

MONTHLY IMPACT REPORT

MINISTRY AND STEWARDSHIP PLAN



**DIOCESE OF
NASHVILLE**

JULY 31, 2021

CONFIDENTIAL

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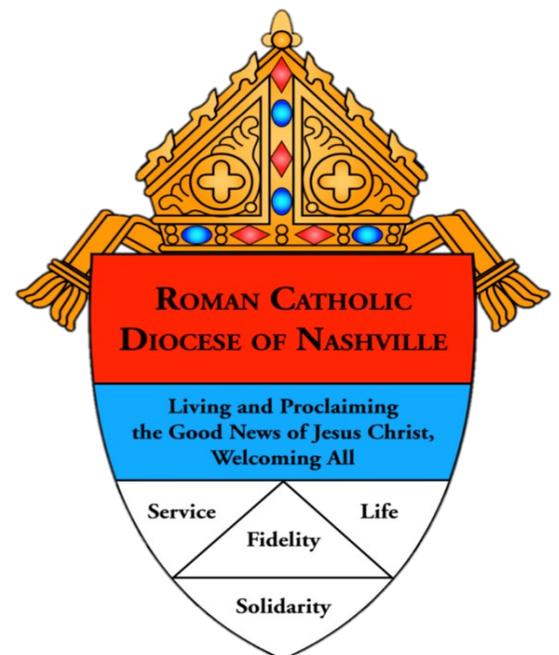
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UNIVERSITY CATHOLIC





CSO PLANNED FOR THE RETURN TO SCHOOL 2021-22 YEAR:

- Return to School Plans were developed for schools
- Two parent correspondence letters were delivered to parents via school communication systems
- Prepped for and conducted New Principal Orientation
- Prepped for the Back-to-School principal meeting
- Prepped for New Teacher Orientation
- Prepped for Pre-K Teacher In-Service Days (3)

SUCCESSFUL BACK-TO-SCHOOL PRINCIPAL MEETING JULY 22:

- Celebrated 6.75% enrollment gains over last year opening day
- Set the theme for the year: Get Out of the Boat/Keep your eyes on Christ
- Guests & Initiatives:
 - Vocations Office, Fr. Luke Wilgenbusch & Jerilyn Rost—"A Culture of Vocations"
 - Faith Formation Office, Dr. Brad Peper & Rachael Killackey—Franciscan at Home and the Catholic School Teacher Formation Program
 - Development Office, Ashley Linville—"A Legacy of Faith, Hope, and Love: A Campaign for Future Generations" and the ACE Gala 2021.
 - All schools were asked to sponsor a table (\$800) and principals are to attend the gala.
- ARK Test by Ron Kenney; how to decipher and utilize test scores for program improvement
- CSO Initiatives:
 - Welcome Statement, in final vetting
 - CS Teacher Formation and potential stipends
 - Service Recognition Program for Catholic School Employees to occur at September In-Service
 - Curriculum Review Cycle for Year
 - Student Success Team Manual, final revisions
 - Plans for September In-Service: Speaker John Antonetti

SUCCESSFUL NEW TEACHER ORIENTATION:

- 67 attendees
- What does it mean to be a Catholic school teacher
- Diocesan Benefits and HR Tools by Julie Perrey
- Safe Environment Training by Jason Liuzzi
- Mandated Reporting by Assistant DA, Tammy Meade

SUCCESSFUL PROFESSIONAL DEVELOPMENT DAYS FOR PRE-K TEACHERS—3 CONSECUTIVE DAYS:

- As many as 70 teachers each of the three days
- High-quality presentations that provide the teachers the necessary PD hours for the entire school year (as required by the state)
- Cooperating partners: Department of Education, Vanderbilt University, Public Library

ST. MICHAEL ACADEMY:

- Architect and builders are hired
- The first board is being assembled to manage the construction project; by-laws are in development
- Resuming partnership with Meitler Group to begin phase 2 of our planning process, inclusive of fee structuring, staffing needs, and governance structure.
- Dr. Hammel presented with Father Anthony to Catholic Business League; provided an overview of the vision for St. Michael Academy

