



## CLERGY COMMUNICATIONS

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

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### FROM THE OFFICE OF THE ARCHBISHOP

#### CHRISM MASS & DINNER

Archbishop Schnurr cordially invites the priests of the Archdiocese to a social and dinner, hosted by the Serra Club of Cincinnati, before the Chrism Mass on Tuesday, March 22, 2016. The social will begin at 4:30 p.m., followed by a buffet dinner beginning at 5:00 p.m. in the Undercroft at Saint Peter in Chains Cathedral, 325 West Eighth Street, Cincinnati, Ohio 45202. Please RSVP by **March 4, 2016**, to the mailed invitation.

#### 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, March 23, 2016 from 1:30 p.m. - 3:00 p.m.
- + Father Timothy Bunch, Saint Andrew Deanery, at Saint Saviour Church on Wednesday, March 23, 2016 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, March 23, 2016 from 11:00 a.m. – 12:30 p.m.
- + Father Michael Bidwell, Saint Lawrence Deanery, Our Lady of Lourdes Parish Offices on Wednesday, March 23, 2016 from 9:00 a.m. - 12:00 noon.
- + Father Kyle Schnippel, Saint Margaret Mary Deanery, Saint John Neumann Parish Offices on Wednesday, March 23, 2016 from 9:30 a.m. – 12:30 p.m.
- + Father Chris Worland, Dayton Deanery, Holy Trinity Church, Dayton on Wednesday, March 23, 2016 from 10:00 a.m. – 12:00 noon.

- + Father Larry Tharp, Hamilton Deanery, Sacred Heart Church, Fellowship Hall on Thursday, March 24, 2016 from 9:00 a.m. – 12:00 noon.
- + Father William Wagner, Saint Martin Deanery, Saint Thomas More Rectory, Withamsville, on Wednesday, March 23, 2016 from 12:00 noon - 3:00 p.m.
- + Father Richard Walling, Saint Marys Deanery, Coldwater Cluster Offices on Thursday, March 24, 2016 from 9:30 a.m. - 11:30 a.m.
- + Father Steve Shoup, Sidney Deanery, Saint Michael Parish Office Center, Fort Loramie, on Wednesday, March 23, 2016 from 9:00 a.m. - 4:00 p.m.
- + Father John MacQuarrie, Springfield Deanery, Saint Teresa of the Child Jesus, 1827 North Limestone Street, Springfield, on Wednesday, March 23, 2016 from 10:00 a.m. to time of Deanery dinner.

## **DEPARTMENT OF EXECUTIVE SERVICES**

### ***CHANCERY OFFICE***

#### **WELCOME**

The Chancery Office welcomes Lisa Weber as the new Canonical Administrative Assistant. Lisa assumed these new responsibilities effective January 25, 2016. Lisa comes to the Chancery Office after serving in the Worship Office of the Archdiocese. Many priests and lay ministers have had contact with Lisa on various Worship Office events such as the Rite of Election. Her e mail for correspondence is [lweber@catholiccincinnati.org](mailto:lweber@catholiccincinnati.org) and her extension is 2842. We look forward to Lisa's ministry in the Chancery Office.

#### **IN APPRECIATION**

To my colleagues, to the parishes, priests and staff that I have had the opportunity to work with over the past nine years, **thank you!** It has been a pleasure to be able to assist you with the many tasks of the Chancery Office. I leave taking many fond memories with me and ask for your prayers as I begin my new journey at the Athenaeum/ Mount St. Mary's Seminary. I also ask for your kindness and patience as the transition begins with the new personnel.

Signed, *Linda J. Heidi*

#### **ASH WEDNESDAY 2016 COLLECTION**

The collection to aid the Church in Central and Eastern Europe will take place on **Ash Wednesday, February 10, 2016**. This special collection supports seminaries, social service programs, youth ministry, pastoral centers, schools, church construction and renovation, and the spreading of the Gospel message through Catholic mass media. Please send the collection money to the **Archdiocesan Finance Office** in a timely manner so that we might forward the collection to the USCCB office. Thank you.

## **LENTEN REMINDERS – FAST AND ABSTINENCE**

**Ash Wednesday, February 10, 2016, and Good Friday, March 25, 2016, are days of abstinence from meat and also days 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 18<sup>th</sup> birthday until their 59<sup>th</sup> 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.)

**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.

### **TRIENNIAL COLLECTION FOR THE ARCHDIOCESE OF MILITARY SERVICES, USA**

This November we will once again take up the collection to aid the work of the Archdiocese for Military Services, USA. You might recall that this special collection began in 2013 at the request of the Most Reverend Timothy Broglio, Archbishop for Military Services. Our Sunday Visitor provides the materials for this collection; however, each (Arch)Diocese maintains the database of the materials that each parish receives. If you need to change and/or are unsure of the quantity of materials you received, please contact Lisa Weber in the Chancery Office at [lweber@catholiccincinnati.org](mailto:lweber@catholiccincinnati.org). This collection will take place the weekend of November 5-6, 2016. As with other special collections, the money should be forwarded to the Finance Office indicating that it is for the military.

### ***THE CATHOLIC TELEGRAPH***

*The Catholic Telegraph* will be transitioning to a quarterly planning and production regimen over the first half of 2016. The goal is to produce finished pages all through the month for upcoming editions instead of compressing the production into the week before we go to press. This will require a transition over time to earlier deadlines for some editions. Specifics on this change will be forthcoming, but it would behoove parishes, schools, ministries and individuals to plan story ideas timed to the calendar at least 60 days out so we can respond in a timely fashion. The *CT* website, which was re-launched in responsive design in late 2015 to accommodate increased use from mobile device users, experienced a 32 percent increase in traffic over the past year. The website will be used increasingly for breaking and event-centered coverage as well as for announcements of upcoming events and activities. This change in planning is designed to make more efficient use of the staffing available and to mitigate the negative effects of a monthly publication cycle. Please refer questions and suggestions to Steve Trosley: [strosley@catholiccincinnati.org](mailto:strosley@catholiccincinnati.org) or 513.421.3131x2216.

### ***TRIBUNAL OFFICE***

Because affirmative decisions are no longer appealed by law after 8 December 2015, the **FINAL LETTER** about a formal case is different. The Petitioner or Respondent whom you are assisting will receive a letter from the Tribunal giving the date on which an Affirmative decision was given to the petition for a declaration of nullity. That same letter will indicate that both spouses may arrange to read the decision if they wish and both spouses have the right to object to the

Affirmative decision which must be done in writing within three weeks of the date of the letter. If neither spouse appeals, the decision is final as of the date noted in the letter. If the other spouse were to appeal, you and the spouse you are assisting will be notified about that. If there is an appeal, another final letter will be sent after the appeal is heard and a decision rendered.

Please remember that the Tribunal is working to **revise THE TRIBUNAL HANDBOOK**. If you have ideas/suggestions about questions that could be clearer, things that are not asked which should be, questions that seem redundant or unnecessary, etc. please send them soon to Sister Victoria at the Tribunal by email: [victoriav@catholiccincinnati.org](mailto:victoriav@catholiccincinnati.org) or mail.

## ***OFFICE OF SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUTH***

### **BACKGROUND CHECK / CHILD PROTECTION REQUIRMENTS**

All “clergy”, “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.

**All new employees** must complete both manual and an electronic background check through SELECTiON.COM® at time of employment, with no further requirement for a manual fingerprint completed in the future. This was effective March 1, 2015. Current employees must sign up for electronic background check through SELECTiON.COM® within five years of their last manual fingerprinting or December 31, 2018 whichever is sooner. This requirement became effective January 1, 2014. **Important note:** The State of Ohio has additional requirements for selected occupations which are not addressed by the *Decree*. Individuals should contact the Catholic Schools Office for assistance.

