



First Year In Review

July 1, 2023-
June 30, 2024

Western Vicariate
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Western Vicariate of the
ARCHDIOCESE OF ST. LOUIS

July 2024

Dear Brother Priests, dear Deacons, and dear Coworkers in the Lord's Vineyard,

When our priests were surveyed with regard to our Archdiocesan Curia during the course of *All Things New*, several commented that curial offices and agencies are quick to respond when priests reach out to them, but comparatively few expressed that offices and agencies provide proactive support or engagement. Outreach from offices and agencies was requested, informing pastors what services can be provided and inquiring what needs offices and agencies can help meet. Nearly one-fourth of priests expressed a desire for more support for a pastor's administrative needs and guidance on effective prioritization of programs, opportunities, and initiatives.

In response to these and other sentiments, our Archbishop's goal in creating vicariates was to decentralize in particular those curial ministries and services which are intended to support pastors and parish staff in your work so that the resources you need may be more readily accessible and more effectively responsive to you. The schematic that was provided to us at the inception of our ministry stipulated four fulltime staff members with the following areas of emphasis in service to parishes and parish staff: Vicariate Coordinator (administrative), Evangelization & Pastoral Ministry Coordinator (the majority of parish ministries and services), Social Outreach Coordinator (Catholic Social Teaching and Christian Service), and Catholic Charities Navigator (direct services to those in need). Additionally, liaisons from other curial offices were directed to focus their efforts primarily, if not exclusively, in service to the parishes of the Western Vicariate going forward: Education, Finance & Accounting, Hispanic Ministry, Human Resources, Pro-Life Apostolate, Youth Ministry.

As we reach the completion of the first year of the implementation of *All Things New* - and particularly our Archbishop's effort, through the creation of vicariates, to restructure some of the way our archdiocesan curia serves and supports parishes - Fathers Jones and Lydon and I thought it timely that we each provide to our vicariate a summary report of the ministry and service that has occurred this year from the perspective of the members of our staff.

As is always true of things that are brand new, the implementation of vicariate based ministry has been and will be a work in progress. I am inspired daily by the passion, zeal and enthusiasm that our Western Vicariate staff members bring to their work. I am grateful to them for making every effort they could this year to reach out to you, to hear of the great things that are already happening in your parishes, and to hear also what your needs and wants are in an effort to provide you support and assistance. I hope it has been your experience that this is what they have been doing and why. The summary information that follows is intended to serve as a gesture of accountability on our part for the stewardship that supports our efforts. I hope it may inspire additional ideas about how we can serve you better and more effectively and that you will let us know that.

Know of my prayers that the remainder of this summer will afford you a worthy opportunity for rest and reinvigoration through some time away from your responsibilities, particularly those who have experienced a transition in priestly or diaconal assignment this summer and those who have transitioned into new roles of ministry and service. May God continue to inspire us and bring to fruition through our combined efforts all that He wills for His faithful.

Blessings,



Very Reverend John A. Brockland, JCL, JV, VE
Episcopal Vicar

**Very Rev. John A. Brockland, JCL, JV, VE****Episcopal Vicar****314.792.6450****JohnBrockland@archstl.org**

Ongoing effort since the outset to identify, obtain, and equip permanent vicariate office space.

Contributed to the formulation of job descriptions, interviewed candidates, and hired vicariate staff per pre-determined staff structure.

Contributed to the formulation of job description, interviewed candidates, and participated in the selection of Catholic Charities Navigator(s).

Provided formation for staff members and vicariate liaisons based on the Archbishop's vision: that curial ministries and services which support parishes, pastors, and parish staff be decentralized, be made more readily accessible, and be outward bound in engaging parishes to determine how parish ministry can be better and more effectively supported and enhanced, particularly in the areas of evangelization and social outreach (Catholic Social Teaching and ministry to the needy).

Provided counsel, as requested or needed, to pastors involved in parish subsumption and pastors engaged in leading multiple parishes for the first time.

Provided counsel, as requested or needed, to parochial administrators leading parishes for the first time.

Provided pastors/priests support and counsel, as requested or needed, regarding personnel matters or the receipt of negative correspondence.

Provided substitute sacramental assistance, as needed or requested, when priests have been ill or away from the parish for vacation or retreat.

Presided at 18 celebrations of the Rite of Installation of a Pastor.

Conferred the Sacrament of Confirmation for children at 7 parishes.

Provided counsel to pastors, reviewed the intended scope of work, and facilitated the process of granting permission for extraordinary expenditures, capital campaigns, and/or capital projects for 16 parishes.

