



## CLERGY COMMUNICATIONS

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



*Wishing you the gift of **Faith**,  
the blessings of **Hope** and  
the **Peace of His Love**  
this Christmas.*

## DEPARTMENT OF EXECUTIVE SERVICES

### ***CHANCERY OFFICE***

#### ***STATUS REPORT ON CLERICS ACCUSED OF CHILD ABUSE***

For the past several years, a listing of the *Status Report on Clerics Accused of Child Abuse* has appeared on the website of the Archdiocese of Cincinnati. The website is: <http://www.catholiccincinnati.org/protecting-children/resources-and-publications/status-report-on-clerics-accused-of-child-abuse/>. As you can see, those on the Status Report who are living are restricted in ministry as indicated. If you have any questions, please contact Father Steve Angi at 513.421.3131x2846. Thank you.

### **OCTOBER COUNT**

There are still several parishes that have not returned their October Count. Please do so as soon as possible. Thank you.

### **JUBILEE YEAR OF MERCY**

Throughout the upcoming Jubilee Year of Mercy various offices of the Archdiocese are focusing on events that are relevant to the ministries they serve. Therefore, you may see title headings referring to the Year of Mercy under various individual offices. Please note this when reading *Clergy Communications*. Thank you.

## **TRIBUNAL OFFICE**

### **CONFIDENTIALITY**

No questions about specific cases should be sent by email, which is not secure enough for such confidential information. Tribunals have reported people pretending to be others, even creating special emails on free servers for that purpose, to learn private information about those who may be involved in marriage cases. If you have a question about a specific marriage case, write to or call the Tribunal. If you know the auditor handling the case (the person who has written to you about the case) direct your inquiry to her. Candy Engelke is phone extension 1219; Sara Cook is extension 1226. If your question is about a Favor of the Faith case, Deacon Steve Brown is extension 1214. Sister Victoria Vondenberger, RSM is extension 1229.

Due to the new procedures, there will be a revision of THE TRIBUNAL HANDBOOK in 2016. If you have suggestions for improving the forms or questions, please call, write to or email (Yes, it is OK to email about that) Sister Victoria: [victoriav@catholiccincinnati.org](mailto:victoriav@catholiccincinnati.org)

## **COMMUNICATIONS OFFICE**

### **DIRECTORY UPDATES**

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

## **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.

### **OLD VIRTUS® ACCOUNTS**

To assist the Local Safe Environment Coordinators (SEC) with maintaining their master reports, we will be identifying individuals who registered for a VIRTUS® account and have not completed monthly bulletins on a regular basis. To assist us on this endeavor please review your records to ensure all your employees and volunteers are current on their bulletins. Please

identify individuals who are not active at your location and remove them from your master report.

- **If you are the only location listed**, and need to inactivate the person for some reason, in the Notes section at the bottom of the page, write a short note as to why they are inactivated, your initials / name, and date. This will give everyone a ‘paper trail’ of information in the future.
- **If you are one of many locations**, and the person is no longer active at your location, simply remove your location from their VIRTUS account. Keep in mind that once you remove your location from their VIRTUS account, you will NOT be able to make any other changes or notes. Make all notations in the “Notes” section at the bottom of the page PRIOR to deleting your location from their VIRTUS account.

Starting in January 2016 we will inactivate any individual who has **thirty** or more unread bulletins.

### **REQUIREMENTS FOR SANTA CLAUS**

“I’m playing Santa Claus for a parish holiday event -- how do I handle kids coming up?” We have an assumption that the individual is dressed for the part of Santa Claus and it is a single time event, then the following applies: If “Santa” has completed all the background and training requirements as required in the *Decree*, the child is accompanied by a parent or guardian, Santa is in a public location with other trained volunteers present, then the child can interact with Santa as is appropriate.

### **VOCATION OFFICE**

#### **VOCATION AWARENESS WEEK MATERIALS**

It has come to our attention that the Vocation Awareness Week materials we purchased and had distributed to each of the parishes/schools in the Archdiocese did not arrive in time to be useful during National Vocation Awareness week. We deeply apologize for this and have contacted the company to determine what went wrong. Be assured that we understand the need for educators to have time to prepare lessons and this problem will not occur again. While National Vocation Awareness Week has passed, we do still encourage the use of the excellent materials available to you throughout the school year. To access the materials simply go to [www.vocationlessons.com](http://www.vocationlessons.com) and type in the access code: CinciVocations513 in the upper right hand corner of the site.

#### **SPIRITUALLY ADOPT A SEMINARIAN**

We are still looking for parishes, parish groups, and families who are willing to spiritually adopt our seminarians as they continue their formation and discernment. Please contact Wayne Topp in the Vocation Office if your parish is interested in this opportunity: 513.421.3131x2891.

#### **ANDREW DINNER SUCCESS**

At the end of this “season” of Andrew Dinners, we saw one of the largest numbers of men attending the three dinners since their inception five years ago. The Archbishop was able to sit down with more than 60 young men from across the Archdiocese! Thanks to all those who have encouraged these men to consider the priesthood. Please continue to pray for their discernment.

## **CHOSEN: MONTHLY HOLY HOUR FOR VOCATIONS**

Monthly Holy Hour with prayerful music for those discerning a vocation or praying for vocations. Thursday, December 10 beginning at 8:00 p.m. at Our Lady of the Holy Spirit Center in Norwood, Ohio. Sponsored by the Archdiocesan Vocation Office and Children of Mary. Chosen: every 2nd Thursday of the Month. Come and bring a friend!

## **DECEMBER 30 - JANUARY 2:**

### **GLENMARY HOME MISSIONERS COME & SEE RETREAT**

Celebrate the New Year in a Mission Parish!

- Starting at Glenmary's Headquarters in Fairfield, Ohio
- Visit with Glenmary priests and brothers
- Share in community prayer and reflection
- Meet other men who are discerning their call

Contact us: 513.881.7411 or <http://www.glenmary.org/vocationinfo>.

## **MARK YOUR CALENDARS – SPREAD THE WORD!**

### **January 31, 2016: Closing Mass for the Year for Consecrated Life**

The celebration of the Year for Consecrated Life will come to a close with a Mass celebrated by Archbishop Dennis Schnurr at the Cathedral of St. Peter in Chains on Sunday, January 31, 2016 at 11:00 a.m. There will be a reception following the Mass provided by the Serra Club of Cincinnati. All are welcome and encouraged to attend.

## **MARCH 4 - 5, 2016: MOUNT ST. MARY'S SEMINARY WELCOME WEEKEND**

Mount St. Mary's Seminary of the West in Cincinnati is hosting a welcome weekend for men, college age or older, who want to learn more about discernment and priesthood. The weekend takes place Friday through Saturday, March 4-5. Attendees will spend the night at the seminary and participate in the community liturgies as well as additional prayer, social time, and talks about discernment and seminary life. If you want more information or to register, please call 513.421.3131x2890 or email: [vocations@catholiccincinnati.org](mailto:vocations@catholiccincinnati.org).

## **MARCH 13, 2016: CAST YOUR NETS**

On Sunday, March 13, 2016, the Northern Network of Youth Ministers, the Office of Youth and Young Adult Ministry and the Vocation Office will be hosting the Cast Your Nets Youth Rally for high school students. The event will take place from 5:00 – 9:00 p.m. at Sacred Heart Parish in McCartyville, Ohio and will feature keynote speaker Fr. Eric Bowman along with workshops for growing in relationship with Jesus Christ and living out our call to holiness. More information will be forthcoming on the Office of Youth and Young Adult Ministry page at [www.catholiccincinnati.org](http://www.catholiccincinnati.org).

## **APRIL 30, 2016: DEACON ORDINATION**

This year's diaconate ordination will take place at Our Lady of the Immaculate Conception Church in Dayton, where more than thirty permanent and three transitional deacons will be ordained by Archbishop Dennis Schnurr. If you haven't already, please mark your calendars to join in this great celebration.

