



CLERGY COMMUNICATIONS

100 East Eighth Street Cincinnati, Ohio 45202
(To be filed in loose leaf binder and kept in parish archives)

OFFICE OF THE ARCHBISHOP

Reverend James Brooks, Parochial Vicar at St. Margaret of York Parish, was incardinated into the Archdiocese of Cincinnati. We congratulate him!!

The ordination of **Rev. Mr. J. Thomas Wray** to the priesthood is scheduled for Saturday, March 7, 2015 at St. Margaret of York Parish at 4:30 p.m. Congratulations to Deacon Wray and his family. If you are a priest and you plan to attend the ordination, please contact Mrs. Sarah Frohmiller in the Priests' Personnel Office at 513.421.3131x2651 or sfrohmiller@catholiccincinnati.org. Thank you.

CHRISM MASS

The Chrism Mass will be celebrated on Tuesday, March 31, 2015 at **7:00 p.m.** at the Cathedral of St. Peter in Chains. Please encourage your parishioners to take part in this lovely Holy Week liturgy. A special letter of invitation to priests is included with this mailing.

DISTRIBUTION OF OILS

- + Father Todd O. Grogan, Cathedral Deanery, at the Cathedral on Wednesday, April 1, 2015 from 1:30 p.m. - 3:00 p.m.
- + Father Timothy Bunch, Saint Andrew Deanery, at Saint Saviour Church on Wednesday, April 1, 2015 from 11:00 a.m. - 1:00 p.m. Lunch will be served.
- + Father Paul Del Staigers, Saint Francis de Sales Deanery, Our Lord Christ the King Church on Wednesday, April 1, 2015 from 11:00 a.m. – 1:00 p.m.
- + Father Michael Bidwell, Saint Lawrence Deanery, Our Lady of Lourdes Parish Offices on Wednesday, April 1, 2015 from 9:00 a.m. - 12:00 noon.
- + Father Kyle Schnippel, Saint Margaret Mary Deanery, Saint John Neumann Parish Offices on Wednesday, April 1, 2015 from 9:30 a.m. – 12:30 p.m.
- + Father Chris Worland, Dayton Deanery, Holy Trinity Church, Dayton on Wednesday, April 1, 2015 from 10:00 a.m. – 12:00 noon.

- + Father Larry Tharp, Hamilton Deanery, Sacred Heart Church, Fellowship Hall on Thursday, April 2, 2015 from 9:00 a.m. – 12:00 noon.
- + Father William Wagner, Saint Martin Deanery, Saint Thomas More Rectory, Withamsville on Wednesday, April 1, 2015 from 12:00 noon - 3:00 p.m.
- + Father Richard Walling, Saint Marys Deanery, Coldwater Cluster Offices on Thursday, April 2, 2015 from 9:30 a.m. - 11:30 a.m.
- + Father Steve Shoup, Sidney Deanery, Saint Michael Parish Office Center, Fort Loramie on Wednesday, April 1, 2015 from 9:00 a.m. - 4:00 p.m.
- + Father Edwin Gearhart, Springfield Deanery, Saint Teresa of the Child Jesus, 1827 North Limestone Street, Springfield on Wednesday, April 1, 2015 at the Deanery Meeting at 5:30 p.m.

DEPARTMENT OF EXECUTIVE SERVICES

CHANCERY OFFICE

LENTEN REMINDER – FAST AND ABSTINENCE

Good Friday, April 3, 2015, is a day of abstinence from meat and also a day of fast, that is, limited to a single full meal. The other Fridays of the season of Lent are days of abstinence from meat. **The law of abstinence binds all Catholics 14 years and older. The law of fasting binds all Catholics from their 18th birthday until their 59th birthday (canons 97 and 1252).** With regard to Good Friday, the teaching of the Second Vatican Council should be recalled.

Let the paschal fast be kept sacred. Let it be celebrated everywhere on Good Friday and, where possible, prolonged throughout Holy Saturday, so that the joys of the Sunday of the Resurrection may be attained with uplifted and clear mind (*Constitution on the Liturgy, No. 110*).

With regard to the obligatory days listed above, however, there are frequent questions about the degree of seriousness of the matter. The teaching of Pope John Paul II may be simply paraphrased: the obligation to do penance is a serious one; the obligation to observe, as a whole or “substantially,” the penitential days specified by the Church is also serious. No one should be scrupulous in this regard; failure to observe an individual day of penance is not considered serious. People should seek to do more rather than less. Fast and abstinence on the days prescribed should be considered a minimum response to the Lord’s call to penance and conversion.

CONFIRMATION AND THE FACULTY TO CONFIRM

The following might be helpful for you regarding Confirmation at the Easter Vigil. For priests who have been granted the faculties of the Archdiocese of Cincinnati, these are the instructions for the Faculty to Confirm as found in the *Pagella*, Clerus Cincinnatiensis, Volume XII, No. 1, pages 260-261. The mandate is given to all priests in the Archdiocese:

1. **to baptize and confirm** in accordance with canon 883.2 persons who are no longer infants whom the priest judges suitable for Catholic baptism;
2. **to admit into full communion** with the Catholic Church **and to confirm** in accordance with canon 883.2 previously baptized persons who are no longer infants whom the priest judges suitable for admission to the Catholic Church;
3. **to readmit into full communion** with the Catholic Church and **to confirm** in accordance with the response to the Pontifical Commission for the Interpretation of the Decrees of the Second Vatican Council, April 25, 1975, persons beyond infancy who were baptized Catholic but not confirmed and who later became an apostate or a heretic, whom the priest judges suitable for readmission to the Catholic Church. (If you have any questions about whether or not someone later became an apostate or a heretic, please call the Chancery.)
4. **Priests do not have the faculty to confirm a baptized but never confirmed Catholic** who simply has not been active in the practice of the faith without becoming a member of another Church and now desires to be confirmed and be actively involved in the Church's life. **In these cases, individual delegation of the archbishop is needed.** Priests can seek such delegation in writing from the Chancery, giving reasons why the delegation is sought, the name of the person to be delegated, the name of the candidate, and the intended date of the ceremony.

If you need to request a faculty to confirm, please do so in ample time to receive it before the Easter Vigil. Also, if you have more than one parish, please include the name of the parish where the Confirmation will take place. Thank you.

GOOD FRIDAY 2015 COLLECTION

The Good Friday collection is to be taken up in all churches and chapels where Good Friday services are celebrated. The proceeds will benefit the churches in the Holy Land. Please send the proceeds from the collection to the Finance Office of the Archdiocese in the week following Easter. Thank you.

MAJOR COLLECTION DATES 2015 - 2018

Included with this mailing is the sheet listing special collection dates and major feast days for the years 2015 - 2018. Thank you.

COMMUNICATIONS OFFICE

DIRECTORY UPDATES

Remember, our online parish directory needs help in keeping the listings current. Please go to www.CatholicCincinnati.org and check out your parish in the directory by clicking on "Find a Parish" at the top of the home page. If you see any mistakes, outdated information or even what appear to be software errors, please send an e-mail to Communications@CatholicCincinnati.org with the subject line DIRECTORY.

VOCATIONS OFFICE

HOLY HOUR FOR PRIESTLY VOCATIONS

Come to a Holy Hour for Vocations to the Priesthood on Sunday, March 8 from 5:00 - 6:00 p.m.

in the St. Gregory the Great Chapel at Mount St. Mary's Seminary, located on the Athenaeum campus in Cincinnati at 6616 Beechmont Avenue, Cincinnati, OH 45230. Research shows that prayer plays a critical role in a man's decision to become a priest. And where you find growing seminaries – you also find steadfast prayer by the faithful.

NATIONAL CATHOLIC SISTERS WEEK CELEBRATION

The Franciscan Sisters of the Poor welcome you to come celebrate **National Catholic Sisters Week** with coffee and conversation on Sunday, March 8 after the 10:00 a.m. Mass at St. Clare Chapel, 60 Compton Rd., 45215 (near Wyoming). This is a great opportunity for those discerning a religious vocation. Please contact Sr. Jo-Ann at 513.761.9040x156 or visit: www.sfp-vocations.org with any questions. All are welcome! Bring your family and friends. **Also**, on March 15 after the 10:00 a.m. Mass, you may join the Sisters for coffee and conversation.

TOUR THE SISTERS OF THE PRECIOUS BLOOD HOUSE

In celebration of the Year of Consecrated Life, the Sisters of the Precious Blood will host an open house at Salem Heights, 4960 Salem Ave., Dayton, on **March 8** from 2:00 - 4:30 p.m. Guided tours by the Sisters will include the chapel, community areas, historical displays and apartments. After the tours, visitors will enjoy refreshments in the dining room. Enter grounds at the third driveway off of Denlinger Road.

VOCATION RETREAT FOR YOUNG WOMEN

Dominican Sisters of Peace welcome single, Catholic women, ages 18-45 to this Vocation Retreat designed to explore contemporary Dominican life for women. Learn about the Dominican Sisters of Peace while experiencing elements of Dominican prayer and community life. Where? 2320 Airport Drive, Columbus, Ohio from 6:00 p.m. Friday, March 6 through Sunday, March 8 at 12:00 noon. To register, or for more information, please contact: Sr. Pat Twohill, (call / text) 860.436.8430 or email: ptwohill@oppeace.org.

