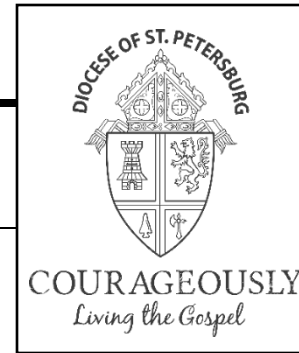

DIOCESAN SERVICES UPDATE – 4/21/2020

Office of Stewardship and Development



Just as parish outreach, ministry and formation have adjusted to virtual environments in observation of the social distancing guidelines, our diocesan offices have also adjusted their support model to maintain services and ministry in support of our parishes. Below is a description of the resources and services diocesan offices are providing as of April 21, 2020.

Accounting and Finance

The Accounting and Finance Office is working one-on-one with parishes, schools and diocesan entities to address budgeting and financial concerns arising from the current safer at home guidelines. This includes issuing financial assistance for parishes in need, assisting leadership with evaluation of revenue to expense and providing recommendations on methods of reducing expense, and completing application for the federal small business loans. All members of the Accounting and Finance staff are available and can be reached via personal email, or by phone at 727-344-1611, ext. 5832.

Construction

The Construction Office is continuing to reach out and provide ministry and support to our parishes and schools through the following methods:

- On projects that are currently under construction, staff continues to attend Owner/Contractor progress meetings on-site (with social distancing in place), inspect the quality and address design/construction issues that come up.
- For maintenance repair/replacement projects, staff continue to review proposals, provide guidance on standards/better practices, and assist in the execution of contracts.
- On future projects in design, staff is attending virtual meetings with design professionals and parishes/schools, develop project schedules and help negotiate design/construction management contracts.
- When there is a mold, asbestos, or sanitation issue, staff is providing guidance, resources, and a list of vendors that parishes/schools can use to address the problem.
- The DOSP website is currently being updated with new standards and procedures to help provide useful information relating to construction and real estate. Please visit <https://www.dosp.org/construction/> and <https://www.dosp.org/construction/contracts/>.
 - *Major Contracts and Guidelines for Design Professionals and Contractors* have been recently updated to meet current industry standards: <https://www.dosp.org/construction/architects/>
 - Two tools are being developed for schools and parishes share information. Please note, both of these websites are still in the early development process but can be accessed on our website:

- i. *Sharing God's Gift* portal - <https://www.dosp.org/construction/sharing-items/> - This website will provide a venue to share, donate or search for available items among diocesan sites:
- ii. *Vendor List* – <https://www.dosp.org/construction/vendors-contractors-supplier-and-consultants-list/> - This website provides a form that local vendors who have done work with the Diocese to fill out and be considered for future projects. The form will automatically populate an Excel worksheet that will be viewable by parishes/schools to search for service vendors like architects, engineers, plumbers, electricians, roofers, etc.

Hispanic Ministry

The Hispanic Ministry staff has been active in the following areas:

- The launch of a Spanish version of the “Courageously Praying” website. Visit <https://www.dosp.org/multicultural/ministeriohispano/comunidad-en-oracion/>
- Working virtually with delegates to the V National Encuentro in collaboration with the Offices of Evangelization, Family Ministry and Youth and Young Adults to align the recommendations from the Fifth Encuentro with our vision of *Courageously Living the Gospel*.
- Hispanic Commission Meetings – the April meeting was held virtually. These will continue every 2 weeks to provide accompaniment of the members and training on the use of virtual tools and communication.
- Hispanic Assembly - Calls to all members of the Hispanic Assembly are underway to provide them support and resources as needed and answer questions they might have.
- Communicating resources in Spanish to our contacts, from COVID-19 to online webinars related but not limited to formation, accompaniment of others.
- Hispanic community - regular communication of livestreaming of liturgies, online events of interest and diocesan website to the Hispanic community via social media and emails/constant contact to ensure they are aware of opportunities to assist (such as Hillsborough Hope) and how to continue with parish donations online if unable to bring it to the parish office.
- Support to pastors/priests – assistance in promoting virtual liturgical celebrations and formation events at pastor/priest request.
- 2nd Annual Marian Congress – planning for the May 2nd celebration.
- Translation – continuation of translation of the Sunday reflections from Bishop Parkes as well as items created by the Office of Communications for the benefit of our holy people who don't understand English.