Accepted invitations from 4 parishes/groups to preside at special occasion liturgies or gatherings.

Accepted invitations from various agencies/entities to provide informational talks regarding the vicariate structure, its intent and goals.

Facilitated effective contact and timely response for pastors with other curial entities as needed.



Engaged in ongoing process of consultation with 10 pastors and OCEF regarding the viability of the parish school.

Engaged regularly with the Office of Communications in response to media concerns regarding the vicariate(s), parishes, etc.

Increasingly engaged by centralized curial offices and agencies for input about response strategies, planned initiatives, and implementation plans.

Committee Responsibilities:

- Vicariate Staff Meetings (weekly)
- Archbishop's Cabinet (monthly)
- Vicars' Meetings (bimonthly)
- Priest Personnel Board (monthly)
- Presbyteral Council (monthly)
- Council of Deans (quarterly)
- Deanery Meetings (every other month, spring and fall)
- Archdiocesan School Advisory Board (quarterly)
- COO Consultation Committee (quarterly)
- Meetings with Catholic Charities leadership (quarterly)
- ACA Ensuring Parish Viability Grant review and allocation committee (ad hoc)
- ACA Affordable Housing Grant review and allocation committee (ad hoc)
- Cabinet Subcommittee regarding the viability of schools (ad hoc)
- Research/Planning regarding the concept of Mission Schools (ad hoc consultation)
- Archdiocesan Pastoral Council (when re-established)



Laura Voegelie

Vicariate Coordinator
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Serve as the main contact for parishes inquiring about support from/through the vicariate offices.

Assisted in establishing temporary vicariate office space at the former rectory of St. Robert Bellarmine and in the on-going search/establishment of permanent vicariate office space.

Established systems for communication and collaboration among staff and coordinated with the Office of Information Technology (IT) to establish telephones, remote mobile access, and other tech support for staff.

Developed an introductory Vicariate Staff directory, including biographical profiles for each staff member and liaison, for distribution to Western Vicariate clergy and parish offices.

Manage general office operations of Western Vicariate Office, including budget preparation, purchasing, and coordinating weekly staff meetings.

Provide administrative support to episcopal vicar, as well as support to the Coordinators of Evangelization & Pastoral Ministry Coordinator and Social Outreach with planned vicariate-based events (retreats, catechetical leader appreciation, evangelization workshops, etc.).

Regularly collaborate with Parish Support Services (now Parish and Curia Integration Office), Finance, Human Resources, Communications, and (most recently) the Chief Operating Officer in identifying and/or developing best practices for parish operations and the means by which recommended operational guidelines are communicated to parish staff.

Collaborate with the Office of Communications on development and maintenance of vicariate webpages on the existing archdiocesan website, as well as provide support toward the development of the new website rolling out in July.

Using the Flocknote platform, established a means of effective and regular communication between the Curia, the Vicariates, the parishes, and the laity:

- Two Vicariate newsletters are issued on a weekly basis - an internal version for parish and school staff, catechetical leaders, curia, and clergy, and an external version for parishioners, volunteer ministry leaders, and the general public.
- Utilizing the same Flocknote platform, periodic alerts containing urgent messaging from curia agencies and ministries are issued as needed to parish staff, most particularly information regarding ArchHR, Benefits and Open Enrollment, Finance/Payroll updates, and Missouri Ballot Initiative updates.

Provided support for special curial events and projects:

- Seek24
- ArchHR
- Parish Stewardship and Lay Witness Training Seminars
- Pro-Life Ballot Initiative
- Disciples Make Disciples/The Way Program

Provide support to parish office staff:

- Develop and administer Curia Connections, an accessible, inclusive quarterly meeting established to provide parish office staff a professional forum to connect with one another and receive timely and informative presentations from curia offices and ministries.
- Regular attendance of Business Manager meetings (an informal group of parish professionals who meet semi-monthly for the purpose of idea exchange and fellowship).
- Assisted with training of new parish office staff as requested, particularly in instances when onboarding timelines did not support training by exiting parish staff.
- In support of ongoing school feasibility studies, am assisting with the collection of data regarding new construction and housing trends, city/county planning and zoning, and population growth trends for select areas of the Western Vicariate.

Upcoming Projects:

With the realignment of Parish Support Services/Parish and Curia Integration, a new ticketed "help-desk" style of assistance will be established for parish support, and the Vicariate Coordinators have been designated as the first level of support as parishes reach out for assistance.