MARTHA DINNER

The Sisters of the Precious Blood will host a Martha Dinner for high school girls and young women on March 12 at Salem Heights, 4500 Denlinger Road (GPS address). Doors open at 5:30 p.m., and the event runs from 6:00 – 8:00 p.m. This is an opportunity to meet members of both monastic and apostolic religious communities, pray together and share a meal, and visit with other young women exploring a call to religious life. There is no cost. For more information or to register, please contact Sr. Mary Yarger at 937.999.8456 or email her at vocations@cppsadmin.org.

JOSEPHINUM LIVE-IN WEEKEND

On March 12-14, 2015, the Pontifical College Josephinum in Columbus, Ohio and the Office of Vocations will host a College Live-In for young men who are juniors and seniors in high school, or college students who are interested in knowing more about seminary life. The Live-In schedule will include a tour of the campus, discussions, meals and prayer with the college seminarians, attendance at classes, and time for recreation. There is no charge for the weekend. For further information, please call the rectory or any of the following individuals at the Josephinum: Fr. John Rozembajgier, Assistant Vice-Rector for the College, at 614.985.2244, or Mrs. Arminda Crawford, Administrative Assistant, at 614.985.2241. www.pcj.edu.

WELCOME WEEKEND AT MOUNT ST. MARY'S SEMINARY

All men college age and older are invited to a welcome weekend on March 20-21 from 4:45 p.m. Friday to about 7:00 p.m. on Saturday at Mount St. Mary's Seminary of the West. Men who are discerning the call to the priesthood will have the opportunity to join in the prayer life of the seminarians while gaining more information about the four pillars of formation that take place in the seminary. For more information or to register for the weekend, please contact Fr. Dan Schmitmeyer at 513.421.3131x2890 or vocations@catholiccincinnati.org.

"RUN FOR THE CALL" SPAGHETTI DINNER

On Saturday, March 21, the Sidney/St. Mary's Serra Club is sponsoring a spaghetti dinner fundraiser to benefit "Run for the Call," the fund created to provide financial assistance for seminarians in need. The dinner will take place from 5:00 – 7:00 p.m. at the Russia Catholic War Veterans Hall. For more information, please contact Wayne Topp at 513.421.3131x2891. Donations to cover the cost of the dinner and to support the seminarians will be taken at the door.

YOUNG ADULT SQUARE DANCE FUNDRAISER

All young adults are invited to attend the 4th Annual Young Adult Square Dance on **March 28** at St. Maximilian Kolbe Parish, Liberty Township, to support "Run for the Call." The evening begins at 7:00 p.m. with the opportunity for square dance lessons and will include live square dancing every hour with a DJ playing music until 11:00 p.m. The cost for the evening is \$8/person and includes food and refreshments with the opportunity to purchase Piggest Raffle Ever tickets and other opportunities to support "Run for the Call."

DIACONATE ORDINATION

Mark your calendars to join in the ordination of our new transitional deacons at 11:00 a.m. on April 25 at St. Peter in Chains Cathedral. Bishop Binzer will be ordaining seven men.

SERVER RECOGNITION OPPORTUNITY

WITH THE CINCINNATI REDS AND SERRA CLUB OF CINCINNATI

To assist your parish in recruiting and retaining good servers/sacristans, and in recognition of the service by your school children as altar servers and sacristans in the Archdiocese of Cincinnati, the Cincinnati Reds and the Serra Club of Cincinnati are making available discounted View Level tickets for \$5.00 for the Reds-Brewers game at 12:35 p.m. on April 29 at Great American Ball Park. Tickets may be purchased by having a school or parish representative call the Cincinnati Reds, Ryan Kirkpatrick, at 513.765.7457 with a credit card. Tickets must be purchased on or before April 15, 2015. "Recognition for Service" certificates that can be personalized are available by emailing: CincinnatiSerra@gmail.com.

PRIESTHOOD ORDINATION

We encourage all priests to join us in the ordination of three young men to the priesthood on Saturday, May 16, 2015 at 11:00 a.m. at St. Peter in Chains Cathedral.

DIACONATE OFFICE

REGIONAL MEETINGS

In an effort to better manage the Deacon Regional Meetings from a travel and logistics standpoint, we are going to divide the Archdiocese into four regions instead of the current three. This allows us to better serve the deacon community and is based on deaneries. The new regions are:

Cincinnati West – Cathedral, St. Lawrence, St Margaret Mary, Hamilton Deaneries
Cincinnati East – St. Andrew, St. Francis De Sales, St. Martin Deaneries
Dayton – Dayton and Springfield Deaneries
North – Sidney and St. Mary's Deaneries

In an effort to improve attendance at our regional meetings, we're going to do the spring meetings on Saturday mornings from 9:00 to 11:00 a.m. The first meetings will be held:

Cincinnati West – April 25 at St. Teresa of Avila
Cincinnati East – May 2 at Immaculate Heart of Mary
North Region – May 9 at Maria Stein
Dayton Region - May 23 at St. Peter, Huber Heights

DIACONATE OFFICE UPDATE

We continue to make changes to the communications aspect of the Diaconate Office. Our objective is to be responsible with our resources. If you no longer wish to receive communications from the Diaconate Office or you have a change of address, please notify the Diaconate Office at dproffitt@catholiccincinnati.org or call 513.421.3131x2641.

WORKSHOP ON THE DIACONATE, A GREAT SUCCESS

Our deacon workshop on Saturday, February 14, was a great success. We had close to 80 deacons in attendance to hear Fr. Shawn McKnight discuss the permanent diaconate in the Church today. Fr. McKnight has served at the United States Conference of Catholic Bishops as the Executive Director of the Secretariat of Clergy, Consecrated Life and Vocations since June 2010. He earned the License and Doctorate in Sacred Theology from the Pontifical Athenaeum of St. Anselm in Rome, specializing in sacramental theology and writing on the permanent diaconate. Sincere thanks to Fr. Earl Fernandes, Jan Hagedorn and Tobias Nathe for their help in running a great day at the Bartlett Center. We look forward to bringing more of this type of event to the deacons.

PRAYER REQUEST

Please keep deacons John Schmiesing and Lou Wong in your prayers. They recently lost family members. May they rest in peace.

OFFICE OF RELIGIOUS

RETIREMENT FUND FOR RELIGIOUS

As of the middle of February, \$626,478.86 has been received from the 2014 Retirement Fund for Religious Collection. How generous the people of the Archdiocese are once again! The monies collected are to be sent to the National Office by the end of March. If your parish has not yet

sent your check, please consider doing so. Thank you once again for your ongoing support of this still much-needed collection.

The National Office is looking to update the information they have on materials you need for your parish for this collection. Please complete the form included in this mailing and return to Sister Marilyn Kerber, SNDdeN (100 E. Eighth Street, Cincinnati, Ohio 45215 or mkerber@catholiccincinnati.org) by **March 31**. Thank you.

THE YEAR OF CONSECRATED LIFE

This is just a reminder that resources continue to be added to: www.catholiccincinnati.org – Homepage – Resources - Consecrated Life 2015. There are a few things that could definitely work in Parish Bulletins as is or with some editing. Periodically some parishes are using one of the Q and As on Consecrated Life in their bulletin and others are featuring one of the religious communities serving in the Archdiocese of Cincinnati. To learn about some parish and school activities, go to: <http://www.catholiccincinnati.org/wp-content/uploads/2014/08/Activities-taking-place-in-Parishes-Schools-PSR-Programs-in-Youth-Young-Adult-Ministry.pdf>. I am eager to share events going on in parishes and schools; let me know about your activities: mkerber@catholiccincinnati.org (It's great to have a picture.)

OFFICE OF SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUTH

BACKGROUND CHECK / CHILD PROTECTION TRAINING

All “employees” and “regular volunteers” as defined in the July 1, 2013 *Decree on Child Protection (Decree)* must receive an acceptable background check, and must attend a VIRTUS® Child Awareness Session on the *Decree* before they can have contact with children. **If any employee or regular volunteer has not received an acceptable background check result and / or not attended a VIRTUS® Child Awareness Session on the *Decree*, that employee or regular volunteer is not approved to have contact with children and may not have contact with children.** In addition, all new employees within the Archdiocese of Cincinnati must complete and sign a B.4 Form and send them to the Office of Safe Environment for Protection of Children and Youth before the new employee can begin having contact with children.

SEC ADVISORY COMMITTEE

An advisory committee made up of local SEC's from each deanery, high schools and institutions was established and had its first meeting in January. This group was formed to assist in an advisory capacity to make suggestions and review implementation plans for future changes. Several ideas were presented and recommendations were made as part of our initial meeting. The representatives are gathering input from other locations to be discussed at our next meeting in April. We are still looking for representatives from St Francis de Sales, St Margaret Mary, Cathedral, Springfield Deaneries. If you can help, please contact the Safe Environment Office.

FACILITATORS ADVISORY COMMITTEE

An advisory committee made up VIRTUS® train the trainers was established and had its first meeting in January. This group was formed to assist in the implantation of VIRTUS® 3.0, training new facilitators and providing input and guidance concerning our training system. They are updating the facilitators PowerPoint presentation to incorporate the changes for 3.0. The

anticipated roll out date of VIRTUS ® 3.0 is April 2015 with mandatory training of all current facilitators. This training will ensure all trainers have the updated CD, binder inserts, and a current copy of the PowerPoint presentation. Training will be scheduled at various locations throughout the Diocese, and will be communicated via email and Clergy Communications.

SEC TIP OF THE MONTH

Deleting Your Location on a Person's Account

- ***Please only delete your location.***
- Go to Administration / System Administration / User Search
- Access the user's account.
- Click on the "Click to select locations..." link.
- Another screen will open.
- Scroll down to locate and unclick ONLY YOUR location.
- Click the "save" button at the bottom of that screen.
- Close that screen.
- Click the "save" button at the bottom of that person's main screen.