**All new regular volunteers** must complete an electronic background check through SELECTiON.COM®. Current regular volunteers must sign up for electronic background checks through SELECTiON.COM® within five years of their last manual fingerprinting or December 31, 2018 whichever is sooner. This requirement became effective January 1, 2014.

**All clergy and employees** who have contact with youth must have a B.4 Form completed, submitted to the Archdiocese of Cincinnati and approved prior to having contact with youth.

**All clergy, employees and regular volunteers** must stay current (less than 3 behind) on the monthly VIRTUS bulletins. This requirement became effective July 1, 2014.

### **VIRTUS® ACCOUNTS AND AUDITS**

Thank you for your dedication and hard work over the past several years with the implementation of the VIRTUS® and SELECTiON.COM®. There have been many changes and challenges, and we will see minor improvements and adjustments to the systems in the future, but we have successfully completed the implementation phase. The next phase is maintenance and testing of the system. This will be completed in two phases:

1. Maintenance of the Master Report. To assist us on this endeavor, please review your Master Report to ensure all your employees and volunteers are in compliance. Please identify individuals who are not active at your location and remove them from your Master Report. The Safe Environment Office will be identifying individuals who are **significantly out of compliance** and will be inactivating their accounts on the following schedule:

- a. March - inactivating any individual with a background check over 10 years old
- b. April - inactivating any individual who is 25 or more behind on their bulletins
- c. May - inactivating any individual with a background check over 8 years old
- d. June- inactivating any individual who is 18 or more behind on their bulletins
- e. July - inactivating any individual with a background check over 6 years old

2. Desk Top and Field Audits. All locations will be receiving an audit on a 3 year cycle. The audits will be on a rotating basis with each location being notified prior to the actual audit.

### **FACILITATOR 3.0 TRAINING**

**If you attended the 3.0 training in 2015 you do not need to attend this session.**

This training is mandatory for facilitators who did not attend the sessions held in the spring of 2015. If your ability to conduct training was suspended and you would like to be reactivated you must attend one of the two classes in February. This will be the last sessions held for the updates. The 3.0 training is designed to ensure that each of our facilitators has the materials available to make our program the best it can be. Each facilitator will receive an updated CD, updated participant's workbook, binder inserts and an electronic copy of the updated PowerPoint presentation. The training is an hour and half long. The training sessions are:

Thursday, February 25 - Pilarczyk Center, Dayton from 9:30 – 11:00 a.m.

Thursday, February 25 - Archdiocese of Cincinnati, Cincinnati from 2:00 – 3:30 p.m.

To sign up for these sessions, log into your VIRTUS account and click on the Training Tab. Click on the "Live Training" link and then the "pre-register for an upcoming live training session in your area" link to register for this class. These classes are located at the end of the session listings. Thank you for the time you spent preparing to be a VIRTUS facilitator. Remember, if you previously attended a training session for 3.0 you do not have to attend this training.

### ***VOCATION OFFICE***

#### **LOOKING FOR SCHOOL VISIT OPPORTUNITIES**

The Vocation Office is looking for opportunities to come and speak to students in our Catholic high schools and grade schools about discernment and vocations. Please contact Fr. Schmitmeyer to schedule these opportunities for the 2016-17 school year.

### **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.

### **VOCATION AWARENESS PACKETS STILL AVAILABLE**

As a reminder, if your parish or school has not yet made use of the Vocation Awareness educational materials for this school year, all parishes and schools still have access to those materials at [www.vocationlessons.com](http://www.vocationlessons.com) with access code: CinciVocations513.

### **FEBRUARY 11: MONTHLY HOLY HOUR FOR VOCATIONS**

Join the Children of Mary at a Holy Hour for Vocations on Thursday, February 11, from 8-9 p.m., in the Our Lady of the Holy Spirit Center in Norwood, OH. All are welcome and encouraged to come. This event happens every second Thursday of the month.

### **FEBRUARY 19-20: INDY'S GOT SISTERS! RETREAT | INDIANAPOLIS, IN**

Pray, share, and ask questions with Sisters from different religious communities in the Indianapolis area during a Nun Run. For single women 18-40. Participants will have the opportunity to visit the homes of several religious communities and share prayer/food/fellowship before moving to the next location. Sponsored by the Archdiocese of Indianapolis Vocations Committee. For more information, contact Sister Theresa Sullivan, D.C., at [sistertheresa.sullivan@doc.org](mailto:sistertheresa.sullivan@doc.org) or 812.963.7556 or visit: <http://www.hearGodscall.com/indy-got-sisters>.

### **FEBRUARY 26-28: WEEKEND WITH THE SISTERS OF THE PRECIOUS BLOOD**

Are you feeling like God is gently nudging you, calling you to an adventure? If so, we invite you to a weekend of prayer, reflection, conversation, and fun with the Sisters of the Precious Blood. Come hear our stories and maybe discover the adventure to which God is calling you. Join us at Salem Heights in Dayton, February 26-28. Register online at [vocations@cppsadmin.org](mailto:vocations@cppsadmin.org) or call Sr. Patty Kremer at 937.609.0653 for more information.

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

Mount St. Mary's Seminary 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 on Friday-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. Please post the attached flyer to help us spread the word. For more information or to register please call 513.421.3131x2890 or email at [vocations@catholiccincinnati.org](mailto:vocations@catholiccincinnati.org).

### **MARCH 10-12: JOSEPHINUM LIVE-IN WEEKEND**

On March 10-12, 2016, the Pontifical College Josephinum in Columbus, OH, and the Vocation Office, 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 at 614.885.5585 or any of the following individuals at the



Josephinum: Fr. John Rozembajgier, Vice Rector for the College, at 614.985.2244; or Mrs. Arminda Crawford, Administrative Assistant, at 614.985.2241. <http://www.pcj.edu>.

### **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 in McCartyville, OH and will feature keynote speaker Fr. Eric Bowman and practical workshops for growing in relationship with Jesus Christ and living out our call to holiness. More information coming soon on the Office of Youth Ministry page at [www.catholiccincinnati.org](http://www.catholiccincinnati.org).

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

This year's Diaconate ordination will take place at Immaculate Conception in Dayton, where 19 permanent and four 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.

### **SERVER/SACRISTIAN RECOGNITION**

**Thank your server/sacristans** for their service to the parish by giving them a school afternoon off and taking your servers and sacristans to a Reds-Giants ball game at Great American Ball Park on Wednesday, May 4, at 12:35 p.m. Who knows, the server sitting next to you may be your successor in twenty years, as 78% of the ordinates in 2015 were altar servers. Have a school or parish representative call the Cincinnati Reds, Ryan Kirkpatrick, at 513.765.7457, with a credit card, for discounted \$5.00 view level seats. (Chaperones may have discounted tickets also.) Tickets must be purchased on or before April 28, 2016. Sponsored by the Cincinnati Reds and The Serra Club of Cincinnati. "Recognition for Service" certificates, which can be personalized, are available by emailing: [CincinnatiSerra@gmail.com](mailto:CincinnatiSerra@gmail.com).

### ***DIACONATE OFFICE***

### **CATHOLIC REVIVE RALLY**

Preparations are under way for the Catholic Revive Rally coming to Cincinnati on October 29, 2016. The event will be held at the Cintas Center and the tentative time frame is 9:00 a.m. to 3:00 p. m. The guest speakers are John Michael Talbot, Curtis Martin, Father Larry Richards and Jeff Cavins. The event is for men and women and we encourage everyone to get involved in helping us promote this great event. More details will be coming as we begin marketing the rally.