Vicariate Coordinators have requested training as ArchHR "super users", able to assist Human Resource personnel in providing first-level support to parish staff experiencing difficulty or having questions regarding ArchHR operations.



Tammy Chumley

Evangelization & Pastoral Ministry Coordinator

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Work accomplished and/or ongoing 2023-2024

Connected via in-person meetings with pastoral staff and/or priests for all but 6 of the 50 parishes within the Western Vicariate.

Currently leading Parish Evangelization Teams through formation process for creating a one-year evangelization plan at 7 parishes (12 monthly meetings done at each parish).

Evangelization 201 Workshops facilitated in collaboration with social outreach coordinator for five Saturdays across vicariate (each Workshop at a different parish location).

Staff retreats written and themes offered to all pastors.

Assisted pastors in planning pastoral employees work structure/brainstorming ideas for staff.

Collaborating with Pastoral Ministry Coordinators and Social Outreach Coordinators on researching Catholic Rural Life.

Worked collaboratively with south & north pastoral ministry coordinators in planning:

- Catechetical leaders opportunities
- Catechists formation
- FOCUS alumni
- Marriage/divorce
- Vicariate staff formation
- Curia Connections

Coordinated multiple events, retreats, and formation opportunities for various parishes and ministries:

- Western Vicariate Catechetical Leaders Appreciation Night
- Catechists Evening of Prayer for parish
- Worked with catechetical leaders on formation evenings and worked with Director Religious Education for formation meetings
- Staff retreat facilitated for St. Francis Borgia High School
- Led day-long evangelization seminar at seminary
- Prepared staff formation content for Curia Connections meetings
- Marriage presentation given during parish Lenten marriage series at Sacred Heart Troy
- Connected with FOCUS Engagement Coordinator for FOCUS Alumni engagement



Connected with 3 high schools in vicariate

- St. Dominic provided ideas for vocations week
- St. Francis Borgia provided ideas to help with Catholic Identity
- Offered to provide on-going evangelization formation of school staff
- Connected with Lindenwood Catholic Student Center team

For FY25 - Scheduled Encounters on the Horizon

Staff retreats scheduled at 4 parishes or schools in August 2024

Two overnight retreats for Catechetical Ministers scheduled for two weekends in July, and in collaboration with Pastoral Ministry Coordinators from Southern & Northern Vicariates

Facilitating vicariate-wide Ministers of Hospitality Evening of Prayer/Training at two parishes

Facilitating a three-parish combined Catechists Evening of Prayer in September

Facilitating vicariate-wide Catechists 101 Workshop in October

Two Evangelization 301 Workshop scheduled in October

Facilitating vicariate-wide Ministry Leaders Evening of Prayer in November

Facilitating three sacramental parent nights for St. Elizabeth Ann Seton in the 2024/2025 school year (First Reconciliation, First Communion, and Confirmation)

Facilitating First Communion parent nights of reflection for two parishes in February

Creating parent formation resource guide for priests/catechetical leaders

Facilitating Vicariate Staff Day of Prayer in collaboration with PMCs from northern & southern vicariates

Speaker at Advent Tea at Holy Infant in December

Collaborating with Frs. Archer & Samson and pastoral ministry coordinators for young adult population

Collaborating with FOCUS Engagement Coordinator for FOCUS Alumni engagement

Ongoing collaboration with pastoral ministry coordinators of northern and southern vicariates on regular basis



Ann Hammer

Social Outreach Coordinator
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Provide support for established Peace and Justice Committees/Ministries in six parishes.

Reached out to four parishes on behalf of the Office of Peace and Justice about Pastoral Migratoria, a leadership program for Spanish-speaking communities which provides formation in Catholic Social Teaching so the Spanish-speaking parishioners can advocate for their needs in the parish, and on the local and national levels from a Catholic perspective.

Working with several agencies, ministries, and organizations in bringing and/or introducing a vast array of services to the parishes, schools, campus ministries, and communities in the Western Vicariate, including but not limited to: The Care Service at Joachim & Ann, Voices of the Poor, Bridge of Hope, Life's River, numerous community partners supporting affordable housing and vital document/ID assistance, Vincent de Paul Society, Parents of Prodigals, Mercy Health/Jump Into Health Program.

Attended Synod listening session as a scribe for the Archdiocese.

Collaborated with Office of Youth Ministry in creation of social outreach opportunities (both existing and visionary) for youth groups and helped OYM create opportunities for teens who do not attend Catholic high schools by offering expertise in Catholic Social Teaching and giving formation talks.