Inactivating a Person

- ***Please inactivate a person ONLY if your location is the only location listed for that individual.***
 - Search for the person using Administration / User Search
 - Under the "General" tab
 - Scroll down to the yellow section, look for "Account Status" and change it to 'inactive'.
 - In the "Notes" section at the bottom of the page, list the reason why the person is being inactivated, your name and date. This will help for future reference.
 - At the bottom of the page, click the "Save" button.
- If your locations is one of many locations listed –***
- Change the primary location to the next location on the list.
 - Click on the 'Click to select locations...' link.
 - Another screen will appear listing all the locations within the Archdiocese of Cincinnati.
 - Unclick your location.
 - At the bottom of the page, click the 'save' button.

DEPARTMENT OF FINANCIAL SERVICES

FINANCE AND ACCOUNTING OFFICE

HEALTHCARE OPEN ENROLLMENT

Open Enrollment period for all health/welfare benefit plans sponsored by the Archdiocese of Cincinnati is May 15, 2015 to June 1, 2015. This will be a positive open enrollment, where all eligible employees must log into the Benefits Allocation System (BAS) through MyEnroll.com to elect or to waive each benefit. If an employee does not make an election at Open Enrollment, the employee's current coverage will be waived for the July 1, 2015- June 30, 2016 plan year. More details to follow.

WORKER'S COMPENSATION ANNOUNCEMENT

The Ohio Bureau of Worker's Compensation Certificate of Employer's Right to Pay Compensation Directly has been issued to the Archdiocese of Cincinnati. This certificate is valid from February 1, 2015 through February 1, 2016. A copy is available on the Finance Office website under the Benefits and Risk Management tab. Please post the certificate copy in a prominent location. If an employee at your location experiences a work related injury, please send the completed First Report of Injury (FROI) form to Kevin Fox at Gallagher Bassett, kevin_fox@gbtpa.com or by Fax: 866.497.6024. Questions: please contact Kevin at 614.356.2271 or 800.416.1826x2271.

RISK INSPECTION REPORTS

All locations must participate in the self-inspection process as part of the Archdiocese of Cincinnati Property & Liability Insurance Program. The self-inspection forms are available on the Finance Office website. Completed forms are due in the GBS office by May 31, 2015 and should be mailed to: Paul Kenkel, Gallagher Bassett Services, 4555 Lake Forest Drive, Suite 650, Cincinnati, OH 45242. Each location that submits a completed form by this deadline will receive a credit of \$100 on the 2015-2016 Property & Liability invoice. Questions: please contact Charlotte Carpenter at 513.421.3131x2852.

PARISH EVENTS WITH WEAPONS

The Archdiocese of Cincinnati purchases insurance with various types of coverages. These reinsurers **will NOT** provide any insurance coverage for a parish/school-sponsored event that involves firearms or weapons. Examples of events that are **NOT** covered: Turkey Shoots, trap shooting, air gun tournaments. Questions: please contact Charlotte Carpenter at 513.421.3131 .2852.

HEALTH CARE PLAN CHANGES FISCAL YEAR 2015-2016

Effective July 1, 2015, the monthly premium rates charged to locations is changing from \$633.00 to \$645.00 for single coverage, from \$1,472.00 to \$1,501.00 for family coverage, and from \$288.00 to \$294.00 for retiree supplemental coverage. There is a 2% increase in the monthly employee health care contribution rate from \$31.50 to \$32.00 for single coverage and from \$73.00 to \$75.00 for family coverage.

The annual deductible is changing from \$400 to \$425 for single coverage, and \$800 to \$850 for family coverage. The deductible does run calendar year, not plan year. The annual Out Of Pocket (OOP) Maximum is changing from \$2,000 to \$2,200 for single coverage and from \$4,000 to \$4,400 for family coverage. The OOP does run calendar year, not plan year. Questions: please contact Charlotte Carpenter at 513.421.3131x2852.

MEDICARE BENEFITS FOR PRIESTS AND LAY EMPLOYEES CURRENTLY COVERED UNDER THE ARCHDIOCESE OF CINCINNATI HEALTH (AOC) INSURANCE PLAN

As all U.S. citizens near the age of 65, Medicare and other insurers begin to send information about Social Security and Medicare programs to all eligible individuals. A priest or lay employee who is actively working should apply for Medicare Part A at age 65. This is the "free" part of Medicare which covers hospitals and will be considered **secondary** to the AOC Anthem

coverage. When a priest or lay employee retires, it is necessary to apply for Medicare Part B. This is the physician component that along with Part A will become the primary coverage upon retirement. Retiring Archdiocesan Priests are automatically enrolled in the AOC Anthem retiree supplemental insurance. Eligible lay employees can elect the AOC Anthem retiree supplemental plan at his/her expense. This Anthem coverage becomes secondary and the prescription drug coverage remains the same. This transition to Medicare Part B takes approximately three months to accomplish. Therefore, when planning for retirement, it is recommended to allow sufficient time for this change to take place prior to retirement date. Questions: please contact Charlotte Carpenter at 513.421.3131x2852.

INTEREST PAYMENTS ON ARCHDIOCESAN NOTES

As a reminder, interest paid on Archdiocesan Investment Notes (paid March 15th & September 15th) is paid via an ACH transaction rather than by check. Therefore, in order to ensure that each location's bank account is properly credited, please ensure that the Finance Office has the proper bank account information on file for your location. Please contact Steve Burger at 513.421.3131 x2850 or sburger@catholiccincinnati.org with any questions.

RETIREMENT – LAY EMPLOYEES PENSION PLAN

The Finance Office has recently received a number of inquiries regarding retirement and pension benefits specifically in regards to the suspension of benefits and continuing employment. The points and example below are provided for clarification of these retirement issues.

Termination of employment is defined under the Plan as the date on which the employee ceases to provide any services as an Employee (as defined in the Plan) and terminates the employment relationship. **Therefore, a reduction in hours without an actual termination of employment will not permit a Participant to commence benefits (except in certain circumstances, such as reaching the Required Beginning Date, which is the later of retirement or age 70 ½).**

The Internal Revenue Service has held that for a proper termination of employment to occur (for purposes of determining eligibility for benefits from a qualified retirement plan) the employee **“must have completely severed his employment relationship with the employer at the time the distributions are received...”** In addition, in order for a termination of employment to occur, **there must be no anticipation that the employee would continue to perform services for the employer after a certain date.**

Additionally, if the termination is for the purpose of providing the employee access to plan benefits, and if it is anticipated that prior to the actual date of termination of employment that the employee will be rehired the termination will not be viewed as legitimate. Therefore, “an employee legitimately retires when he stops performing service for the employer and there is not the explicit understanding between the employer and employee that upon retirement the employee will immediately return to service.”

There is no specific timeframe for determining whether a subsequent rehire will be considered bona fide or legitimate. **But rather it is the intention at the time of retirement that is determinative.**

Example:

Mary Jones is the bookkeeper for St. Richard Church. Mary currently works 40 hours per week. Mary wants to “retire” and begin receiving her pension benefit but continue to work 15 hours per week at St. Richard. This is not a legitimate termination of employment since Mary: 1) never completely severed her employment and 2) “retired” with an expectation that her employment would continue.

Please contact Steve Burger at 513.421.3131x2850 or sburger@catholiccincinnati.org or Charlotte Carpenter at 513.421.3131x2852 or ccarpenter@catholiccincinnati.org with any questions.

PARISH ACCOUNTING SOFTWARE

We are planning training update sessions for Wednesday, March 18, 9:00 to 11:30 a.m. at the Archdiocesan offices and Thursday, March 19, 9:00 to 11:30 a.m. at the Pilarczyk Center in Dayton. If attending, please contact Anne Morrow (amorrow@catholiccincinnati.org) to register. Also, let us know of topics you would like to include.

We have added an “Entity” called Restricted in the parish available chart of accounts. The code for this entity is 55. All donations received which are **restricted by the donor** should be entered in entity 50 Capital Campaign, 55 Restricted, or 91 Other. Expenditures for the restricted purpose can also be entered in the entity being used (50, 55 or 91). If you have questions regarding the recording of the restricted funds, please notify us.

Remember that Videos, Release Notes, the User Guide and Online Help Articles are available to review on your “Ledgers and Payables” screen in the ConnectNow System (ParishSoft). These sources provide answers to many common and not-so-common questions regarding bookkeeping and the accounting system.

While reviewing the financial reports for the year ended June 30, 2014, we discovered that some bank accounts were not being recorded in the ConnectNow system. All bank accounts and the related transactions pertaining to the parish should be recorded in the ParishSoft system. If you have questions regarding this, please contact Steve Burger (sburger@catholiccincinnati.org) or Dan Umberg (dumberg@catholiccincinnati.org).

Please close each month when complete. This not only helps prevent errors in dating transactions, but also helps assure that the monthly/quarterly reports that are generated from the ConnectNow system for review are not changed subsequent to approval.

We would like to remind the users of ConnectNow System that assistance with ConnectNow accounting is available by contacting the Archdiocese Finance office. Various parish business managers and parish accountants also have volunteered to assist/train employees of other parishes. If you need individual assistance, please contact Dan Umberg (dumberg@catholiccincinnati.org) or Anne Morrow (amorrow@catholiccincinnati.org). We will be removing the Parish Master Financial Report Form from the website. This report will no longer be used since all reports should be through the ParishSoft Software system.

