



# The Cincture

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### FROM THE VICAR FOR CLERGY **BEST PRACTICES**



What are some of the things you are doing at your parish that are working? How can we learn from each other?

Let me share a few best practices that I used

during my time as a pastor:

- I met once a week with my associate pastor to review schedules and discuss ideas.
- I made it a point stop by each staff member to check-in, sometimes for just 2 minutes.
- I walked the halls of school, both during the school day and during religious education classes and greeted kids.
- I walked around and greeted people at the fish fry, pancake breakfast, school auction and parish events.

Fr. Carrol Straub, the first pastor I worked with at St. Alphonsus, gave me a very simple but important bit of advice – he said show up. He called it a ministry of presence. He said people might not remember your homilies or your teachings, but they will always remember that you showed up during their time of need or to show that you cared.

I hope you fully understand the power of your presence. It is a way to show our support, to show we care and to say to others you are important. Archbishop Dolan was the master at working a crowd. He would greet and shake hands with everyone in the room before he left. He knew the importance of the ministry of presence.

Your ministry does not need to be perfect – you simply need to show up!

*Fr. Jerry Herda*

### FROM THE DIRECTOR OF PRIEST PLACEMENT AND PERSONNEL

## MOST REQUESTED QUALITIES OF PASTORS OR PARISH DIRECTORS



Whenever there is a pastoral transition about to take place at a parish and a new pastor or parish director is about to be appointed, we conduct a parish consultation with the pastoral

council leadership and staff. The aim is to tell them about the priest placement process and how the Placement Board works to arrive at recommendations for the archbishop.

As part of that consultation process, we ask the participants to engage together in small

► **QUALITIES (continued from page 1)**

groups to respond to questions about their parish and their prospective priests or parish directors. One of the questions we ask is to identify five important qualities they wish to see in their next pastor or parish director. The results are interesting and often relate to what they have valued

about their recent pastors, or conversely, what qualities they wish to see enhanced in the next.

For this article, I thought it would be interesting to take all the responses to this question over the last two years and see what overall themes developed as a

whole. Here are the results, based on 24 parish gatherings. I combined some of the similar themes together into specific groupings to make it easier to categorize their comments. There were 261 overall qualities listed.

*Rick Tank*

## 5 IMPORTANT QUALITIES YOU WANT TO SEE IN YOUR NEXT PRIEST OR PARISH DIRECTOR

■ **“A welcoming, approachable presence (personable, available, visible)”** – 29 mentions (11%)

■ **“A Spiritual person, pastoral, and helps us to grow spiritually”** – 23 mentions (8.8%)

■ **“Well prepared and delivered homilies (challenging and relatable)”** – 21 mentions (8%)

■ **“Administrative skills, able to run a business, understands finances, organized”** – 17 mentions (6.5%)

■ **“Good presence and support for youth (schools, religious education)”** – 16 mentions (6.1%)

■ **“Communication skills, understands technology and social media”** – 16 mentions (6.1%)

■ **“High energy, energetic, enthusiasm, motivates, engaging”** – 16 mentions (6.1%)

■ **“Genuine, authentic, good character, self-aware”** – 11 mentions (4.2%)

■ **“Sense of humor, likes to have fun”** – 10 mentions (3.8%)

■ **“Collaborative, willing to work with others on staff and other parishes”** – 10 mentions (3.8%)

■ **“Trusts and supports staff, empowers, not a micro manager, team player”** – 10 mentions (3.8%)

■ **“A leader, decision-maker, address issues head-on”** – 9 mentions (3.4%)

■ **“Visionary, helps us reach our vision, has a vision”** – 7 mentions (2.7%)

■ **“Open minded”** – 7 mentions (2.7%)