Prison Ministry: initiated research to determine what jails and prisons were/were not administering the sacraments to our incarcerated brothers and sisters; Planned Mass for Volunteer Appreciation Mass & Dinner; prepare and review bulletin articles and prayers of the faithful focusing on abolishing the death penalty to distribute to every parish within the Archdiocese; meet leaders with and learn about Residents Encounter Christ, a retreat offering positive impact on our incarcerated brothers.

Peace & Justice Commission: Attend meetings that occur every other month and assist with various events surrounding the anniversary year of Pope Francis' Apostolic Exhortation, Joy of the Gospel.

Gun Violence Prevention Task Force: Joined a subcommittee to help create Stations of the Cross for Lent that were sent out to all of the parishes in the Archdiocese; Partnered with another member and created five bulletin articles focusing on Gun Violence Awareness Month in June which were shared with all parishes in the Archdiocese; Coordinated the distribution of prayers of the faithful for Gun Violence Awareness month with the Office of Worship.



Immigration Task Force: Helped plan and attended the DACA Gala Fundraiser; Attended Immigration Teach-In as a table facilitator.

Laudato Si' Commission: Invited to become a member of and attended the first meeting.

Evangelization 201: Created, prepared, and presented with the EPMC at five parish locations, with approximately 200 parishioners attending. Also worked with Hispanic Ministry translating the formation portion for use by the Spanish-speaking community.

Deanery Meetings: Attend most meetings, and at one, presented the need to involve parishioners in prison ministry and offered to further coordinate this ministry at the parish level.

Social Action Leaders Meetings: Coordinated, provided administrative support, and assisted with setting up guest presenters for meetings.

Current and Future Initiatives

- Create a retreat in the spring of 2025 focusing on Catholic Social Teaching and social outreach.
- Create and promote formation opportunities regarding Care for God's Creation with Laudato Si' Commission sub-committee.
- Continue working with parishes on formation of Catholic Teaching Principals and engage school & PSR with lessons to focus on Martin Luther King, Jr and the USCCB document Open Wide Our Hearts.
- Assist to establish the Parents of Prodigals ministry at various parishes.
- Prepare a plan to invite parishioners to lead the Residents Encounter Christ retreat.
- Working with another Peace & Justice Commission member to bring in author Jeff Korgan, who created a graphic novel about Dorothy Day to the Archdiocese to present at various locations in October.
- Supporting Immigration Task Force in planning the Solidarity Walk and Mass in September.
- Provide suggested preaching points for priests and deacons interpreting the scriptures through the lens of Catholic Social Teaching, and regularly prepare bulletin articles focused on Catholic Social Teaching.
- Offer support with the continued formation within Permanent Diaconate to Deacon Ast.



James Whitaker

Catholic Charities Navigator
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In seeking greater alignment with the Archdiocese and striving to serve every square mile in each parish boundary, Catholic Charities has begun to seek new ways to provide services and partner with agencies to do the same. In an attempt to do this in the Western Vicariate, the following occurs monthly:

- Attend monthly meetings with the Franklin County Homelessness Task Force and Franklin County Community Resource Board to collaborate with agencies to meet resident needs. Agencies include: Franklin County Health Dept, Ability, Compass Health, Jefferson-Franklin Community Action Corporation: EZMO/Vital ID, VA, Empac, Salvation Army, Life's River, Harvest Table, Prevent Ed, Union School District, Peace Lutheran Church, SVDP, Turning Point, CASA, SE Behavioral Health, ALIVE Court Advocacy, Foundations 4 Franklin County, Confident Kid Dental Charity, AlAnon, NUUR, LSEM, St. Patrick's Center, Grace's Place, Washington Emergency Relief Fund, Gateway to Hope, Children's Advocacy Center, Hope 4 Franklin County Coalition, Neighbors United Undoing Racism, Mercy.
- Attend monthly meetings with Lincoln County Resource Board to collaborate with agencies to meet resident needs. Agencies include: Bridge of Hope, F.A.C.T., CNW, YIN, TCAC, SLC, DART Coalition, Troy R-III School District, Prevent Ed, SJA, CHN, Lincoln/Pike County Children's Division, 45th Circuit Children's Division, Lincoln County Sheriff's Office, Thrive-Best Choice.
- Met with Community Council of St. Charles County agencies to partner and serve including: The Care Service, The Sparrow's Nest, Compass Community Health, Child Advocacy Center, LDS Church.

Identified and reported four locations in the Western Vicariate where the Rural Parish Clinic of the Archdiocese (both medical and dental) could provide services to new communities.

Connected the St. Louis Review with various parish groups engaged in social outreach so that their stories could be published.