FROM THE DESK OF THE SENIOR AUDITOR

In keeping with last month’s fraud discussion we will look at a third way our former business manager, Sean Martin, was able to take advantage of his former employers.

THE FRAUD

Sunday collections and receipts was another area targeted. Since cash is readily subject to error and mishandling, effective control of checks, currency, and other cash items should begin at the time of receipt and continue through deposit, custody, and disbursement. Sean had access to all incoming cash and was able to siphon off a percentage each week.

1. Although the various locations had independent count teams, the counters turned over all the receipts to Sean, who would “recount” the receipts.
2. Cash received at the office was not properly controlled.
3. Collection bags were accessed and cash removed prior to being counted.

Red Flags

- Collections appeared to decline after his arrival
- Secondary collections decreased
- Gifts and fund raising activities revenues decreased,

The pre-numbered tamper proof bags were not required, and count sheets were not signed or maintained as a record of the total amount collected. All receipts were turned into the Business Manager with no external record maintained.

PREVENT, DETECT OR DETER

The above case illustrates one of the possible ways a fraud can occur at your location. It may not be possible to eliminate all fraud; it is possible to reduce the risk. Implementing standard controls may allow an organization to Prevent, Detect or Deter a fraud. The following are suggestions that may have accomplished these goals:

Establish Control over Collections

Since cash is readily subject to error and mishandling, effective control of checks, currency, and other cash items should begin at the time of receipt and continue through deposit, custody, and disbursement. To ensure that all collections are appropriately safeguarded and properly recorded, we recommend the use of pre-numbered tamper resistant bags. The ushers should consolidate the collections into the bags immediately following the offertory collection. The collections should be locked in a safe with limited access. The bags should be inspected by the count team to ensure that they have not been tampered with and the bag number noted on the count sheet. A log of each bag number should be maintained by the parish and periodically reviewed for accuracy. The cost of the bags is reimbursed by the Archdiocese of Cincinnati.

Establish Control over Counting of Collections

To ensure that collections are properly safeguarded and properly recorded, we recommend that all collections be counted by rotating unrelated teams of individuals outside of those in the accounting department, with a count sheet of collections prepared at the time the pre-numbered tamper resistant bag is opened. The count sheet should be signed by members of the count team in ink when completed. The deposit and deposit ticket should be placed in a sealed bag and taken to the bank by two members of the count team. All cash receipts should be deposited intact. All count sheets and a copy of the deposit ticket should then be given directly to the Business Manager / Bookkeeper for posting to the general ledger. A copy of the count sheets, listing of loose checks and envelopes should go to someone who does not have access to the accounting system for entry into PDS. Entries on the count sheet should be subsequently traced to the receipted deposit slips and PDS reports. The tracing should be performed by either the person preparing the count sheet or by someone not otherwise handling or recording cash transactions. Any exceptions found should be reviewed by the Pastor or his designee.

Establish Initial Control over Cash Receipts

We recommend that all mail be opened by someone other than the Business Manager and some form of control on cash receipts be instituted, such as a list of checks received to be prepared at the time the mail is opened. Such lists could include names, dates, amounts, and a brief description of the transaction. We further recommend the use of pre-numbered receipts by all employees receiving cash. All remittance advices, letters, or envelopes that accompany the receipts should then be given directly to the Business Manager. The cash and checks should be placed in the safe a list of cash receipts, preferably on a prescribed form, before being placed in the safe, such lists may be subsequently compared with the cash book and bank deposits. Entries on the mail receipt listing should be subsequently traced, on a test basis, to the receipted deposit slips. The tracing should be performed by the person preparing the listing or by someone not otherwise handling or recording cash transactions. Any exceptions found should be reviewed by the Pastor or his designee. When mail is opened and a list of receipts is made by someone who does not record cash, it is possible to minimize the possibility of errors or misappropriation of cash.

Establish the use of Pre-Numbered Cash Receipts

We recommend the use of pre-numbered receipts by all employees receiving cash receipts. Entries on the receipt listing should be subsequently traced, on a test basis, to the receipted deposit slips. The tracing should be performed by the person preparing the listing or by someone not otherwise handling or recording cash transactions. Any exceptions found should be reviewed by the Pastor or his designee.

DEPARTMENT OF HUMAN RESOURCES

The HR Department serves to inform, support and advise the parishes and schools in all matters relating to HR. We encourage you to contact us with any HR-related concern.

ANNUAL PARISH SALARY SURVEY

This is the time of year when the Parish Salary Survey is usually distributed; however, we are going to forego it this year. The survey will be distributed in 2016.

PRINCIPALS' RETREAT AND MEETING

The annual Principals' Retreat and Meeting was held on February 26 and 27. Both Rob Reid and Meg Paul were on the agenda and presented various HR subjects to all the principals in attendance. The following subjects were discussed with the group: The Affordable Care Act, FMLA, Corrective Counseling, Harassment, The Problem-Solving Process and Reductions in Force.

DEPARTMENT OF PASTORAL SERVICES

FAMILY AND RESPECT LIFE OFFICE (FARLO)

WORLD MEETING OF FAMILIES AOC TRAVEL AND HOUSING OPPORTUNITIES
FARLO is providing two travel opportunities to the World Meeting of Families. ***Space is limited.***

OPTION 1-Full Week: Travelers will leave at ***approximately*** 10:00 a.m. or as specified on September 21, 2015, arriving in Philadelphia that evening. All will be able to participate in the full experience of the World Meeting of Families Congress Tuesday through Friday, the Festival of Families on Saturday and the Papal Mass on Sunday. Travelers will leave Philadelphia at approximately 5:00 p.m. on September 27, 2015 to return to the Archdiocese of Cincinnati. There will be multiple pick-up/drop-off points in the Archdiocese. The cost is \$200 per person (plus contributions to the tip for the bus drivers). Each family will receive a copy of “Love is Our Mission: The Family Fully Alive,” a preparatory catechesis for the World Meeting of Families. Travelers are responsible for registering for the Congress, housing and food. Please note, when you register for housing, you will be given the opportunity to register for the Congress.

OPTION 2-Papal Mass Only: Travelers will leave at ***approximately*** 9:00 p.m. on September 26, 2015. Travelers will sleep on the bus, arriving in Philadelphia in time for the Papal Mass. All will depart from Philadelphia at approximately 5:00 p.m. on September 27, 2015. There will be multiple pick-up/drop-off points in the Archdiocese. The cost is \$130 per person (plus contributions to the tip for the bus drivers). There are no tickets or registration for the Papal Mass.

Housing: Housing is available (even if you are not traveling on the Archdiocesan buses) through a block of rooms being held by the Family and Respect Life Office. The Archdiocese has a block of rooms at the Courtyard Marriott (.2 miles from the Convention Center where the Congress will be held). The rooms are \$229 plus tax Monday – Thursday and \$504 plus tax on Friday and Saturday. Please note there is no housing option available for the overnight bus trip to and from the Papal Mass.

To learn more or to register for either Archdiocese of Cincinnati Bus Trip, please visit our website, <http://www.catholiccincinnati.org/ministries-offices/family-life/world-meeting-of-families-2015/register-for-the-world-meeting-of-families/>.

For information on the Congress or Papal visit, please go to <http://www.worldmeeting2015.org/>.

LOVE IS OUR MISSION – RUAH WOOD LECTURE SERIES

In September 2015, the Archdiocese of Philadelphia will host Pope Francis and the World Meeting of Families. To prepare for this historic event, Ruah Woods is offering the “Love is Our Mission” Lecture Series. This dynamic series of seven talks by Catholic psychologist Dr. Andrew Sodergren and Dr. Linda Montagna will blend Theology of the Body, cutting-edge psychological science, personal and clinical experience. Lectures are held on the Ruah Woods campus at 6675 Wesselman Road, Cincinnati, Ohio 45248, or Live Streaming at

www.ruahwoods.org. Cost is \$10.00 per person; for the dates and online registration, please visit www.ruahwoods.org.

NINE MONTHS WITH CHRIST IN THE WOMB

From March 25 through December 25, 2015, we are encouraging all parishes to join us in participation of a Respect Life Prayer Campaign entitled, "9 Months with Christ in the Womb." Promoting a consistent ethic of life, this campaign offers a monthly reflection on a different biblical story during the earliest moments of Christ's time on earth. Each reflection will discuss the importance of a different social issue such as immigration, death penalty, care for the elderly, concern for the disabled, etc. Additionally, short weekly reflections will be available for parishes to prayerfully chart Christ's development their bulletins. Prayer cards are also available for purchase at the cost of \$10 for 1,000 cards. All resources are now available at www.respectlifecoordinator.com

GOLDEN JUBILEE

If your parish has not received a letter detailing the Golden Jubilee Masses in Dayton or Cincinnati on May 2, 2015, please call Caron Bergen in the Family and Respect Life Office at 513.421.3131x2653 or email cbergen@catholiccincinnati.org.

PROJECT RACHEL DAY OF REFLECTION FOR OTHERS

Project Rachel is offering a Day of Reflection for others affected by the trauma of abortion, Saturday, April 11, 2015, in Fairfield, Ohio. The day will include prayer, witnesses, and a healing service that includes the Sacrament of Reconciliation. A continental breakfast and light lunch will be provided. There is no cost. *"I'm thankful for the powerful, healing reminder that as long as we turn to God, He will love us no matter what."* -N, past participant. For specific times and location or to register, please call the confidential hotline at 513.784.0531.

PROJECT RACHEL WEEKEND RETREAT

Project Rachel is offering a three-day retreat for post-abortive women in Dayton on March 13-15, 2015. The cost is \$125 but scholarships are available and cost should not be a barrier.

