



OFFICE OF THE ARCHBISHOP

PRIESTLY FORMATION OFFICE

THE GOSPEL WORKSHOP

This year's Gospel workshop, on the Gospel of Matthew, will be presented by Dr. Edward Sri, who has a published commentary on the Gospel of Matthew and who is Professor of Theology and Vice President of Mission at the Augustine Institute. (FORMED is a program of the Augustine Institute). The workshop will take place Wednesday, November 9 at the Athenaeum of Ohio and Thursday, November 10 at the Bainbridge K of C Hall in Dayton. If you are still interested in attending but haven't registered, please contact Sarah Frohmiller at 513.421.3131x 2651.

ADVENT DAY OF REFLECTION

The Advent Day of Reflection for Priests will be on Thursday, December 1 at the Transfiguration Center in West Milton. Our presenter will be Father Thomas Thompson, S.M. of the Marian Library of the University of Dayton. The day begins with coffee at 10:15 a.m. The program goes from 10:45 a.m. to 2:00 p.m. with lunch provided. At the end of the day there will be an opportunity for the Sacrament of Reconciliation.

LOOKING TOWARD NEXT SPRING:

- **The Winter/Spring Retreat** for priests will be at Maria Stein March 6 through 10. We are pleased to have Father Shawn McKnight of the Diocese of Wichita Kansas. Fr. McKnight has a doctorate in Liturgy from the Institute of Sant' Anselmo. He has seminary teaching and administrative experience. He has also served as the Director of the Office of Vocations of the USCCB. He is currently a pastor of a large parish in the Diocese of Wichita.
- **The Multi-Day Convocation for Priests** (next year) has been scheduled for **June 19 - 22, 2017**. It will take place at the Embassy Suites Hotel, Dublin, Ohio. Registration information will be coming in the future months.

VOCATION OFFICE

LOOKING FOR VISIT OPPORTUNITIES

Fr. Schmitmeyer is now looking for opportunities to visit parishes, schools and religious ed programs throughout the Winter and Spring of 2017. Please contact him directly to schedule at 513.421.3131.2890 or vocation@catholiccincinnati.org.

NOVEMBER EVENTS

Please see Bulletin Announcements for more information on each of the following:

- **November 11-13:** Franciscan Come and See
- **November 11-13:** Glenmary Home Missioners Come & See
- **November 12/13:** Secular Institute Vocation Information Sessions
- **November 13:** Special Holy Hour for Vocations
- **November 18-20:** Listening Retreat at Saint Mary-of-the-Woods, Indiana
- **November 19:** Glenmary Home Missioners: Mission Vocation Day
- **November 20:** Hour of Gratitude

VOCATION AWARENESS WEEK – NOVEMBER 6-13, 2016:

- **Attention All Teachers/Catechists/Youth Ministers - Vocation Awareness Lesson Plans Available:** Each year, the Vocation Office makes available complete Vocation Awareness lesson plans for teachers of all grade levels, both in Catholic schools and PSR programs. These educational materials can be used anytime throughout the school year. All parishes and schools have access to those materials at www.vocationlessons.com with access code: CincinnatiVocations513. Please make a plan to view and use these materials in the 2016-2017 school year.
- **Statewide Holy Hour For Vocations:** The Archdiocese of Cincinnati will be participating in a statewide holy hour for vocations on Wednesday, November 9, 2016. This is an opportunity for all people across the state of Ohio to join together in praying for an increase in vocations to the priesthood and religious life. The Vocation Office thanks the following parishes and communities for offering a holy hour from 7:00 p.m. - 8:00 p.m. on that evening:
 - St. Michael Parish, Ft. Loramie
 - St. Francis de Sales Parish, Lebanon
 - St. Maximilian Kolbe Parish, Liberty Township
 - Our Lady of Victory Parish, Delhi Township
 - St. Ignatius of Loyola Parish, Monfort Heights
 - St. Leonard Faith Community Parish, Centerville
 - St. Vincent Ferrer Parish, Kenwood
 - St. Mary Parish, Urbana
 - Guardian Angels Parish, Cincinnati
 - Incarnation Parish, Centerville
 - Sisters of the Precious Blood, Salem Heights, Dayton

- Sisters of Notre Dame de Namur, Mount Notre Dame, St. Julie Chapel, Cincinnati
- St. Jude Parish, Cincinnati

For all the details concerning the holy hour, go to our website: www.cincinnati vocations.org, and click on the banner at the top of the page that says, “Statewide Holy Hour for Vocations.” All other parishes or communities are encouraged to participate in this holy hour as well! Please consider opening your chapel for prayer and encourage people to pray for vocations. For more information or questions, please contact Wayne Topp at 513.421.3131x2891 or wtopp@catholiccincinnati.org.

- **Bible Reading Novena:** The Serra Club of Cincinnati is hosting nine days of praying for vocations through a reading of the entire Bible from November 5-13, 2016 at St. James of the Valley Parish, Wyoming. The club is looking for people to join with them in praying for priestly and religious vocations throughout the nine days. To join in reading or for more information about the novena, visit: www.fiveminutechurch.net and click on “Bible Reading Novena.”
- **Seminarian Visits At Weekend Masses:** Pastors will soon be receiving a letter from Fr. Benedict O’Cinnsealaigh telling you of the availability of seminarians to speak at parishes on the weekend of November 5-6. If you would like to invite seminarians to speak at your weekend Masses, please call the Athenaeum at 513.231.2223.
- **Bring the Minor Prophets Basketball Team to Your Parish:** This is a team of seminarians who have fun playing basketball with grade school eighth graders and older. Their limited schedule fills quickly, so now is the time to seriously consider the opportunity for young parishioners to associate with the seminarians in a relaxed setting. Your contact is Deacon David A. Doseck at ddoseck@seminary.mtsm.org with copy to tmcquillen@athenaeum.edu. Please bring this opportunity to the attention of your school principal and athletic association officers.
- **Video on Religious Life available! THE FACE OF RELIGIOUS LIFE TODAY**
In celebration of National Vocation Awareness Week a video featuring women and men in formation with ties to the Archdiocese of Cincinnati is ready for distribution. Locally produced, the video includes clips of area women in religious formation. At five minutes long, the video can be used in vocation programs, junior high through high school. It is available via YouTube at <https://youtu.be/bVs7ak3LyP8>. Thank you for your efforts to promote religious life.

SAVE THE DATE: DINNER FOR YOUNG WOMEN IN DISCERNMENT

Are you a pastor, a parish young adult minister, or a campus minister who knows a young woman you think may have a call to the Consecrated Life? If your answer is “yes,” consider inviting her and accompanying her to a gathering at St. Francis de Sales Parish in Lebanon on April 26, 2017. This will be an opportunity to be with Archbishop Dennis Schnurr, to meet young women in one of the varied Consecrated Life options present in the Archdiocese, to meet with other young women considering this call and to meet vocation ministers. Further details

will be available along with how to register. For now, please consider whom you might invite and mark your calendar. A “Save the Date” flyer is included with this mailing.