Created a list of mental health resources per county which were then shared with pastors.

Have been in contact with 7 St. Vincent de Paul Society Conferences to help serve our neighbors in need.

Connected with 46+ different community agencies to understand what they do, issues they are facing and possible collaboration opportunities.

Collaborated with The Care Service on providing services to neighbors in need, particularly in terms of housing, case management, counseling, and food pantries in the area.

Met with Catholic Legal Assistance Ministry of St. Francis Community Services to determine ways of supporting their ministry with volunteers from parishes and sharing resources with those in need of legal help.

Answered over 325+ Request for Care emails through ccstl.org website.

Responded to 3 calls from parishes requesting assistance in locating services for parishioners.

Responded to 4 calls from SVDP and 2 calls from other agencies requesting assistance in locating services for neighbors in need.

Below are examples of how the CC Navigator provides direct help to those in need:

- Assisted a Vincentian with housing resources for a family from Peru who was trafficked by a cartel and held for seven-thousand-dollar ransom.
- JFCAC worker called about a man in Washington staying in a hotel. The local pastor paid for a few nights. The man could not stay unless he could pay \$381.43. He had recently moved from St. Louis and was looking for short and long-term solutions. He was referred to Life's River shelter for assistance.
- Assisted a Vincentian with a woman in a domestic violence situation whose husband struggles with alcoholism and who was planned to be discharged home from a critical hospital stay. She was referred to St. Martha's, St. Louis Counseling, and Mercy Neighborhood Ministries

Support the Archbishop's stated goals: 1) Strengthen Catholic and ministerial identity, 2) Integrate and become essential in All Things New, and 3) Grow the number of lives we serve.

Catholic Charities, supported by the Navigator, has funded leadership for Bridge of Hope shelter in Lincoln County and continues to follow up to ensure communities utilize the resources.

Catholic Charities, supported by the Navigator, has funded leadership for Life's River shelter in Franklin County and continues to follow up to ensure communities utilize the resources.



Additional Collaborative Efforts Achieved

Vicariate Social Outreach Coordinator (Ann Hammer) & Vicariate Catholic Charities Navigator (James Whitaker)

Pastors and Parishes: Have connected with 11 pastors/19 parishes, and have reached out to another six pastors/7 parishes to discuss how we can be most helpful to partner with, be present to, and best serve them and the needs of their parish community, as well as the Social Outreach and St. Vincent de Paul Society ministries that the parishioners are currently engaged in.

St. Vincent de Paul Council Leadership ~ Attending periodic meetings with St. Vincent de Paul Council Leadership, which includes the Western Vicariate Liaison, to develop our working, collaborative, and supportive relationships.

Mercy Community Health Council - Attending two meetings per month via Zoom to develop a knowledge base of healthcare resources to share with pastors, parishioners, and people within parish boundaries, including but not limited to Substance Use Recovery Clinic (including a virtual program), Narcan Vending Machines, Collaborative Behavioral Health Care Management, Little Food Pantries, Vital Documentation for patients, Health Shelves (access to fresh vegetables for seniors), and Dispensary of Hope (prescription medications for those without insurance).

Other organizations / agencies with whom we have connected/collaborated:

- **The Care Service at Sts. Joachim and Ann**, the largest comprehensive social support agency in St. Charles, Lincoln, and Warren Counties.
- **Anchor House**, an organization that has turned a former motel into affordable housing that accepts section eight vouchers.
- **Life's River**, which assists with lifting individuals and families out of homelessness.
- **Bridge of Hope**, which assists with lifting individuals and families out of homelessness.
- **EZMO Driver Program**, which provides those in need transportation to doctor appointments, grocery stores, etc., while providing volunteer drivers a way to earn money.
- **St. Francis Xavier College Church/Direct Programs Committee** to discuss collaboration between Catholic Charities, West Vicariate, and parishes for Vital ID and other needs.



- **Criminal Justice Ministry** to learn about their programs and individuals they serve returning from incarceration.

Resource Boards - Regularly attend monthly meetings of four county Resource Boards to build relationships/provide social outreach to the numerous organizations and agencies serving each county: **Franklin County Community Resource Board, Franklin County Homeless Task Force, Lincoln County Resource Board, and the Community Council of St. Charles Council.**

Catholic Charities: Met with Parish Ambassadors and Catholic Charities Ministry leaders to learn about many of the programs and services offered and the various projects that are happening within parishes to support CC and the community, attended and provided insights at the **Catholic Charities Visioning Workshop** in April, and have encouraged pastors we've met with to bring in various **Catholic Charities training**:

- Effects of Domestic Violence on Children for teachers and youth ministers
- Advocacy from a Catholic Perspective
- Am I My Brother's Keeper - Racialization of America
- Domestic Violence and the Impact on Children
- Aging in Place

Future Initiatives:

Plan to meet with Sparrow's Nest to partner on supporting young families, mothers, and their children.