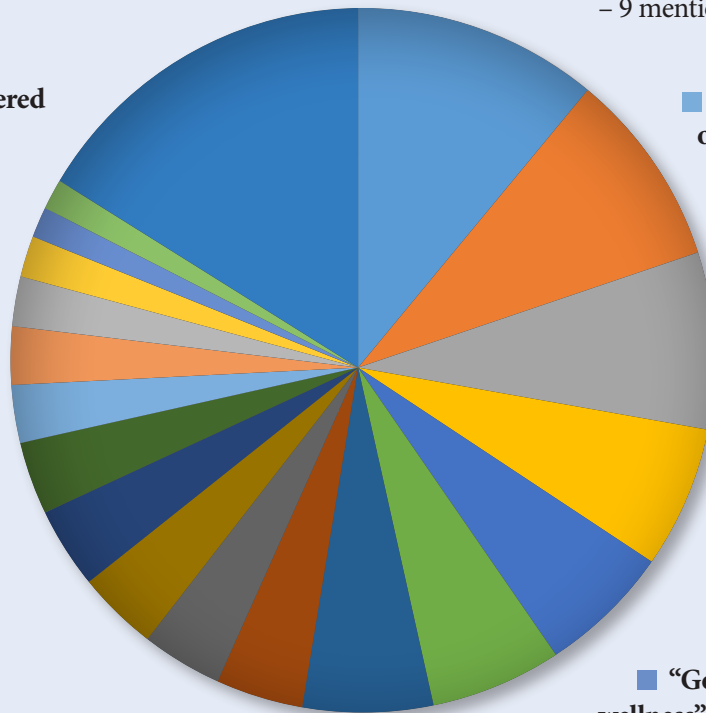
■ **“Good listener”** – 6 mentions (2.3%)

■ **“Focus on people and faith, not business”** – 5 mentions (1.9%)

■ **“Good Health, models wellness”** – 3 mentions (1.5%)

■ **“Delegates appropriately”** – 3 mentions (1.5%)

■ **Other assorted and diverse qualities** – 16.1%



FROM THE DIRECTOR OF PARISH & SCHOOLS  
HUMAN RESOURCES/PERSONNEL

*Employees Need Feedback:*

## EVALUATING STAFF AND DEVELOPING PERFORMANCE IMPROVEMENT PLANS

Each day allows us the opportunity to bring focus and clarity into our lives.

As parish and/or school leaders, please take time to reflect and assess your staff. This is especially important for contract principals and teachers in terms of their job performance. Evaluate skills that make your work place and co-workers excel. Communicate and celebrate the light in each person.

AND identify areas that need to be improved.

Contract employees not meeting expectations must have a written Performance Improvement Plan (PIP) otherwise the person will be on staff next year.

PIPs must list:

- Facts of poor performance and/or missed opportunity,
- Specific performance expectations,
- Clear and concise action plan outlining goals with a timeline,
- Scheduled feedback sessions,
- The statement, "Failure to make the require improvement in the areas identified may lead to termination and/or non-renewal for the 2018-2019 school year." And
- Employee and employer signatures with dates.

Please help your staff grow by affirmation and coaching.

For more information, contact Catherine Gryniewicz, gryniewicz@archmil.org or (414) 769-3370 to set up an appointment with Catherine and your respective associate superintendent if you need help.

*Catherine Gryniewicz*

*Join Us -*

## PASTORS TOOLBOX WITH THE LEADERSHIP ROUNDTABLE

Vicar for Clergy office, in collaboration with Sacred Heart Seminary and School of Theology and St. Francis de Sales Seminary, will be hosting Pastors Toolbox with the Leadership Roundtable in August 2018. [www.leadershiproundtable.org/toolbox-pastoral-management](http://www.leadershiproundtable.org/toolbox-pastoral-management).

► **TOOLBOX (continued on page 5)**



## TOOLBOX for PASTORAL MANAGEMENT

**When:** Monday, August 20 - Friday August 24, 2018

**Time:** 9 a.m. – 4 p.m.

**Location:** Sacred Heart Seminary and School of Theology (7335 S. Highway 100, Franklin, WI 53132)

**Cost:** \$1,000 from CFFC funds  
*(a generous grant from Faith in our Future has significantly reduced the cost of attendance).*

**Limited Space: 30 participants**

## FROM THE COORDINATOR OF CONTINUING FORMATION OF CLERGY SABBATICAL OPPORTUNITIES

Continued growth in spiritual maturity is an essential aspect of happiness. There are many ways in which we can achieve growth in our lives, but there is a very important tool at our disposal to help us maintain "freshness" in our ministry.