IMPORTANT DATES FOR 2016-2017 SCHOOL YEAR

- ❖ World Day of Prayer for Consecrated Life: February 5, 2017
- ❖ National Catholic Sisters Week: March 5-11, 2017 (part of Women’s History Month)
- ❖ Marian Dinner (St. Francis de Sales, Lebanon): Wednesday, April 26, 2017
- ❖ Diaconate Ordination (Cathedral of St. Peter in Chains): Saturday, April 29, 2017
- ❖ World Day of Prayer for Vocations: May 7, 2017
- ❖ Priesthood Ordination: Saturday, May 20, 2017

DEPARTMENT OF EXECUTIVE SERVICES

CHANCERY OFFICE

NATIONAL COLLECTION

TO BENEFIT THE ARCHDIOCESE FOR MILITARY SERVICES

Just a friendly reminder that this collection is to be taken up in every parish in the Archdiocese of Cincinnati at every obligation Mass on the weekend of **November 5-6, 2016**. Materials were shipped to parishes the week of October 10. If you need additional resources (bulletins inserts, print ads, web banners, etc.), they are available online at www.milarch.org/nationalcollection. All collection monies should be forwarded to the Finance Office indicating that it is for the Archdiocese for Military Services. If you have any questions, please contact the Chancery Office at 513.421.3131x2842.

OCTOBER COUNT 2016

Please see that the 2016 October Count forms are completed and returned to the Chancery by **November 11**. Please note that the grid may be completed online at:

http://www.catholiccincinnati.org/octobercount/october_count_form_electronic.pdf.

The password for this online version is printed on the October Count Grid that was mailed with the September 2016 edition of *Clergy Communications*, or may be obtained by contacting Lisa Weber at 513.421.3131x2842 or lweber@catholiccincinnati.org. Thank you.

THE OFFICIAL CATHOLIC DIRECTORY (OCD) UPDATE SHEETS

Thank you for your cooperation in returning the update sheets from the *P. J. Kenedy Official Catholic Directory*. We still have quite a few parishes/schools/institutions that have not returned their update sheets. Please return the completed forms as soon as possible, for there is a deadline which the Chancery Office must adhere to. If you have misplaced them and need a duplicate copy, please contact Lisa Weber in the Chancellor’s Office at 513.421.3131x2842.

OFFICE OF THE DIACONATE

DEACON MARK MACHUGA TO HEAD OFFICE OF THE DIACONATE

Deacon Mark Machuga, a permanent deacon for the Archdiocese of Cincinnati, has been appointed director of the Archdiocese’s Office of the Diaconate, effective October 31. Please

welcome him. Ordained in April of this year, Deacon Machuga serves at Our Lady of Victory Parish in Delhi Township. He is a native of Youngstown and a graduate of George Washington University, Washington D.C., in project management. He has worked as a project manager for a number of companies in Cincinnati, most recently Hewlett Packard. He holds a Masters in Pastoral Ministry from the Athenaeum of Ohio.

OFFICE OF RELIGIOUS

A CONSECRATED VIRGIN LIVING IN THE WORLD

The Consecration of a Virgin is one of the oldest sacramentals in the Church, and one of the fruits of Vatican II was the restoration of this blessing on virgins living in the world. On May 31, 2012, Archbishop Schnurr consecrated the first Consecrated Virgin Living in the World in the Archdiocese of Cincinnati, Sharon Borgert. Primarily, the work of the consecrated virgin is prayer for families, priests and Christ unity. Priests of the Archdiocese are invited to ask Sharon for prayers for themselves and the people they serve; she can be contacted at sborgert@woh.rr.com. Currently there is a young woman who has entered formation for this vocation and another woman wants to learn more about this calling. If you would like to learn more about this vocation, go to www.consecratedvirgins.org or contact Sister Marilyn Kerber, SNDdeN at 513.421.3131x2865 or mkerber@catholiccincinnati.org.

RETIREMENT FUND FOR RELIGIOUS COLLECTION

This collection takes place on the second weekend of December. This year it is on December 10-11. If you are looking for resources to help you speak to the need, go to www.retiredreligious.org. Last year the Office of Religious made available a three-minute video a parish could use to encourage giving to this worthy cause. Parishes requesting the video last year were: Immaculate Conception, Botkins; St. Joseph, Wapakoneta; Holy Redeemer, New Bremen; Queen of Apostles Community; and All Saints. The same video continues to be available; view it at: <http://www.catholiccincinnati.org/ministries-offices/religious/rfr/>. To request a copy, call Sister Marilyn Kerber, SNDdeN at 513.421.3131x2865 or mkerber@catholiccincinnati.org. Thank you in advance for your support of this collection.

OFFICE OF SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUTH

BACKGROUND CHECK / CHILD PROTECTION REQUIREMENTS

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 an electronic background check through SELECTiON.COM® within five years of their last manual fingerprinting or December 31, 2018 whichever is sooner. This requirement was 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 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 was 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 three behind) on the monthly VIRTUS bulletins. This requirement was effective July 1, 2014.

VIRTUS® ACCOUNTS CLEANUP

The Safe Environment Office will be identifying individuals who are **significantly out of compliance** and will be inactivating their accounts on the following schedule:

- November – inactivating any individual who is nine or more behind on bulletins
- January 2017 – inactivating any individual who has manual fingerprints (BCI or FBI) completed before 6/31/11 and not completed an electronic background check.

VIRTUS® FACILITATOR TRAINING SESSION SCHEDULED

The next VIRTUS® Facilitators Training Session is currently scheduled to take place November 15 - 16, 2016 at St. John Parish in West Chester, Ohio. Please register for this training session through VIRTUS®

1. Log into your VIRTUS account;
2. Click on the ‘live training’ link on the Training Tab;
3. Click on ‘Pre-register for an upcoming live training session in your area’;
4. Scroll down to the very bottom of the screen;
5. Check the box for the Facilitator training session; and
6. Then click the ‘submit registration’ button

DEPARTMENT OF FINANCIAL SERVICES

From the desk of the Senior Auditor

Now is a good time to review that you have identified all vendors that need to receive Federal Form 1099. Reporting deadlines are changing this year so that you must send 1099’s to the recipient and the IRS by January 31. Penalties for non-compliance have also increased.

Here is some guidance regarding who should receive a 1099 from your location:

- a. Retired extra clergy help who earned \$600 or more should receive a 1099 for amounts paid to them in 2016.

- b. Independent contractors paid \$600 or more for services should receive a 1099 for amounts paid to them in 2016, including payments of \$600 or more to unincorporated businesses (those operating under a social security number).
- c. Attorneys paid \$600 or more in fees should receive a 1099 for amounts paid to them during 2016 regardless of legal structure of law firm.