### **DEACON CANDIDATES**

There are now 22 men who have been selected to enter into the Aspirancy program for the 2016 Deacon Formation class. These men have met the qualifications and have been recommended by their pastors and others. Please keep these men in your prayers as they continue to discern their call.



## **FORMED**

We continue to encourage our deacons to utilize Formed.org. This innovative website is available to all deacons at no cost. Two new programs have been introduced. One is on prayer and the other is Symbolon for small groups. These are two great additions to the already wonderful programming available through Formed.org.

## **SENIOR STATUS**

Deacons Dan Thomas and Tim Harris have elected to take Senior Status effective immediately. We thank them for their years of service to the Archdiocese and wish them the best as they continue to serve the people of God.

## **PUBLISHED**

Congratulations to Deacon Tracy Jamison for the publication of his article “What Level of Faith is Required of a Catholic Permanent Deacon?” in the Josephinum Diaconal Review. It is a well done article. The Diaconal Review is an excellent quarterly publication available for just \$22 a year.

# **DEPARTMENT OF FINANCIAL SERVICES**

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

### **AFFORDABLE CARE ACT (ACA) UPDATE AND FORM 1095C:**

Full-time employees that were eligible to be enrolled in the Health Plan (the Plan) at the Archdiocese of Cincinnati (AOC) in 2015 and employees that were eligible for the Plan and retired in 2015 will receive a Form 1095C no later than March 31, 2016. These will be processed by Benefit Allocation Services (BAS) using the information submitted by each AOC location where the employee or retiree worked. The Form 1095C includes important information intended to assist employees in completing their 2015 federal tax filing.

However, the IRS recently extended the due date for employers to provide these Forms to employees due in part to complications the IRS was having with its filing system. Due to this extended compliance date, employees may not receive the Form 1095-C prior to the time they are ready to submit their tax return. **This delay does not prevent employees from filing their 2015 federal income tax return as the Form does NOT need to be filed with your income taxes for tax year 2015.**

Once employees receive their Form 1095-C from their location, they should keep a copy of it with their other tax documents as it will help them to certify that they were offered or enrolled in health coverage in 2015 and help them prove that they are not subject to penalties for the months they had coverage during the year. Only one form is provided for all the individuals covered under the Plan. Employees may need to provide copies to their covered spouse or dependents, as necessary. For tax filing or preparation questions please seek advice from an accountant or tax professional. Questions on the Form 1095C: Charlotte Carpenter, 513.421.3131x2852.

## **HEALTH CARE PLAN CHANGES FISCAL YEAR 2016-2017**

In October, the Healthcare Advisory Committee met to review Plan results for the past fiscal year and to strategize for the future. The Plan consultants presented the Committee with updates on healthcare reforms that will affect the Plan, cost containment measures, claims costs and financial results from the prior fiscal year. New premium rates, plan designs and employee contributions were explored. After consideration of the information, the Committee made recommendations for plan year 2016-2017 to Archbishop Schnurr. After taking the suggestions under advisement, Archbishop Schnurr made the following decisions to be effective July 1, 2016:

1. There will be a 1% increase to the locations and to the employees. This translates to single health insurance premium: from \$645 to \$651 per month to the location and family insurance premium to the location from \$1,501 to \$1,516 per month.
2. The employee contribution will remain unchanged at \$32 single and \$75 family per month since the 1% increase is less than \$1.00.
3. In terms of plan design, there will be no change to the Deductible, it will remain at \$425 single and \$850 family.
4. Annual Out-of-Pocket (OOP) will change: single \$2,200 to \$2,300; family \$4,400 to \$4,600.
5. Deductible and Out-of-Pocket amounts are always calculated on a 12-month calendar year and therefore may incur an additional \$100 in OOP from 7/1/2016 through 12/31/2016 **IF** they reached the \$2,200 with claims from 1/1/2016 through 6/30/2016.

Questions: Charlotte Carpenter, 513.421.3131x2852.

## **TERMINATION OF THE 403(B) PLAN EFFECTIVE 12/31/2015**

The Archdiocese of Cincinnati 403(b) Plan (the “403(b) Plan”) was “frozen” effective December 31, 2010, and no further contributions could be made to the 403(b) Plan. Because the 403(b) Plan has now been formally terminated effective December 31, 2015, employees with 403(b) accounts now have a “distributable event” due to its termination. Employees should contact their 403(b) Plan vendor to elect a distribution in early 2016. Employees can find the 403(b) Plan Termination Amendment at <http://www.catholiccincinnati.org/ministries-offices/finance/> if their vendor requires it to process.

This 403(b) Plan termination has no impact on employee benefits under the Lay Employee Pension Plan (frozen 12/31/2010) or 401(k) Plan, and only impacts employees who previously (before 2011) made employee voluntary salary contributions to a 403(b) Plan with a vendor. Employees should contact their vendor directly to request the necessary forms to elect a distribution, as the Archdiocese does not maintain participant records for the approximately 175 vendors that were chosen by employees throughout the Archdiocese. Information regarding distribution options, administrative or distribution fees or surrender charges (if any), or other

specific questions about a 403(b) contract should be directed to the 403(b) vendor or financial advisor, as the Archdiocese itself did not enter contracts with any 403(b) vendors.

**NOTE: This 403(b) Plan termination DOES NOT impact the Archdiocese of Cincinnati 403(b) Plan for Priests. Therefore, priests can continue to make contributions to their 403(b) accounts.**

#### **401(k) CONTRIBUTION VALIDATION PROCESS**

In order for both the employee and the 4% employer contributions to be credited to all pension-eligible employees' accounts, each location must validate the amounts through Fifth Third Direct. Employee contributions must be validated 24 to 48 hours after the applicable payroll date. The 4% quarterly employer contribution must be validated within 15 days after the end of the calendar quarter. It is extremely important that these validations take place on a timely basis so that the 401(k) Plan is in compliance with IRS regulations and your employees' 401(k) accounts are properly and timely credited. Questions: Charlotte Carpenter 513.421.3131x2852.

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

Over the past year we have discussed ways to prevent fraud through the use of internal controls and segregation of duties. We also have discussed management oversight to help deter fraudsters. This month we will discuss detection of fraud schemes.

The Association of Certified Fraud Examiners began tracking this data in 2002. According to the *Report to the Nations- 2014*, tips are consistently the most common detection method for cases of occupational fraud (42.2%) by a significant margin. Management review (16%) and internal audit (14.1%) follow tips, which was also true for the 2010 and 2012 reports.

Organizations with hotlines were much more likely to catch fraud by a tip, which their data shows is the most effective way to detect fraud. These organizations also experienced frauds that were 41% less costly, and they detected frauds 50% more quickly.

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. Any individual 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.

We recommend that you post this information on your employee bulletin board. We further recommend that you consider posting this in your bulletin or newsletter. EthicsPoint is available for volunteers suspecting fraud in your affiliated organizations.

# **DEPARTMENT OF HUMAN RESOURCES**

## **NO INCREASE IN OHIO MINIMUM WAGE IN 2016**

Ohio's minimum wage will remain flat for 2016 at \$8.10 per hour for non-tipped employees (and \$4.05 per hour for tipped employees). The minimum wage applies to employees of businesses with annual gross receipts of at least \$297,000 per year. The state minimum wage is tied to the federal Consumer Price Index for urban wage earners and clerical workers for the 12 months before September. That index showed a decline of 0.3 percent from September 1, 2014, to August 31, 2015.