MAJOR SCHOOL PROJECTS:

- Asst. Superintendent worked with SJS and SPX as projects continued
 - Painting of classrooms at both schools completed
 - New floors going in at SJS
 - Windows are in at Springfield Glass, install began at SPX week of July 26
 - Gate materials for SPX are delayed in shipping; to be erected in September
 - Paving at SPX to be determined now that Father is in agreement with the plan to replace a parking area

SOCIAL MEDIA/FACEBOOK DATA:

Month	# Post	Reach	Month +/-	Engagement	Month +/-	Total Followers	Month +/-
July 2021	59	18,457	-20%	3,442	-14%	1,953	6%
June 2021	62	23,197	3%	4,011	8%	1,838	4%
May 2021	61	22,475	-20%	3,702	1%	1,769	5%
April 2021	74	28,155	-24%	3,662	-31%	1,682	4%
March 2021	82	37,483	9%	4,827	19%	1,610	2%
February 2021	74	34,349	46%	4,055	24%	1,570	5%
January 2021	44	18,438	-19%	3,075	-8%	1,491	1%
December 2020	47	22,997	-26%	3,386	-20%	1,470	1%
November 2020	64	31,113	5%	4,282	45%	1,444	6%
October 2020	75	30,949	38%	2,348	-43%	1,352	4%
September 2020	42	22,389	1%	4,132	79%	1,301	4%
August 2020	30	22,020	-24%	2,303	-49%	1,249	3%
July 2020	28	29,028	18%	4,529	-1%	1,211	4%

CSO STAFF NURTURED RELATIONSHIP WITH VENDORS/FRIENDS OF THE NASHVILLE'S CATHOLIC SCHOOLS:

- Drew Rodgers—Catholic Business League
- Elise McMillan—Kennedy Center, Vanderbilt University
- Sr. John Mary Fleming, Dominican Sisters
- Ron Kenney—ARK Test
- Maria Ribera—Catholic School Mgmt



DEVELOPMENT ASHLEY LINVILLE



- Began the process of setting up a lock box for the Legacy Campaign
- Continued holding Orientation Meetings for Pastors and Parish Staffs in our first wave
- Began mailing solicitations to foundation to raise support for our Legacy Campaign
- Along with Steier Group, our Chancellor and our campaign chairs, adjusted our Major Gift strategy
- Met with Diocesan School principals to provide them with an overview of the Legacy Campaign
- Secured over \$13.097 Million for the Legacy Capital Campaign to date
- Began working on a project with the DFMC to help raise money for our upcoming ACE Event
- Mailed invitations for our 2021 ACE Event



FACILITIES

- All Sagrado Air Handlers have had their Annual Preventive Maintenance completed
- Schools Office Demolition and removal of six, 20-yard dumpsters of debris
- Demo Plumbing/Electrical for Sagrado Confessional
- Human Resources TV outlet relocated
- University Catholic plumbing leak
- Cabin Hill HVAC replaced
- 785 Norwood House Repairs
- Sagrado Chiller upcoming repair work
- Replaced HVAC Kitchen walk in cooler. Wired up Rental walk-in cooler
- Charities Fan Coil HVAC Controls/Valves upgrade in progress
- Renovated/Refreshed the outside of 785 Norwood Property
- Able to get a replacement person for Holy Grounds to replace DEGA

INFORMATION TECHNOLOGY

- Working in Bishop's Hall to replace or repair damaged AMP and speakers, this was unsuccessful and new equipment will need to be ordered
- Supported the Knights of Columbus for their event on 7/9 & 7/10
- New employee set up for the Tennessee Register



MISSION INTEGRATION

JULIE PERREY

HUMAN RESOURCES

- Onboarding 8 positions for MSO and Assisting Parishes and Schools with 1 position.
- Developing RFP for a HRIS program to operate diocesan wide.
- 2021-2022 Talent Management Program kicked off with individual meetings with leadership to discuss job descriptions, succession planning and employee development.