Since you can't be sure if Joe the Plumber operates under his social security number or a federal tax identification number formatted like xx-xxxxxxx, Archdiocesan locations should send Joe the Plumber a federal form W-9. The W-9 requests the vendor to complete the form and return it to you. The W-9 will list the vendor's official name, address, and tax ID number. If the form lists a social security number, this is your cue that a 1099 must be issued if you pay this vendor \$600 or more during any calendar year. A W-9 should also be sent to retired extra clergy help and individuals you pay \$600 or more so that you have their proper address and social security number for preparing 1099's at year end. Form W-9 is therefore an important document to keep in your files. You do not send Form W-9 to the IRS.

Federal Form 1099's must be printed on forms acceptable for filing per specifications outlined by the IRS which generally means printed in red drop-out ink. You can obtain these forms from the IRS or from an office supply store.

Payment of attorney fees, payments to retired clergy, and payments to independent contractors (nonemployees) including unincorporated businesses operating under a social security number go in box 7 on Federal Form 1099. If an unincorporated business operates under a DBA (doing business as) such as Carol's Cleaning Service, the 1099 should be issued to the owner whose social security number is listed on the W-9 you received. Payment of fees to attorneys must include their taxpayer identification number (TIN) which they are required to give you on the W-9 you request from them.

Deadlines:

- Federal Form 1099's are required to be sent to the appropriate vendors by January 31, 2017.
- Federal Form 1099's are due to the IRS by January 31, 2017 attached to Transmittal Form 1096. **NOTE: This is a change from prior years. In 2016 and prior 1099's were not due to the IRS until February 29.**

Penalties for not filing 1099s:

- The penalty due to **intentional disregard of the requirements** to furnish a correct payee statement is \$530 per information return with no maximum penalty.
- \$50 per information return if you correctly file within 30 days; maximum penalty \$532,000 per year (\$186,000 for small businesses).
- \$100 per information return if you correctly file more than 30 days after the due date but by August 1; maximum penalty \$1,596,500 per year (\$532,000 for small businesses).
- \$260 per information return if you file after August 1 or you do not file required information returns; maximum penalty \$3,193,000 per year (\$1,064,000 for small businesses).

DEPARTMENT OF HUMAN RESOURCES

FEDERAL & STATE POSTER

All locations, regardless of size, are required to post the Federal & State Poster. In the past it was communicated to parishes that since the Archdiocese of Cincinnati displayed the poster this requirement covered all locations. This is not the case. It is your responsibility to have this poster displayed in a public location.

You can find companies that sell a combination poster. One location we have used is All In One Posters. You can access them online at <http://www.allinoneposters.com/Ohio-Federal-Combo-English.html> or call 1.800.273.0307. The cost is \$19.95.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Just a reminder that the Conflict of Interest Disclosure Statements are due by December 1, 2016. Each year responsible individuals who hold decision making or policy setting positions or who purchase equipment, supplies or other goods, must sign the form. The Conflict of Interest Disclosure Statement can be downloaded at <http://www.catholiccincinnati.org/wp-content/uploads/2010/10/Conflict-of-Interest-Disclosure-Statement.pdf>. As in the past, only Disclosure Statements that have potential conflicts of interest listed must be sent to the Director of Human Resources. All other Disclosure Statements must be kept in a confidential file (at your location) under lock and key. If you have any questions regarding this reminder, please contact Rob Reid at 513.421.3131x6611.

POLICY GUIDELINES FOR PARISHES

An updated copy of the Human Resources Policy Guidelines for parishes can be found on our website. Click on the Human Resources home page and it is listed under the Handbook Section.

DEPARTMENT OF LABOR FINAL OVERTIME RULE

On May 18, 2016, the Department of Labor (DOL) issued the long-anticipated final overtime rule. Here are the highlights of the final rule:

- **The annual salary threshold for exempt positions** will jump from \$23,660 to **\$47,476** (or from \$455 to **\$913** per week). That is more than double the old threshold. With the exception of teachers and the clergy, employees who earn less than the threshold must be paid for over 40 hours worked in a workweek at a rate not less than time and one-half their regular hourly pay rate—even if they're currently classified as a manager or professional.
- **There will be no change in the duties test** used to determine whether employees earning more than the salary threshold must be classified as non-exempt from overtime, including the exemptions for executive, administrative and professional positions, among others.
- **Automatic salary threshold increases every three years**, as the DOL reduced the frequency of the automatic increases from annual increases to every three years.
- **The new rule takes effect on December 1, 2016.**

Please use the above effective date as a timeline for implementing any needed changes to your exempt/non-exempt classifications.

If you have not done so already, we recommend that you analyze the number of hours worked per week/month/year for each employee who is currently classified as exempt and whose salary is below \$47,476 per year. This analysis is necessary so that an accurate hourly rate can be established when the employee is converted to non-exempt status. In other words, the goal is to set an hourly rate that will, as closely as possible, result in the employee being paid the same yearly salary as he or she is currently paid. Please pay close attention to any overtime hours (i.e., hours over 40 per week) that the employee works, as these hours will need to be factored into the setting of the hourly rate. By way of example, an employee who regularly works five hours of overtime per week will require the setting of a lower hourly rate to offset the overtime premium of “time and a half” for each hour of overtime.

If you need any assistance with converting an exempt employee to non-exempt status and communicating these changes to employees, please contact Rob Reid at 513.421.3131x6611, rreid@catholiccincinnati.org or Meg Paul at 513.421.3131x2841, mpaul@catholiccincinnati.org in the Department of Human Resources.

DEPARTMENT OF PASTORAL LIFE AND EVANGELIZATION

There are exciting developments at the Archdiocese in the Department of Pastoral Life & Evangelization.

In the spirit of the New Evangelization, the current Office of Youth & Young Adult Ministry is being reorganized into two separate offices, “Young Adult Evangelization and Discipleship” and “Youth Evangelization and Discipleship.” This signals a significant change in direction and the way the ministry of these two offices will be carried out. So the timing was right for Dr. Sean Reynolds, current Director of the Office of Youth & Young Adult Ministry, to step away from the ministry so as to raise up new leadership. The Archdiocese is grateful for his 27 years of service and his many contributions.

The positions in the newly configured offices will be: Director of Youth Evangelization and Discipleship, and Director of Young Adult Evangelization and Discipleship. All staff members are welcome to apply for these positions as well as any other positions that will be posted, as we anticipate two additional positions in the Youth Evangelization and Discipleship Office. With this structural change of the Office for Youth and Young Adult Ministry, their Dayton Regional Office will be closing. The current structure will remain in place through December 31, 2016.

The OYYAM team – the Dayton staff of Tim Colbert, Andrea Parker, and Karen Rolfe; and the Cincinnati staff Bob Wurzelbacher and Monica Sellers – will continue the work of the Office of Youth & Young Adult Ministry through the end of December. The new structure will take effect on January 1, 2017.

OFFICE FOR DIVINE WORSHIP AND SACRAMENTS

If you are looking for the Worship Office website on the AOC front page, we are now listed under "Divine Worship and Sacraments."