## **SALARY SURVEY**

The Department of Human Resources will again conduct the Salary Survey for parishes. We encourage each location to complete the survey. The survey information can be very helpful for recruiting new employees and for determining if your salaries are competitive with other parishes. The survey will be available on-line for completion beginning February 15. You will receive more information in the mail in the next week.

# **DEPARTMENT OF PASTORAL SERVICES**

## **PRISON AND JAIL MINISTRIES IN THE YEAR OF MERCY**

With parishes and the diocese addressing The Year of Mercy in various ways, we've received a number of emails and calls about how to incorporate prison/jail ministry into the discussion and activity. It's clear from the discussions that there is limited knowledge about the work we are doing with our incarcerated brothers and sisters, so we've provided information below, as well as opportunities available to parishes regarding the ministry. If you choose to highlight this Corporal Work at your parish, we hope you'll present the full picture. Some FAQ are below:

1. What is the difference between jail and prisons?
  - The facilities are different, as are the ministries and opportunities. Jails are typically county operations and people who are incarcerated in jail are held there until they are adjudicated. That means they could be there as little as one day or as much as a year before going home or going on to prison. Prison (there are 27 in Ohio) is the place where men/women serve their sentence, once they are found guilty and are run by the State of Ohio. Men and women can serve between a year and life in prison.
2. Do the ministries serve the same way in jails and prison?
  - In theory, yes. We want to walk with and be present to men and women while they are incarcerated, as Jesus did. But the facilities and needs are different. Our jail ministry in Hamilton County, for example, has trained volunteers who meet one-on-one with the incarcerated, as well as worship teams from various parishes who provide communion services in the jail chapel. Our prison ministry has a team of volunteers who visit the three prisons in our diocese each week for Mass,

RCIA and small faith group programming. Both parts of the ministry are important, but different in how they operate.

- More information about how to support and/or volunteer for these ministries is located at [www.catholiccincinnatiiprisonmission.com](http://www.catholiccincinnatiiprisonmission.com).

3. How many Catholics are in prison and jails?

- It's hard to count, really. Many incarcerated Catholics have fallen away from their faith. Some people were never exposed to a faith life and discover Catholicism while incarcerated. Still others are churched in other faiths, but find a path through our Catholic efforts. Regardless of the number, we welcome all men and women who choose to be part of our ministry programs.

4. Why do we spend time with incarcerated people?

- Because Jesus asks us to in our Corporal Works of Mercy. And because there but for the grace of God go I.

5. How can I support jail and prison ministry in our diocese?

- Through the Catholic Ministries Appeal, our ministries can continue to serve. Also, through individual donations, we are able to expand our volunteer base and the programs we provide. You can donate at [www.catholiccincinnatiiprisonmission.com](http://www.catholiccincinnatiiprisonmission.com)

6. What opportunities are there to expand the knowledge of jail and prison ministry at my parish?

- Dismas Journey – The Archdiocese, in partnership with St. Vincent de Paul and The HELP Program, can provide an evening program at your parish that informs and encourages people to be part of the solution to incarceration and reentry hurdles in our diocese. More information is available at the Social Action Office of the Archdiocese.
- Mass speaker – We can provide someone from the jail or prison ministries to speak at your Mass about what we do and how we serve. An opportunity to collect donations following Mass is most appreciated.
- Opportunities to volunteer – On the website, your parishioners will find a number of opportunities to take part in this ministry. Please visit [www.catholiccincinnatiiprisonmission.com](http://www.catholiccincinnatiiprisonmission.com).
- Create/write something for the incarcerated men or women – While we cannot connect people directly to each other, we welcome rosaries, cards, posters, etc. that can be shared with our incarcerated brothers and sisters. We will provide guidelines to schools and parishes.
- Other – Have an idea for a program or speaking engagement? Contact one of us: Christine Shimrock, Director of Prison Ministries – [shimrockprison@gmail.com](mailto:shimrockprison@gmail.com) or Deacon Don Meyer, Coordinating Chaplain for Jails – 513.235.3430.

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

### **MARK YOUR CALENDARS– GOLDEN JUBILEE**

The date for the 2016 Golden Jubilee 50th wedding anniversary Masses will be August 27, 2016 at the Cathedral of St. Peter in Chains in Cincinnati and Our Lady of the Immaculate Conception Church in Dayton at the regularly scheduled 4:30 p.m. Masses. The date has been moved back due to numerous conflicts (graduations, ordinations, First Communion) in the spring. Archbishop Dennis M. Schnurr and Bishop Joseph R. Binzer will preside at each Mass. The Golden Jubilee Masses acknowledge couples celebrating their 50th wedding anniversary. The Family and Respect Life Office will be mailing every parish the pertinent information in March, but please contact our office (513.421.3131x2653) for jubilarian scrolls if you are having your own parish celebration and need the scrolls earlier. These are available for couples celebrating 25, 50, 60, 70 and 75 years of marriage. On the scroll is a place for the couple's names, which the parish is asked to complete. For questions, please call the Family and Respect Life Office at 513.421.3131x2624 - [farlocincinnati@catholiccincinnati.org](mailto:farlocincinnati@catholiccincinnati.org)

### **MEN'S MINISTRY**

Join us for our upcoming Northern Area sessions for the formation of leaders in Men's Discipleship: **February 13, March 12, and April 16**. Each session runs from 8:00 – 10:00 a.m. at St. Patrick Church in Troy, Ohio. Registrations can be made at [www.catholicdiscipleman.com](http://www.catholicdiscipleman.com). For inquiries or more information, please contact Joshua Danis at [jdanis@catholiccincinnati.org](mailto:jdanis@catholiccincinnati.org).

### **WORLD MARRIAGE DAY RESOURCES**

World Marriage Day is February 14, 2016. The USCCB has several resources at <http://www.usccb.org/news/2011/11-012.cfm> and <http://www.foryourmarriage.org/celebrate-world-marriage-day/>. You can also find resources through Worldwide Marriage Encounter at <http://wmd.wwme.org/>. For other suggestions, contact Joshua Danis at [jdanis@catholiccincinnati.org](mailto:jdanis@catholiccincinnati.org) or Noreen Wendeln at [nwendeln@catholiccincinnati.org](mailto:nwendeln@catholiccincinnati.org) or Colleen Gerke at [cgerke@catholiccincinnati.org](mailto:cgerke@catholiccincinnati.org).

### **LENT 2015**

There are many resources available to prepare families for deepening their relationship with Jesus Christ and understanding the Church. Check out our February E-Newsletter for some specifics at <http://www.catholiccincinnati.org/ministries-offices/family-life/family-and-respect-life-office-newsletter/>. If you need assistance or can't find what you are looking for, contact Joshua Danis at [jdanis@catholiccincinnati.org](mailto:jdanis@catholiccincinnati.org) or Noreen Wendeln at [nwendeln@catholiccincinnati.org](mailto:nwendeln@catholiccincinnati.org) or Colleen Gerke at [cgerke@catholiccincinnati.org](mailto:cgerke@catholiccincinnati.org),

### **PROJECT RACHEL MINISTRY – DAY OF REFLECTION**

Since 1994, Project Rachel has ministered to women and men who have lost a child through abortion. Knowing what we do know now, there are relatives, friends, partners and others involved in the experience that are also suffering the loss of an unborn child, and need to honor the child and have an opportunity to heal while grieving and mourning their loss. The Family and Respect Life Office is offering a Day of Reflection on Saturday, March 19 in Cincinnati from 9:30 a.m. - 3:00 p.m. There will be witnesses, healing service and Reconciliation, music and

prayer. We invite you to: **“Look into your heart, listen to the voice of God. Help yourself by accepting His love and forgiveness.”** For more information or registration, please call the Family and Respect Life Office at 937.222.0227 or 513.421.3131x2653. There is no charge; a free will offering will be accepted.