SAFE ENVIRONMENT

- Conducted 4 site surveys reviewing current and best practices of implementation and completion of the Safe Environment Program. Also visited one site to discuss new confessional.
- Present Safe Environment Program to new teachers within the Diocese.

ARCHIVES

- 34 cases/projects for Archives Division – 29 completed, 5 in progress. Major undertakings include the diocesan book project and reviewing of Bishop Choby's book collection.
- Diocese of Nashville *Past, Present and Future* book project well underway. Photo shoots and site visits are aligning with timeline. Book project is on time to meet press deadlines.



NEW MEDIA EVANGELIZATION

WILLIAM STALEY

- Hosted Nashville Catholic Radio quarterly board meeting and planned gala for November
- Submitted content and processed edits for Capital Campaign issue of Catholic Awakenings Magazine
- Rehearsed and livestreamed Nashville Dominicans Final and First Professions at the Cathedral
- Hosted quarterly internal production meeting with staff from MSO departments
- Hosted first-ever quarterly Communications Day with parish staff from around the diocese
- Recorded homilies for month of August for Bishop in English & Spanish
- Scripted and recorded Catholic Minute for first 3 Titans pre-season games
- Managed social media and developed content.



OFFICE OF THE CFO

- Assisted with the operations of accounting systems at Mother Teresa Catholic Church
- Follow up discussions with donors for Nolensville or Legacy Campaign.
- Provided assistance in the effort to open a new Catholic Church in Carthage.
- Participated in 10 department planning and budget meetings.
- Assisted several corporations with CCIL or project related topics.
- Continued participation in the planning sessions for the national DFMC gathering in Nashville in October.
- Commenced development of presentation at the DFMC national meeting in October.
- Prepared and participated in the on-going Audits for Diocese and CCIL.
- Continued development of the compensation documents for Priests and Sisters.
- Commenced engagement for “Financial Reviews” of the Catholic Foundation, ACE, and HIHO.
- Participated in the Catholic Mutual renewal discussion.
- Joined staff in reviewing all of the parish assessment calculation forms (58 churches).
- Reviewed several contracts for staff activities and proposed revisions.
- Assisted four parishes or corporations with specific matters.
- Participated in discussions regarding the radio efforts in the diocese.
- Assisted five parishes on a variety of topics.
- Continued to assist the Glenmary missionaries in their effort to establish a new church community in Carthage, TN.
- Reviewed and edited reports on parish internal control audits.
- Continued analysis for the sale of the Korean church property. Coordinated a meeting with Rev. Bang to determine their new proposed course of action.
- Conducted an information dialogue with our new pastors on fiscal topics in Canon Law and the diocese.

FISCAL SERVICES

- Coordinated with Development Office the proper crediting of donations and verification of amounts.
- Continued roll out of the new credit card and expense management module with Financial Edge
- Continued bi-weekly calls with our PrimePay payroll provider
- Reviewed parish assessment reports for accuracy.
- Reviewed resumes in response to advertised job description for new Parish Accounting position.
- Deposited all donation payments for the month for Diocese, ACE, HIHO, BAAM, SEDA, and Legacy Campaign.
- Continued working with HR on an RFP for a new combined HR/payroll software package.
- Closed the monthly books for Diocese, TN Register, Catholic Foundation, PBF, ACE, HIHO, and CCIL.
- Processed 448 invoices by check or ACH
- Recorded 137 accounts receivable payments
- Processed and funded over 180 payroll transactions (three pay periods).

PARISH ACCOUNTING SERVICES

- Provided 534 hours of support to 35 parishes.
- Provided 34 on-site visits.
- Began or completed three parish report of findings.
- Reviewed completed reports with one pastor(s).
- Prepared internal control review for three parishes.
- One training session(s) conducted this month.
- Received and responded to 105 phone calls for assistance.
- Contacted two parish(es) for explanations or attend finance council meeting.

CALVARY CEMETERY

- Twelve internments: 3 full body, 5 cremations, and 4 Charity. An increase in activity from 10 to 12.
- Forty-One transactions: grave sales (11), niche/crypt sales (7), open/close activity (4), and foundations, markers, and other (19). In total, nine more than last month.
- Monthly revenue was \$37,599.80 up around \$2,850.