JUBILEE YEAR OF MERCY

In November, the final month of the Jubilee of Mercy, Pope Francis will be celebrating a Jubilee for Prisoners on November 5 – 6, 2016. Not only are the incarcerated and formerly incarcerated invited to attend, those who are prison employees and those who minister in prisons are encouraged to attend. Twenty-two representatives from the Archdiocese of Cincinnati will be attending this Jubilee celebration at the Vatican, including three returning citizens and their guests. We also provided mornings/afternoons of reflection at our three prisons on October 27 and 31, and toward the end of November there will be additional gatherings at our three prisons.

The official closing of the Year of Mercy in dioceses across the world will be Sunday, November 13, 2016. Due to a USCCB meeting the week of November 13, closing the "Door of Mercy" at St. Peter in Chains Cathedral has been transferred to the 4:30 p.m. Mass on Saturday, November 19 with Bishop Joseph Binzer presiding. The AOC pilgrimage sites will close their "Door of Mercy" the weekend of November 13. Finally, Pope Francis will close the Door of Mercy at St. Peter's Basilica in Rome on Sunday, November 20. Despite the closing of this Extraordinary Year of Mercy, let us pray that mercy remains a central theme in our ministry to the people of God.

Resources for the Jubilee Year of Mercy are still available. Go to:
<http://www.catholiccincinnati.org/jubilee-of-mercy/> .

ADVENT

Sunday, November 27 is the first Sunday of Advent; Cycle A begins.

RITE OF ELECTION

The Rite of Election and Call to Continuing Conversion will take place on the **First Sunday of Lent, March 5, 2017**. The reservation and information forms for the Rite of Election will be posted on the Worship Office and RCIA websites on Friday, January 6. The reservation forms will be due no later than Friday, February 3.

LIGHT IS ON FOR YOU

The date will be the **Tuesday after the Second Sunday of Lent, March 14, 2017 from 7:00 p.m. – 9:00 p.m.**

UPCOMING PROGRAMS:

TRIDUUM WORKSHOP: Preparing Three Great Days will take place on January 20 and 21, 2017 (snow dates of January 27 and 28). Watch the Office of Divine Worship and Sacraments website for more information.

LEX ORANDI, LEX CREDENDI, LEX VIVENDI: This popular workshop will take place every Monday in March (6, 13, 20, 27) from 7:00 p.m. – 9:30 p.m. at St. Mary Church in Hyde Park. For more information, please visit <http://www.catholiccincinnati.org/wp-content/uploads/2016/08/Lex-Orandi-St.-Mary-Hyde-Park-2017-Flyer.pdf>.

ANNUAL LITURGICAL NOTES CALENDAR

The liturgical notes calendar is posted on the Divine Worship and Sacraments' website. Please go to: <http://www.catholiccincinnati.org/wp-content/uploads/2016/08/Liturgical-Calendar-notes-2017.pdf>.

AND THE TWO SHALL BECOME ONE: A WEDDING LITURGY PLANNING GUIDE FOR COUPLES

This new Archdiocese of Cincinnati publication is now available. To order this or other publications, please visit <http://www.catholiccincinnati.org/worship-office-publications-order-form/>.

IT IS NOT TOO LATE!! LECTOR WORKBOOKS AND SOURCEBOOKS

We continue to take orders for the LTP 2017 *Lector Workbooks* and *Sourcebooks for Sundays, Seasons, and Weekdays 2017*.

A Workbook of Lectors and Gospel Readers 2017 (Lector Workbooks)

1-49 copies \$ 10.50 per copy*

50 + copies \$ 10.00 per copy*

Sourcebook for Sundays, Seasons, and Weekdays 2017 (Sourcebooks)

Single copy \$ 11.50 per copy*

2 + copies \$ 10.50 per copy*

* plus shipping and handling

To see other annual publications please visit our website:

<http://www.catholiccincinnati.org/ministries-offices/worship/2012-annual-publications-for-order/>

To order publications, please contact Kathy Schmidt in the Worship Office of the Archdiocese at 513.421.3131x 6609 or by email at kschmidt@catholiccincinnati.org.

ARE YOU RECEIVING THE WORSHIP OFFICE E-NEWS?

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

OFFICE FOR MARRIAGE AND FAMILY LIFE

AMORIS LAETITIA AND ACCOMPANIMENT DURING MARRIAGE PREPARATION

The Office for Marriage & Family Life is looking for parishes willing to pilot *Witness to Love* as part of the marriage preparation process in 2017. It is designed as a supplement to the existing marriage preparation requirements. *Witness to Love* answers Pope Francis' call in *Amoris Laetitia* by providing the framework for a new informal process of accompaniment. *Witness to Love* asks engaged couples to choose their own mentor couple. Following a brief orientation session, the chosen mentor couple simply accompanies the engaged couple throughout the

marriage preparation process, inviting them to Mass, the Sacrament of Reconciliation, parish ministries, etc. *Witness to Love* is not so much focused on content as it is on forming the relationships needed to allow engaged couples to re-connect with the Church and to live an authentic married life through the “good times and bad.” The relationships formed through *Witness to Love* tend to last well beyond the wedding day. In parishes that have adopted *Witness to Love*, they are noting a practically non-existent divorce rate. Also, these parishes have observed that approximately 85% of newly married couples begin attending Mass on a weekly basis. If you are interested in learning more about *Witness to Love*, or are interested in piloting this process in 2017, please contact the Office for Marriage & Family Life at 513.421.3131 x2621 or familylife@catholiccincinnati.org.

FOCCUS COUPLES

With a pastor’s permission, the Office for Marriage & Family Life is looking for several FOCCUS couples willing to test pilot a new Marriage Preparation Inventory in 2017 called *Fully Engaged*. *Fully Engaged* was developed by the Diocese of St. Cloud, MN. *Fully Engaged* is a Catholic catechetical premarital inventory designed to help engaged couples solidify the foundation upon which they, together with Christ, will build their Sacrament of Marriage. *Fully Engaged* pilot couples would be asked to watch a brief training DVD and begin using *Fully Engaged* with engaged couples in 2017 in lieu of FOCCUS. For more information, please contact the Office for Marriage & Family Life at 513.421.3131x2621 or familylife@catholiccincinnati.org.

OFFICE FOR MISSION AND PONTIFICAL SOCIETIES

THANKS FOR SPREADING THE JOY OF THE GOSPEL!

Please mail in mission donations! I wish you could meet some of the bishops, pastors and church members in mission dioceses in Africa and Asia. (Our office occasionally offers trips to meet some of them.) They are so grateful for the support they receive from our World Mission Sunday collection which allows them to build their catechists training centers, seminaries, and schools. This is not to mention the clinics they are also able to build to help fight the onslaughts of HIV AIDs, Ebola, etc.

So, the Mission Office urges your parish office to mail in both your Mission Sunday and MCP (Missionary Co-op Plan) collections ASAP. You may mail those checks in together **to the Mission Office but please carefully indicate the amount for each of those collections.** Please address them to the **Mission Office and mail directly to 100 E. 8th St., Cincinnati, OH, 45202** to be properly recorded for the Pontifical Mission Societies. *Please also mail us your parishioners’ Mission Sunday envelopes.*

If you are in doubt about your 2015 parish donations, please check the October 2016 issue of the *Catholic Telegraph* that lists all parish donations sent to the Mission Office.