### **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, call Marcelle Toma at 937.312.1157 or [mtoma@woh.rr.com](mailto:mtoma@woh.rr.com).

### **CATHOLIC DIVORCE SURVIVAL GUIDE**

- **Cincinnati** - 13 weeks, held on Monday evening, 7:00 – 9:00 p.m. January 25 to April 18 at Ruah Woods, 6675 Wesselman Road, Cincinnati, Ohio 45248. Call 513.407.8672. Cost: \$35 per person.
- **Vandalia** - 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.
- **Piqua** - 12 weeks, held on Thursday evenings, 7:00 - 8:30 p.m. from January 14 to March 31 in the “Holy Family Room” on the second floor of the Downing St Campus, 218 S. Downing Street, Piqua. Cost: is \$25 per person.

For questions, call Noreen Wendeln at Family & Respect Life Office, 937.222.0227

### **CANA II**

Cana II, marriage preparation when one or both couples have been previously married, helps couples respond to the Church’s teaching on the sacramentality of marriage and address unique needs such as finances (child support), communications and stepchildren. The dates for 2016 are:

- **March 12, 2016**, Transfiguration Center for Spiritual Renewal
- **May 21, 2016**, Glenmary Home Missioners, 4119 Glenmary Trace, Fairfield, OH 45014, [https://www.facebook.com/pages/Glenmary-Home-Missioners/139645252752737?id=139645252752737&sk=page\\_map](https://www.facebook.com/pages/Glenmary-Home-Missioners/139645252752737?id=139645252752737&sk=page_map)
- **October 22, 2016**, Glenmary Home Missioners
- **November 19, 2016**, Transfiguration Center for Spiritual Renewal

### **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***

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

The **Winter/Spring Retreat for Priests** will be February 15 through February 19, 2016 (first full week of Lent) at Maria Stein. Our retreat director will be Father Paul Ruwe. The theme of the retreat talks will be “Priestly Prayers for a Lifetime.” If you have not registered with the flyer but would like to attend, please call Sarah Frohmiller at 513.421.3131x2651.

### **THE LENTEN DAY OF REFLECTION FOR PRIESTS**

The Lenten Day of Reflection for Priest at the Transfiguration Center in West Milton, Ohio, is now scheduled for Wednesday, March 2, 2016, 10:30 a.m. – 2:30 p.m. Our speaker will be Father Anthony Stephens, CPM. The theme: “Making the Most of the Year of Mercy.”

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

- The Priests’ Anniversary Dinner is scheduled for Monday, May 16, 2016 at the Bergamo Center, Dayton.
- The one-day Convocation for Priests of 2016 is scheduled for Wednesday, October 5, 2016.
- The multi-day Convocation for Priests (next year) has been scheduled for June 19- 22, 2017.

## ***WORSHIP OFFICE***

### **LITURGICAL CALENDAR - UPDATE**

Ash Wednesday is February 10, 2016. A Lenten Communal Penance Service is posted on the Worship Office website. Please visit <http://www.catholiccincinnati.org/ministries-offices/worship/liturgical-prep/>.

### **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.

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

- **LIGHT IS ON FOR YOU 2016:** One way the Archdiocese of Cincinnati will celebrate the Jubilee Year of Mercy is through participation in **The Light is On for You on Tuesday, February 23, 2016, from 7:00 – 9:00 p.m.** Once again, all parishes (or at least one parish in a pastoral region) are asked to open their doors for people to experience the mercy and love of God through prayer and the Sacrament of Reconciliation. A packet of parish resources will be mailed to parishes in early February. Also, postcards inviting Catholics to the **Light is On for You** will be sent to all Catholic households early in February. Additionally, you can download the following resources:

### **Links Light is On for You Resources:**

February YOM Bulletin Insert: <http://www.catholiccincinnati.org/wp-content/uploads/2016/01/YOM-February-Bulletin-Insert-2.pdf>

Light is On for You Poster: <http://www.catholiccincinnati.org/wp-content/uploads/2016/01/LightIsOnPosterAOOnline.pdf>

Light is On for You Parish Staff resources: <http://www.catholiccincinnati.org/ministries-offices/worship/light-is-on-for-you>

Bulletin announcements: <http://www.catholiccincinnati.org/wp-content/uploads/2016/01/lightison-announcements-2016a.docx>

- **PRESENTATION ON MERCY by Immaculee Ilibagiza February 22, 2016 at 7:00 p.m.** Co-sponsored by the Archdiocese of Cincinnati, Catholic Charities Southwestern Ohio and the Center for Interfaith Community Engagement at Xavier University; Schiff Conference and Banquet Center, Xavier University Cintas Center. For more information, please refer to the article under the Catholic Social Action section.
- **TWENTY FOUR HOURS FOR THE LORD, March 4 & 5, 2016:** Pope Francis has invited the Universal Church to participate in 24 hours of prayer and Reconciliation on March 4 and 5, 2016. Because parishes will have just participated in “The Light is On for You,” Archbishop Schnurr is not requiring that all parishes add this to their already busy Lenten schedules. However, if your parish is planning to offer this opportunity, we would be grateful for any information you would like to share with us. We will create a list of parishes/pastoral regions who plan to provide this time of prayer and Reconciliation and place it on our YOM webpage. Other possible scenarios might include: a parish or two in a deanery provide this time; or parishes in a pastoral region divide up the 24 hours. It is really up to pastors and staffs to determine if and how they will do this. Please email Karen Kane ([kkane@catholiccincinnati.org](mailto:kkane@catholiccincinnati.org)) any information that you would like for us to publish.

For additional resources for the Jubilee Year of Mercy, parishioners and staff go to: <http://www.catholiccincinnati.org/jubilee-of-mercy/>. If you would like to offer us feedback or suggestions to assist your parish more, please do not hesitate to contact: Sean Ater – [sater@catholiccincinnati.org](mailto:sater@catholiccincinnati.org); Karen Kane [kkane@catholiccincinnati.org](mailto:kkane@catholiccincinnati.org); or Tony Stieritz – [tstieritz@catholiccincinnati.org](mailto:tstieritz@catholiccincinnati.org) .

### **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**. We will be posting the seating charts on our website in early February. We will email a link to the seating charts to all RCIA coordinators. If you have not sent in your reservation form, you should do so immediately. If your reservation form was submitted electronically, the person who submitted the form should have received an email confirmation from the Worship Office. If you have not received an email confirmation, please call 513.421.3131x2670 or email [kkane@catholiccincinnati.org](mailto:kkane@catholiccincinnati.org) immediately. To obtain Rite of Election information and the reservation form, please visit:

<http://www.catholiccincinnati.org/ministries-offices/worship/rite-of-election-2016/>.

## **UPCOMING PROGRAMS**

### **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/> and scroll down to Upcoming Events.

### **EVENINGS OF RENEWAL FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

Thursday, April 14, 2016 from 7:00 – 9:00 p.m. at Good Shepherd, Cincinnati  
Monday, April 18, 2016 from 7:00 – 9:00 p.m. at St. Charles Borromeo, Kettering  
Thursday, April 21, 2016 from 7:00 – 9:00 p.m. at St. James the Valley, Cincinnati  
Monday, April 25, 2016 from 7:00 p.m. – 9:00 p.m. at Immaculate Conception, Botkins

Presenters: Deacon Dave Shea and Karen Kane. Look for more information and registration to be posted on our website.

### **ADULT CHOIR FESTIVAL**

**Save the date!** Sunday, April 24, 2016 from 2:00 – 8:00 p.m. at St. Columban Church, Loveland  
Guest Conductor: Mr. Lee Gwozdz. Look for more information and registration to be posted on our website.