RISK MANAGEMENT AND INSURANCE

- Visited 15 parishes, Fr. Ryan High School, and Pope John Pail II. Noted the need for repairs and safety conditions. Comments on electrical, GFI switches, safety lights, fire extinguishers, trip hazards, and other needs. Provided reports of the findings to each location.
- A few parishes had an extensive list of items to be repaired.
- Performed light repairs at smaller parishes who rely upon volunteers.
- Investigated several new claims of property damage.
- Followed up on pending Catholic Mutual claims.
- Planning for August's on-site visits.



TENNESSEE REGISTER AND COMMUNICATIONS DEPARTMENT RICK MUSACCHIO

TENNESSEE REGISTER

- Coverage of Catholic Schools Office plans for COVID protocols for the upcoming academic year.
- Reported on efforts to establish a new parish in Smith County, Tennessee.
- Coverage of the celebration of the 100th anniversary of St. Ann Parish.
- Continued Coverage of immigration issues surrounding the federal Unaccompanied Children Program which is relocating children from the southern border to foster homes in Tennessee.
- Coverage in advance of Bishop Spalding's 30th anniversary of ordination.
- Filled an open position for a reporter.
- Provided ongoing collaboration with the history book project associated with the Legacy campaign.

SOCIAL MEDIA

- Continued posting on behalf of Bishop Spalding throughout the month including weekends to keep fresh material in front of followers.
- Ongoing social media efforts to raise awareness of stories published on TennesseeRegister.com.

DESIGN WORK

- Continued work on the updated design of www.dioceseofnashville.com.
- Supported the Steier Group developing messaging and web presence for the Legacy Campaign including designing the online portal on the diocesan website.

COMMUNICATION EFFORTS

- Worked with Catholic Charities in preparation for an appearance before the Joint Study Committee on Refugee Issues and responded to a number media and personal inquiries about the same matter.
- Preparation and communications issues related to education
- Ongoing PR consultation on key issues.



CLERGY & PASTORAL CARE

DEACON HANS TOECKER

DIRECT CLERGY SUPPORT

- Prepared clergy letters of suitability and reviewed marriage documentation for transmittal to locations internal and external to the Diocese of Nashville
- Provided support to relocating clergy in areas of Safe Environment, assignments, and diocesan orientation
- Supported retired clergy in arranging for healthcare and personal healthcare related matters

PRIESTS

- Served the Priest Personnel Board by arranging for international priests for service in the diocese
- Reviewed and reimbursed healthcare expenses for priests
- Provided administrative support to the priest benefit foundation

PERMANENT DIACONATE

- Made assignment recommendations
- Started to work on coordinating tasks for annual retreat
- Reviewed and researched pastoral documents in the development of norms to govern the life of the Permanent Diaconate community

PASTORAL SUPPORT

- Attended Pro-Life webinar
- Attended Catholic Relief Services meetings
- Coordinated the USCCB special collections
- Coordinated Pastoral and sacramental Care
- Collaborated with healthcare organizations

TRANSITIONING ACTIVITIES

- Victim Assistance/Safe Environment: Monitored counseling for 3 men and 1 female.