Any questions or problems about mission collections? Contact Melonise Knight at the Mission Office at 512.421.3131 x2631.

IMMERSION TRIP SUMMIT ON NOVEMBER 12, 2016

Does your church or school provide/guide/sponsor/organize trips? Pastors and school principals are kindly requested to send representatives to this! Parish/school staff and volunteers who plan or lead immersion/service trips with youth, high school and college campus ministers, service coordinators, parish twinning leaders and other trip planners. Come to learn about the most current information from the Archdiocese of Cincinnati directors of Risk Management, Mission, Youth & Young Adult Ministry and Finance on **insurance/liability coverage issues as a parish/school, an individual and an Archdiocesan group, child protection and safety considerations for youth and adults**, etc. Also, share best/worst practices with your colleagues on the theology of immersion trips! The event is taking place at the Savanna Center in West Chester. REGISTER NOW AT: www.catholiccincinnati.org/missionsummit. If you need other details, contact Teresa Phillips at the Mission Office at tphillips@catholiccincinnati.org or phone 513.421.3131x2632.

EVER CONSIDER MISSIONARY WORK?

Our Holy Father Pope Francis invites us all to be joy-filled missionary disciples locally and globally, sharing and learning of God's love. Some of us may feel a tug from God to serve beyond our homes, somewhere else in the United States or overseas. We might be called for a short or long term assignment in one of hundreds of different kinds of work and ministry. There are over 70 Catholic mission organizations looking for volunteers age 55 and up, who may be seeking something meaningful in part-time or full-time retirement. Another 130 mission groups are looking for married couples with or without children, youth, or church groups. For a WIDE range of possibilities, go to: www.catholicvolunteernetwork.org and contact Dr. Mike Gable for advice at: mission@catholiccincinnati.org. (Please add this announcement to your bulletin.)

OFFICE FOR RESPECT LIFE MINISTRIES

SOLEMNITY OF CHRIST THE KING

The USCCB has prepared materials to help educate the faithful about the Solemnity of Christ the King, which will take place on November 20, 2016, and its connection to religious liberty. For Homily Background Helpers and Prayers of the Faithful contact Colleen Gerke at 513.421.3131 x2624. Bulletin inserts in English and Spanish are also available at www.usccb.org/freedom.

MARCH FOR LIFE

The deadline is near for reserving your seat on the Archdiocese of Cincinnati Adult Only Buses for the March for Life. The bus will leave on Thursday morning, January 26, 2017 and return on Saturday evening January 28. Registration and fees for the trip are due December 5, 2016. For more information go to <http://www.catholiccincinnati.org/ministries-offices/respect-life-2/life-issues/abortion/march-for-life-3/> or call Colleen Gerke at 513.421.3131x2624.

The deadline for registration and fees for Archdiocese of Cincinnati Youth Buses are also due December 5, 2016. For more information go to <http://www.catholiccincinnati.org/ministries-offices/respect-life-2/life-issues/abortion/march-for-life-3/> or call Colleen Gerke at 513.421.3131 x2624.

NOVEMBER CELEBRATES

Here are some resources you may find helpful:

Family Stories Month - <http://www.foryourmarriage.org/grandparents-keepers-of-the-familys-stories/>

National Adoption Month - <http://www.foryourmarriage.org/adoption-room-for-one-more/>

National Alzheimer's Month - <http://www.usccb.org/issues-and-action/marriage-and-family/natural-family-planning/what-is-nfp/couples-stories/upload/hard-decisions-and-life-giving-missions-web.pdf>

National Family Caregivers Month - <http://www.foryourmarriage.org/when-youre-married-to-the-caregiver/>

National Gratitude Month - <http://www.usccb.org/about/pro-life-activities/life-issues-forum/gratitude.cfm>

AMORIS LAETITIA: THE PASTORAL RESPONSE IN ACCOMPANYING FAMILIES IN FAITH

If you have not already signed up for these webinars, the first series was excellent. It is not too late to join in the next two.

- Theme 3 (November 6 - December 7): Assisting Families in Discerning God's Movement, presented by Julianne Stanz, Director of New Evangelization, Diocese of Green Bay
- Theme 4 (January 8 - January 25): Engaging for Mission, presented by Cardinal Donald Wuerl, Archdiocese of Washington

Register for each panel at: www.strongcatholicfamilies.org/amoriswebinar/. This Strong Catholic Families Webinar Series is presented in partnership by the National Federation for Catholic Youth Ministry (NFCYM), the National Conference for Catechetical Leadership (NCCL), the National Association of Catholic Family Life Ministers (NACFLM) and the National Catholic Educational Association (NCEA).

PROJECT RACHEL

Help your youth group understand the devastating harms of abortion through a presentation on Project Rachel. The presentation includes current statistics on abortion; the post-traumatic stress that occurs when a woman is unable to work through her emotional responses due to the trauma of an abortion; information on the help available to women and men who have lost a child due to abortion and a personal witness given by a woman who is post abortive. Presentations can be adapted to fit your schedule. For information or to schedule a presentation, contact Colleen Gerke at 513.421.3131x 2624.

OFFICE FOR EVANGELIZATION AND DISCIPLESHP

NCEA IFG: ACRE ASSESSMENT

Catholic school principals and catechetical leaders and parish catechetical leaders are reminded that the **NCEA ACRE Assessment must be administered in every parish and school annually.** For Religious Education & Catechetical Policies #2108.02 NCEA ACRE INVENTORIES, please see: http://www.catholiccincinnati.org/wp-content/uploads/2012/01/OEC_Policies2012.pdf.

Catholic elementary schools and parishes, please schedule the NCEA ACRE Assessment with consideration for potential inclement weather school and building closures, so that you can meet the deadline below. If you have questions or concerns about administration of the IFG:ACRE assessment, please consult your regional consultant in the Catholic Schools Office or the Office of Evangelization and Catechesis. The 2015-2016 deadlines for submitting answer sheets to CALtesting for scoring are:

- Friday, November 18, 2016, for Catholic High Schools
- Friday, February 17, 2017, for Catholic Elementary Schools and all parish religious education programs

For more information, please link to

<http://www.catholiccincinnati.org/ministriesoffices/evangelization-and-catechesis/resources/ncea-acre/>.

CHRIST AT THE CENTER...

The infusion bulletin for Advent – The Epiphany of the Lord, November 27, 2016 – January 8, 2017, is included with this mailing. The **Spanish** edition is also included.

OFFICE FOR THE NEW EVANGELIZATION

ENCOUNTER CINCINNATI: FALL FEST | SATURDAY, NOVEMBER 19, 2016

All high-school youth are invited to attend Encounter Cincinnati taking place at Immaculate Heart of Mary Parish (7770 Beechmont Avenue, Cincinnati, OH 45255) on Saturday, November 19, 2016.