2015 MEN'S RETREAT

March 20 - 22, 2015, sponsored by: The Knights of Columbus, Elder Council - All men are welcome!

Sons of So Great a Mother: Praying and Living the Luminous Mysteries of the Rosary

- The Baptism in the Jordan
- The Wedding at Cana
- The Proclamation of the Kingdom
- The Transfiguration
- The Institution of the Eucharist

Fr. David J. Endres, Retreat Master, is a priest of the Archdiocese of Cincinnati, ordained in 2009. He is assistant professor of church history and historical theology at Mount St. Mary's Seminary/Athenaeum of Ohio in Cincinnati. In addition to teaching, he serves as weekend assistant at St. Thomas More Church, Withamsville. He holds a doctoral degree from the School of Theology at The Catholic University of America, Washington, D.C. He has published numerous articles in Catholic magazines and journals and is awaiting the publication of his

second book. To register for this retreat, please go to <https://www.eventbrite.com/e/2015-mens-lenten-retreat-all-are-welcome-tickets-15027269969>.

CHRIST AT THE CENTER: FAMILY AND HOME

The Lent/Palm Sunday/Easter, March 15 – April 5, Home Edition of CATC will be posted on the Office of Evangelization and Catechesis page, scrolling down to the “Christ at the Center” icon... <http://www.catholiccincinnati.org/ministries-offices/evangelization-and-catechesis/>. It is also included with this mailing.

ARE YOU RECEIVING THE FARLO OFFICE E-NEWS?

If you have not signed up for the Family and Respect Life Office newsletter, you can do so by visiting: <http://www.catholiccincinnati.org/ministries-offices/family-life/resources-and-events/family-life-e-newsletter/>

PRIESTLY FORMATION OFFICE

LENTEN DAY OF REFLECTION

The Lenten Day of Reflection for priests of the Archdiocese of Cincinnati is scheduled for March 24 at the Transfiguration Center, West Milton. “The Passion of Christ in the Thought of St. Alphonsus Liguori.” Presenter: Fr. Earl Fernandes. Please watch for flyer or contact Sarah Frohmiller at 513.421.3131x2651 to register.

PRIESTS’ ANNIVERSARY DINNER

This year the priests’ anniversary dinner will be Monday, May 18, 2015 at Bergamo. Please mark your calendars.

PRIESTS’ SUPPORT GROUPS

There has been interest expressed by many priests in being a part of priests’ support groups. The Priestly Formation Office is looking into ways to facilitate this. If you are a member of a present support group, you may want to consider inviting some of your confreres to join yours.

LOOKING TOWARD NEXT FALL

Convocation of Priests is scheduled for Wednesday, October 21, 2015 at Incarnation Parish. Fall retreat for Priests is scheduled for October 12 – 16 at Jesuit Spiritual Center at Milford.

WORSHIP OFFICE

LITURGICAL CALENDAR UPDATE

A **Lenten Communal Penance Service** has been posted on the Worship Office website. Please visit: <http://www.catholiccincinnati.org/ministries-offices/worship/liturgical-prep/>

“THE LIGHT IS ON FOR YOU” 2015: Tuesday, March 3, 2015, 7:00 – 9:00 p.m.

We will once again open our doors to those seeking to return to the Sacrament of Penance through the “Light is ON for You” initiative. Parish Resources are posted on the Worship Office website and on the Archdiocesan website. Please visit:

<http://www.catholiccincinnati.org/ministries-offices/worship/light-is-on-for-you/>.

SCRUTINIES

In this final period of preparation for the Sacraments of Initiation, the three Scrutinies are to be celebrated with the Elect on the Third, Fourth, and Fifth Sundays of Lent using the Cycle A readings. (cf. RCIA, 20, 146) Please note, “The bishop may dispense from one of them for serious reasons or, in extraordinary circumstances, even from two” (RCIA, 20).

PASCHAL TRIDUUM RESOURCES

For your assistance in planning and preparing the Triduum:

18 Questions on the Paschal Triduum (USCCB Committee for Divine Worship). Please visit: <http://www.usccb.org/prayer-and-worship/liturgical-year/triduum/questions-and-answers.cfm>

Celebration of the Paschal Triduum in Pastoral Regions or Parish Clusters (Notes developed by the Archdiocese of Cincinnati Worship Commission). Please visit: <http://www.catholiccincinnati.org/wp-content/uploads/2013/03/Triduum-and-pastoral-regions.pdf>

Reception of the Holy Oils (from the USCCB). Please visit: <http://www.usccb.org/prayer-and-worship/liturgical-year/triduum/reception-of-holy-oils.cfm>

Holy Thursday and the Washing of the Feet (Mandatum) (From the USCCB). Please visit: <http://www.usccb.org/prayer-and-worship/liturgical-year/triduum/holy-thursday-mandatum.cfm>

- In the Archdiocese of Cincinnati, it has been the custom of priests to wash the feet of a representative group of parishioners: men, women, children, persons with disabilities, the elderly, and anyone who represents the community of faith.

TIME FOR THE EASTER VIGIL

The *General Instruction of the Roman Missal* states that the Easter Vigil is to be celebrated in darkness. **Therefore, this year the Easter Vigil may begin at 8:45 p.m. or later.** For more on **The Roman Missal and the Easter Vigil** (From the USCCB), please visit: <http://www.usccb.org/prayer-and-worship/liturgical-year/triduum/roman-missal-and-the-easter-vigil.cfm>.

UPCOMING PROGRAMS

LAY LEADERS OF PRAYER WORKSHOP

April 13, 20, 27, May 4, 11, 18, 2015 from 7:00 – 9:30 p.m. at Our Lady of Sorrows, Monroe. A five-evening workshop designed to train lay people to lead some of the rites of the Church when a priest or deacon is not available (i.e. Liturgy of the Hours, Funeral Vigil, Funeral outside of Mass, Rite of Committal, Liturgy of the Word [with Communion], and the Rite of Exposition. (PLEASE NOTE: A person taking this workshop must have the approval from his/her pastor.) For more information, please call the Worship Office at 513.421.3131 or email worship@catholiccincinnati.org.

RCIA TEAM FORMATION DAY: THE NEOPHYTE YEAR

Tuesday, April 14, 2015 from 7:00 – 9:00 p.m. at Incarnation Parish, Centerville

Wednesday, April 15, 2015 from 1:30 – 3:30 p.m. at St. Saviour Parish, Cincinnati

The Neophyte Year is that part of the RCIA process that we know we should be providing. This workshop is the opportunity to look at this essential part of the RCIA journey from the

perspective of parish and the RCIA Team and how we can cooperate more with the grace of God, who normally works through the normal. For more information and registration, please visit: <http://www.catholiccincinnati.org/wp-content/uploads/2015/01/042015-flyer.pdf>.

LAUDATE: FORMING YOUTH FOR MUSIC MINISTRY

Save the date! June 8 – 11, 2015 at Bergamo Center for Christian Living, Dayton, Ohio. More information and registration will be available soon on the Worship Office and OYYAM websites.

ARE YOU RECEIVING THE WORSHIP OFFICE E-NEWS?

If you have not signed up for the Worship Office newsletter, you can do so by visiting: <http://www.catholiccincinnati.org/ministries-offices/worship/join-our-email-newsletter/>

OFFICE OF YOUTH & YOUNG ADULT MINISTRY (OYYAM)

Important: There is far more information on youth and young adult opportunities on our website than we are able to include here. Visit our websites:

- Young Adult Ministry: <http://www.catholiccincinnati.org/ministries-offices/young-adult>
- Youth Ministry: <http://www.catholiccincinnati.org/ministries-offices/youth-ministry>

WORLD YOUTH DAYS, 2015 & 2016

On January 31, appropriately on the Feast of St. John Bosco, Pope Francis released his 2015 World Youth Day message, available in full here:

http://w2.vatican.va/content/francesco/en/messages/youth/documents/papafrancesco_20150131_messaggio-giovani_2015.html.

The theme for this year's World Youth Day, celebrated in the U.S.A. on the thirtieth Sunday of Ordinary Time (October 25, 2015), is once again taken from the Sermon on the Mount: "Blessed are the pure in heart, for they shall see God." (Mt 5: 8) The OYYAM will provide ideas for celebrating in our parishes and schools later in 2015. At the end of his message for 2015, Pope Francis connects this year's WYD celebration to the grand international celebration of WYD in Poland, saying: "*This year's World Youth Day begins the final stage of preparations for the great gathering of young people from around the world in Krakow in 2016.*" If you wish, follow this link to the official website of WYD 2016: <http://www.krakow2016.com/en/>.

The Archdiocese of Cincinnati has teamed up with Mission Youth to offer a pilgrimage package for World Youth Day 2016. This World Youth Day pilgrimage will be a special one, in the homeland of Saint John Paul II who began the first WYD experiences. In addition to the amazing WYD events with Pope Francis and 500,000+ Catholic youth from around the world, the plan is to visit the Auschwitz concentration camp, the site of St. Maximilian Kolbe's martyrdom cell, the famous and miraculous painting of the "Black Madonna" in Czestochowa, the Sanctuary of Divine Mercy, and places where John Paul II lived and worked, including the Beskidy mountains where he received inspiration and would take youth for hikes. **There are just 80 spots reserved for this pilgrimage, so all are encouraged to sign up soon.** The group will be staying at the AGH University of Science and Technology – a beautiful campus and excellent location within walking distance to many of the official WYD events optimizing logistics and enabling an incredible experience for the pilgrims. All details for the pilgrimage can be found at the Mission Youth website. Prices listed include airfare from Chicago (Mission Youth will arrange

transportation from Cincinnati to Chicago airport). Please consider inviting your young adults and age 16+ youth to join Pope Francis in Poland this next WYD.