RISK MANAGEMENT

- Preparing Workers Comp annual payroll audit documents



OFFICE OF FAITH FORMATION DR. BRAD PEPPER

OFFICE OF THE DIRECTOR

- July 17th Engaged Couples Retreat preparation, hosting, and MCing
- Safe Environment research and preparation
 - Researched, collated, and organized all magisterial documents regarding sexual education into a single folder for any future inquiries and decision making
 - Constructed a “reader” with all the relevant passages in order of magisterial authority for quicker access and readability
 - Researching the Circle of Grace program to find ways to allow the DREs to modify when needed for religious education program
- Constructing the Office of Faith Formation team
 - Finalized and posted the Hispanic Ministry job description
 - Finalized and posted the Catechesis job description
 - Researched and constructed a shorthand resource for future posting for jobs in the Office of Faith Formation
 - Coordinating the hiring panel for Youth and Young Adult candidates
 - Began constructing an onboarding seminar for new Faith Formation team members
- Preparing for Franciscan at Home role out
 - Determining catechetical requirements for diocesan teachers
 - Meeting with Rebecca to determine best way to get all school buy-in
 - Principals’ meeting
 - Cancellation of My Catholic Faith Delivered
- Coordination of Together and Holiness Conference (w/Susie Lopez)
- Reviewing the content of radio programs for Nashville Catholic Radio
- Preparation for Holy Fire
- Organization and cleaning of new office area for Assistant Directors and storage areas for the Offices of Vocations and Faith Formation
- Coordinating the temporary shifting of Libby’s duties
- Constructing lecture series for parishes and adult religious education

DIVISION OF CATECHESIS

- Leading a weekly adult formation series at Church of the Nativity in Spring Hill
- Continued coordination of Totus Tuus missionaries as they finished up their summer by serving at 6 parishes in the month of July
- Attended the St John Bosco Conference for Evangelization and Catechesis at Franciscan University of Steubenville July 11-15
- Assisted the July Engaged Couples' Retreat
- Presented Franciscan at Home to the Catholic school principals
- Continued planning for the Scripture Summit, Fall Retreat, and August SEARCH dinner
- Began plans for the 2022 Together in Holiness Conference
- Rachael met with St John Vianney parish to discuss curriculum needs for the school and parish for the coming year

DIVISION OF YOUTH MINISTRY

- Libby
 - Holy Fire Preparation and Meetings
 - NCYC Preparation and Meetings
 - YLW Planning / Execution
 - Social Media promotional content
 - Continued support of youth ministers
 - Continued registration paperwork for SEARCH, YLW, NCYC
 - Calendar coordination and collaboration with newly merged Office of Formation, Schools Office, and Vocations Office
 - Youth mentoring and ongoing communication
 - St Cecilia Soccer Coaching
- Kristina
 - Coordination and preparation for annual Search dinner
 - Keeping Registrations up to date NCYC and Search

DIVISION OF MARRIAGE AND FAMILY

- Kristina
 - World Marriage Day celebration June 27th - Managed and hosted July Engaged Couples retreat for 25 couples (day of setup, audio monitoring, intro remarks with team leader, communicating with all team members, team leaders, and additional speakers – Myers Briggs speaker and financial advisor)

- Troubleshooting and answering phone calls throughout the week from retreat participants/email communication with retreat participants (Q&A, last minute registration, rescheduling a retreat day, refunds)
- Coordinated with team and team leaders prior to retreat (email, phone, Zoom; facilitated their check in with their couples)
- Communication with caterer
- Prepared all materials prior to retreat
- Complied survey results and sent to couples' team members
- Set and published dates for year 2022 retreats
- Reached out to St. Matthew contact about putting a team together
- Have begun digitalizing/compiling/reorganizing documentation to make day run smoother
- Preparing for next session by contacting NFP presenter, caterer, and next team leading couple
- Prepared financial compensation for presenters



OFFICE OF VOCATIONS FR. AUSTIN GILSTRAP



- File maintenance and management of all seminarians and deacon candidates
- July-January Logistics and Planning
- Multiple assignment planning/logistics for DOV, ADOV, Office of Faith Formation
- Social Media/Website traffic control
- 2021-2022 Marketing and Media Plan Research
- Social Media Communications for NashVocations and Diocese of Nashville
- Calendar coordination and collaboration with multiple offices in MSO
- Planning of Pastoral Year Formation Program
- Seminary Communications
- Deacon Formation Weekend Planning/Logistics for 2021-2025
- PDFP Chapel and Classroom set up
- Seminarian candidate interviews
- Feedback Sessions with St. Luke Center for PDFP Candidates/Seminarian Candidates
- Permanent Deacon Formation Program Candidate Interviews-Cohort 2
- Planning of Permanent Deacon Formation Program Formation Conferences
- Vocations/Team Catholic Planning
- Panel Interviews-DOV
- Summer Assignment Visits
- Contact a Priest query responses
- Seminarian Retreat Planning
- Audit and organization of Seminarians, deacon candidates and applicants
- JCL Studies for DOV
- Planning for Office of Vocations Departmental Move
- Fraternus Ranch
- Youth Leadership Workshop



