesan Website (Deb Lieberg)

12:00 a.m. Recording Mass Intentions, Diocesan Employment Forms, Payroll, Record Retention (Cindy Gronski)

12:15 p.m. Employee Benefits and ACA Reporting (Bernadine Kroseman)

12:30 p.m. Appreciation Lunch Buffet

Focus Groups:

1:15 p.m. The afternoon session will be primarily a Q&A for specific groups to clarify areas of responsibilities pertinent to each role and while Diocesan Staff all available to answer particular questions not covered in the morning sessions. There will be a diocesan staff person in each session to answer questions and to help facilitate group sharing and networking with each other.

A. Parish Secretaries & Book-keepers (Chris Newkirk, Cindy Gronski, Bernadine Kroseman)

B. Principals, School Secretaries & Book-keepers (Peggy Schoenfuss and Sue Steckbauer)

C. Pastoral Leaders (Richard Lyons, Pat Wildenberg, Deb Lieberg)

3:00 p.m. Closing Prayer and Departure



There is **NO FEE** for this workshop, but please register so we may plan accordingly for lunch.

Please register **NO LATER THAN April 15, 2016** by returning the slip below, or by contacting

Natasha Deneau, Administrative Assistant

at

715-394-0212 or ndeneau@catholicdos.org

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Workshop/Appreciation Day—April 28, 2016

Name(s): _____

Category: (Circle all that apply): Parish Secretary School Secretary Administrative Asst.

Pastoral Leader Bookkeeper Business Manager Principal

Parish: _____ City: _____

E-mail: _____

Mail, by April 15, to:

Workshop/Appreciation Day
Attn: Chris Newkirk
P.O. Box 969
Superior, WI 54880