6:00 p.m. - Vocation Panel in IHM's Heritage Hall with free pizza

7:00 p.m. - Doors open for Encounter @ IHM

7:15 p.m. - Music/Event Begins

8:00 p.m. - Keynote by Keith Warnke, and Adoration (Confession and prayer ministry available)

9:30 p.m. - Small Groups

10:00 p.m. - Dismissal

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 <http://www.encountercincinnati.com/> or contact Luke Carey at lcarey@catholiccincinnati.org.

JOIN THE ARCHDIOCESE OF CINCINNATI AT THE AMAZING PARISH CONFERENCE

Many pastors have received a free book from Patrick Lencioni entitled *The Better Pastor*. The book was accompanied by a cover letter from Archbishop Allen Vigneron of Detroit. In that letter Archbishop Vigneron highly endorsed the upcoming Amazing Parish Conference being held in Atlanta on March 13-15, 2017. The Archdiocese of Detroit had over 200 of its parishes attend the Amazing Parish Conference “to strengthen our parishes in sharing best practices and to be reenergized and more fully equipped for the New Evangelization.” The Amazing Parish

Conference offers a practical and one-of-a-kind experience for parish leaders. You'll receive first-hand organizational health training from *New York Times* best-selling author Patrick Lencioni, and you'll learn from dynamic and engaging speakers including Jeff Cavins, Curtis Martin, and Matt Manion. The conference experience is also an opportunity for personal and spiritual renewal with daily Mass, Confession and Eucharistic Adoration. Unlike other conferences, this one offers a workshop-style format so pastors and parish leadership team members can work side-by-side to learn what a real leadership team looks like, how it operates, and how it can best serve its parishioners. By the end of the conference, you'll not only have gained a lot of knowledge and insight, you'll have a clear, practical vision of what leadership can look like at your parish and how to implement it once you get home. Members of the Archdiocese of Cincinnati Central Offices plan to attend this conference in March. We would like to invite Parish Teams to join us! Register at <http://amazingparish.org/>.

Fr. Jan Schmidt, Director of Pastoral Life and Evangelization, has attended this conference in the past and would be happy to answer any questions.

SCHOOL OF FAITH: BUILD CATHOLIC IDENTITY AND A CULTURE OF DISCIPLESHIP AT YOUR CATHOLIC SCHOOL

Lifelong education and formation in missionary discipleship is very important for our Catholic School teachers. These individuals are ministers of the faith, or catechists, and "The call to the ministry of the catechist is a vocation, an interior call, the voice of the Holy Spirit. (NDC 54.8)."

It is for this reason that Archbishop Schnurr has endorsed the School of Faith and invited them to minister in the Archdiocese of Cincinnati. School of Faith is a program of adult catechesis designed to provide doctrinal and spiritual formation for Catholic school teachers, administrators, spiritual mentors and individuals. Its purpose is to lay the theological foundation upon which an authentic Catholic culture can be developed. It is comprehensive in its content, but always with the goal of explaining the faith in a simple and engaging way.

The mission of School of Faith will be to provide ongoing doctrinal and spiritual formation for Catholic school teachers in the Archdiocese of Cincinnati through catechetical programs that stress the call to prayer, virtue, and holiness of life. This formation not only benefits the teachers themselves, but also equips them to build a solid Catholic environment in our Catholic schools.

The School of Faith is currently ministering in the following schools:

- St. Ignatius Loyola
- St. James, White Oak
- St. Andrew/St. Elizabeth Ann Seton
- Purcell Marian High School
- St. Jude
- Our Lady of the Visitation

We are currently looking for three new schools to begin the School of Faith in the 2017-2018 school year. For more information on the School of Faith, go to www.schooloffaith.com or contact John Leyendecker at john@schooloffaith.com.

WELCOME NET MINISTRIES REGIONAL TEAM



Welcome to the 2016-2017 NET Cincinnati Regional Team! This will be our third year with a team specifically designed to serve the needs of Catholic schools and parishes in the Archdiocese of Cincinnati. We're grateful to be here!

Check out our website for more information regarding our ministry: www.netusa.org/retreats.

Retreat dates are available throughout the school year. If you are interested in bringing the NET team to do a retreat for your middle or high school students, please contact Lauryn Coules: LaurynC@netusa.org or 513.381.1179.

ARE YOU READY TO BUILD A CONTAGIOUSLY CATHOLIC PARISH?

The Archdiocese of Cincinnati Office for 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?

1. St. Maximilian Kolbe Parish, Liberty Township
2. Our Lady of Grace Parish, Dayton

3. Queen of Martyrs Parish, Dayton
4. Coldwater Cluster Parishes, Coldwater
5. St. Cecilia Parish, Cincinnati

If you are interested, please contact Sean Ater at sater@catholiccincinnati.org. For more information go to www.contagiouslycatholic.com/evangelization-training/parish-alliance/.

FOCUS SHARE

Within the Archdiocese of Cincinnati, Archbishop Schnurr has granted permission for FOCUS Share – a parish-based evangelization effort connected with FOCUS (Fellowship of Catholic University Students). The goal of FOCUS Share is to offer a message of hope and tell the story of missionary activity with the Catholic faithful – stories of conversions, vocations, and the ways in which the Holy Spirit is changing the lives of young men and women on campuses across the United States. **There is no financial request or second collection;** instead, the FOCUS priest comes to share good news, gather prayer intentions, and offer free evangelization resources.

Please consider inviting FOCUS to your parish for a weekend of your choice – they will send a Roman Catholic priest in good standing to cover Masses and Confessions and will handle all visit logistics and paperwork within the archdiocese. If you need to take a weekend away or would like to bring this program to your parish, please contact Sarah Harris who is available to answer questions and assist in scheduling at sarah.harris@focus.org or 303.630.1888, or visit www.focus.org/share.

St. John Paul II charges us to “never, ever give up on hope, never doubt, never tire, and never become discouraged.” Join us as we embrace his charge and as we **spread a message of hope**.

Watch the FOCUS Share video including a local priest who has participated in FOCUS Share <https://youtu.be/DktqK4hx1Eo>.

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.

WEB RESOURCES FOR THE NEW EVANGELIZATION

www.ContagiouslyCatholic.com 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 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.

OFFICE FOR YOUNG ADULT EVANGELIZATION AND DISCIPLESHIP
OFFICE FOR YOUTH EVANGELIZATION AND DISCIPLESHIP

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>

DR. SEAN REYNOLDS DEPARTS OCTOBER 31, 2016

After 40 plus years as a full-time lay ecclesial minister and 27 with Office of Youth & Young Adult Ministry, Dr. Sean Reynolds will be leaving his Director role as of October 31. With the reorganization of the Department of Pastoral Services (and with his first grandson in the wings!) it was a great time for him to move on. With his profound gratitude for dear friends and colleagues here at the central offices, and for the scores of beloved fellow ministry leaders across the Archdiocese, Sean plans to take some sabbatical time to discern what God might have in store for him next – and to enjoy time with his family, especially his wife Leah and grandson Colin Arthur. His many years of service to the Archdiocese of Cincinnati is very much appreciated and we wish him the very best as he begins his new endeavors.