## **MAY 21, 2016: PRIESTHOOD ORDINATION**

This year's priesthood ordination will take place at the Cathedral of St. Peter in Chains on Saturday, May 21 when **seven** men will be ordained by Archbishop Dennis Schnurr. If you haven't already done so, please mark your calendars to join in this great celebration.

## **DIACONATE OFFICE**

### **FORMED**

As part of the Diaconate Office efforts to provide more continuing education opportunities, the Office purchased the online program Formed for all of the deacons. It is a website with videos, audio recordings, movies and books that do a great job of expanding our knowledge of the faith. It includes Symbolon, a 20 video series that explores the faith and the life of the Church. Bishop Robert Barron's Catholicism series is also included. This is a personal license not to be used by the Parish. However, deacons are free to use it for teaching within the Parish for adult faith formation, RCIA, marriage prep and other programs. Go to [www.formed.org](http://www.formed.org) to check out the site.

Another wonderful program that has recently come out is called Return by Brandon Vogt. This program is designed to help parents talk to their children who have left the Church. The Diaconate Office is currently working with Brandon to see if we can do the same thing we did with Formed for the all of the deacon community.

### **DEACON CANDIDATE DAVID GILLESPIE**

The deacon community extends our deepest sympathy to Deacon Candidate David Gillespie and his family on the loss of their son, Liam. We hold the Gillespie family in our prayers and pray for Liam.

### **2016 DEACON FORMATION CANDIDATES**

We are currently gathering all the pertinent documentation for those who are discerning a call to the permanent diaconate. Currently, we have over twenty-five men who have submitted applications and I am going through the process of interviewing the potential candidates and their wives. Pray that the Holy Spirit continues to call men to discern the ministry of the diaconate.

### **OFFICE OF EVANGELIZATION AND CATECHESIS (OEC)**

The deacon community was recently sent a survey put out by the OEC. Many deacons are involved in multiple aspects of catechesis within their parishes. The input of the deacons will be an important part of the future direction of the OEC. If you have not yet filled out the survey, please do so to assist Fr. Tom Wray in his efforts.

## **OFFICE OF RELIGIOUS**

### **NEW RESOURCE FOR THE RETIREMENT FUND COLLECTION**

There is a three-minute video (DVD) of Sister Mary Ann Barnhorn, SNDdeN, speaking about the ongoing need for the Retirement Fund for Religious collection. As it is getting more difficult to find women and men religious to speak in parishes, I am hoping this video may fill the gap.

To preview the three-minute video, please go to: <http://www.catholiccincinnati.org/ministries-offices/religious/rfr/>. To request a DVD for your parish, please call Sister Marilyn Kerber, SNDdeN at 513.421.3131x2865 or email me at: [mkerber@catholiccincinnati.org](mailto:mkerber@catholiccincinnati.org).

## **DEPARTMENT OF FINANCIAL SERVICES**

### ***FINANCE AND ACCOUNTING OFFICE***

#### **GENERAL ASSESSMENT PAYMENTS**

Payment of the first half General Assessment billing is due by December 31, 2015. Please note that if payment is not received by December 31, 2015, a late payment fee of 1% will accrue each month on the unpaid first half balance. If you have not completed your financial report for the year ended June 30, 2015, your General Assessment invoice will be estimated based on the prior year invoice. You will receive an adjusted credit/debit upon receipt of the actual completed report. However, payment of the first half amount is still required by December 31, 2015. If you would like a copy of the General Assessment billing calculation, please contact Anne Morrow at 513.421.3131x6604. **NOTE:** The General Assessment bills will be mailed on December 16, 2014.

#### **DESIGNATED COLLECTIONS**

Parishes should send the monies collected for Archdiocesan Designated Collections shortly after the collection date to the Finance Office, with the exception of the Mission Sunday collection which should go to the Mission Office. These funds are not the property of the parish and should not be used for operating expenses. Thanks for your cooperation. Please contact Tom Twilling in the Finance Office at 513.421.3131x2850 with any questions.

#### **FLEXIBLE SPENDING ACCOUNTS (FSA) & DEPENDENT CARE (DC)**

It is very important that the annual employee election for the 2015-2016 fiscal year is entered into the Paycor system accurately. Please check to make sure you are withholding under the proper payroll codes of Flex125 and DC125 for Flexible Spending and Day Care, respectively. The total election should be divided by the remaining number of pay periods for the fiscal year. The monthly FSA and DC deductions are drafted from the parish or school account on the last business day of each month. Please be sure to:

- 1) Reconcile the employee deductions and the amounts drafted by the Finance Office each month.**
- 2) Check your payroll deduction amounts for the Plan year for employees who have terminated their participation**
- 3) Check your payroll deduction amounts for the Plan year for employees who are new participants in the Plan.**

Please call either Tom Twilling, 513.421.3131x2850, Charlotte Carpenter, ext. 2852, or Annie Zoz, ext. 2853 in the Finance Office with any questions.

## **HOLIDAY GIFTS TO EMPLOYEES**

Holiday gifts of **CASH or GIFT CARDS** are taxable income to employees and MUST be run through payroll. There is no minimum amount that can be ignored.

Gifts (not including cash and gift cards) which have a de minimis value do not have to be reported as income to the employee. Unfortunately, there is no bright-line dollar amount as to what qualifies as de minimis. The tax code, Treasury regulations, and other IRS guidance do not provide a specific dollar limit for de minimis gifts. Despite the fact that there is no support for excluding any specific dollar amount as de minimis, most employers use a \$25 or \$50 value. If you are considering a gift that exceeds \$50 it should be processed through payroll as taxable income to the employee.

## **HOLIDAY GIFTS TO VOLUNTEERS – A TAX NIGHTMARE**

**Holiday gift to volunteers can create tax nightmares for a parish.** If you give a **volunteer** a gift card or cash, they cease being a volunteer and become an employee.

This is especially important if you have fund-raising functions, like a scrip program, that are exempt from UBIT because the activities are conducted primarily by volunteers. If the exemption is lost, the parish could be required to file form 990-T with the IRS. Form 990-T is a four page tax return that will likely require the expertise and expense of a qualified CPA to prepare. **Parishes and Schools are strongly encouraged not to put their UBIT exemption at risk by paying volunteers.** Please also see the article under the Department of Human Resources for further guidance.

## **STOCK DONATION PROCEDURE**

As we enter the last month of the calendar year, it is very important to remind donors of the various ways they can donate shares of stock. Each location has an established individual account through Fifth Third Charitable Gift Department that can accept broker to broker electronic transfers. Please feel free to post your location's individual account number and DTC number in your weekly bulletin. **Please note that the Archdiocese of Cincinnati Gift Acceptance Policy requires a donor name be included with each transfer. All stock transfers without a donor name will be returned.** Please contact Anne Morrow ([amorrow@catholiccincinnati.org](mailto:amorrow@catholiccincinnati.org) or 513.421.3131x6604) for all stock donations including the processing of physical stock certificates, mutual fund and book entry share donations.

## **401(k) MAILING TO ALL ELIGIBLE EMPLOYEES**

A mailing went to all 401(k) eligible employees at the end of November entitled “*Summary of Important Provisions*.” This is an annual mailing that is sent out to all participants outlining any changes to the Plan or any fee changes. There are some changes in 2016, including any new hired employee after 1/1/2016, who is eligible for the 401(k), will be automatically enrolled into the Plan at an employee deferral rate of 4% of their gross salary. If the new employee does not wish to participate in the automatic employee deferral, he/she must contact or log into the Retire.53.com or change the deferral amount. The quarterly Employer 4% still applies as well as the eligibility wait period of 30 days and then entering into the plan on the first day of the next quarter. Please refer to the summary for details.