In the process of scheduling with the leader of the Northwest District of the St. Vincent de Paul Society to help strategize how to keep Vincentians engaged when there are many within a conference, how to invite parishioners to become Vincentians, how to support and collaborate with Conferences.

Pastors and Parishes ~ Will connect with pastors of the remaining 24 parishes to discuss how we can be most helpful to partner with, be present to, and best serve them, as pastors, the needs of the parish community as well as the Social Outreach and St. Vincent de Paul Society ministries that the parishioners are currently engaged in.

Create a list of vetted resources and make available for downloading from the Western Vicariate webpage.

**Sharon Lenger, Ed.D.**

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Monthly/Periodic/Ongoing

1. Weekly Western Vicariate Staff Meetings, Weekly Education Director meetings, Elementary team meetings, and Leadership team meetings at OCEF
2. Served on the Archdiocesan School Advisory Board – attended all meetings and served in providing regular updates in planning from OCEF
3. Oversaw the Archdiocesan Department of Special Education – met bi-weekly with the principal of Annunziata School and the Director of SCCA Learning Center, scheduled and attend all DSE Leadership team meetings to address student registrations and planning
4. Scheduled school visits/principal and/or pastor meetings to address operational needs
5. Maintained open availability via phone and email for any emergency, concerns, or questions
6. Hosted Archdiocesan Parish School Advisory Board Orientations – held via zoom in August, September and October, over 125 new board members were trained in the three meetings
7. Serve as the OCEF representative on the Child Safety Committee – provide updates and offer guidance on policy for schools to the Child Safety Committee
8. Led the Archdiocesan Parish School Advisory Board Orientation
9. Planned and attended Deanery Principal Meetings-Deanery 5 and 6
10. Participated in the quarterly Western Vicariate Curia Connections meetings
11. Consultation meetings with the Episcopal Vicar and pastors of the 10 schools needing additional study and support, providing individual on-going support as needed
12. Planned and attended the OCEF Leadership Speaker Series

July

Planned and led the orientation of the new elementary principals, to include introduction to National Standards and Benchmarks for Effective Catholic Schools and the domains of Human Formation in leadership.

August

First Year Principal sessions began (continued monthly through May 24) to include mentoring of all new principals in the Western Vicariate on a monthly basis; Planned and participated in New Teacher Orientation for all new teachers to the Archdiocese, which included collaboration and planning with the Director of Religious Education, Director of Academics, Office of General Council, and Education HR; Participated in the West County Day of Professional Development for all principal and teachers within our West County schools; Attended the Commissioning Mass and PD for all elementary educators in the Washington schools; Met individually with all new principals and introduced myself to all new pastors via phone call or email.



September

Planned and attended the OCEF Leadership Commissioning and Speaker Series-Encounter; Met individually with all new principals and all pastors of parishes in West County area; Attended leadership meetings with OCEF and Curia to begin discussions of Mission Schools; Began planning Consultation meetings with OCEF leadership and the Episcopal Vicar for schools needing additional study and support.

October

Planned and attended Principals Retreat at Cedar Creek; Attended Crisis Go Training for Principals, Theology of the Body Orientation for Western Vicariate teachers and staff, and the Msgr. Gardin Foundation Meeting, Provided an update to the board on the Archdiocesan Department of Special Education; Participated in the School Improvement Year One Orientation for all schools beginning the School Improvement Process.

November

Attended the Missouri Nonpublic Accrediting Association Board Meeting; Planned and attended the First Year Principal Meeting; Participated in the COO Interviews; Planned and attended the Leadership Come and See for all Discerning Leaders; Participated in Department of Special Education planning meetings (Student support services through Miriam and Consultation with ADAC).

December

Reviewed Feasibility Plans with OCEF Leadership and the Episcopal Vicar; Principal Update Meetings-School Visits; Participated in a Mission School Planning meeting with Meitler Group; Attended meetings to evaluate and/or reformulate partnerships between parishes & schools to determine how ATN impacted existing agreements to provide full-time Catholic education to children within each parish; Regular school visits and attended Advent/Christmas events.