Human Resources

In addition to providing support specific to staffing and human resource guidance while parishes, schools and diocesan entities observe safer at home directives, the Human Resources Department continues to support insurance, payroll, safe environment and benefit needs. Below is a quick reference guide for services:

Joe Loeber, Executive Director
 (P) 727-341-6842
 (C) 727-439-2266
 (F) 727-343-7729

Faith Eschenfelder, Benefits Administrator
 (P) 727-344-1611 ex. 5438
 (F) 727-343-7729
 (E) fje@dosp.org

Michael Craig, Safe Environment
 Program Director
 (P) 727-344-1611 ex. 5377
 (E) mjc@dosp.org
 Fingerprinting: www.dospsep.org
 SEP Training: www.cmgconnctet.org

Valerie Burns, Retirement Services & Insurance
 Programs Manager
 (P) 727-374-0222
 (F) 727-374-0214
 (E) vcb@dosp.org

Medical Participating Providers Precertification	Meritain Health	(800) 925-2272 (800) 343-3140 (800) 242-1199	www.meritain.com
Case and Disease Management	PMA	Michelle Bonat, Patient Navigator: (727) 308-2854 Patricia Mullarkey, Clinical Care Manager: (727) 308-2859	
Prescription Drug Benefits	Express Scripts	(800) 903-6219	www.express-scripts.com
Employee Benefits Hotline Dental Claims Vision Claims	Guardian	(888) 600-1600 (800) 541-7846 (800) 877-7195	www.guardiananytime.com
Health Savings Account (HSA) Flexible Spending Account (FSA)	Paylocity	(800) 631-3539	www.bat.paylocity.com
Voluntary Term Life Insurance Short and Long Term Disability	Hartford	(888) 563-1124 (800) 549-6514	www.hartford.com
Employee Assistance Program (EAP)	Hartford Guidance Resources	(800) 327-1850	www.guidanceresources.com Organization: HLF902

Catholic Schools and Centers

Since mid-March, all Catholic schools switched to deliver instruction virtually and are using a variety of platforms and programs from Canvas to Google classroom. With school instruction continuing each day, the Office of Catholic Schools and Centers (OCSC) has been maintaining regular services. The OCSC has been communicating regularly with principals and directors, particularly in relation to maintaining educational continuity, staffing and finance issues. The staff can be reached at 727-347-5539.

Communications

The Office of Communications has constructed a resource page for parishes to assist with a variety of communication needs including the latest COVID information, how to receive or give help, effective communication strategies during a crisis, social media best practices, and more. To access these resources, please visit <https://www.dosp.org/communications/resources-2/> and contact Teresa Peterson, Executive Director, at tlp@dosp.org for assistance.

- Helping the bishop communicate with the parishes and the community via video production, website updates, social media posting, livestreaming, bulletin reflections, email blasts, news releases and media relations.
- Providing parishes and diocesan offices technical guidance and best practices for electronic communications and livestreaming.

- Assisting with the livestreaming of events from the Cathedral.
- Publicizing good news about parish, school and Catholic Charities activities via social media, website and e-newsletter.
- Publicizing the pope and USCCB resources for spiritual support and unity.
- Sharing prayers, reflections and spiritual support with the community via email and social media channels.

Faith Formation for Children, Youth and Adults

- Maximizing role of resourcing and accompanying and providing parish counterparts with information to support their faith formation catechists and the people that they serve locally.
- One weekly email with updated information about resources and ministry support.
- Web page created specifically to highlight publisher, Church and professional ministry association resources and services, regularly updated
(<https://www.dosp.org/coronavirus/faith-resources-for-households-of-faith/>)

Office of Evangelization & Missionary Discipleship

Referencing the Parish Plan for the Missionary Discipleship Goal from the *Courageously Living the Gospel* Vision Initiative is an excellent starting point as you consider alternate ways to encounter, accompany and proclaim the Gospel message to all. If any pastor/parish team would like assistance in developing strategies to maintain the evangelizing momentum of the parish community during these times when gathered or in-person events are not feasible, please email Brian Lemoi at BAL@DOSP.org or call him at 813-240-4203.