### **LAUDATE: FORMING YOUTH FOR MUSIC MINISTRY**

**Save the date!** June 13 – 16, 2016 at Bergamo Center for Christian Living, Dayton, OH. More information and registration will be available soon.

### **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***

### **2016 MISSIONARY CO-OP PLAN ASSIGNMENTS EN ROUTE TO YOUR PARISH**

The Mission Office has mailed out the proposed assignments for new MCP (Missionary Co-op Plan) to give pastors and missionary orders, organizations, and dioceses earlier opportunities to work out dates. Please contact Melonise Knight of our Mission Office by February 15 if you wish to make a change at: [mknight@catholiccincinnati.org](mailto:mknight@catholiccincinnati.org) or phone 513.421.3131x2631.

**NOTE!! Letter of suitability required from missionaries before our pastors contact them.**

Per the policies of our Chancellor, the Mission Office is required to have a “Letter of Suitability” on file for every guest speaker who comes into our archdiocese for the MCP (Missionary Co-op Plan.). The Mission Office does not provide the phone numbers of the MCP contact person of the missionary organization. The Mission Office does not share any information to these missionary organizations until all our pastors are satisfied with their MCP assignments.

Also, once the Mission Office has a “Letter of Suitability” from the missionary organization in our file, the MCP contact person of the missionary organization will phone the pastor to arrange dates for the missionary’s appeal at his parish. If pastors have not heard from these MCP contacts by March 14, pastors may again call our MCP Coordinator, Melonise Knight, at the Mission Office at 513.421.3131x2631.

If the person coming to speak at your parish for MCP has not spoken in our archdiocese before, they are required to take a MCP workshop from noon on Friday till noon on Saturday, May 27 and 28 **or** June 3 and 4. Pastors may want to invite their new MCP guests either of those weekends.

On behalf of these missionary groups, we are grateful to our pastors for accepting these MCP assignments as it allows our parishioners learn about the development of our universal church and to be in solidarity with those spreading God’s Good News globally!

**SENT IN YOUR PAST MCP AND MISSION SUNDAY COLLECTIONS?**

If your parish has not yet sent in the MCP and Mission Sunday collections from past years, please do so today. For proper recording for the Vatican, please do not send donations to the missionary organizations but through the Mission Office at 100 E. 8<sup>th</sup> St. Cincinnati, OH 45202. If you are unsure if your parish has mailed in these donations, please contact Melonise Knight at the email address or phone number posted above. Thanks for all you and your parishioners do to support the vital work of our Lord in mission dioceses and missionary organizations!

**QUESTION FOR LENT IN THE YEAR OF MERCY:**

**Are your parish/school students aware of mission dioceses’ needs/gifts?**

Please contact the local Missionary Childhood Association coordinator, Teresa Phillips, of our Mission Office for a wide variety programs, materials, guest speakers, etc. Our children ought to know of the struggles, needs and gifts of children their ages in our 1,150 mission dioceses in Africa and Asia. Returned missionaries in our archdiocese are ready to come to your school or religious education programs to share their love for this vital mission work and how children can participate. What a great way to make the Year of Mercy come alive in Lent! Please contact Teresa Phillips at 513.421.3131x2632 or at [mission@catholiccincinnati.org](mailto:mission@catholiccincinnati.org).

**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>

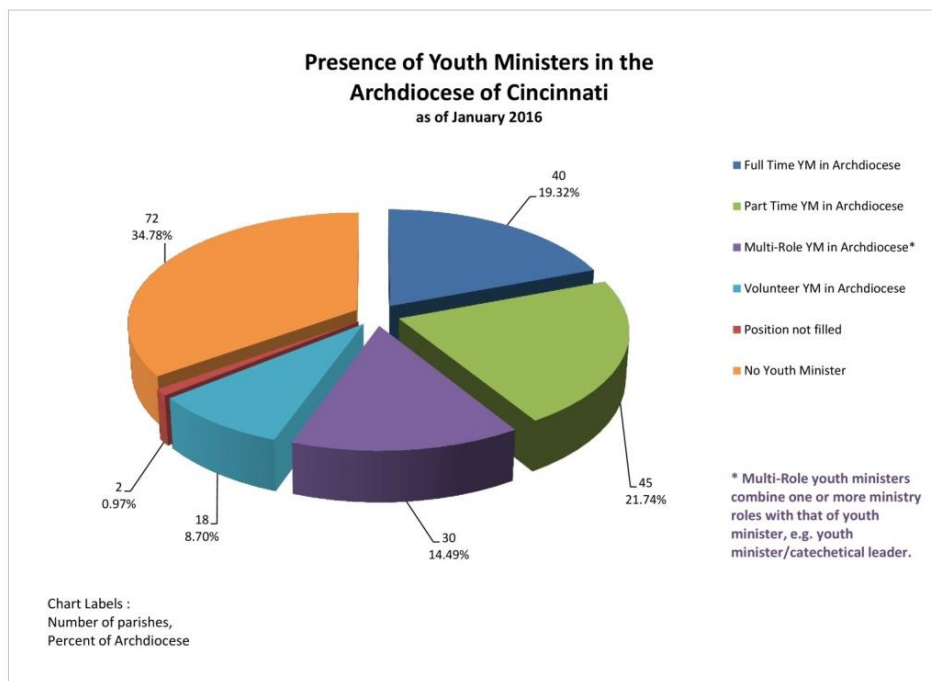
## YOUTH MINISTRY

### **HIRING A DIRECTOR OF YOUTH MINISTRY**

This is the time of year when parishes consider hiring a Director or Coordinator of Youth Ministry. Our records show that across the Archdiocese more than a third of our parishes have no youth ministry leadership; roughly 20% have a full-time youth minister; roughly 20% have a part-time youth minister; and roughly 15% have a multi-role staff person with youth ministry responsibilities. Having a competent and well-trained youth ministry leader is vital to fruitful youth ministry. For assistance in recruiting, hiring, educating and forming youth ministry leadership, contact your regional Office of Youth & Young Adult Ministry.

To access our online hiring guide, please visit:

[http://www.catholiccincinnati.org/wp-content/uploads/2011/01/Hirng\\_Pack2010.pdf](http://www.catholiccincinnati.org/wp-content/uploads/2011/01/Hirng_Pack2010.pdf).



### **PLANNING FOR THE JUBILEE 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, April 3, 2016, Sunday, 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, April 10, 2016, Sunday, 2:00 - 4:30 p.m., Cathedral of St. Peter in Chains.** Parvuli Dei, Ad

Altare Dei, and Pope Pius XII religious emblems and adult recognitions will be awarded at this special ceremony, followed by a social in the undercroft.

- **CHOSEN, 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, adoration, 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. 2015 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. Go to our website above for more info and registration.

**July 2016 Theme: *Jubilee for Young People.*** July 26-31 is World Youth Day in Poland (details below). There will be two regional U.S. celebrations of WYD, during this period, one in Detroit and the other in Chicago. Stay tuned for more details.

## **YOUNG ADULT MINISTRY**

### **FIRST FRIDAYS + *ONE ON THE JOURNEY***

Please contact Dr. Sean Reynolds at [sreynolds@catholiccincinnati.org](mailto:sreynolds@catholiccincinnati.org) to schedule a special First Friday gathering at your parish, open to young adults Archdiocesan-wide, with Eucharistic adoration and the Catholic Relief Services' "One on the Journey" Solidarity Prayer Walk. To view the beautiful and compelling artwork that was created by CRS, visit [One on the Journey](#). We can provide the 20" by 30" canvasses, easels and accompanying prayer books at no cost to parishes or schools that wish to use the display and solidarity prayer walk.

