



# THE ROMAN CATHOLIC DIOCESE OF PHOENIX

## Front Desk Reference Sheet

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## Diocesan Pastoral Center

### Bishop Portraits

Please email Yvonne Maldonado [ymaldonado@dphx.org](mailto:ymaldonado@dphx.org) for digital copies of the official portraits for your parish.

### Confirmations

All confirmation Masses in the Diocese of Phoenix are scheduled through the Chancery. For answers to questions about logistics and planning, contact Nayeli Garcia [ngarcia@dphx.org](mailto:ngarcia@dphx.org).  
<https://dphx.org/office-of-worship/confirmations/>  
<https://dphx.org/chancery/>

### Exorcism/Deliverance

Requests for spiritual deliverance should be referred to the parish pastor. If the pastor has additional questions or needs instruction *after* meeting with someone, the pastor can call Msgr. Bui, Vicar for Clergy. Laity seeking assistance regarding demonic oppression are not to contact the Chancery directly.

Vicar for Clergy Executive Assistant: Brenda Santibañez [bsantibanez@dphx.org](mailto:bsantibanez@dphx.org)

### Latest Diocesan Events

<https://www.catholicsun.org/events/>

Catholic parish events can be submitted here to be distributed in the weekly CatholicSun Newsletter: <https://www.catholicsun.org/events/community/add>

### Letters of Good Standing / Suitability

**Religious Brother/Sister:** Office of Consecrated Life, Analaura Perez [aperez@dphx.org](mailto:aperez@dphx.org)

**Permanent Deacon:** Diaconate Office, Argelia Cortez [acortez@dphx.org](mailto:acortez@dphx.org)

**Priest/Transitional Deacon:** Vicar for Clergy Office, Brenda Santibañez [bsantibanez@dphx.org](mailto:bsantibanez@dphx.org)

**Laity:** Office of the Chancellor, Anna Alicia Novoa, [anovoa@dphx.org](mailto:anovoa@dphx.org)

### Liturgical Calendar & Mass Readings

**Holy Days of Obligation:** <https://www.usccb.org/beliefs-and-teachings/what-we-believe/canon-law/complementary-norms/canon-1246>

**2023 Liturgical Calendar:** <https://www.usccb.org/resources/2023cal.pdf>

**2024 Liturgical Calendar:** <https://www.usccb.org/resources/2024cal.pdf>

**2025 Liturgical Calendar:** <https://www.usccb.org/resources/2025cal.pdf>

**Diocese of Phoenix Office of Worship Calendar:** <https://dphx.org/office-of-worship/calendar/>

**Mass Readings:** <https://bible.usccb.org/readings/calendar>

### **Office of Communications**

**Media inquiries, a PR crisis, media-related Bishop Dolan need/request, TV Mass, and general communication inquiries:**

Brett Meister, Director of Communications: [bmeister@dphx.org](mailto:bmeister@dphx.org)

### **Pitching a story idea for the Catholic Sun**

Email the general inbox for the Office of Communications: [communications@dphx.org](mailto:communications@dphx.org)

### **Parishes/Pastors Requesting Mass Coverage**

It is the responsibility of each parish to find Mass coverage. If a parish cannot find priests to assist, and the dates are approaching, parishes should email the Vicar for Clergy Executive Assistant, Brenda Santibañez [bsantibanez@dphx.org](mailto:bsantibanez@dphx.org) using the format below:

**Parish Name** needs Mass assistance:

Day, date and time(s), Spanish or English

If you are able to assist, please contact: **name, email and phone number.**

**Parish Name**

**Address**

### **Requesting a Bishop for Events**

Please have your pastor or designated staff member reach out by email or postal mail to the Office of the Bishop.

Assistant to Bishop John P. Dolan, Bishop Emeritus Thomas J. Olmsted: Evelyn Serna  
[eserna@dphx.org](mailto:eserna@dphx.org)

Assistant to the Auxiliary Bishop Eduardo A. Nevares: Analaura Perez [aperez@dphx.org](mailto:aperez@dphx.org)

### **Sacramental Notices to Other Countries**

If you need assistance locating a mailing address for a parish in another country, please contact Ignacio Rodriguez, Hispanic Ministries Manager [irodrig@dphx.org](mailto:irodrig@dphx.org)

### **Safe Environment (reporting alleged abuse of a minor)**

If you suspect the abuse of a minor, immediately report the allegations by phone or in person to law enforcement and the Department of Child Safety, (DCS). Non-emergency reports can be made to DCS online by going to <https://dcs.az.gov/report-child-abuse>

If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection at (602) 354- 2396 or <https://www.lighthouse-services.com/dphx>

English: 1-877-850-0003 Spanish: 1-800-216-1288

## **General Calls**

### **Anointing of the Sick**

The faithful should be able to call the *nearest* parish without questions regarding their status as parishioners. If the parish office is closed, an emergency number should be provided on their answering service. If the parish priests are scheduled to be out of office, arrangements should be made by the pastor to have someone available to provide the sacrament.

If a person is actively dying, and a priest is not available, please call the dean assigned to your parish for assistance.