P.S. If you would like to schedule an information session for youth and parents at your parish or school, please contact Maria Gaviria at gaviria.mm@pg.com. More info and forms are available here: <http://www.missionyouthmissions.com/> and follow the link to WYD 2016.

CATHOLIC YOUTH ATHLETICS INITIATIVE AND CHARTER IMPLEMENTATION

Here's a snapshot of Youth Athletics Initiative developments (please forward to your athletics leaders):

1. **Cincinnati CYO will dissolve as of end of May:** It is with great gratitude to the board and the staff of the Catholic Youth Sports Organization, Inc. (Cincinnati CYO) that we offer this important update to Cincinnati-area leaders of Catholic Youth Athletics. On December 22, 2014, Bill Rice, President of the Catholic Youth Sports Organization, Inc. informed the Commission of their decision to dissolve as of the end of this school year. The Catholic Youth Sports Organization, Inc., (Cincinnati CYO) is an independent, non-profit organization that has served Catholic parishes and schools for fifteen years by organizing league play, competitions, and tournaments. We are most grateful for their long years of faithful service.

The Commission has begun work on plans to respond to both the immediate and long-term opportunities presented by the Cincinnati CYO's decision. In the short-term, the Commission will be leading the way in helping develop interim plans so the parishes, schools, kids, and teams that participate in the Cincinnati CYO will continue through 2015 and beyond.

To lead the way, a special Task Force is being organized by the "Key Three" leadership of the Commission (Youth Athletics Chaplain Deacon David Profit; Dr. Sean Reynolds, Director of the Archdiocesan Office of Youth & Young Adult Ministry; and Greg Tankersley of St. Ignatius Parish and LaSalle High School). Greg will be heading up the Task Force, assisted by area athletics leaders and Don Back (the Commission's Chair of its Subcommittee on Leagues). Greg and Don are happy to accept calls from booster presidents with their ideas and thoughts. *Important: parents, coaches and boosters members should direct their comments or questions to their boosters presidents rather than calling Greg or Don directly.* Greg Tankersley's mobile number is 513.235.7112; Don Back's mobile number is 513.520.2333.

2. **March 15, 2015 Deadline for Boosters Compliance Materials:** Pastors and other parish leaders who read Clergy Communications are urged to make sure their athletics leaders are aware of the deadline and have access to compliance materials here: <http://www.catholiccincinnati.org/ayatf/>. In the Cincinnati region, direct any questions to the chair of the Subcommittee on Athletics Organizations, Gina Kelly, 513.739.0430 or gina.kelly@clorox.com. In the Dayton and Northern regions, direct questions to Tim Colbert at 937.223.1001x5050 or tcobert@catholiccincinnati.org.
3. **SportsLeader Inspirational Materials:** The OYYAM is covering the cost of providing Sports Leader's twice-weekly inspirational emails and resources to coaches, athletics leaders and parents from January—May, 2015. **Important: Boosters leaders are to forward these materials to their coaches, athletics leaders, and parents!** To arrange

for a special orientation session on how best to use the SportsLeader materials, contact Deacon Dave Profitt, Archdiocesan Youth Athletics Chaplain at dprofitt@catholiccincinnati.org.

HIGH SCHOOL CAMPUS MINISTRY TRAINING

The OYYAM is teaming up with the Office of Evangelization and Catechesis and the Catholic Schools Office to offer a one-day in-service for high school campus ministers on best practices in youth retreat ministry, June 16, 9:30 a.m. - 3:30 p.m. at Fenwick High School.

JUNIOR HIGH MINISTRY

IGNITE, 2015, APRIL 17-19, 2015, BERGAMO CONFERENCE CENTER

IGNITE is a high-energy, weekend discipleship retreat for youth with demonstrated leadership abilities in grades 7 and 8. As a short-term apprenticeship in Catholic discipleship of Jesus Christ, Grade 7 and 8 youth will experience Catholicism as a comprehensive way of life—igniting in them the desire to live as disciples and lead their peers for living the faith in their families, schools and activities. Hallmarks of **IGNITE** are active and engaging learning sessions, powerful faith-sharing and witness talks, prayer experiences, small group discussions, breakouts and general sessions, the Sacrament of Reconciliation, and Mass. ***This year's theme: The Holy Trinity: Called to Holiness, Community and Service.*** For more information, please visit: <http://www.catholiccincinnati.org/ministries-offices/youth-ministry/services/youthleader/ignite/>

NEXT JUNIOR HIGH RALLY IS OCTOBER 17, 2015 WITH STEVE ANGRISANO

Our next middle school and junior high rally will happen next fall on Saturday afternoon and evening, October 17. (Note: we had hoped for a spring rally, but scheduling a spring rally around Lent, Easter, Confirmations, Mother's Day, 8th grade trips, etc., proved impossible). The October 17 rally will take place at Archbishop Moeller High School in Cincinnati, and will feature Steve Angrisano, a veteran musician, composer and youth minister who has been featured at six World Youth Days, several National Catholic Youth Conferences and countless diocesan youth conventions and Steubenville Conferences. He is especially good at actively engaging large groups of young people, so mark your calendars and keep in mind there will be a parent track. To learn more about Steve Angrisano, visit <http://www.spiritandsong.com/Steve-Angrisano>.

SUMMER CAMPS FOR MIDDLE SCHOOL AND JUNIOR HIGH

A special **webinar** on summer camps for middle school and junior high youth took place on January 28, and the webinar **is now available online, along with materials. View the webinar** to explore how to plan and implement a middle school/junior high week-long day camp at your parish or school. Follow the link from the OYYAM youth ministry home page.

SUMMER OPPORTUNITIES FOR YOUTH

LAUDATE: FORMING YOUTH FOR MUSIC MINISTRY!

This popular four-day, three-night workshop features sessions in voice and other instruments used in liturgy. Teens will learn liturgy fundamentals and hear witnesses from those who work in the field. This program is designed for young people who love song, music, and faith, and want to bring them together in a fun community experience during the summer. Mark your calendars for **June 8-11, 2015 at Bergamo Retreat Center**. For information and registration, please visit

the OYYAM youth ministry homepage.

ROOTED IN THE VINE: A Catholic Social Teaching Retreat for High School Youth

Through collaboration of the Society of St. Vincent de Paul, the Catholic Social Action Office and the OYYAM, this 6-day retreat experience for high-school students is full of fun and eye-opening opportunities that will challenge your youth to see from others' perspectives and grow in love of God and neighbor. **June 27-July 2** at **St. Vincent de Paul Society** in Cincinnati (1125 Bank St.). For information and registration, please visit the OYYAM youth ministry homepage.

CATHOLIC SCOUTING

Boy Scouting News: The OYYAM administers religious emblems and awards programs for Boy Scouts, Girl Scouts and American Heritage Girls. To learn more, visit our website or contact Monica Sellers at msellers@catholiccincinnati.org.

Celebrating 100 Years of Catholic Girl Scouting: This patch program helps girls celebrate the relationship between the Catholic Church and Girl Scouting by encouraging them to explore the rich traditions of the Catholic faith and inspiring them to become stronger members of their Catholic communities, while striving to become faith-filled Christian women. Visit the OYYAM youth ministry home page for requirements by following links to Girl Scouting, or contact Monica Sellers (msellers@catholiccincinnati.org) in the Cincinnati area, or Karen Rolfe (krolfe@catholiccincinnati.org) in the Dayton and northern areas.

DEPARTMENT OF EDUCATIONAL SERVICES

CATHOLIC SCHOOLS OFFICE

Congratulations to the **St. Jude School Community** for winning the Distinguished Home and School Association Award from the National Catholic Educational Association (NCEA)! The St. Jude Parent-Teacher Association won this award for their outstanding efforts to enhance technology at the school (among other projects). This recognition marks the third national award given to our schools this year. In January, we announced that St. Dominic Pastor, Fr. Jim Walsh, and Our Lady of Victory Principal, Ms. Kathy Kane, had also received awards from the NCEA. Such national recognition of our schools is outstanding!

DEPARTMENT OF COMMUNITY SERVICES

CATHOLIC CHARITIES OF SOUTHWESTERN OHIO

ENLIGHTENMENT SPEAKING SERIES

Catholic Charities has trained experts who can provide informational talks on a wide range of topics such as Aging, Caregiving, Chemical Dependency, Parenting, Immigration, Foster Care, Catholic Social Teaching and more. To schedule a speaker for your parish or one of your ministry groups, please call Scott Stephens, Director of Parish Outreach, at 513.672.3714 or email sstephens@ccswho.org

“AGING WITH GRACE”

Wednesday, March 11, 2015; 2:00 – 3:30 p.m.

Deupree House - 3939 Erie Avenue, Hyde Park, 45208

In order to age gracefully, one needs to anticipate the changes that are inevitable. You cannot stop the changes of time, but you can modify lifestyle and activity in order to remain healthy and independent. Come learn some simple steps that lead to healthy, happy aging.

“ELDERLY PARENTS IN A LONG-TERM CARE FACILITY? ARE YOU STILL A CAREGIVER?”

Thursday, March 12, 2015; 7:00 – 8:30 p.m.