Please encourage eligible employees to review their 401(k) accounts on a regular basis. Retirement planning is so important. The Plan website is Retire.53.com or contact Fifth Third Participant Services line at 866.258.4777. If there are any questions on the mailing, please contact Charlotte Carpenter at 513.421.3131x2852

## **BUSINESS MANAGER/ADMINISTRATOR TRAINING FOR THE AUTO ENROLLMENT INTO THE 401(k)**

There are four training webinars scheduled for February 2016 regarding onboarding newly hired eligible employees for auto enrollment into the 401(k) Plan. Attendance at these webinars is strongly encouraged since each location has a fiduciary responsibility to administer the 401(k) plan correctly and timely or it can subject the entire plan to IRS penalties. The material covered will be the same at each webinar with time for questions and answers. Log in instructions and reminders will be sent out via email from Fifth Third closer to the dates.

- Tuesday, 2/2/2016; 2:00 - 3:00 p.m.
- Friday, 2/12/2016; 10:00 - 11:00 a.m.
- Tuesday, 2/16/2016; 2:00-3:00 p.m.
- Friday, 2/26/2016; 10:00 - 11:00 a.m.

### **From the Desk of the Senior Auditor**

This month our findings relate to payment to individuals for work performed.

#### **Finding: An employee paid as salaried (exempt from overtime) does not meet the minimum dollar requirement or the specific job duties for an exempt salary employee.**

The Fair Labor Standards Act (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week (\$23,660 annually). In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. The administrative and professional exemptions are defined very narrowly under the law. We recommend that the Pastor/Principal or their designee work with the Archdiocesan Human Resources Director or his representative to ensure that all workers are properly classified.

#### **Finding: Individuals doing maintenance, cleaning, religious education or work in the parish/school office were not paid through payroll.**

The Fair Labor Standards Act and other sources of law set a very high bar for workers to be classified as independent contractors and, thus, paid through Accounts Payable rather than

payroll. Employees must have all normal hours, overtime, bonuses, etc. and be processed through the Paycor system. Individuals processed through the Paycor system are provided the benefits prescribed by law, such as FICA, Worker's Compensation, Unemployment Compensation, and the like. All 20-hour-a-week employees have the opportunity to contribute to the 401K retirement plan. Failure to properly process individuals through payroll violates IRS tax laws. The Archdiocesan 401K Plan is in jeopardy if locations do not follow the Department of Labor and IRS rules and regulations. We recommend that the Pastor/Principal or their designee work with the Archdiocesan Human Resources Director or his representative to ensure that all workers are properly classified.

**Finding: Substitute/supplemental musicians were not paid through payroll.**

Musicians employed elsewhere in the Archdiocese of Cincinnati who work at a parish are to be paid via an extra salary compensation form with the payables check made out to the Archdiocese of Cincinnati employing entity. See Extra Salary Compensation Policy under Human Resources Department on the [catholiccincinnati.org](http://catholiccincinnati.org) website.

Parish musicians not employed elsewhere in the Archdiocese of Cincinnati who are paid to perform at weekly services are generally considered employees of the church and not as independent contractors. The IRS noted several conditions that, when answered in the affirmative, influences their decision on the status of parish musicians as employees:

- 1- If the worker is required to comply with another person's instructions about when, where, and how he or she is to do the work.
- 2- If the worker's services are integrated into the business operations.
- 3- If there is a continuing relationship between the worker and the person for whom the services are performed.
- 4- If set hours are established, or, if the nature of the work makes fixed hours impractical, workers are required to be at the job at certain times.
- 5- If the work is performed on the premises of the person for whom the services are performed.
- 6- If payment is made by the hour, week, or month. A guaranteed minimum salary also indicates an employee.
- 7- If the person for whom services are performed furnishes significant tools, materials and other equipment.

Parish musicians may ask you to classify them as independent contractors. The parish must ensure the musician does not meet the above conditions before making the independent contractor classification. If the pastor and the musician determine that the individual is to be treated as an independent contractor, the musician and pastor must complete the "Independent Contractor Agreement" available on the Archdiocese of Cincinnati website. The musician must have the following documents available prior to performing work at the parish:

- 1- Independent Contractor shall maintain general liability insurance with coverage at least equal to one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate. Independent Contractor shall provide proof of such coverage upon request of Contracting Party.
- 2- Upon execution of the “Independent Contractor Agreement,” Independent Contractor shall provide to the Contracting Party a copy of Independent Contractor’s Certificate of Premium Payment (“Certificate”) issued by the Ohio Bureau of Workers’ Compensation and shall provide an updated Certificate no later than the expiration date of the previous Certificate. Independent Contractor shall immediately notify Contracting Party if Independent Contractor’s Workers’ Compensation coverage is suspended, terminated or modified in any way.

The Archdiocese recommends that parishes classify parish musicians as employees. It is the parish that carries most of the risk if an employee is misclassified as an independent contractor. If a parish musician is misclassified, the IRS can assess severe penalties on a parish for failure to pay and failure to file and withhold mandated federal and state taxes. Parishes should be aware that the risk for wrongly classifying an employee as an independent contractor belongs to the parish. We recommend the Pastor or his designee work with the Archdiocesan Human Resources Director or his representative to ensure that all musicians are properly classified.

## ***OFFICE OF PROPERTY MANAGEMENT***

### **ASBESTOS TRAINING**

By now, all principals should have received information pertaining to asbestos training. Individuals working in or around, but not contacting asbestos as part of their duties, are required to take a two-hour asbestos awareness training. **This is an annual requirement.** Individuals who are tasked with maintenance or administration of the School’s Asbestos Management Plan will need to have an additional amount of training on the AHERA Program. This is called Designated Person’s Awareness Course and is 5-6 hours. **Training dates are December 10, February 3, and 11, and March 17.** If you did not receive this information or you need to register for training, please contact Stacey Longbottom at 513.421.3131x6607 or [slongbottom@catholiccincinnati.org](mailto:slongbottom@catholiccincinnati.org). For additional information, please check the Property Management Website: <http://www.catholiccincinnati.org/ministries-offices/property-management/>.

## **DEPARTMENT OF HUMAN RESOURCES**

### **GUIDANCE ON PAYMENTS TO VOLUNTEERS**

We have received numerous inquiries from parishes regarding volunteers and whether they can receive any form of payment or reimbursement for expenses. Set forth below is some guidance on this topic. Please do not hesitate to contact us in the HR Department if you have any questions about the information below or any questions in general regarding personnel matters. Especially this time of year, a parish may want to pay a volunteer “just a little something” beyond reimbursing the volunteer for their expenditures on the parish’s behalf. The parish may believe that such a monetary gift is a demonstration of thanks for the loyalty the volunteer has

shown to the parish: “Buy yourself something you like as a reminder of how much we appreciate you.” Or the “little something” may be offered as token compensation for the countless gallons of gas and miles of wear that the volunteer put on his/her car.

A parish that finds itself in this position should find better ways to say, “Thanks please stay,” to their volunteers. The “little something” paid periodically to all volunteers may seem like a nice way to thank them for the time they so graciously give to the parish, but may raise serious issues for the parish.

Paying volunteers money or anything of value that can reasonably be construed to be *in exchange for their work* is confusing and potentially dangerous to the parish, and even to the volunteers you’re trying to reward. The confusion and the danger is that the law draws sharp distinctions between employees and volunteers. The precise difference is that employees get paid for their work — volunteers do not. Pay a volunteer *for his or her work* and you may have transformed the former volunteer into an employee — or at least you have created a plausible basis for that person (or perhaps someone else) to claim he or she is an employee of the parish. So, what is the harm here? A volunteer who claims employee status can cause several significant issues for a parish. The volunteer claiming to be a paid employee may make claims for unemployment compensation benefits, health insurance benefits, life insurance benefits, pension/401(k) benefits, and protection under civil rights and/or wage and hour laws. Any of these circumstances can impose costs on a parish that are much greater than the benefits to the parish of paying its volunteers “just a little something.” Fortunately, there are some effective alternatives for retaining, motivating, and thanking your parish volunteers.