### **André House ([andrehouse.org](http://andrehouse.org))**

Provides a wide range of services to our brothers and sisters in need. Their services focus on meeting the immediate, basic needs of those who come through their doors each day.

Information links: [Dinner Service](#), [Hospitality Services](#), [Transitional Houses](#), [Prayer](#), [Receiving Services](#)

### **Catholic Cemeteries and Funeral Homes ([dopccfh.org](http://dopccfh.org))**

To serve Central and Northern Arizona, there are two Catholic funeral homes and six cemetery locations. Each of the cemeteries offer preplanning services, designed to give your loved ones peace of mind. They also offer Christ-centered bereavement support. To learn more, visit [dopccfh.org](http://dopccfh.org).

To request marketing material please contact: Michaela Cannon [mcannon@dopccfh.org](mailto:mcannon@dopccfh.org)

### **Catholic Charities Community Services ([catholiccharitiesaz.org](http://catholiccharitiesaz.org))**

Catholic Charities has been in Arizona for more than 75 years. What began in 1933 to advocate for children and to serve people suffering through the Great Depression, has expanded to an array of programs serving our most vulnerable residents throughout Central and Northern Arizona. Services include Counseling, Domestic Violence Shelters, Foster Care, Veteran Services, Refugee resettlement, Affordable Housing, Stop Sex-Trafficking campaign, Head Start, Youth Development.

To request marketing material please contact your parish “champion” or Dulce Hernandez Valdez [dhernandez@cc-az.org](mailto:dhernandez@cc-az.org)

### **The Foundation for Senior Living ([fsl.org](http://fsl.org))**

The Foundation for Senior Living is devoted to preserving dignity and promoting quality of life for all seniors, adults with disabilities, and their caregivers. They offer the widest variety of services and maintain the highest standards of excellence.

To request marketing material please contact: Indra Garcia Chavez [igarciachavez@fsl.org](mailto:igarciachavez@fsl.org)

### **Society of St. Vincent de Paul ([stvincentdepaul.net](http://stvincentdepaul.net))**

The Society of St. Vincent de Paul is an international non-profit organization dedicated to serving the poor and providing others with the opportunity to serve. Programs include services for the homeless, medical, and dental care for the working poor, charity dining rooms, thrift stores, a transitional housing shelter and general assistance for individuals in need.

To request marketing material please contact: Susan Junker [sjunker@sudpaz.org](mailto:sjunker@sudpaz.org)

### **2-1-1 Arizona Information and Referral Services ([211arizona.org](http://211arizona.org))**

2-1-1 Arizona operators will help individuals and families find resources that are available to them locally, throughout the state, and provide connections to critical services that can improve – and save – lives, including: Supplemental Food and Nutrition Programs, Shelter and Housing Options, Utilities Assistance, Emergency Information and Disaster Relief, Employment and Education Opportunities, Services for Veterans, Healthcare, vaccination and health epidemic information, Addiction Prevention and Rehabilitation Programs, Re-entry help for ex-offenders, Support groups for individuals with mental illnesses or special needs, A safe, confidential path out of physical and/or emotional domestic violence.

2-1-1 Arizona Information and Referral Service operates 24 hours per day, seven days per week and every day of the year. Live-operator service is available at all times in English and Spanish and assistance is available in other languages via real-time interpreter services.

### **Covid-19 Exemption Letters**

Covid-19 vaccine exemption letters are not to be provided by parishes or priests.

The National Bioethics center provides a ***personal*** letter template parishioners can use if they wish: <https://static1.squarespace.com/static/5e3ada1a6a2e8d6a131d1dcd/t/6124ec291ca627394c21673a/1629809706093/Catholic+Vaccine+Exemption+Template+Letter.pdf>

**Diocese of Phoenix Statement on Vaccines:** <https://dphx.org/diocese-of-phoenix-statement-on-covid-19-vaccines/>

### **Mental Health Crisis Hotline**

Call or text 9-8-8

### **National Suicide Prevention Lifeline**

1-800-273-TALK (8225)

Press 1 for veterans, 2 for Spanish

### **Spiritual Direction**

Requests for Spiritual Direction should be referred to the pastor. If necessary and the pastor finds it prudent, you can also refer to: [www.spiritualdirectionaz.org](http://www.spiritualdirectionaz.org)

### **Vatican Exhibit of Eucharistic Miracles**

This international exhibit was created and designed by Blessed Carlo Acutis in 2002. It consists of an extensive collection of photographs and historical records representing a sampling of ancient and modern Eucharistic miracles that have taken place in various parts of the world. The collection was assembled by the Vatican to mark the Year of the Eucharist (2004-2005). After being shown at more than 500 parishes in Italy, it is now traveling the rest of the world.

The exhibit brought to Phoenix is comprised of 47 different miracles spanning 1500 years, with the most recent one having occurred in 2013! The miracles featured are from Europe, Asia, and the Americas. The exhibit offers you a virtual tour of these veritable treasures of our faith.

**Exhibit Schedule:** <https://dphx.org/revival/vatican-exhibit-of-eucharistic-miracles/>

To bring this exhibition to your parish or school, email [EucharisticMiraclesArizona@gmail.com](mailto:EucharisticMiraclesArizona@gmail.com).