Garden Manor Retirement Community

6898 Hamilton-Middletown Road, Middletown 45044

Caregiving does not end once a loved one enters a Long-Term Care Facility. Be ready to share the care! If you put your parents in a nursing home, they still need you, the primary caregiver. They need you as an advocate. They need you to put the personal touches on their rooms and to be visible to the staff and the other residents. They need you to help them settle in and make friends. The best part of this, if you will let the guilt go and think for a moment, is that you now can enjoy them again. Come learn more on how to get rid of guilt and be a proactive caregiver.

SHORT-TERM CONVALESCENT AND LONG-TERM CARE OPTIONS SEMINAR

Tuesday, March 24, 2015; 6:30 – 8:00 p.m.

Our Lady of Sorrows Church, Presented by Ronda Breckenridge

When you're recovering from an injury or illness, it's comforting to know that you have choices when it comes to your care--including the option to receive care in the privacy of your own home. Short-term convalescent care provides protection designed specifically for home and facility care needs lasting less than a year. Long-term care is the help you may need if you are no longer able to care for yourself. You may need long-term care if you have a prolonged physical illness, a disability or cognitive impairment such as Alzheimer's disease. You may think long-term care is given only in nursing homes, but the term now applies to services that can be provided in a variety of settings.

AVOID FRAUD: ASK THE EXPERTS!

Wednesday, March 25, 2015; 4:00 - 6:30 p.m.

The 2015 Medicare Fraud Prevention and Consumer Protection Forum

Maple Knoll Village Auditorium, Call Katie at 513.458.5505 to register

Experts will be on hand from the Office of the Ohio Attorney General, Federal Bureau of Investigation (FBI), Ohio Department of Insurance, Office of the Inspector General and the Social Security Administration.

CATHOLIC SOCIAL ACTION OFFICE

HONORING THE 2ND ANNIVERSARY OF HIS ELECTION: POPE FRANCIS – HIS COMMITMENT TO THE ENVIRONMENT: MARCH 12

'Let us be protectors of God's creation, protectors of God's plan inscribed in nature, protectors of one another and of the environment.'

Thursday, March 12, 7:00 p.m.; Xavier University Schmidt Hall, Conaton Board Room

Xavier University's Center for Mission and Identity presents: *The 2nd Annual Presentation on Pope Francis*. Pope Francis has energized the faithful world since his election on March 13, 2013. A hallmark of his papacy has been a focus on environmental protection as a Christian ethic of care. Dan Misleh, Executive Director of the Catholic Climate Covenant, will offer his insights on the Pope's commitment to creation on the eve of the publication of his encyclical on ecology. Free and open to the public. For more information, please visit <http://www.xavier.edu/mission-identity/programs/Pope-Francis-Presentation1.cfm>.

The event is sponsored by Xavier University, the Archdiocese of Cincinnati, the Province of St. John Baptist Order of Friars Minor USA, Mount St. Joseph University, and Ohio Interfaith Power and Light.

SAVE THE DATE FOR AN UPCOMING CARE FOR CREATION SYMPOSIUM

Saturday, April 25, 2015, 8:30 a.m. – 1:00 p.m.

**St. John the Evangelist Church Pavilion, 9080 Cincinnati Dayton Road
West Chester Township, OH 45069**

In anticipation of Pope Francis' upcoming encyclical on the environment, we invite you to join us as we consider together how we can better commit to sustainability in our parishes and households of the Archdiocese of Cincinnati. This will be a practical event for parish facility managers, business managers, and anyone interested in increasing sustainability and lowering utility bills in their parish or home! Through workshops and discussions, we'll explore reducing our environmental footprint and increasing our commitment to energy efficiency through composting, alternative energy, intentional stewardship of resources, and more. **Stay tuned, and spread the word!**

JOIN THE CRS RICE BOWL 40TH CELEBRATION

Catholic Relief Services Rice Bowl is celebrating its 40th anniversary in 2015. The Archdiocesan Catholic Relief Services Committee is suggesting that parishes, schools and universities participating in Rice Bowl think of ways that you can incorporate "40" into your activities. Can your parish host 40 people at a Rice Bowl meal? Or have 40 people who will cook at least one Rice Bowl meal? See how close you can get to 40 activities – using the calendar, Educators Guide and Way of the Cross, to name a few. Through prayer, fasting, and sacrificial donations, Catholics in our Archdiocese can respond to the gospel call to serve our brothers and sisters in need around the world – while at the same time deepening their own faith. CRS receives 75% of all Rice Bowl donations collected in the Archdiocese to support CRS' projects in agriculture, mother and child health, water, microfinance and education. The remaining 25% of all donations fight hunger and poverty in our Archdiocese. Last year, we were able to distribute \$21,000 to agencies that alleviate poverty and hunger in every deanery in the Archdiocese. To find additional resources, click on crsricebowl.org. There you will find

- **A new app that delivers prayers and resources directly to your mobile device**
- Lenten devotions and prayers
- Reflections for adult faith-sharing communities and youth ministry groups
- Lesson plans, videos, and activity sheets for Catholic schools and religious educators
- Ideas for community gatherings and meatless Lenten meal events.

If you would like a speaker who can tell the story of CRS' good work around the world, please call Pam Long, the CRS Diocesan Director, at 937.224.3026 or plong@catholiccincinnati.org.

CRS RICE BOWL CHALLENGE GRANT

The Archdiocese's CRS Committee again will offer two Challenge Grants of \$750 each to a parish which is participating in the CRS Rice Bowl Program for the first time and to a parish which is expanding its CRS Rice Bowl efforts. An application and information is available on the Catholic Social Action website.

CENTURY FARM REGISTRY APPLICATIONS DUE MARCH 31

Catholic Rural Life of St. Marys and Sidney Deaneries is now accepting applications for the 2014 Catholic Century Farm Registry. Deadline is March 31. Families who have farmed the same land for 100 years or more are eligible for the registry. Century Farm Families will be recognized as part of the Rural Urban Mass. Information and an application for the registry are available online on the Catholic Social Action pages under Rural Life Ministry.

A WALK FOR PEACE AND JUSTICE ON GOOD FRIDAY

A cross-section of people from the Greater Dayton area will shoulder the crosses of social injustices as they make 14 stops throughout the west side of downtown Dayton on Good Friday, April 3. The annual walk begins at noon at the Old Courthouse at Third and Main Streets. The walk is held rain or shine. Each year 14 issues are chosen to correspond with the 14 Stations of the Cross. They reflect both new and ongoing social justice issues. The stops are symbolic for the stations. The Walk for Justice and Peace on Good Friday is an ecumenical tradition in Dayton. The walk is sponsored by churches, faith communities and social justice organizations, which include the Archdiocesan Catholic Social Action Office and the Dayton Hispanic Ministry Office, the Marianist Social Justice Collaborative, Sisters of the Precious Blood, and the UD Center for Social Concern.

YOUTH AND YOUNG ADULT INTERFAITH SERVICE EFFORT TO CELEBRATE 50 YEARS OF *NOSTRA AETATE!*

In celebration of the 50th anniversary of the Second Vatican Council's *Nostra Aetate: Declaration on the Relation of the Church to Non-Christian Religions*, the Archdiocese is teaming up with Xavier University, Islamic Center of Greater Cincinnati, Center for Holocaust and Humanity Education, and Hebrew Union College - Institute of Religion to invite groups to join together and form an interfaith working group that will engage in a community service activity. The type of activity is open: working with issues impacting the underserved, such as poverty, the environment, the disabled, animal rights, the aged, immigrants and refugees, etc. An activity that seeks to make a change, however small, for the better in our regional community is appropriate.

HOW - FUNDING: Each combined group is eligible to receive up to \$500 towards their service project.

WHO: Multiple faith groups of tweens, teens, and/or young adults. Any group in the 19 counties of the Archdiocese of Cincinnati or the Tri-state area of Cincinnati is eligible.

WHY: In celebration of the fiftieth anniversary of *Nostra Aetate*, a seminal Catholic Church document proclaiming the importance of cooperation among people of different faiths for the betterment of society, groups of any and all faith traditions are welcome and encouraged to apply.

WHEN: Review of applications began on February 1, 2015, and will continue until 50 projects have been selected. Contact persons will be notified beginning March 1, 2015. Service projects should take place between March 1, 2015 and January 23, 2016.

To learn more or apply for funding, please visit: www.Xavier.edu/identity, or contact the Catholic Social Action Office at 513.421.3131x2660.

LOCAL CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT APPLICATIONS NOW BEING ACCEPTED!

Are you familiar with an organization that is empowering low-income families to tackle the root causes of poverty? If so, the organization may be eligible to apply for a local Catholic Campaign for Human Development grant, ranging from \$5,000 to \$10,000. Access the application forms and view lists of organizations currently receiving local CCHD funds. Please go to www.catholiccincinnati.org/socialaction and click on the CCHD links on the side menu or contact the Catholic Social Action Office at 513.421.3131x2660. Applications should be postmarked by March 16.

REFLECTING ON THE 150TH ANNIVERSARY OF THE SIGNING OF THE 13TH AMENDMENT: “SLAVERY BY ANOTHER NAME”

The Archdiocese is partnering with the Cincinnati Juneteenth Committee to encourage parishes, schools, and any Catholic institution to organize small discussion groups in the Greater Cincinnati area to reflect upon the 150th anniversary of the end of slavery in the United States. Groups all over the Archdiocese can gather anytime between now and early May to participate. The process includes watching the powerful PBS documentary, *Slavery by Another Name*. Discussion guides can be provided, including a supplemental version with Catholic teaching, prepared by the Archdiocesan Anti-Racism Task Force. For more information, please contact the Catholic Social Action Office at 513.421.3131x2660, or csa@catholiccincinnati.org.