In our experience, the two primary reasons a parish may be tempted to pay its volunteers are (1) to cover their expenses for their work, and (2) to motivate their continuing efforts for the parish. Regarding the former, the most straightforward way to cover volunteers’ expenses is to reimburse volunteers for particular amounts they can document having spent for the parish. Regarding the latter, those who volunteer at a parish generally do not do so for the money; if they wanted money from their volunteer efforts, they would become parish employees. Instead, most volunteers labor because they believe in a parish’s mission. Beyond the mission, they may seek others’ gratitude for their selfless work, opportunities to work with or lead others, or perhaps community recognition.

Therefore, to reward, motivate, and hold good volunteers, incentives such as volunteer-only social events (e.g., a recognition dinner), “outstanding volunteer(s) of the year” awards, and newspaper articles about volunteers’ group achievements can be particularly effective. These rewards require some creative effort, originality, and personal attention from parish leadership, but ultimately they may mean more to the volunteers whom the leadership wishes to inspire.

# **DEPARTMENT OF PASTORAL SERVICES**

## **FAMILY AND RESPECT LIFE OFFICE (FARLO)**

### **2016 MARCH FOR LIFE YOUTH BUS TRIP – DEADLINE IS DECEMBER 10**

The Archdiocese of Cincinnati ticket allotment for the Youth Rally and Mass was granted, and a waiting list has begun. We are assigned to the Verizon Center. Ticket disbursement instructions will happen via email.

The March for Life send-off prayer service will be at 7:00 p.m., Thursday January 21, 2016 at Good Shepherd Parish, Montgomery. Bishop Joseph Binzer will preside.

Groups of teens and their adult chaperones interested in attending the March for Life in Washington, DC on January 22, 2016, may travel on buses provided by the Archdiocese of Cincinnati. For more details and to register your group, please consult our website, <http://www.catholiccincinnati.org/ministries-offices/family-life/respect-life/life-issues/abortion/march-for-life-aoc-bus-trip/>.

### **CHILDHOOD GRIEF**

The Family and Respect Life Office has been receiving calls from parents wanting group experiences for their child who has experienced loss, especially loss due to separation or divorce. We are working with Catholic Social Services on possibilities. If your school has a group of students experiencing loss and you are interested in a group meeting at your school, please contact Noreen Wendeln at [nwendeln@catholiccincinnati.org](mailto:nwendeln@catholiccincinnati.org), 513.421.3131x5027 or 937.222.0227 or Colleen Gerke at [cgerke@catholiccincinnati.org](mailto:cgerke@catholiccincinnati.org) or 513.421.3131x2624.

### **ADULT FAITH FORMATION**

Paradisus Dei is a national Catholic lay ministry that helps couples and families experience the superabundance of God. We do this through highly effective formation for couples, men, women and youth. In fact, Paradisus Dei formation is so effective that an independent advisor to the Gallup Poll found it to be one of the most life-transforming programs ever studied.

The Choice Wine takes couples on a nine-session journey to learn seven powerful steps that will transform their marriage. That Man is You! (TMIY) forms men through weekly sessions to be authentic leaders - in their marriages, families and greater society. Hope Undimmed presents the most pressing questions of the faith for youth and young adults to delve into. The Mother Daughter Retreat explores the topic of purity in a safe, dynamic, and faith-based setting where moms and their daughters ultimately form a close spiritual bond.

Program materials for The Choice Wine and TMIY are offered to parishes at no cost. Promotional materials and the other programs are available for a nominal fee. Paradisus Dei provides training for the leaders and assigns a full-time Program Coordinator to work with your parish, from inquiry through evaluation. All that is needed is pastor approval. Let's get started! Contact Jamie Gonzales at 281.974.3987 to learn more. The website is: <https://www.paradisusdei.org/>.

## **CATHOLIC DIVORCE HEALING MINISTRY – NEXT HEALING SESSIONS**

If you are a Catholic who is newly divorced or separated, you may be going through a very difficult time right now. You should not have to feel isolated or cut off from the Catholic Church. Your Church is here to offer the support and ministry you need and deserve. There are two excellent Catholic-sponsored divorce-recovery support groups in the local area to help men and women heal from this life trauma. Both groups feature nationally recognized experts on divorce through professional video input and small group discussions. There are such recovery topics as anger, loneliness, new relationships, annulments, etc.

- **CATHOLIC-SPONSORED DIVORCECARE**  
13 weeks, held on Thursday evenings, 7:00 – 9:00 p.m. from January 14 to April 14 at St. Francis of Assisi Catholic Church, 6245 Wilmington Pike, Centerville, OH. Cost: is \$25 per person. Scholarships are available. For more information, or to register, please call Marcelle Toma at 937.312.1157 or [mtoma@woh.rr.com](mailto:mtoma@woh.rr.com),
- **CATHOLIC DIVORCE SURVIVAL Guide**  
12 weeks, held on Monday evenings, 7:00 - 8:30 p.m. from January 11 to March 28 in the “Candle Room” of St. Christopher’s Church in Vandalia. Cost: is \$25 per person. Register online at: <https://secure.acceptiva.com/?cst=670e37> Questions: Call Noreen Wendeln in the Family & Respect Life Office, 937.222.0227.

## **PROJECT RACHEL**

Project Rachel, the Catholic Church’s ministry to those who have been involved in abortion, is a diocesan-based network of specially trained priests, religious, counselors, and laypersons who provide a team response of care for those suffering in the aftermath of abortion. In addition to referring for the Sacrament of Reconciliation, the ministry provides an integrated network of services, including pastoral counseling, peer to peer ministry, spiritual direction, and referrals to mental health professionals. Support groups, retreats, and days of reflection are offered in addition to individualized care. Please call the Project Rachel Hotline at 513.784.0531 or [projectrachel@catholiccincinnati.org](mailto:projectrachel@catholiccincinnati.org) for more details.

- Come Share the Spirit Retreat (Call for specific location)
  - Dayton - April 8 - 10, 2016
  - Cincinnati – September 23 - 25, 2016
- Day of Reflection - Open to all affected by an abortion experience
  - March 19, 2016 – Glenmary Missioners, Fairfield, Ohio
  - November 5, 2016 – Transfiguration Center, Ludlow Falls

## **CANA II**

Cana II is a marriage preparation ministry that is offered here in the Archdiocese of Cincinnati by the Family and Respect Life Office. It is designed specifically for couples who are preparing to enter into a second marriage – whether the loss of a spouse is through divorce or death. This is a powerful ministry because it utilizes the gifts and experiences of couples who are currently living in successful second marriages and are continuing to grow and succeed at remarriage. They willingly share their valuable and unique stories, successes and shortcomings from their

own experience of “marrying again” in a very honest and supportive manner. Brochures with dates and locations for 2016 can be downloaded at:

<http://www.catholiccincinnati.org/ministries-offices/family-life/engaged-couple-programs/>.

If you have any questions about the Cana II Marriage Preparation Program, please call Noreen Wendeln at 937.222.0227.

### **CHRIST AT THE CENTER: FAMILY AND HOME**

The latest Home Edition of CATC is included with this mailing. If you need a copy, you may also find it 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/>.

### **PRIESTLY FORMATION OFFICE**

#### **CONVOCATION FOLLOW-UP**

- 1) All priests of the Archdiocese should have received an email with PDF's of Dr. Andrew Sodergren's material.
- 2) Please look to the Office of Evangelization and Catechesis for information about taking advantage of the Archdiocesan grant to get **FORMED**, an online adult faith formation program/digital library.

#### **WINTER/SPRING RETREAT FOR PRIESTS**

The **Winter/Spring Retreat for Priests** has been scheduled for February 15 through February 19, 2016, (the first full week of Lent) at Maria Stein. Our retreat director will be Father Paul Ruwe.