January

Participated in Department of Special Education planning meetings –Review of ADAC proposal; Led a School Advisory Board Orientation for a Western Vicariate Parish Advisory Board; Met with all pastors new-to-parishes with schools as introduction and offer of support; Attended the Theology of the Body Orientation held at St. Francis Borgia Grade School and Pro Life Day with students and teachers from St. Joseph Cottleville, ICD, and St. Charles Borromeo; Attended leadership meetings with OCEF and Curia to continue discussions of Mission Schools; Catholic Schools Week-Made Fourteen (14) School Visits; Feasibility Plan-Review and Follow-up with select parish/school leadership, OCEF Leadership, and Episcopal Vicar.

February

Principal Hiring Began-Scheduled and participated in all Principal Screenings; Planned and attended the First Year Principal Meeting; Feasibility Plan-Review and Follow-up – Meetings



Education Liaison (cont.)

with OCEF Leadership and Episcopal Vicar; Planned and attended the First Year Principal Meeting; Attended leadership meetings with OCEF and Curia to continue discussions of Mission Schools; Attended a gathering of OCEF and COO – meeting of introduction.

March

Missouri Nonpublic Accrediting Association Board Meeting; Participated in a School Communications Review meeting with Curia Leadership; Principal Hiring - Scheduled and participate in all Principal Screenings; Attended the two-day School Improvement Visit for a Wester Vicariate school; Participated in a St. Charles Demographic Data review with Pastoral and Parish Planning and Episcopal Vicar; Attended the St. Francis Borgia High School Day of Prayer; Prepared and offered contracts to Department of Special Education leaders and teachers.

April

School planning meeting for four schools; OCEF work-days at the new St. Louis Catholic Academy; Principal Hiring - Scheduled and participate in all Principal Screenings; Gave tours at the SLCA Open House Event; Planned and attended the First Year Principals Celebration luncheon; Attended the TTEF Archbishop's Gala; Participated in the School Improvement Year Two Orientation – meeting is held for all schools beginning the second year of the School Improvement Process providing an overview of their responsibilities in the second year of writing.

May

End-of-the School Year Events-Confirmations/First Communions/Graduations/Closing Activities; Attended the Msgr. Gardin Foundation Meeting and provided an update to the board on the Archdiocesan Department of Special Education; Hosted a Gratitude Luncheon for all retiring Elementary Principals; Attended Annunziata School's 8th Grade Graduation.

June

Attended the Missouri Nonpublic Accrediting Association Board Meeting in Jefferson City, as all elementary school accreditation reports are presented for annual accreditation; Met with new leadership at St. Francis Borgia Grade School; Met with a parish School Task Force to review revisions to the school's feasibility plan and offered input; Participated in three OCEF work-days at the new St. Louis Catholic Academy; Met with a Western Vicariate pastor on his Principal Search and Decision; Read and reviewed all principal and teacher evaluations for the Western Vicariate Schools; Review all school calendars for the Western Vicariate; Attended OCEF Planning meetings of Leadership events for 24/25 school year.



Deacon Jorge Perez

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The year in review through June 2024:

- Provided training for Hispanic Ministers (Lectors and Extraordinary Ministers of Holy Communion) at St. Joseph -Manchester and Sacred Heart-Troy
- Regularly assisted with Hispanic Masses celebrated at the parishes of Holy Rosary-Warrenton and Sacred Heart-Troy
- Assisted with and/or participated in various other Hispanic Liturgies:
 1. 26th annual Bi-National Border Mass in El Paso, Texas
 2. Quinceañera Mass at St. Patrick-Wentzville
- Provided Marriage Preparation Retreats for Hispanic Couples at the Cardinal Rigali Center and at St. Charles Borromeo.
- Provided Protecting God's Children workshops at All Saints-St. Peters
- Provided Quinceañera Retreats at Our Lady of Guadalupe and St. Charles Borromeo
- Gave presentation at the Advent Day of Reflection at Holy Rosary-Warrenton
- Gave presentation at Our Lady of Quadalupe
- Participated/attended various other events and retreats:
 1. Encuentro Diocesano on Familias Santas y Sanas
 2. Vocation Awareness Retreat
 3. DACA Gala
 4. Hispanic Charismatic Retreat

Upcoming in July 2024:

- July 13 - Evangelization 201 at St. Patrick-Wentzville
- July 18-21 - Will take part on the National Eucharistic Congress
- July 27 - Protecting God's Children workshop at St. Charles Borromeo



Jaclyn Loeffler

Coordinator of Youth Ministry
Youth Ministry Liaison for the Western Vicariate
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The **Office of Youth Ministry** exists to equip parish leaders with essential tools, training, formation, and events in order that all young people hear the Gospel message and be empowered to live as disciples of Jesus Christ in our parishes and in our world.