TRIBUNAL
FR. JOHN HAMMOND
AND ERIN STRACENER



- The Tribunal continued to maintain a strong workflow throughout the month and accumulated minimal pending work.
- As the Knoxville transition has officially occurred, we closed and transferred 16 cases to Knoxville, retained the remaining 24 in-progress Knoxville cases, and are continuing to provide ongoing assistance to them.
- Continued efforts are underway pursuant to a complete revision of all letters, decrees, and forms.
- In July 2020, the Tribunal accepted 15 new Formal Case petitions and one appeal case from Memphis. In total, during the 2019-2020 fiscal year we accepted 115 Formal Case petitions, rendered 84 decisions, decided 40 documentary cases, and rendered 4 decisions on appeal cases from Memphis.



UNAMBIGUOUS FOCUS ON THE GOSPEL OF JESUS CHRIST AND HIS CHURCH

- Meetings ongoing with Catholic campus ministry staff at MTSU, Austin Peay & Tennessee Tech to share resources, promote diocese-wide events, brand University Catholic throughout Diocese
- New FOCUS Missionary teams have returned to UCat for the new school year. A team building day was held for them and UCat staff on July 27
- Move-In Masses are scheduled for students in conjunction with Vanderbilt and Belmont Universities' Orientation Schedules. Communications are being developed to promote University Catholic to new students
- Graduate Students continue to meet weekly throughout the summer at Frassati House for faith formation and fellowship
- Daily Masses (5:30 pm) continue throughout the summer at Cathedral of the Incarnation.
- Fr. Gervan hosts a weekly radio show, BELONGING for Young Catholic Adults

PROVIDE A "HOME AWAY FROM HOME"

- Planning underway for UCat activities and events for Fall 2021 Semester
- Projects underway to clean/organize/prepare for students' return in August
- Planning underway for Welcome Week activities for new students
- Sunday Suppers and full calendar of events will resume August 22
- Frassati House upgraded to high-speed internet, which will make it a more welcoming site for students

EQUIP AND CHALLENGE STUDENTS TO GROW IN THEIR FAITH

- Planning underway for UCat liturgies and retreats for Fall 2021 semester
- Planning underway for communications and special events targeted to new students at Vanderbilt, Belmont and other Nashville-area universities
- Planning underway for Theology on Tap and UCat Speaker Series, which will be held monthly, starting in September

- One-on-one spiritual direction to help students in their personal journey to holiness and continues throughout the summer
- Planning underway for Awakening retreat and weekly staff meetings have begun for the November retreat. Student leadership has been assigned and advance legwork is underway
- Planning underway and reservations booked for UCat's March for Life Pilgrimage to Washington DC in January 2022

MULTIPLY OUR MINISTRY'S IMPACT THROUGH STUDENT LEADERS

- Planning underway for UCat Leadership retreat, to be held August 28 & 29. Student leaders from Vanderbilt, Belmont, MTSU, Austin Peay and Tennessee Tech will attend

FUNDRAISING

- Planning is underway for summer fundraising
- Summer newsletter went out in July
- Plans are underway for the Parent Appeal fundraiser and open houses in September
- Plans are underway for March for Life fundraiser targeted at Knights of Columbus chapters throughout the state

MISCELLANEOUS

- Fr. Gervan has resumed a full schedule of summer classes for his Doctoral degree
- Fr. Gervan served as chaplain for a second Catholic Heart Work Camp July 18 - 24
- University Catholic website updated to show Mass schedule and activities for new school year
- Fr. Gervan continues participating in the Diocesan committee for the history book.
- University Catholic hosted Totus Tuus retreat and dinner
- University Catholic hosted Hope Clinic dinner for women who choose life for their babies
- Knights of Columbus Kick-Off Meeting was held at Frassati House July 10
- Fr. Gervan offered Mass for the Knights of Columbus Insurance Agency Meeting