#### **LOOKING TOWARDS THE MORE DISTANT FUTURE**

- The one-day Convocation for Priests of 2016 is scheduled for Wednesday, October 5, 2016.
- The **multi-day Convocation for Priests** (two years from now) has been tentatively scheduled for the **week of June 19, 2017**.

### **WORSHIP OFFICE**

#### **JUBILEE OF MERCY - UPDATE**

“Know Mercy, Show Mercy” is the Archdiocesan theme that will be used to engage Catholics and others in the Jubilee Year of Mercy. Pope Francis invites us to contemplate over and over the mystery of mercy during this Jubilee Year. He also challenges us to live in concrete ways the spiritual and corporal works of mercy. Our diocesan efforts will lend themselves to reflecting on the mystery of mercy in its many forms, celebrating the generosity of mercy that is shown in so many ways on a daily basis in the Archdiocese, as well as engaging in works of mercy throughout the year.

One resource the Archdiocese of Cincinnati will be providing is monthly bulletin inserts that are intended to inspire and engage the faithful in contemplation and celebration of mercy. These will include stories by those who have received mercy through the generosity of others; reflections of mercy through the lens of various ministries; and opportunities for us to live the spiritual and corporal works of mercy in concrete ways. The bulletin inserts will be posted on the Jubilee of Mercy webpage for parishes to use freely.

The web page also includes an Archdiocesan calendar of liturgies and events that are based on the Holy Father's Jubilee celebrations. The Holy See has invited the Universal Church to walk in harmony with the Holy Father as we celebrate this Extraordinary Year. Throughout the year, celebrations and events will highlight the Holy Father's journey. The first liturgical celebration is the Solemn Opening of the Door of Mercy at the Cathedral of St. Peter in Chains on Sunday, December 13, 2015 at the 11:00 a.m. Mass. On that day, all Cathedrals in the world will be doing the same, including the opening of the Door of Mercy at St. John Lateran Basilica in the Vatican.

Liturgical resources, updates on events, family resources, and much more will be provided throughout the Holy Year. These are meant to assist parishes over the year. Please use them as you like.

### **HYMN FOR THE HOLY YEAR OF MERCY**

The official Year of Mercy hymn was composed by Paul Inwood. He has provided all the music files in Dropbox and can be downloaded at:

<https://www.dropbox.com/sh/bui5evlkc3xy3s8/AAB8IM2DIm6pJmpqZA0H7MT1a?dl=0>.

### **PILGRIMAGE SITES/PLENARY INDULGENCE**

A plenary indulgence will be gained by pilgrims who travel to holy sites designated by local ordinaries and fulfill the pious exercises established by the Holy See. We await the *Decree* by the Apostolic Penitentiary for the conditions. In the meantime, Archbishop Schnurr has declared seven sites for pilgrims and we are grateful for their willingness to open their doors of mercy:

Cincinnati:	Cathedral of St. Peter in Chains, St. Leo Church, Monastery of St. Clare
Dayton:	St. Helen Church, St. Mary Church
Northern Area	Holy Angels Church, Sidney, Maria Stein Shrine of Holy Relics

There will be celebrations for the opening of the "Door of Mercy" at these designated parishes and holy sites. The dates and times of the celebrations are posted on the webpage. Additionally, these parishes and holy sites have provided information about their churches, their outreach to the poor, and much more as a way of informing and welcoming pilgrims. All information is posted on the Jubilee of Mercy webpage. Go to: <http://www.catholiccincinnati.org/ministries-offices/worship/year-of-mercy/>

### **MISSIONARIES OF MERCY**

The Holy Father will be designating priests to serve as Missionaries of Mercy. Any priest may apply to be a Missionary of Mercy. Part of the application will be a recommendation from the

Archbishop (or religious superior). For more information about the role and characteristics of these missionaries, as well as the application, please go to:  
<http://www.im.va/content/gdm/en/partecipa/missionari.html>.

### **VATICAN/USCCB WEBSITE**

The Holy See has provided much information on its own Jubilee Year of Mercy website. Go to: [www.im.va](http://www.im.va). Additionally, the Holy See has made available a number of print/catechetical resources distributed by Our Sunday Visitor. Go to: [www.osv.com/holydoor](http://www.osv.com/holydoor). The USCCB website also has many resources available for parishes to use. Go to:  
<http://www.usccb.org/beliefs-and-teachings/how-we-teach/new-evangelization/jubilee-of-mercy/index.cfm>.

### **RECONCILIATION SERVICE**

An Advent Reconciliation Service for the Holy Year of Mercy was provided by the Federation of Diocesan Liturgical Commissions (FDLC). It is available on the Worship Office website. Please go to: <http://www.catholiccincinnati.org/wp-content/uploads/2015/11/Year-of-Mercy-Advent-Christmas-Prep-Aid-2015.pdf>.

### **RITE OF ELECTION AND CALL TO CONTINUING CONVERSION**

The Rite of Election and Call to Continuing Conversion will take place on the First Sunday of Lent, February 14, 2016. The reservation and information forms for the Rite of Election will be posted on the Worship Office and OEC websites on Monday, December 14, 2015. Pastors or RCIA coordinators will be able to download all of the documents and send their reservation forms to the Worship Office via email, fax, or postal mail. On December 14, 2015 we will email a letter with a link to the documents to all RCIA coordinators. If you do not receive the email, please call the Worship Office at 513.421.3131x6609 or go directly to the website at: <http://www.catholiccincinnati.org/ministries-offices/worship/>. The reservation forms will be due no later than Monday, January 18, 2016. Please remember that seating is determined on a first come, first served basis.

### **THE “LIGHT IS ON FOR YOU” 2016**

Mark your calendars! Tuesday, February 23, 2016, 7:00 – 9:00 p.m. We will once again open our doors to those seeking the mercy and love of God through the Sacrament of Reconciliation. Resources and publicity materials will be provided and posted on the Year of Mercy webpage.

### **UPCOMING EVENTS**

#### **LEX ORANDI, LEX CREDENDI, LEX VIVENDI**

Through prayer, music, and reflection Father Larry Tensi and Karen Kane will engage participants in a deeper experience and understanding of the celebration of the Eucharist and assist them in connecting their Sunday worship to their everyday lives. Children in grades 1 – 6 will also have a separate, spirit-filled program. This four-evening retreat-like experience will be held on Monday evenings from 7:00 – 8:45 p.m. on February 15, 22, March 7, 14, 2016 at St. Michael Church, Mt. Orab. Parishes can take advantage of registration discounts. For more information and registration, please go <http://www.catholiccincinnati.org/ministries-offices/worship/>.

## **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/>.

## **MISSION OFFICE**

### **THANKS FOR MAILING IN MISSION SUNDAY**

### **AND MISSIONARY CO-OPERATION PLAN (MCP) COLLECTIONS**

The Mission Office is grateful to all parishes that have already sent in their Mission Sunday donations and those from Mission Co-operation Plan (MCP). We also thank those parishes which have dug back into their records to find donations that had not been mailed to our office from the last several years. If your parish has not already sent in its donations, please mail them DIRECTLY and **addressed** to the Mission Office, Archdiocese of Cincinnati, 100 E. Eighth St., Cincinnati, Ohio, 45202, as they need to be properly recorded in the Mission Office for the Society of the Propagation of the Faith and for the missionary orders. If you have any questions, please call Melonise Knight at 513.421.3131x2631.