A sabbatical is a continuing formation effort for an extended time (usually three to four months) during which a priest can be relieved of the responsibilities of his assignment in order to pursue a specific program or a combination of different elements which fit his particular personal and ministerial needs.

► **SABBATICAL (continued on page 4)**

► SABBATICAL (continued from page 3)

**Priests on Sabbatical in 2018**

- Fr. Chuck Hanel
- Fr. Paul Fliss
- Fr. Kevin Kowalske

We face in our lives many elements that could cause difficulties in our ministry:

- Long hours
- Overwhelmingly unsolvable needs
- Intense work and relentless responsibilities
- Sometimes un-appreciation by those we serve
- “Compassion fatigue” possible consequence of working with suffering people

A sabbatical can be a great tool to “step-back,” let the care go and allow ourselves to be refreshed.

A sabbatical is distinguished from, and is not: a vacation for rest, relaxation, recreation a retreat for spiritual renewal,

sick leave for recovery of physical health, or the pursuit of graduate degree for professional development.

Priests ordained 7 years or more and who are actively serving in the archdiocese (including senior priests who serve in ministry in the archdiocese) are eligible for a sabbatical. Priests approaching their 7th year after ordination are highly encouraged to begin planning for a sabbatical.

Every 7 years thereafter, priests are able (and encouraged) to apply for another sabbatical.

There is a wide range of sabbatical options, from self-contained and structured programs to individual programs.

The sabbatical program costs are covered by a grant from the Archdiocesan Sabbatical Fund, as well as funds drawn from the priest’s individual continuing formation account. The Sacramental help out expense is to be shared equally by the

priest, the employing institution and the Sabbatical Fund.

The Director of Continuing Formation can work closely with you to help you plan and apply for a program tailored to your needs.

The process is very simple and easy. An application is made by you, then evaluated and approved by the director in consultation with the Advisory Board and the Vicar for Clergy.

We encourage you to contact Deacon Alfred Lázaga to discuss your future plans and to find out more information about this great tool that is available to you.

*Deacon Al Lázaga*

If you are thinking about taking a sabbatical, please contact Deacon Al Lázaga 414-769-3489 or LazagaA@archmil.org. He can assist you with ideas of what are possible options and answer your questions regarding finances and timing.

# Save THE Date!

## ACTIVE AND SENIOR PRIESTS TOGETHER RETREAT

**August 27 - 30, 2018**

Redemptorist Retreat House, Oconomowoc



**Presenter:  
Bishop Don Hying**

# SAVE THE DATE

the *amazing* parish



HELPING CATHOLIC LEADERS  
BUILD AMAZING PARISHES

## AMAZING PARISH CONFERENCE

October 17-19, 2018

Wisconsin Center  
400 W Wisconsin Ave | Milwaukee



## REGISTRATION IS NOW OPEN

### THE AMAZING PARISH PRE-CONFERENCE SESSIONS

The Amazing Parish Pre-Conference sessions will be engaging and interactive sessions for pastors/administrators/parish directors and staff. Participants will learn what factors to consider when choosing people for their parish leadership team and practical conference details.

To register for one of the following dates, please visit [www.archmil.org/AmazingParish2018](http://www.archmil.org/AmazingParish2018)

#### FRIDAY, APRIL 20, 2018

10:00 a.m. - 11:30 a.m.

Archbishop Cousins Catholic Center - Milwaukee

*Presenter: Dominic Perri, Catholic Leadership 360*

#### FRIDAY, APRIL 20, 2018

1:30 p.m. - 3:00 p.m.

Sacred Heart Parish - Racine

*Presenter: Dominic Perri, Catholic Leadership 360*

#### TUESDAY, MAY 1, 2018

10:00 a.m. - 11:30 a.m.

St. Dominic Parish - Brookfield

*Presenter: Dominic Perri, Catholic Leadership 360*

#### TUESDAY, MAY 1, 2018

1:30 p.m. - 3:00 p.m.