CRS ONE ON THE JOURNEY SOLIDARITY PRAYER WALK

Contact Monica Sellers at msellers@catholiccincinnati.org to schedule the Catholic Relief Services' *One on the Journey* Solidarity Prayer Walk. We can provide the 20-inch by 30-inch canvasses, easels and accompanying prayer books at no cost to parishes or schools that wish to use the display and solidarity prayer walk.

FOR YOUR SPRING CALENDAR:

2017 YOUTH MINISTERS RETREAT WITH FR. NATHAN CROMLY

Fr. Nathan Cromly is an extraordinarily gifted preacher and retreat master and founder of Eagle Eye Ministries. He will be leading a retreat for youth ministry leaders from **Monday evening March 6 through Tuesday afternoon March 7, 2017**, at the Our Lady of the Holy Spirit Center in Norwood. Commuters and those desiring overnight accommodations are welcome. Please plan on attending! Mark your calendars now, with more details on the way in the fall. To learn more about Fr. Nathan and Eagle Eye Ministries, visit: <http://www.eagleeyeministries.org/>.

DEPARTMENT OF COMMUNITY SERVICES

CATHOLIC CHARITIES OF SOUTHWESTERN OHIO

FRAUD WATCH

This will be presented by Gail Taylor with AARP Speakers Bureau on Sunday, November 6, 2016 from 3:30 p.m. - 4:00 p.m. at Northminster Presbyterian Church (Family Life Center) 703 Compton Road Cincinnati, OH, 45231 (Finneytown.) Call Careline: 513.869.4483. Participants will learn about the psychology of frauds and scams, how to identify fraud, common scams and prevention techniques, how to stay safe online, and resources for help if you are a fraud victim. Caregivers Assistance Network Support Group immediately following 4:00 p.m. - 5:00 p.m.

CAREGIVER RESOURCE GROUP

Are you a caregiver? Whether you devote as little as five minutes a week or as much as 24 hours a day to providing or supervising the care for a loved one who is disabled, frail, or elderly, caregiving can be both physically and emotionally demanding! Meet others who share your experience to discuss topics like maintaining balance as a caregiver, solving caregiving problems, the guilt/stress of caregiving, and remembering to care for yourself. The Caregiver Assistance Network, a program of Catholic Charities of Southwestern Ohio, sponsors caregiver groups and educational talks on caregiving that are free and open to the public. To find a group near you, please call the Caregiver CAREline at 513.869.4483 or visit www.ccswoh.org/caregivers for more information.

CAREGIVER RESOURCE GROUP VOLUNTEERS NEEDED

If you have had past caregiving experience or are a retired professional, the Caregiver Assistance Network, a program of Catholic Charities of Southwestern Ohio needs you! Caregiver Resource Groups meet once a month for an hour and a half in Hamilton, Clermont, Butler, and Warren Counties. Training is provided and time commitment is about five hours per month. If you have a listening ear and would like to help those who need support and compassion call Angie Homoele at 513.672.3834 or visit www.ccswoh.org/how-to-get-involved/volunteer.

CATHOLIC SOCIAL ACTION OFFICE

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT COLLECTION NOVEMBER 19 – 20, 2016

In his appeal this year, Archbishop Dennis Schnurr urges us to continue the spirit of the Jubilee Year of Mercy far into the future. He notes, “Through CCHD, we show mercy, not by providing a handout, but by providing a life-changing hand up.” The agencies funded by parishioners’ generous support for CCHD are doing amazing things to end the cycle of poverty right in our own Archdiocese. CCHD is the U.S. Catholic bishops’ effort to end the cycle of poverty in America by funding organizations that help people help themselves.

This year, **Appeal Weekend is November 12-13, and Collection Weekend is November 19-20, the Feast of Christ the King.** There are many ways parishes can help the good news of CCHD continue in our Archdiocese this year. By far, the most effective way for parishioners to

understand how their contributions are being used is for them to hear from one of our funded agencies themselves. **Each year, we pair up CCHD-funded agencies with parishes to offer brief appeals during the appropriate announcement times at weekend Masses. If your parish might be interested, please contact us as soon as possible, and we will be happy to facilitate arrangements.**

In addition, to help communicate the local significance of this mission, every parish should have received from our office:

- ✚ A letter to all Catholics from Archbishop Dennis Schnurr supporting the collection, which can be used as a bulletin insert;
- ✚ A report on the many successes of all our CCHD groups in the Archdiocese last year, “YOUR dollars are making CHANGE!” (These also make good bulletin inserts.);
- ✚ A sample bulletin/website announcement for Appeal and Collection Weekends as well as an “e-list” of the CCHD resources which are available electronically.

These materials and more can also be accessed on the CCHD page of our website at www.CatholicCincinnati.org/SocialAction.

Additionally, parishes should have received separately from the U.S. Conference of Catholic Bishops’ National Collections Office:

- ✚ National Flyers for the Collection,
- ✚ Promotional posters to be placed in the parish,
- ✚ A packet containing a Parish Resource Booklet with homily helps, intercessions, bulletin announcements, and other helpful materials,
- ✚ Special envelopes, if your parish has specifically requested them.

As a reminder, two-thirds of the funds from the collection will be combined with the funds from the collections across the nation for distribution to organizations around the country, including in our own Archdiocese. The remaining one-third will be reserved for allocation by the Archdiocesan CCHD Committee. A small portion supports the Black and Indian Mission Fund, poverty awareness education, and administrative processing of these funds. As always, if you have any questions or concerns about CCHD or any of the funded groups active in our Archdiocese, please do not hesitate to contact Tony Stieritz.

Many thanks to your parish community for showing mercy and changing lives for years to come.

FAIR TRADE SALE OFFERS GLOBAL SHOPPING CLOSE TO HOME

Gift-giving will bless both family and friends as well as families around the world for shoppers at the annual Fair Trade Sale Saturday, December 3, from 9:00 a.m. to 4:00 p.m. at the University of Dayton’s River Campus, 1700 S. Patterson Blvd., across from the Carillon Historic Park in Dayton. Beautiful hand-crafted items for home and personal wear, including creches representing faith-filled devotion, intricately-designed jewelry and scarves, brightly-colored baskets and home décor along with chocolate, gourmet foods, coffee and tea, are among the many items available at the sale. Shoppers can also browse the booths of parish and religious

groups supporting missions and people who have resettled in the Dayton area. Throughout the day lively music gives shoppers an opportunity to watch performers share traditional dances from cultures around the world. Weavers of Justice, a collaborative of Dayton area parishes, coordinates the sale through the Archdiocese of Cincinnati's Catholic Social Action Office. For more information, call Pam Long at 937.224.3026x5018 or email plong@catholiccincinnati.org.