### **PLEASE SEND PARISH REPRESENTATIVES**

### **TO THE NEXT STOP FOR THE YEAR OF MERCY SOJOURNERS**

The Mission Office is collaborating with various Catholic communities who are hosting monthly sojourns around the Archdiocese during the Year of Mercy. The main goal is to highlight the various Catholic cultural communities and build relationships around our Archdiocese. The events will mostly be at a Sunday Mass with a reception to follow with structured conversation. Any parish is welcome to form a delegation to attend these events. The next sojourn visit will be December 13 at the 11:00 a.m. Mass at Holy Family Church, 814 Hawthorne Ave., Cincinnati, and on to the Indian, Vietnamese, Filipino and other Catholic communities. Visit our website to learn how to participate, for additional dates, locations and details at: [www.catholiccincinnati.org/mission](http://www.catholiccincinnati.org/mission) or contact Teresa Phillips at: [mission@catholiccincinnati.org](mailto:mission@catholiccincinnati.org); phone: 513.421.3131x2632.

### **PLANNING FOR LENT? PROMOTE EVANGELIZATION AND MISSION IN YOUR RCIA, SCHOOL, AND RELIGIOUS EDUCATION PROGRAMS**

- Invite the Mission Office to speak about lay mission opportunities, short or long term in the U.S. or overseas. Pray for our missionaries and mission vocations with the World Mission Rosary. They are available at the Mission Office with prayer guides. Let us introduce them to your school or adults.
- Collect sacrifices, prayers, and funds for the Holy Father's Missionary Childhood Association and have your students become more aware of children in our mission dioceses needing schools, clinics and orphanages. Our office has educational material resources for you. Call Teresa Phillips at 513.421.3131x2632.
- Invite a returned missioner or Catholics of various cultures like Vietnamese, Ugandans, Mexicans, Filipinos, etc. to share their inspiring insights about their heroes/saints, their Lenten customs, their love for Mary, Jesus and the Church. Examples are: Teachers like

Anh Vu are back from Vietnam and Kathy Kremer is returned from Cambodia ready to speak and inspire your school or adult programs about their mission work.

- Invite the Mission Office or other parishes to speak to your parish council about parish twinning. Sisters of Divine Providence in Kentucky, Franciscans in the Southwest U.S., and parishes in Central America, Africa and Asia are open to twinning partners.

For more information on any of these possibilities, please contact the Mission Office at: [mission@catholiccincinnati.org](mailto:mission@catholiccincinnati.org) or Teresa Phillips at 513.421.3131x2631 or Mike Gable, Ext. 2630.

### **PLANNING FOR YOUTH IMMERSION/MISSION TRIPS?**

Your youth and campus ministers and others who develop immersion/service trips for our youth ought to check out the guide booklet that explains the legal and liability issues for our Archdiocese as well as other practical matters to help plan and manage these journeys. This booklet is entitled, *Learning through Service: a Guide to Youth Immersion Trips* and is a joint effort with the Mission Office and the Offices of Evangelization and Catechesis, Youth and Young Adult. Hard copies are available from the offices of Mission or Youth and Young Adult at: 513.421.3131 or it is available through our website at: [www.catholiccincinnati.org/mission](http://www.catholiccincinnati.org/mission) and click on “Resources” and then click on “Mission Office Publications.” Also note that there is a limited amount of “seed money” available to parish and high school youth group leaders for such immersion trips. Applications are available from: [mission@catholiccincinnati.org](mailto:mission@catholiccincinnati.org).

### **HOLY FATHER’S DECEMBER 2015 MISSIONARY INTENTIONS**

Universal: That all may experience the mercy of God, who never tires of forgiving.

Evangelization: That families, especially those who suffer, may find in the birth of Jesus a sign of certain hope.

### **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>

### **PLANNING FOR THE JUBILEE OF MERCY**

Visit the Vatican website to learn more about the Jubilee of Mercy: <http://www.iubilaeummisericordiae.va/content/gdm/en.html>

Visit the USCCB website for resources on the Jubilee of Mercy: <http://www.usccb.org/beliefs-and-teachings/how-we-teach/new-evangelization/jubilee-of-mercy/diocesan-and-parish-resources-for-the-jubilee-of-mercy.cfm>

The Youth and Young Adult Ministries Office has the following events planned for the Jubilee Year of Mercy.

## **APRIL, 2016 THEME: *PROFESSING AND CREATING A CULTURE OF MERCY***

April 24 is the Jubilee for Young Boys and Girls, and so the OYYAM will be devoted to professing and creating a culture of mercy, with the following events on the Archdiocesan calendar:

- **Annual Girl Scout Awards Celebration, Sunday, April 3, 2016, 2:00 - 4:30 p.m., Cathedral of St. Peter in Chains.** This annual celebration will recognize both girls and adult religious award recipients, followed by a special program of fun learning activities in the undercroft.
- **Annual Boy Scout Religious Emblems & Adult Recognitions Ceremony, Sunday, April 10, 2016, 2:00 - 4:30 p.m., Cathedral of St. Peter in Chains.** Parvuli Dei, Ad Altare Dei, and Pius XVII religious emblems and adult recognitions will be awarded at this special ceremony, followed by a social in the undercroft.
- **CHOSÉN, Saturday evening, April 16, 2016, LaSalle High School.** This Saturday evening event for 6-8<sup>th</sup> graders and their parents includes prayer, music, hands-on works of mercy for the poor, and engaging presentations to help your young people better understand what it means to be called by Jesus as a disciple today. This year's NCYC emcee [Paul J. Kim](#) is our featured guest and presenter. Build this special event into your Confirmation program, spring school schedule, youth athletics calendar, and Scouting programs.

## **JULY 2016 THEME: *JUBILEE FOR YOUNG PEOPLE***

### **July 26 - 31 is World Youth Day in Krakow, Poland**

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. 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. 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](mailto:gaviria.mm@pg.com). More info and forms are available here: <http://www.missionyouthmissions.com/> and follow the link to WYD 2016.

More information and resources will be forthcoming.

## **ILUMEN DISCIPLESHIP RETREAT DAY FOR YOUTH IN GRADES 7 AND 8**

iLumen is a one-day discipleship training program for youth in grades 7 and 8 who are ready to go deeper in the Catholic faith. This year's theme is *Created for Greatness*. Like IGNITE, our weekend discipleship formation for junior high youth, young people will learn to listen deeply for God's call through fun and engaging activities, powerful prayer and reflection, storytelling and skits. They will be given tools for discernment and learn how they were created for greatness, how God is calling them to nurture holiness in their lives, and consider how to use their gifts in service to the world.

iLumen will occur in the three regions of the Archdiocese, but participants may attend at any of these locations:

- **Dayton:** January 9, 2016 from 10:00 a.m. to 4:30 p.m., Ascension Parish in Kettering
- **Cincinnati:** January 16, 2016 from 10:00 a.m. to 4:30 p.m., St. Michael Parish in Sharonville
- **North:** January 30, 2016 from 10:00 a.m. to 4:30 p.m., St. Michael Parish in Fort Loramie

Cost is \$20.00 per person (includes all materials, lunch and snacks). Since iLumen is a program for youth who are ready to go deeper in the faith, ideally, they are personally invited by their youth ministers, DREs/CREs, religion teachers, or Catholic school principals who have first-hand knowledge of their leadership potential and spirituality.

iLumen is sponsored by the Offices of Evangelization and Catechesis and Youth & Young Adult Ministry. **For more information and to register, go to:**

[www.CatholicCincinnati.org/iLumen](http://www.CatholicCincinnati.org/iLumen).

## DEPARTMENT OF EDUCATIONAL SERVICES

### OFFICE OF EVANGELIZATION AND CATECHESIS

**FORMED**<sup>®</sup> THE CATHOLIC FAITH.  
ON DEMAND. We hope you are among the 132 parishes of the Archdiocese of Cincinnati who have said “yes” to offering a digital library of faith formation. Please go [here](#) for detailed instructions on how to claim your parish **FORMED** grant..... You can also view a short [video](#) with instructions on how to get the discount code for your purchase of **FORMED**. And stay tuned on suggestions on how to “roll out” **FORMED** in your faith formation ministries!