St. Frances Cabrini Parish - West Bend

*Presenter: Dominic Perri, Catholic Leadership 360*

#### THURSDAY, MAY 17, 2018

10:00 a.m. - 11:30 a.m.

St. John the Baptist Parish - Plymouth

*Presenters: Michelle Nemer and Randy Nohl*

#### FRIDAY, MAY 18, 2018

10:00 a.m. - 11:30 a.m.

St. Katharine Drexel Parish - Beaver Dam

*Presenters: Michelle Nemer and Randy Nohl*

#### TUESDAY, MAY 22, 2018

10:00 a.m. - 11:30 a.m.

St. Patrick Parish - Elkhorn

*Presenters: Michelle Nemer and Randy Nohl*

If you have questions or need further information, please contact Michelle Nemer, Associate Director of Synod Implementation, [nemerm@archmil.org](mailto:nemerm@archmil.org), 414-769-3354.

### ► TOOLBOX (continued from page 3)

#### Who should consider going?

Pastors, Associate Pastors (including international and religious orders) and Parish Directors interested in learning a comprehensive overview to the key elements of pastoral management. Created in 2007, the Leadership Roundtable has undergone continuous review and improvement on topics including Surviving and Thriving as a Pastor, Stewardship, A Strong Leadership Team & Pastoral Planning, and more!

For more information, to request a scholarship or to register for a spot, please contact Michelle Nemer, [mdnemer3@gmail.com](mailto:mdnemer3@gmail.com) or 414-769-3354.

FROM THE DIRECTOR OF CEMETERIES

NEW HORIZONS

*“In the face of death, the Church confidently proclaims that God has created each person for eternal life and that Jesus, by his death and resurrection, has broken the chains of sin and death that bound humanity”.*

*The Order of Christian Funerals #1*



Our Catholic Cemeteries are stirring natural sanctuaries that house the temple of the body with the promise of everlasting life. They are a sanctuary for the living and an extension of our parishes.

**Catholic Funeral and Cemetery Services (CFCS)** is a non-profit organization founded in faith and dedicated to providing education, support and professional end-of-life services while following the teachings of the church. Our core purpose at Catholic Funeral and Cemetery Services is to “experience the Catholic faith during an end of life journey”. We believe that we should focus on what makes us distinct from the secular funeral and cemetery providers. We believe that these are that (1) We are a Catholic Ministry, (2) We are family first focused, and (3) We are good stewards. We strive to reinsert the Church into end-of-life conversations by being proactive. Milwaukee Catholic Cemeteries have been serving the Catholic Community since 1857. We reverently bury the dead and we compassionately support the living who mourn them.

**Pre-planning Philosophy**

At CFCS we believe that planning ahead is one of the most loving and responsible things you can do for your family. Our experienced Family Service Advisors assist in planning for you and your family’s cemetery needs ahead of time to ensure that your wishes are met and that there is no emotional over-spending or stress at a time that should be devoted to grieving and healing.

**At-need Philosophy**

If a loved one passes, whether unexpectedly or from an illness, it can be one of the most challenging times of your life. At CFCS we believe in providing the education and guidance you need during this time to make the best decisions for you and your family.

**Outreach and Education**

At CFCS we believe in educating families about our services, the Order of Christian Funerals, and all end-of-life options available to them. We are committed to helping people from all walks of life, regardless of their family situation or financial status. We offer many different educational and financial assistance programs to those in need.

**All Souls Remembrance Program**

CFCS offers a dignified committal in our All Souls Remembrance Crypt of the cremated remains of anyone, of any faith. This is available at no charge

**Mother Teresa Programs**

CFCS created this program, inspired by Mother Teresa’s work with the poor, in order to provide sacred and dignified funeral and cemetery services to those who would otherwise be unable to pay for them.

On behalf of all the staff at the Archdiocese of Milwaukee Catholic Cemeteries, We, at CFCS, look forward to beginning our journey this year to work with the local parishes and communities to guide, educate, and prepare all parishioners for their end of life services. We will be reaching out to parishes to schedule presentations and provide information following Masses in the coming months.