DEPARTMENT OF STEWARDSHIP

CMA STATISTICS & PARISH PROGRESS

Totals for this year’s CMA, including parish progress, can be found at www.CatholicAppeal.info under the “Info for Parish Staff” link – **the password to access this section is: cma2007.**

Thank you very much for your efforts towards this year’s CMA!

MISCELLANEOUS

ADVISOR TO POPE TO SPEAK AT THE ATHENAEUM ON MARCH 11

His Eminence, Cardinal Óscar Andrés Rodríguez Maradiaga SDB, will present a talk entitled “The Vision of Pope Francis for the Church” at 7:30 p.m. in the St. Gregory the Great Chapel at the Athenaeum of Ohio. The event will be free and open to the public as part of the LeBlond Lecture series. In the morning, Cardinal Rodríguez will have a special meeting, prayer service, and talk with women and men religious of the Archdiocese of Cincinnati at the Athenaeum’s Bartlett Pastoral Center. The topic of the talk will be: “The Joy of a Consecrated Life: New Wine in New Wineskins.” (The event is by invitation only.) Cardinal Rodríguez was appointed by Pope Francis to chair the newly established Commission of Cardinals as special advisors to

the Holy Father. He is the Archbishop of Tegucigalpa, Honduras, President of Caritas Internationalis, and was President of the Latin American Episcopal Conference from 1995 to 1999. The 73-year-old Cardinal has become friends with faculty and staff at the Athenaeum – visiting several times over the past decade as he helped establish a seminarian exchange program between Mount St. Mary’s Seminary and the Archdiocese of Tegucigalpa. For more information, please visit the website www.athenaeum.edu or call 513.231.2223. The Athenaeum of Ohio / Mount St. Mary's Seminary of the West is located at 6616 Beechmont Avenue, Cincinnati, Ohio 45230.

HOLY HOUR FOR VOCATIONS TO THE PRIESTHOOD

What can you do to promote the priesthood? Pray! Questions: 513.231.2223 or www.athenaeum.edu. Please refer to the article under the Vocations Office.

COME AND SEE WEEKEND

The Sisters of the Precious Blood will host a Come and See weekend **April 17-19** for women ages 18-44 who are interested in religious life. The event will be held at Salem Heights, 4500 Denlinger Road (GPS address), in Dayton. Topics include the vows, what life as a woman religious is about, the power of prayer and the reality of community in our life and ministry. Come and share with other women who are discerning life as a Sister of the Precious Blood. The registration deadline is April 13. For more information, please contact Sr. Mary Yarger at 937.837.3302 or 937.999.8456 or by email at vocations@cppsadmin.org.

**Please submit articles for the April *Clergy Communications* before March 20, 2015.
Thank You.**

Clergy Communications is a monthly publication of the Archdiocese of Cincinnati at 100 East Eighth Street, Cincinnati, OH 45202 - Chancery Office. Tel: **513.421.3131x2842**. Fax: **513.421.6225**.
Website: www.CatholicCincinnati.org. Email: Communications@CatholicCincinnati.org

BULLETIN ANNOUNCEMENT SHEET

MINISTRY TO SURVIVORS OF ABUSE (REPORTING) - The Archdiocese of Cincinnati regards child abuse in all its forms as a serious matter. If you are or have been abused by an employee or volunteer of the Archdiocese, or are aware of abuse currently taking place, please contact Ms. Cherie Groman, Coordinator of Ministry to Survivors of Abuse, at 513.263.6623, or 1.800.686.2724x6623. **This is a confidential, dedicated line to accept calls related to child abuse by employees or volunteers.** In addition, be sure to notify the survivor's secular legal authorities.

REPORTING FINANCIAL MISCONDUCT - In a spirit of good stewardship, the Archdiocese of Cincinnati has instituted a financial misconduct hotline to allow employees, volunteers, vendors and other interested parties to report what they believe to be financial misconduct at any level – parish, deanery or Archdiocese. As an additional safeguard, the hotline is administered by an independent third-party company, EthicsPoint. You may report a concern on this hotline either by calling one of EthicsPoint's trained specialists at 1.888.389.0381 or by visiting the website www.ethicspoint.com. There is also a link on the Archdiocesan website, www.CatholicCincinnati.org, under Ministries and Offices > Finance Office > "To Report Financial Misconduct." (on menu on left-hand side of page) > "File a Report" (at top of page).

MARTHA DINNER - The Sisters of the Precious Blood will host a Martha Dinner for high school girls and young women on March 12 at Salem Heights, 4500 Denlinger Road (GPS address). Doors open at 5:30 p.m., and the event runs from 6:00-8:00 p.m. This is an opportunity to meet members of both monastic and apostolic religious communities, pray together and share a meal, and visit with other young women exploring a call to religious life. There is no cost. For more information or to register, contact Sr. Mary Yarger at 937.999.8456 or email her at vocations@cppsadmin.org.

MARY'S MANTLE PRAYER VIGIL FOR LIFE - Beginning on January 31, 2015, Mary's Mantle Prayer Vigil for Life began holding services on the 5th Saturday of the month. (Services were already held on the other Saturdays). These services include an 8:00 a.m. Mass at Holy Name Church, 2422 Auburn Avenue, in Cincinnati, followed by a march to the Planned Parenthood Facility on Auburn Avenue for a Rosary Service, and Benediction at Holy Name Church. All are invited. Please come, and please pray for an end to abortion.

HONORING THE 2ND ANNIVERSARY OF HIS ELECTION: POPE FRANCIS - HIS COMMITMENT TO THE ENVIRONMENT - *'Let us be protectors of God's creation, protectors of God's plan inscribed in nature, protectors of one another and of the environment.'* Xavier University's Center for Mission and Identity Presents: *The 2nd Annual Presentation on Pope Francis: Thursday, March 12, 7:00 p.m., Xavier University Schmidt Hall, Conaton Board Room.* Pope Francis has energized the faithful world since his election on March 13, 2013. A hallmark of his papacy has been a focus on environmental protection as a Christian ethic of care. Dan Misleh, Executive Director of the Catholic Climate Covenant, will offer his insights on the Pope's commitment to creation on the eve of the publication of his encyclical on ecology. Free and open to the public. For more information, please visit <http://www.xavier.edu/mission-identity/programs/Pope-Francis-Presentation1.cfm>. *The event is sponsored by Xavier University, Archdiocese of Cincinnati, Province of St. John Baptist Order of Friars Minor USA, Mount St. Joseph University, and Ohio Interfaith Power and Light.*

SAVE THE DATE FOR AN UPCOMING CARE FOR CREATION SYMPOSIUM - In anticipation of Pope Francis' upcoming encyclical on the environment, we invite you to join us as we consider together how we can better commit to sustainability in our parishes and households of

the Archdiocese of Cincinnati. This will be a practical event for parish facility managers, business managers, and anyone interested in increasing sustainability and lowering utility bills in their parish or home! **Saturday, April 25, 2015, 8:30 a.m. -1:00 p.m., St. John the Evangelist Church Pavilion (9080 Cincinnati Dayton Road, West Chester Township, OH 45069.)** Through workshops and discussions, we'll explore reducing our environmental footprint and increasing our commitment to energy efficiency through composting, alternative energy, intentional stewardship of resources, and more.

CENTURY FARM REGISTRY APPLICATIONS - Catholic Rural Life of St. Marys and Sidney Deaneries is now accepting applications for the 2014 Catholic Century Farm Registry. **Deadline is March 31.** Families who have farmed the same land for 100 years or more are eligible for the registry. Century Family Farms will be recognized as part of the Rural Urban Mass. Information and an application for the registry are available online on the Catholic Social Action pages under Rural Life Ministry.

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CARE FOR GOD'S CREATION - *The Archdiocese Climate Change Task Force is providing sample bulletin announcements once a month that include a sample prayer/reflection, quote from the Holy See, and energy-saving/care for creation tip. Please feel free to use these as appropriate.*
Reflection: Gracious God, we thank you for creating humankind according to your likeness. Help us, like you, to see the goodness of creation. Help us to remember that we are part of a greater whole, and that we have a duty to care for the earth, not just for ourselves. Help us to live in balance rather than conflict, to treat the material world with care and gentleness, and to conserve and nurture the things around us. **Quote from the Holy See:** "Nature, in a word, is at our disposition and we are called to exercise a responsible stewardship over it. Yet so often we are driven by greed and by the arrogance of dominion, possession, manipulation and exploitation; we do not preserve nature; nor do we respect it or consider it a gracious gift which we must care for and set at the service of our brothers and sisters, including future generations." -- Pope Francis, 2014 World Day of Peace Message, no. 9. **Care for Creation Tip:** **10 Resolutions for Lent:** **1)** Keep the TV off; you could cut down electricity usage. **2)** Make dinner tonight; why waste the gas and money to go out. **3)** Clean out your closet; donate clothes or upcycle them into something new. **4)** Drop that paper towel; use a regular kitchen towel or Bambooe towels. **5)** Sponsor a wild animal; the Cincinnati Zoo has an adopt program. **6)** Protect clean air by advocating for fewer emissions at power plants; learn more about our Catholic bishops' position at <http://www.usccb.org/issues-and-action/human-life-and-dignity/environment/environmental-justice-program/index.cfm>. **7)** Make a compost bin; check with your local extension for how-to. **8)** Invest in rechargeable batteries and dispose regular batteries properly. **9)** Clean up your neighborhood as you take your walk. **10)** Educate yourself by going to www.catholicclimatecovenant.org or www.ohipl.org.