

Lynn T. Sigler

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Experience **Saint Rose of Lima Church (Murfreesboro, TN)** **July 1, 2020 – May 15, 2025**

PSR Administrator (20+ hours), Director of Religious Education (30+ hours)

- Implemented religious education program, and organized resources for the Director of Religious Education (until promoted in March 2024).
- Created a Sacramental Preparation program for people with disability or on the Autism spectrum.
- Recruited, supervised 36 - 40 catechists.
- Established and maintained multiple detailed calendars and online registration.
- Provided appropriate environments for catechetical and spiritual growth and training.
- Responsible for communication with the Diocese, parish staff, youth, parents, and catechists.
- Maintained electronic records/paper files for 350+ students and Catechetical programs.
- Maintained supply inventory for books, classroom supplies, and sacraments.
- Assisted the Director in his job duties. Trained my assistant when I became the Director.

4 Parishes/1 Faith Catholic Cluster (Rice Lake, WI) **January 1, 2018 – June, 2020**

Director of Religious Education (50+ hours)

- Supervised all parish religious education, youth ministry, and Catholic formation programs and personnel, and organized resources in religious education for the pastor, parish staff and parishioners for a Cluster of 1,200 families (175 students).
- Overhaul of the entire Religious Education program (birth to death).
- Recruited, supervised and created training 50+ Disciples.
- Supervised curricula planning and the selection of materials and partnered with Cluster school for Sacramental preparation and homeschool materials.
- Established and maintained multiple detailed calendars and online registration.
- Provided appropriate environments for catechetical and spiritual growth and training.
- Responsible for communication with the Diocese, peers in other parishes, parish staff, youth, parents, and disciples.
- Worked with the Diocesan Department of Catholic Formation and represented the Cluster at various meetings and conferences.
- Proposed formed.org for Cluster and assisted with implementation in the Summer 2019, identifying small group leaders through monitoring the frequency of usage.
- Created and participated in Cluster Events Committee and bringing in well-known speakers (i.e. Fr. Leo Patalinghug, Jon Konz, Tim Glemkowski, Jon Leonetti, etc...).
- Sought out continuing education opportunities, planned all details of travel for myself and other employees. Took on the role of group leader for each trip.
- Worked with Business Manager to maintain an annual program budget of \$180,000, implement strategic planning, and discipleship programs, and promoted via pulpit announcements, council meetings, bulletin ads and personal conversations.
- Evaluated all catechetical programs to determine strengths, areas of improvement and future needs.
- Proposed, promoted and began training to implement a Catechesis of the Good Shepherd atrium. Established and began remodeling an area for the atrium.

- Primary project manager overseeing a remodel of a Bridal preparation room to be multi-purpose; used for a nursery during Mass and allowing the parents to continue to participate from a quiet area.
- Primary project manager for the Community discipling center. Envisioned the space, worked with/supervised local business partners, oversaw interior decorating, purchased materials, and created/planned/implemented marketing.
- Planned, marketed and directed group travel for 7 conferences, 2 pilgrimages and 3 Cluster road trips and numerous youth conferences, retreats and Cathedral tours.
- Supervised meal program for middle school/high school religious education programs.
- Managed social media (Facebook, Instagram, Twitter) and website content.

Dodgeville Area Chamber of Commerce (Dodgeville, WI) December 2014 – September 2017

Executive Director (40+ hours)

- Responsible for monthly, quarterly and annual budgeting and reporting for a \$150,000+ nonprofit and for-profit agency, including Room Tax reporting.
- Supervised staff of paid employees and dozens of Chamber volunteers.
- Created local and national advertising and marketing materials for tv, radio, newspaper, and magazine.
- Planned and implemented both local and tourism events of various sizes.
- Built a large network of professional relationships within the business community and region.
- Assisted customers with planning their vacations to our area, including places to stay, things to do, food options, entertainment and sightseeing.
- Developed and implemented strategic planning.
- Oversaw membership recruitment and consistently met retention goals.
- Responsible for grant writing, fundraising, and creating donation campaigns.
- Fall color reporting for the State of WI Department of Tourism.
- Project manager for chamber building remodel and added additional landscaped areas.
- Emcee for the Green Bay Packers Tailgate Tour and partnered with them to raise \$35,000+ for local animal shelter.
- Maintained website and social media for marketing and outreach.