## **DEPARTMENT OF EDUCATIONAL SERVICES**

### ***OFFICE OF EVANGELIZATION AND CATECHESIS***

#### **CATHOLIC SPORTS MINISTRY CONFERENCE PRESENTED BY SPORTSLEADER**

All clergy, and up to two personnel from each Archdiocese of Cincinnati parish, elementary school and high school are invited to attend, **free of charge**, a major conference on Catholic Sports Ministry to be held at the **Athenaeum of Ohio / Mount St. Mary's Seminary, March 30-April 1, 2016**. Clergy, DRE's, youth ministers, volunteers, school principals, athletic directors, coaches, teachers or Sports Booster members are invited to learn more about how to deepen Catholic identity through an exciting new ministry known as **Sports Leader**. This is a great opportunity to learn current best sports ministry practices from schools and parishes across the Midwest. **The Director of the Vatican Office of Church and Sports, Dr. Santiago Perez Camino**, will keynote at 7:00 p.m. on Wednesday, March 30, in the Bartlett Center. This evening session at the Seminary is free and open to the public. For your free registration and conference details, please visit,

<http://www.catholiccincinnati.org/wp-content/uploads/2016/01/SportsMinistryConferenceFlyer.pdf>

Please forward this link to anyone on your staff whom you feel would benefit from this conference: principals, catechetical leaders, athletic directors, youth ministers, coaches, etc. for their free registration.



**NCEA IFG: ACRE** Reminder: All parish religious education programs and Catholic elementary schools should complete IFG NCEA: ACRE assessments during January and early February, and submit answer sheets to CAL testing by **February 19, 2016**. For more information, <http://www.catholiccincinnati.org/ministries-offices/evangelization-and-catechesis/resources/ncea-acre/>

### **CREA PROFESSIONAL DEVELOPMENT DAY**

Mark your calendars! **CREA Professional Development Day**, featuring **Dr. Jane Regan**, nationally recognized expert on adult faith formation, Chair of the Department of Religious Education and Pastoral Ministry and Associate Professor of Theology and Religious Education at Boston College, will present on current theory, trends and practices in Adult Faith Formation. Tuesday, March 8, 2016, 9:00 a.m. – 3:00 p.m. at Cooper Creek Convention Center, Blue Ash, Ohio. Link here to register:

<http://www.catholiccincinnati.org/wp-content/uploads/2016/01/CREA2016.pdf>.

**FORMED**<sup>®</sup> Adult faith formation, digital or otherwise, does not teach itself. Pastors, staff and volunteers should collaborate on how best to engage your parishioners with this powerful virtual catechetical library. Check out our monthly interactive, current approaches to offering FORMED in our webinars at <http://www.catholiccincinnati.org/ministries-offices/evangelization-and-catechesis/formed/>.

- **How to "rollout" and Get Started with FORMED in your Parish**, was January 13. Click [here](#) to view, and feel free to share with anyone working with you on implementation. **Youth Ministry on FORMED**, is scheduled for Thursday, February 11, 2016, 3:00 p.m. Many Archdiocesan youth ministries are finding success with **YDisciple**. Hear directly from them, and Sean Dalton, the founder and director of **YDisciple**, in this collaborative webinar. Link [here](#) to register, and please invite staff, youth and parents from your parish to connect.
- **RCIA Ministry on FORMED** is scheduled for March 9, 2016, 3:00 p.m. Hear directly from catechists using **Symbolon** in the RCIA ministries. Link [here](#) to register.

### **CHRIST AT THE CENTER...**

The infusion bulletin for Lent – February 14, 2016 – March 20, 2016, is included with this mailing. The **Spanish** edition is also included.

### **OFFICE OF THE NEW EVANGELIZATION**

#### **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 you are interested please contact Sean Ater at [sater@catholiccincinnati.org](mailto:sater@catholiccincinnati.org). For more information go to: [www.contagiouslycatholic.com/evangelization-training/parish-alliance/](http://www.contagiouslycatholic.com/evangelization-training/parish-alliance/)

## **VIGIL PRAISE: CINCINNATI**

An Evening of Adoration and Worship featuring Fr. Ethan Moore, Friday February 26, 2016 at the Chapel of St. Gregory the Great, Athenaeum of Ohio. Free and open to all. Doors open at 6:30 p.m., with Rosary. The event begins at 7:00 p.m. with Rite of Exposition, followed by Rite of Eucharistic Benediction at 8:15 p.m. and Social in the Lower Level Atrium at 8:30 p.m. For more information, please contact Luke Carey [lcarey@catholiccincinnati.org](mailto:lcarey@catholiccincinnati.org).

## **ENCOUNTER CINCINNATI**

All high-school youth are invited to attend Encounter Cincinnati taking place at the Underground (1140 Smiley Ave. Cincinnati, OH) on Saturday, March 12, 2016. Arrive between 8:00 and 8:30 p.m. The event typically ends by 9:45 p.m. We are always in need of priests for Confession! 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) or contact Luke Carey at [lcarey@catholiccincinnati.org](mailto:lcarey@catholiccincinnati.org).

## **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. Contact Sean Ater at [sater@catholiccincinnati.org](mailto:sater@catholiccincinnati.org)

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

[www.ContagiouslyCatholic.com](http://www.ContagiouslyCatholic.com) 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) is an outreach webpage sponsored by the Archdiocese of Cincinnati and managed jointly by the Office of Evangelization and 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***

#### **FACE OF MERCY**

Catholic Charities is offering a presentation on the *Face of Mercy* for parishes or parish groups. The explanation of *Misericordiae Vultus* hopes to engage the faithful to reflect and live this Year of Mercy more fully. To schedule a free presentation at your parish, please contact Scott Stephens at 513.672.3714 or [sstephens@ccswoh.org](mailto:sstephens@ccswoh.org). The next presentation will be on Tuesday, February 16 at St. Margaret Mary Parish. Soup supper starts at 5:45 p.m., with presentation beginning around 6:15 p.m.

#### **NOMINATE A CHAMPION OF MERCY**

Acts of Mercy occur in our parishes, schools, health care facilities and communities every day. Let's celebrate these wonderful people. In order to reflect on and celebrate mercy, Catholic Charities Southwestern Ohio will recognize 100 Champions of Mercy at its Centennial Awards Dinner in October. The top award recipients will receive \$1000 each, which will be donated to the charity of their choice. Nominations are due by May 21, 2016.

at <https://www.ccswoh.org/championofmercy/> .

#### **COUNSELING**

Immediate counseling appointment available. Please visit our newest location in **Delhi** located at 5340 Rapid Run Pike, Suite 6, Cincinnati, OH 45238. For an appointment, call 513.489.8898

## **SU CASA HISPANIC CENTER**

Su Casa invites you to a special evening where we will recognize community leaders and hear from clients how your support is bringing hope and improving their lives. 17th Annual Auction & Awards Dinner, Wednesday, April 20, at the Cintas Center at Xavier University Campus, Reception at 6:00 p.m. and dinner at 7:00 p.m.

## ***CATHOLIC SOCIAL ACTION OFFICE***

### **YEAR OF MERCY PRESENTATION: IMMACULÉE ILIBAGIZA**

**Monday, February 22 at 7:00 p.m. (doors open at 6:30 p.m.)**  
**Xavier University Cintas Center, Schiff Family Conference Center**  
(3800 Victory Parkway, Cincinnati, Ohio 45207)

Immaculée Ilibagiza is a living example of faith put into action. Immaculée's life was transformed dramatically during the 1994 Rwandan genocide when she and seven other women spent 91 days huddled silently together in the cramped bathroom of a local pastor's house. Immaculée credits her salvage mostly to prayer and to a set of rosary beads given to her by her devout Catholic father prior to going into hiding. Anger and resentment about her situation were literally eating her alive and destroying her faith, but rather than succumbing to the rage that she felt, Immaculée instead turned to prayer. Through prayer, she eventually found it possible, and in fact imperative, to forgive her tormentors and her family's murderers.