### OFFICE OF THE NEW EVANGELIZATION

#### DYNAMIC CATHOLIC PARISH BOOK PROGRAM

We have had many inquiries into the Parish Book Program. Please note that the Archdiocese of Cincinnati will not be offering free books for distribution this coming Christmas. Dynamic Catholic has been our vendor for our previous book programs. They are offering a wonderful deal of \$1 a book (plus .50 cents shipping) on an order of 500 books or more for a new book by Matthew Kelly called “Rediscover Jesus.” If you are considering giving away books this Christmas we recommend using Dynamic Catholic and the book “Rediscover Jesus.” For more information, please go to <http://dynamiccatholic.com/rediscoverjesus/book-program/>.

#### ARE YOU READY TO BUILD A CONTAGIOUSLY CATHOLIC PARISH?

The Archdiocese of Cincinnati Office of the New Evangelization, in partnership with the Evangelical Catholic, is offering a unique service to parishes committed to becoming completely mission-oriented.

## **Contagiously Catholic Parish Alliance**

A Contagiously Catholic Parish Alliance is a partnership between the parish and the Archdiocese of Cincinnati Office of the New Evangelization. With the help of the Evangelical Catholic, we will mentor you to be equipped to implement a strategic process of evangelization.

### **What makes the Contagiously Catholic Parish Alliance Different?**

- This is not about implementing a new program, or giving you a plug and play manual for evangelization. This is about equipping parish leadership with the vision, the skills, and the motivation to create a culture for evangelization.
- We are not offering an easy solution or easy answers. Successful Parish Alliances will find themselves hard at work! This will change the way your staff works and how you use parish resources. We promise that it will get messy because evangelization is messy.
- A Parish Alliance is a major investment of time and resources from the Office of the New Evangelization. Instead of trying to do everything for everybody we have made a strategic decision to work very hard with a few parishes at a time. In the long run, we know that this will be the best use of our time.

### **What will this cost us?**

The cost for the Parish Alliance is being paid through the annual Catholic Ministries Appeal and is therefore free to parishes. A Parish Alliance will require a significant commitment of time, energy, and personnel. We can only work with a select number of parishes at this time, so it will be very important that parishes are prepared and informed.

### **Who else is doing this?**

Our first Contagiously Catholic Parish is St. Maximilian Kolbe Parish, Liberty Township. We are currently looking for three to five parishes to work with in our second year.

If your parish is interested, please contact Sean Ater. For more information, please go to: [www.contagiouslycatholic.com/evangelization-training/parish-alliance/](http://www.contagiouslycatholic.com/evangelization-training/parish-alliance/).

## **ENCOUNTER CINCINNATI**

All high-school youth are invited to attend Encounter Cincinnati taking place at the Underground (1140 Smiley Ave., Cincinnati) on Saturday, December 5, 2015 from 6:30 – 10:00 p.m. The speaker this month will be Alex Venturato, Youth Minister at St. Ignatius Parish. Encounter gathers teens from parishes and schools from across the Cincinnati area (and beyond) for an evening of worship, dynamic talks, Eucharistic adoration, and the opportunity for confession, and fellowship. For more information about Encounter, please visit:

[www.encountercincinnati.org](http://www.encountercincinnati.org).

## **NET MINISTRIES AND GUARDIAN ANGELS ARE HOSTING ONE NIGHT**

“Our Need for the Eucharist.” Experience Christ present through the Mass, Eucharistic adoration, a dynamic speaker, and uplifting music. This night is geared for teens, but we welcome families to participate as well. Bring a friend with you! We need to start somewhere...so come for ONE Night.

When: December 11, 2015 from 7:00 - 9:30 p.m., Guardian Angels Parish  
Speaker: Fr. Dan Schmitmeyer, Vocation Director  
Theme: What is Worship?

## **NEW EVANGELIZATION REFLECTION**

The New Evangelization has been described as being new in ardor, new in methods, and new in expression. Consider having Sean Ater facilitate a conversation with your parish leaders on how your parish will respond to the call for a new evangelization. The format of this reflection is flexible but will lead participants to consider new methods and expressions for evangelization. The goal of this reflection is to inspire a new ardor for evangelization for those in parish ministry. This reflection would be appropriate for parish staff, Pastoral Council, Evangelization Committees, or other key parish leaders.

## **WEB RESOURCES FOR THE NEW EVANGELIZATION**

[\*\*www.ContagiouslyCatholic.org\*\*](http://www.ContagiouslyCatholic.org) - This webpage will offer ways for pastors, parish leadership, and parishioners to become informed and equipped as Missionary Disciples. The site will highlight resources, workshops, blogs, and events sponsored by the Office of the New Evangelization and partner offices and organizations working to build a culture of witness in the Archdiocese of Cincinnati.

[\*\*www.Stirintoflame.org\*\*](http://www.Stirintoflame.org) - This is an outreach webpage sponsored by the Archdiocese of Cincinnati and managed jointly by the Office of Evangelization & Catechesis and the Office of the New Evangelization. This webpage is a resource for reaching those who are curious about the Catholic faith or are open to growing in their Catholic faith.

## **DEPARTMENT OF COMMUNITY SERVICES**

### ***CATHOLIC CHARITIES OF SOUTHWESTERN OHIO***

#### **VOLUNTEER**

With the increase in the number of refugees expected to be resettled in Cincinnati, Catholic Charities is in need of volunteers to help provide transportation to and from appointments and assist with setting up housing and moving furniture for new families. Those interested should go to our website and fill out the volunteer application:

<http://ccswoh.org/how-to-get-involved/volunteer/>.

#### **JUBILEE YEAR OF MERCY**

Catholic Charities will be offering workshops for parishes on the papal bull, *Misericordiae Vultus* in order to engage parish staffs and the faithful in a deeper understanding of what it means to testify to the mercy of God and to become “an oasis of mercy.” If you would like to schedule a presentation, please contact Scott D. Stephens at 513.672.3714 or [sstephens@ccswoh.org](mailto:sstephens@ccswoh.org). The first presentation will be given at St. Michael in Ripley, Ohio on **December 14, 2015**. Dinner is at 6:30 p.m. and the presentation will follow dinner.

## **CAREGIVERS ASSISTANCE NETWORK**

Many people are in the role of caregiver. Caring for a loved one is demanding and exhausting. As with any other role you have in life, it is always helpful to be around others in similar situations to gain support and learn new skills. Caregiver support groups are located in Hamilton, Butler, Warren, Clermont and Clinton County. To learn more about how attendance at a group might be beneficial, please call 513.672.3717 or go to <https://ccswoh.org/caregivers>.

## **CATHOLIC SOCIAL ACTION OFFICE**

### **CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT COLLECTION, THANK YOU!**

Many thanks for everyone's generous support for the annual CCHD collection. Numerous parishes throughout the Archdiocese once again hosted funded agencies as speakers and found effective ways to share the stories of how CCHD funds are put to use to overcome poverty. CCHD is one of our greatest tools for "opening our hearts to those on the outermost fringes of society," included in Pope Francis' vision for the Jubilee Year of Mercy (*Misericordiae Vultus*, no. 15). To learn how CCHD dollars are being used in the Archdiocese, please visit [www.catholiccincinnati.org/socialaction](http://www.catholiccincinnati.org/socialaction).

### **ARCHDIOCESAN REGIONAL FAIR TRADE SALE AT UD!**

The popular regional Fair Trade Sale moves south of town this year. The University of Dayton will host the sale at its River Campus at 1700 S. Patterson Blvd., Saturday, December 5, from 9:00 a.m. to 4:00 p.m. The sale features exquisite, handcrafted items made by international artisans from over 20 countries. All items are fairly traded. **Fair trade recognizes** the dignity of the work of artisans and farmers and ensures that they earn fair wages. Fair trade producers care for God's creation by treating the environment with respect. When you purchase fair trade products you are standing in solidarity with the poor and vulnerable. To volunteer to work at the sale or for more information, please contact the Catholic Social Action Dayton Office at [csadayton@catholiccincinnati.org](mailto:csadayton@catholiccincinnati.org) or 937.224.3026.