Office for Youth and Young Adults

To support efforts in our parishes, staff is offering three Zoom calls a week (Monday nights, Wednesday afternoons and Friday mornings) with our youth ministers to pray and discuss various ways to continue our ministry in non-gathered settings. Through direct personal interactions, staff is addressing parish/school specific needs of youth and young adult ministers. In addition, the following services, programs and planning efforts remain in process:

- 2023 World Youth Day – planning for international event to be held in Lisbon, Portugal.
- Scouts - working with scouts to provide online trainings and resources to troops, packs and families.
- Youth Ministry –
 - Online forum and resources - Through Basecamp, an online forum for youth ministers has been created to share resources, bring awareness to a variety of trends and national webinars and increase collaboration on success ways to reach our young church. Increasing awareness of resources available for teens and families.
 - Good Samaritan Project - planning, promoting and preparing for 2020 sessions (scheduled for summer).
 - Youth Rally - partnering with one deanery to provide a youth ministry rally as part of their Courageously Living the Gospel goals. Scheduled for October, it will be offered to all churches in the Diocese as a “welcome back” event.
 - Catholic Schools Youth Rally - collaborating with Mary Help of Christians to offer a diocesan rally for Catholic schools. This will also be offered in October.

- Fall Fundraising - planning in process for fall fundraising events with organizations like the Tampa Bay Buccaneers.
- Compile database of local and national speakers providing free services for Zoom youth ministry events.
- Young Adult – continued support for parishes offering online Theology on Tap (TOT), and promotion of national TOT events.

Office of Marriage and Family Life

Referencing the Parish Plan for the Family Ministry Goal of *Courageously Living the Gospel*, if your pastor/parish team would like assistance in developing strategies to minister with parents, families, couples, etc. during these times when gathered and in-person events are not feasible, please email Diane Kledzik, dmk@dosp.org or Debbie Alexander, deb@dosp.org.

- Family Ministry - Parish and school leaders can access a variety of resources for all aspects of family ministry at Strong Catholic Family Faith (www.catholicfamilyfaith.org) and on Facebook at <https://www.facebook.com/strongcatholicfamilyfaith>.
- Marriage Preparation –
 - Resources to support Marriage Preparation and Marriage Preparation Offerings can be accessed at <https://www.dosp.org/marriage-and-family/>.
 - Personal contact has been initiated with all couples who have had to reschedule their diocesan marriage preparation sessions.
 - Personal contact has been initiated with clergy and lay leaders regarding alternate opportunities for marriage preparation, if needed.
- Small Christian Communities –
 - Resources to support Small Christian Communities/Small Groups can be accessed <https://www.dosp.org/marriage-and-family/>.
 - Staff encourages use of <https://www.ascensioncatholic.net/Commentaries-on-the-Sunday-Readings> with reflections and faith sharing questions in English, Spanish and Vietnamese.
 - Resources have been shared on department Facebook page <https://www.facebook.com/DOSPEvangelization/> and closed Group page for DOSP EFYFL Leaders, <https://www.facebook.com/groups/1599433936985822/>.

Lay Pastoral Ministry Institute (LPMI):

The LPMI office is maintaining contact with participants through regular email, Constant Contact, webpage and Flocknote.

- For Year 1 and 2 students, instructors have connected directly with the participants, who are completing the assignments and turning them in via email.
- Year 3 has another module, and staff is exploring how best to complete it. The Conflict Resolution workshops for Year 3 students have been rescheduled as an online Zoom workshop.
- Theological Reflection sessions have utilized electronic means of Zoom, Skype or conference call. Group Mentors have been contacted and offered assistance in setting up virtual sessions.
- Personal contact has been made to students.

- SEPI Escuela de Ministerios sessions for March and April have been cancelled. SEPI does not at this time have a replacement or alternative for those sessions, but SEPI has been provided information on LPMI workshop opportunities being offered online.