- **Parish Outreach & Support:** The Vicariate models have allowed the OYM to work with Vicariate staff to further support youth ministry leaders in the parishes. We regularly are in contact with parishes and meet with youth leaders and volunteers to strategize and support youth ministry development and sustainability. Many Western Vicariate parishes have worked with the Office of Youth Ministry in recent months to start or strengthen their youth ministry programs and to collaborate in hosting events for youth with other nearby parishes. We have also had several Western Vicariate parishes work with the OYM in the hiring process of new youth ministers. Both Pastors and Business Managers have consulted with OYM staff to create job descriptions, help with the interview process, and onboard newly hired youth ministers.
- **Communication:** The Vicariate models have allowed for better communication between the Office of Youth Ministry and other Curia offices and agencies. We are more aware of the different pastoral ministry offerings going on within the Archdiocese and how we can better collaborate with one another to best serve parish leaders. There is still room for improvement in this area so that everyone is aware of what other individuals and offices are doing so we avoid duplicating efforts and/or missing out on opportunities.
- **Youth Leader Support:** The OYM has supported the spiritual and professional lives of youth leaders by offering our annual youth leader retreat, days of prayer, networking gatherings, and workshops. Our Vicariate Liaisons are also able to better connect one-on-one with youth ministry leaders at parishes to provide them with individualized support.
- **Middle School Event:** In November, the OYM debuted SUMMIT, a day long middle school day for teens to encounter Christ, His Church, and His unique call for their lives. SUMMIT will take place again on November 7, 2024, with both day programming and night programming, to reach both day school and PSR students.
- **High School Event:** The OYM plans to serve over 8,000 participants at the Steubenville Mid-America Youth Conferences this July 5-7 and 12-14 from dioceses in Missouri and all around the Midwest on the campus of Missouri State University in Springfield, MO. This event has proven fruitful for bolstering youth ministry in St. Louis parishes.



Mike Manna

**Manager, Shared Accounting
Finance Liaison for the Western Vicariate**
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First Year Accomplishments- Fiscal Year 2024

- 1) Visited and attended parish meetings to develop relationships with pastors and business managers
- 2) Provided on-going accounting support with parish questions to maintain consistent and correct financial reporting
- 3) Met with pastors and finance councils on School Viability forecasts to be used for parish and school subsidies needed
- 4) Assisted new finance managers with on-boarding to Quickbooks and accounting financial help
- 5) Provided accounting guidance for recording All Things New accounting entries needed with subsuming and merging parishes

Goals- Fiscal Year 2025

- 1) Standardize Chart of Accounts for all parishes to maintain consistent financial reporting
- 2) Develop standard set of month end financial reports to be used by all parishes
- 3) Maintain on-going accounting support for all parishes and assist pastors and business managers with any guidance and help needed
- 4) Look at future accounting software to provide faster and month end dashboard reporting



Erin Schulz

**HR Generalist, Human Resources
HR Liaison for the Western Vicariate**
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First Year Accomplishments- Fiscal Year 2024

- Successfully coordinated leave of absence details for 50+ FMLA cases
- Partnered with Pastors on restructuring parishes due to All Things New initiatives
- Supported Pastors with a number of reduction in force, and employee relation issues
- Hired and onboarded 8 principals
- On track to fill approximately 100 job requisitions for the 2024-25 school year via ArchHR
- Continue to support vicariate through implementation of ArchHR

Key Initiatives for 2024-25:

- Revise the Employee Handbook
- Formalize a new employee orientation
- Continue to streamline and improve recruitment process



Madeleine Appelbaum

**Program Manager, Respect Life Apostolate
RLA Liaison for the Western Vicariate
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The year in review:

- Offer Archdiocesan Monthly Prolife Masses and Rosaries
- Offer Naming and Commendation Masses/Prayer Services
- Provide parishes with information on the possible Ballot Initiative which could enshrine abortion into the MO State Constitution
- Provide day retreats and weekend retreats through our Abortion Healing Ministry
- Provide parishes opportunities to work with and support pregnancy resource centers
- Provide parishes opportunities to participate in the 40 Days for Life campaigns and Life Chain Sundays
- Inform and educate parishes on prolife issues, events and activities
- Provide opportunities throughout the year for each Parish Prolife Coordinator in the Western Vicariate to come together with the PPC's from the Southern and Northern Vicariates to discuss and share ideas