### **WORLD DAY OF PEACE MASSES: JANUARY 1, 2016**

The Archdiocese will again celebrate two Masses on the Solemnity of Mary in commemoration of the World Day of Peace on New Year's Day. Archbishop Dennis Schnurr will preside at the Cathedral of St. Peter in Chains at 11:00 a.m.; and Bishop Joseph Binzer will preside at St. Albert the Great Church (3033 Far Hills Ave., Kettering), also at 11:00 a.m. The theme designated by the Holy Father for this upcoming World Day of Peace is "Overcome Indifference and win Peace." At these Masses, in recognition of the Jubilee Year of Mercy, we will also celebrate those who live out the corporal and spiritual works of mercy through service and social justice.

## **DEPARTMENT OF STEWARDSHIP**

### **CMA STATISTICS & PARISH PROGRESS**

Totals for this year's CMA continue to be available at [www.CatholicAppeal.info](http://www.CatholicAppeal.info) under the "Info for Parish Staff" link. The password to access this section is: **cma2007**. To date, \$5.4

million has been pledged to the 2015 appeal – and of the amount pledged, over \$5.2 million has been received in pledge payments. The majority of families still making payments are on schedule to complete their pledge by the end of the year. Thank you for your continued support of the CMA!

## **2016 CMA – KEY APPEAL WEEKENDS**

- **Announcement Weekend:** January 16/17, 2016
- **Commitment Weekend:** January 23/24, 2016

CMA materials and resources will be arriving at parishes in mid-December. All resources and information will also be available at [www.CatholicAppeal.info](http://www.CatholicAppeal.info). For more information or for questions, please contact David Kissell at 513.421.3131x2881 or email [david@CatholicAppeal.info](mailto:david@CatholicAppeal.info).

## **MISCELLAEOUS**

### **PREPARE YOUR HEART FOR OUR LORD**

**Advent Lessons and Carols** will be held on **Monday, December 7 at 7:30 p.m.** in the Chapel of Mount St. Mary's Seminary, 6616 Beechmont Avenue, Cincinnati, 45230. This inspiring annual service includes the reading of seven scripture Lessons with Advent Carols sung by the **Athenaeum Chorale & the Mount St. Mary's Seminary Schola Cantorum**. All are welcome and admission is free. Standing-room-only audiences are anticipated so guests are encouraged to arrive early. Doors to the chapel open at 7:00 p.m.

### **GARDNER LECTURE IN MORAL THEOLOGY – “INSPIRING AND ACCOMPANYING FAMILIES IN CHRIST: Reflections on the Synods on the Family”**

The Gardner Lecture in Moral Theology will be held on Wednesday evening, December 9 at 7:30 p.m. in the Bartlett Pastoral Center, located on the campus of the Athenaeum of Ohio, 6616 Beechmont Avenue, Cincinnati, Ohio 45230. Archbishop Joseph Kurtz of Louisville, President of the United States Conference of Catholic Bishops, will give his reflections on the two recent Synods on the Family. This is an excellent way to begin the Jubilee Year of Mercy. The lecture is open to the public. All are welcome. For further information, please contact Father Earl Fernandes, Dean of the Athenaeum of Ohio, at 513.233.6152 or [efernandes@athenaeum.edu](mailto:efernandes@athenaeum.edu).

### **BINGO EQUIPMENT**

St. Veronica Parish is liquidating all of its bingo equipment. If interested in all or some of the equipment, please call 513.528.1622.

**Please submit articles for the January *Clergy Communications* before December 18, 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](http://www.CatholicCincinnati.org). Email: [Communications@CatholicCincinnati.org](mailto: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](http://www.ethicspoint.com). There is also a link on the Archdiocesan website, [www.CatholicCincinnati.org](http://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).

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT COLLECTION: THANK YOU!** - Many thanks for everyone's generous support for the annual CCHD collection on Nov. 21-22. CCHD is one of our greatest tools for "opening our hearts to those on the outermost fringes of society," Pope Francis' dream for the Jubilee Year of Mercy (*Misericordiae Vultus*, no. 15). To learn how CCHD dollars are being used in the Archdiocese, please visit [www.catholiccincinnati.org/socialaction](http://www.catholiccincinnati.org/socialaction).

**WORLD DAY OF PEACE MASSES: JANUARY 1, 2016** - The Archdiocese will again celebrate two Masses on the Solemnity of Mary in commemoration of the World Day of Peace on New Year's Day. Archbishop Dennis Schnurr will preside at the Cathedral of St. Peter in Chains at 11:00 a.m.; and Bishop Joseph Binzer will preside at St. Albert the Great Church (3033 Far Hills Ave., Kettering), also at 11:00 a.m. The theme designated by the Holy Father for this upcoming World Day of Peace is "Overcome Indifference and Win Peace." At these Masses, in recognition of the Jubilee Year of Mercy, we will also celebrate those who live out the corporal and spiritual works of mercy through service and social justice.

**VESSELS OF MERCY RETREAT TO TRAVEL THROUGHOUT THE ARCHDIOCESE IN JANUARY** - Join us for a unique retreat, Vessels of Mercy, that will engage our hearts, minds and hands and lead us into a deeper spiritual understanding and practice of global solidarity. Organized by the Archdiocesan Catholic Social Action Office and Catholic Relief Services Committee, this three-hour retreat will begin with an "art gallery walk" of photos and reflections. We'll listen to the voices via Skype or in-person of a Catholic Relief Services representative who has seen the mercy that U.S. Catholics bring to families who are poor and vulnerable around the world and we'll visit "learning stations" where we can reflect on how we can embrace global solidarity at home and in our parishes. Finally we'll even taste global culture. The retreat will travel to three locations in the Archdiocese:

- Good Shepherd Church, 8815 E. Kemper Road, Cincinnati, Saturday, January 9. Doors open at 8:30 a.m., retreat from 9:00 a.m. to 12:00 noon, snow date, January 16. Reservations: Pam Long, [plong@catholiccincinnati.org](mailto:plong@catholiccincinnati.org) or 937.224.3026x5018.
- St. Michael, 33 Elm St., Fort Loramie, Monday, January 25. Doors open at 5:00 p.m., simple supper at 5:30 p.m., retreat from 6:00 – 9:00 p.m. Reservations: Ann Bollheimer, [annb@nflregion.org](mailto:annb@nflregion.org) or 937.295.2891x105.
- Archbishop Pilarczyk Center, 1436 Needmore Road, Dayton, Saturday, January 30. Doors open at 8:30 a.m., retreat from 9:00 a.m. to 12:00 noon; snow date, February 6. Reservations: Pam Long, [plong@catholiccincinnati.org](mailto:plong@catholiccincinnati.org) or 937.224.3026x5018.

There is no cost for the event, but goodwill donations will be accepted to support the good work of CRS.

**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.* Prayer/Reflection: During this holy season of remembering the Incarnation, may we always be mindful that we have been blessed with the fruits of God's creation. May we, in turn, be especially generous to our brothers and sisters in need. And may we protect God's great gift of Creation so that future generations may also be blessed by its abundance. Quote from the Holy See: "Living our vocation to be protectors of God's handiwork is essential to a life of virtue; it is not an optional or a secondary aspect of our Christian experience."

Pope Francis, *Laudato Si': On Care of Our Common Home*, no. 217

**SAMPLE INTERCESSION ON RELIGIOUS PERSECUTION** - During the Jubilee Year of Mercy, the Archdiocesan Catholic Social Action Office will be sharing sample intercessions to help us pray for mercy for those experiencing religious persecution across the world. *For those who suffer physical persecution or moral oppression because of their religious beliefs. May the God of truth and compassion console them in their suffering, we pray to the Lord....*