Life, Justice and Advocacy

The Life, Justice and Advocacy Office remains in contact through virtual communications and traditional mail. This includes:

- Maintaining the Life, Justice and Advocacy Newsletter with Diocesan and National justice-related events/resources/action alerts.
- Maintaining communication with ministry leaders (bereavement, Respect Life, CRS leaders, etc.)
- Ministry of Mercy Retreat: *Rediscovering Fortitude: Courage for the Uncertain Times*, moved to Zoom, April 25, 2020. For registration information, visit <https://www.dosp.org/ministry-of-mercy-online-retreat-saturday-april-25-2020/>
- *Catholic-Evangelical Dialogue on Laudato Si and Epidemics*, moved to Zoom. May 13, 2020. Registration will be available soon.
- Weekly JustFaith gathering on Zoom
- Assisting with resources for the Diocesan Coronavirus Updates page
- Scheduling virtual Legislative office visits on the Global Child Thrive Act

Spirit FM 90.5

Beginning March 30 through the end of April, Spirit FM adjusted to modified air shifts to keep the ministry running full-force. Each announcer is working a double shift for two days and then working from home the remainder of the week. This limits the number of staff members in the building to roughly 3 or 4 each day. Interviews are being conducted by phone or video conferencing.

With the cloudy future of the virus, uncertainty with social distancing and economic factors, Spirit FM has made the following event adjustments:

- The remainder of the Lenten Fish Fry World Tour has been cancelled.
- The Spirit FM Catholic Women's Conference has been cancelled.
- Other remotes scheduled are being evaluated.

New programs and initiatives include:

- Airing recording of Bishop Parkes praying regarding the virus every day at midnight, 6am, noon and 6pm.
- 24 hours a day, live staff and recorded priests and listeners offering a "Praying Courageously" prayer at the bottom (30:00 mark) of every hour. Included are intentions from the "Praying Courageously" website and specific groups (healthcare workers, clergy, those sick or suffering, researchers, etc.), concluding each prayer with the "Our Father."
- Interviews with various ministry and community leaders doing local outreach including Catholic Charities (Maggie Rogers), medical physicians (Dr. Frank Averill and Dr. Paul Williams), Feeding America, One Blood, YMCA, and more.

- Announcing on air and posting on social media any details on food drives, blood drives, monetary assistance, or other needs that might help the community. These include all organizations not just Catholic.
- Mass broadcasts from the Cathedral of St. Jude, Nativity, St. Anthony in San Antonio, St. Ignatius of Antioch and Our Lady of Lourdes.
- Airing the entire Triduum and Chrism Mass during Holy Week.
- Boardem Game - Knowing that families are sequestered, Spirit FM is in the planning stages of a promotion called "Boardem Game" in which listeners will have a chance to win board games/activities to build fun interaction opportunities during this time. Ten winners will receive a game package of three or four games. This will take place in late April/early May.

Vocations

The creativity and courage our parish priests are demonstrating in their ministry and evangelization efforts is having a great impact on young men throughout our diocese. In response, the Office of Vocations has developed a full set of virtual vocation discernment and spiritual activities and can also provide materials through the mail for any young man considering the call to priesthood. Please contact the Vocations Office by email at hlv@dosp.org or by phone at 727-345-3452 concerning any of the following programs in process:

- Discernment packages - the Office of Vocations is happy to mail out discernment resources to any young man, and is available to connect via telephone, email and virtual meetings.
- Zoom Chat with Seminarians – to date, Vocations has hosted two very successful evenings where discerners and seminarians are able to meet via Zoom to share vocation stories and answer questions. Please email the office to receive an invitation and link for the next chat session.
- Abundance Holy Hour for Vocations Livestreamed - This Wednesday, 4/22, the Cathedral will livestream the Holy Hour for Vocations (chanted Evening prayer 1 of the Sacred Heart of Jesus). Worship aids and psalms will be available on the livestream site. This event can be accessed at DOSP.ORG/LIVESTREAM.
- Virtual St. Andrew's Dinner - On 4/29 Bishop Parkes will host a virtual St. Andrew's Dinner. The St. Andrew's Dinner is an opportunity for parish priests to contact and invite young men they believe may have a potential vocation. Priests are expected to be present for the conversation and are asked to RSVP to Heidi Varley (hlv@dosp.org) if they have invited an individual (or several) to join. A Zoom link will be sent the day of the dinner.
- Altar Server Appreciation Mass – due to the current policies in place, the Altar Server Appreciate Mass was canceled. However, Vocations prepared all of the certificates of recognition and will distribute them to the deans for parishes to pick up when the safer at home order is lifted.