Today Immaculée is regarded as one of world's leading speakers on peace, faith, and forgiveness. She has shared her universal message with world dignitaries, school children, multinational corporations, churches, and at many conferences. Immaculée works hard to spread her message and to raise money for her Left to Tell Charitable Fund which directly benefits the children orphaned by the genocide.

Come and join us for this powerful Jubilee Year of Mercy presentation sponsored by the Archdiocese of Cincinnati, Center for Interfaith Community Engagement at Xavier University, and Catholic Charities Southwestern Ohio.

For more information, please contact the Catholic Social Action Office at 513.421.3131x2660, or [csa@catholiccincinnati.org](mailto:csa@catholiccincinnati.org).

### **NEW THIS YEAR FOR CATHOLIC RELIEF SERVICES RICE BOWL**

Today CRS Rice Bowl offers families, schools and faith communities an opportunity to prayerfully journey through Lent. New this year are:

- *Hispanic Ministry – Reflexiones para la Pastoral Juvenil Hispana*: Accompany your youth and young-adult ministries with faith formation modules that offer activities, reflections on scripture and prayers to bring Lent to life.
- *Stations of the Cross Digital Retreats*: One-minute video reflections

- *Community Reflections* – Laudato Si Edition: Gather small faith sharing groups of young adults to prayerfully consider how cultivating the spiritual pillars of Lent can impact our common home.
- *CRS Rice Bowl App*: New reflections and recipes, integrated social sharing and a new way to track your Lenten sacrifices. Available in both English and Spanish.

The five countries we will be walking in solidarity with this year are Columbia, Laos, Rwanda, Honduras, and Madagascar and in the U.S., the Archdiocese of Louisville.

CRS receives 75% of all donations collected in the Archdiocese of Cincinnati to support CRS' programs around the world. The remaining 25% of all donations fight hunger and poverty in our Archdiocese.

It's not too late to order materials. Contact Pam Long at 937.224.3026 or email her at [plong@catholiccincinnati.org](mailto: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.

### **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. To access the application forms and view lists of organizations currently receiving local CCHD funds, please go to [www.catholiccincinnati.org/socialaction](http://www.catholiccincinnati.org/socialaction) and click on the CCHD links on the side menu. Or contact us at 513.421.3131x2660. Applications should be postmarked by March 18.

### **CENTURY FARM REGISTRY APPLICATIONS DUE MARCH 31**

Catholic Rural Life of St. Marys and Sidney Deaneries is now accepting applications for the 2016 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 Wednesday, July 27, at 7 p.m. at Gerald and Lori Vian's Farm at 7390 State Route 118, Celina, Ohio. Information and an application for the registry are available online on the Catholic Social Action pages under Rural Life Ministry.

### **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 across the world who are threatened by persecution, starvation and violence because of their Christian faith, may they be strengthened by their faith in Jesus Christ and our solidarity with them, *we pray to the Lord...*

# DEPARTMENT OF STEWARDSHIP

## CMA STATISTICS & PARISH PROGRESS

Totals for this year's CMA, including parish progress, can be found at [www.CatholicAppeal.info](http://www.CatholicAppeal.info) under the "Info for Parish Staff" link – the password to access this section is: **cma2007**.

## 2015 CMA OVER-GOAL REBATE PAYMENTS

For the 2015 Appeal, 106 parishes received rebate payments for exceeding their CMA parish goal (*note: rebate payments are based on the actual amount paid towards the total pledged*). A total of just over \$400,000 was paid in over-goal rebates.

Rebate payments were mailed as paper checks to parishes this year – the checks went out the last week in January. For questions regarding over-goal/rebate payments, contact David Kissell at 513.421.3131x2881 or email [david@CatholicAppeal.info](mailto:david@CatholicAppeal.info).

## MISCELLAENOUS

### COURAGE

There are many in our pews who experience feelings of same sex attraction, yet are striving towards a life of holiness and integration while combatting the feelings of isolation and loneliness that often accompany SSA. Courage exists to assist those who experience these feelings and wish to have support of others who have similar experiences. Many who avail themselves of this ministry have found true peace and support in the fraternity that exists, and it has been a true blessing to be chaplain for this ministry. There are men and women in every parish who could benefit from participation in this ministry, but they have yet to hear of this work. To this end, please post information regarding Courage in your parish bulletins! A bulletin announcement is included in this edition of Clergy Communications. We are also working to expand the reach of Courage in the Archdiocese; we are hoping to add a chapter in the northern area of the Diocese as well as forming EnCourage, a support network for families and loved ones. All contacts are kept confidential to protect privacy. Cards and brochures are available for the confessional or parish information racks upon request: [courage@catholiccincinnati.org](mailto:courage@catholiccincinnati.org), v-mail: 513.488.1291; [www.couragerc.org](http://www.couragerc.org). God Bless and please keep this ministry in your prayers!

## **WANTED TO RENT: CONVENT OR RECTORY**

Do you have a convent or a large rectory in the Greater Cincinnati area available to rent out for a Catholic purpose starting August 1? If so, it may be just what the University of Dayton's Lalanne program is looking for. A post-graduate teacher service program, Lalanne supports beginning Catholic school educators by combining service and teaching. Lalanne teachers make a two-year commitment to teach in a Catholic school, live together in a faith-based community, and pursue professional and spiritual/personal development. This year in Cincinnati, Lalanne teachers serve at Roger Bacon High School, Holy Family School and St. Clement School. Potential growth in Cincinnati has the program looking for a six-bedroom, two-bath facility for the upcoming school year. In Dayton, the program rents the former Queen of Martyrs rectory. In Cleveland, it rents the former convent on a parish property. If you have a building that you think would work, please contact Jacinta Mergler, Director, at [jmergler1@udayton.edu](mailto:jmergler1@udayton.edu) or (office). Learn more about Lalanne at [go.udayton.edu/lalanne](http://go.udayton.edu/lalanne)

**Please submit articles for the March *Clergy Communications* before February 19, 2016.  
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).

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**CARE FOR 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:* Creator God, thank you for those living and departed, who have shown a true respect for your creation. Help us to follow in their footsteps, until, with them, we see you face



to face, where all is made new in Christ. Amen. *Quote from the Holy See:* “As stewards of God’s creation, we are called to make the earth a beautiful garden for the human family. When we destroy our forests, ravage our soil and pollute our seas, we betray that noble calling.” Pope Francis, Address in Manila, Philippines, January 18, 2015. *Caring for Creation Tip:* Lent reminds us to make small sacrifices, even when no one else is paying attention. As Ash Wednesday approaches, help protect the environment by “giving up” plastic bags, and plan ahead to bring reusable bags to the grocery store. Place a reusable bag in a visible area of your car as a reminder.

**COURAGE, INTERNATIONAL** - A support network for those who experience Same Sex Attraction and seek to live within the teachings and bounds of the Catholic Church’s teachings on marriage. Based in small group fellowship, participants are able to find fraternity and support to achieve the peace that is desired. For information, please email [courage@catholiccincinnati.org](mailto:courage@catholiccincinnati.org) or leave a voice mail at 513.488.1291 or visit [www.couragerc.org](http://www.couragerc.org).