Southwestern Wisconsin Community Action Program

April 2013 – March 2015

Job & Business Development (32 hours)

- Responsible for monthly, quarterly and annual State and Federal reporting for a nonprofit.
- Rebuilt program awareness through community outreach, grant-writing, and marketing.
- Trained clients on how to obtain business start-up funding.
- Provided business owners with the tools and coaching for expansion, or the ability to redirect a failing business to succeed.
- Provided existing businesses with support for business success through networking, coaching, and advising.
- Trained agency staff on social media for each SWCAP program.
- Created marketing materials for multiple SWCAP programs.
- Exceeded 2014 goals by 200%, resulted in additional funding from the State.

Lands' End Business Outfitters

August 2008 – July 2013

Analytics & Corporate Projects (40 hours)

- Responsible for all department sales reports.
- Created reporting templates, Salesforce reports, procedure manuals, and tools for work and time efficiencies.

- Provided Sales Managers with ad hoc reports and data as needed, project specialist.
- Analyzed process procedures and reduced time spent on reports and projects by an average of 10% yearly over a 5 year period.
- Co-FlexLead for a team of 40+ people overhauling the LE School Uniform department and building custom websites for schools. Trained on new software. Trained teams.
- FlexLead for Clerical, Print Room and Admin teams (2011).
- FlexLead for Projects Team and Resource Group (2010).
- Interviewed and trained employees/team members for reporting roles.
- Created training program and trained new LESU Sales Representatives (Fall 2012).
- Responsible for analytics reports for President of Lands' End/Sears Board of Directors.

Education/training

- Student at Holy Apostles College & Seminary (2022 - 2025) for Degree in Theology.
- Diocesan Catechetical Leader training 2018 - 2019
- Damian Stayne's School of Charisms 2013 & 2018
- Various Catholic Conferences in the Midwest 2013 - 2025
- LifeTeen Genesis & Horizon Conferences 2018 - 2019
- Theology of the Body training with Fr. Mike Schmitz Spring 2018
- Local and regional discipleship training classes 2018 - 2019
- Madison Area Technical College - Madison WI 2001 - 2005
 - Paraoptometric technician program
- Spoon River College- Macomb IL 1992 - 1993
- Western Illinois University - Macomb IL 1989 - 1991

Skills

- Managing teams, events, travel, large or small projects.
- Nonprofit management and volunteer coordinating.
- Social media marketing and advertising.
- Highly proficient in Microsoft Office and Google Workspace
- Experience with QuickBooks, Mailchimp, Canva, Salesforce, and Constant Contact
- 18+ years of teaching and aiding in ministry.
- More than 25 years of Business Ownership, Management and team leadership experience in both for-profit and non-profit sectors.
- High level of self management, technology application to work tasks, oral/written communication, customer service, time management.

Activities/Honors

- Surviving Divorce Ministry Group Leader 2023 - present
- Saint Rose Women's Book Study Group Leader 2022 - present
- Wisconsin Directors of Religious Education Federation, SUMMIT board member
- Cluster Leadership Council - 4 Parishes/1 Faith Cluster
- Spiritual Gifts Committee Chairperson - 4 Parishes/1 Faith Cluster
- Cluster Events Committee Chairperson - 4 Parishes/1 Faith Cluster
- Treasurer and Secretary of the Dodgeville Federated Woman's Club
- Iowa County Securities and Finance Council
- City of Dodgeville Economic Development Committee
- Southwest Wisconsin Chamber Alliance
- WWBIC Rural Advisory Board
- SWTC Entrepreneurship Panel
- Personal pilgrimages to both domestic and international religious sites.