*Mary Thiel, Director of Cemeteries*

Catholic Funeral & Cemetery Services (CFCS) | Archdiocese of Milwaukee Cemeteries | (414) 448-6885

## WORD ON FIRE

### NATIONAL CONFERENCE FOR PRIESTS

The first Word on Fire Conference for Priests will take place from August 20 to August 22, 2018 in Huntington Beach, California. The focus of this gathering will be preaching and the new evangelization. Bishop Robert Barron will be the principal speaker throughout the conference.

Spend a few days sharpening your preaching skills in the great tradition of Origen, Augustine, Chrysostom, Bernard, Aquinas, and Newman. Learn how to:

- Guide your people through the densely-textured world of the Bible
- Preach Christocentric, evangelical homilies
- Frame the Gospel as a great “Yes” to life and love
- Lead with the beautiful in your preaching

The final schedule will be released soon for the 2 ½ day conference in Huntington Beach CA. To register on-line, go to [special.wordonfire.org/priestconference2018](http://special.wordonfire.org/priestconference2018) and learn the latest information available and scroll down to see the FAQs about Registration and Travel.

Participants need only provide for transportation to and from the event. The nearest airport, the John Wayne Airport (SNA) in Santa Ana, CA is only 10 miles away.

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## PROCESS FOR CONTACTING FR. CLIFF ERMATINGER, SPIRITUAL CONSULTANT

Fr. Cliff has the assistance of an “in-take” person, Francisco, who fields his calls.

Francisco will ask the caller a series of questions to determine the level of need, and will appropriately respond to the caller’s request.

Because Francisco works, calls to Francisco (414-426-4204) should only be made after 3:00 p.m. M-F, or anytime Saturday or Sunday.



## ACTIVE ARCHDIOCESAN PRIESTS

### Serving outside the archdiocese

#### **Kevin Barnekow**

Released for Studies  
*Alexandria, Virginia*

#### **John Baumgardner**

Released for Studies  
*Rome*

#### **John Burns**

Released for Studies  
*Rome*

#### **Juan Manuel Camacho**

Associate Pastor  
*Azua, Dominican Republic*

#### **Pablo Cirujeda**

Released CSP  
Missionary  
*Mexico City, Mexico*

#### **Marti Colom**

Released CSP  
Missionary  
*Colombia*

#### **Francis Malloy**

Released to Military  
Archdiocese  
*Bay Pines, Florida*

#### **Bryan Massingale**

Released to Fordham  
University  
*Bronx, New York*

#### **Timothy O’Brien**

Released to Marquette  
University  
*Washington, D.C.*

#### **Esteve Redolad**

Administrator  
*Azua, Dominican Republic*

#### **Jacob Strand**

Released for Studies  
*Rome*

#### **Erich Weiss**

Released to Military  
Archdiocese  
Navy Chaplain

#### **Michael Witczak**

Released to Catholic  
University of America  
*Washington, D.C.*

*Prayer for the Mission of the*

**ARCHDIOCESE  
of MILWAUKEE**

Almighty and ever living God,  
we praise you and we bless you,  
for you are great indeed!

Grant, we pray,  
as on that first Pentecost,  
that tongues of fire may descend upon us,  
and that the driving wind of your Holy Spirit  
may blow boldly into our hearts.

Loving God, we ask you,  
make us effective and holy witnesses  
of the death and resurrection  
of your Son, Jesus Christ,  
increase our faith  
through the sacramental life of the Church,  
grant us courage to follow you  
as faithful disciples.

Embolden us, O God,  
so that we may go forth to proclaim  
your Gospel and renew the face of the earth.

In this Archdiocese of Milwaukee,  
we humbly pray for strength and fortitude  
to follow your great commission:  
to go and make disciples of all people,  
living our faith through word and deed.

Through the intercession of St. John the  
Evangelist, patron of the archdiocese,  
and Mary, Mother of the Church,  
we ask all this through Jesus Christ our Lord.

Amen.

*Printed with Ecclesiastical Permission*

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LAY ECCLESIAL MINISTRY**

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