DEPARTMENT OF STEWARDSHIP

CMA STATISTICS & PARISH PROGRESS

Totals for this year's CMA, including parish progress, continue to be available at www.CatholicAppeal.info under the "Info for Parish Staff" link – **the password to access this section is: cma2007.**

2017 CMA – REGIONAL TRAINING WORKSHOPS

The Regional Training Workshops for the 2017 CMA will be taking place in late November / early December. These workshops are for pastors, parish staff, CMA chairs, and anyone helping with the CMA. Each workshop is identical to the others. Dates, times, and locations are listed below:

Wednesday, November 30, 2016 (*Dayton & Northern Area*)

- 10:00 a.m. – 11:00a.m. St. Peter Parish, Huber Heights
- 2:00 p.m. – 3:00 p.m. Holy Redeemer Parish, New Bremen

Thursday, December 1, 2016 (*Cincinnati Area*)

- 10:00 a.m. – 11:00 a.m. Athenaeum of Ohio/Mt. St. Mary's Seminary
Bartlett Pastoral Center
- 1:00 p.m. – 2:00 p.m. St. Ignatius Parish

Wednesday, December 7, 2016 (*Cincinnati/Middletown/Dayton Area*)

- 10:00 a.m. – 11:00 a.m. Our Lady of Sorrows Parish, Monroe

LOOKING AHEAD TO THE 2017 CMA – KEY APPEAL WEEKENDS

Announcement Weekend – January 21-22, 2017

Commitment Weekend – February 4-5, 2017

Please Note: There will be a weekend in between Announcement and Commitment Weekends to allow for Catholic Schools Week celebrations in parishes, which begin on Sunday, January 29, 2017. For more information or for questions, contact David Kissell at 513.421.3131x2881 or email david@CatholicAppeal.info.

MISCELLANEOUS

ARCHBISHOP LORI: LECTURE ON "THE GIFT AND CHALLENGE OF RELIGIOUS LIBERTY"

On **Wednesday, November 2, 2016, at 7:30 p.m.** the Most Rev. William E. Lori, Archbishop of Baltimore, will deliver the LeBlond Lecture. He will address the subject of "The Gift and Challenge of Religious Liberty." Archbishop Lori is chairman of the United States Catholic Bishops'

Committee for Religious Liberty and Supreme Chaplain of the Knights of Columbus. The lecture will be held at the Bartlett Pastoral Center, The Athenaeum of Ohio/Mount St. Mary's Seminary, 6616 Beechmont Ave., Cincinnati, OH 45230. All our welcome and admission is free.

MY SONG SHALL BE OF MERCY – VESPERS IN CELEBRATION OF THE CONCLUSION OF THE YEAR OF MERCY

To mark the conclusion of the Year of Mercy, Solemn Vespers will be held in the Chapel of St. Gregory the Great at the Athenaeum of Ohio on **Sunday, November 6 at 7:00 p.m.** Father Anthony Stephens, CPM will be the presider and homilist. The music provided by the Athenaeum Chorale will feature works by Near, Vaughan Williams and Rutter. All are invited and welcome to attend. The Athenaeum of Ohio is located at 6616 Beechmont Avenue, Cincinnati, OH 45230.

HOLY HOUR FOR VOCATIONS TO THE PRIESTHOOD

We invite you to join us for a **Holy Hour for vocations to the priesthood at 5:00 p.m. on Sunday, November 13**, in the St. Gregory the Great Chapel at Mount St. Mary's Seminary, located on the Athenaeum campus at 6616 Beechmont Avenue, Cincinnati, OH 45230.

"The harvest is abundant but the laborers are few; so ask the master of the harvest to send out laborers for his harvest." Mt 9:37-38

THE ATHENAEUM OF OHIO 50%-OFF TUITION SCHOLARSHIP FOR ALL LAY STUDENTS CONTINUES SPRING SEMESTER

Registration for the Athenaeum of Ohio spring semester opens on November 2, 2016, with classes beginning January 9, 2017. During the spring semester, we will continue the 50%-off tuition scholarship for all lay students as part of the *One Faith, One Hope, One Love* campaign commitment. We offer daytime, evening and Saturday classes with graduate and non-degree options. Graduate programs in Theology, Pastoral Ministry, Biblical Studies and Catholic Studies are available at the main campus in Mt. Washington (Cincinnati) and the Non-degreed Certificate option is offered in Montfort Heights and Dayton in addition to the main campus. Take one class or begin a degree program. All classes are designed for busy adults with an outstanding faculty, supportive staff and flexible components. The Tribunal Training course for those preparing to serve as procurator advocates will be offered on the main campus beginning in April. Registration for that course will also begin on November 2. Call Dr. Susan McGurgan (LPMP Director) at 513.231.1200 or Fr. David Endres (Academic Dean) at 513.231.2223 for more information or go to our web site, www.athenaeum.edu.

LITURGICAL CHAIRS AVAILABLE

St. George Parish in Georgetown has 123 Oaklock liturgical chairs from Sauder Manufacturing available free to whomever will haul them away. The stackable chairs have a light oak finish with sturdy orange upholstery on the seat and back. Sixty-three chairs have bookracks on the back, and all have kneelers. For more information, contact Fr. Dohrman Byers 937.446.2555 or Joan St. Clair 937.378.6453.

**Please submit articles for the December *Clergy Communications* by November 17, 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 Email: Communications@CatholicCincinnati.org

BULLETIN ANNOUNCEMENT SHEET

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

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

NOVEMBER 11-13: FRANCISCAN COME AND SEE - The Franciscan Friars of Saint John the Baptist Province will host a "Come and See" weekend on November 11-13, 2016 in Detroit, Michigan. For more information contact Fr. Luis Aponte-Merced, OFM at sjbvocations@franciscan.org or call 1.800.827x1082.

NOVEMBER 11-13: GLENMARY HOME MISSIONERS COME & SEE - Men ages 18-45, travel to a mission and visit with Glenmary priests & brothers. Pray in community. Meet other men who are discerning their call. Please RSVP to <http://www.glenmary.org/vocationinfo/> or 513.881.7411.

NOVEMBER 12/13: SECULAR INSTITUTE VOCATION INFORMATION SESSIONS
Consecrated Life for single lay women and men - <http://secularinstitutes.org>. For information about this church vocation, come on Saturday, November 12 or Sunday, November 13, 1:00 – 4:00 p.m. to 3021 Fairfield Avenue, Cincinnati, Ohio 45206. To learn more or RSVP, please email csu@fuse.net or call 513.961.0667. Hosted by the Company of St. Ursula.

NOVEMBER 13: SPECIAL HOLY HOUR FOR VOCATIONS - Come to a Holy Hour for Vocations to the Priesthood at Mt. St. Mary's Seminary on Sunday, November 13, from 5:00 - 6:00 p.m. The Holy Hour will take place in the St. Gregory the Great Chapel at Mount St. Mary's Seminary, located on the Athenaeum of Ohio campus, 6616 Beechmont Ave., Cincinnati, OH 45230.

NOVEMBER 18-20: LISTENING RETREAT AT SAINT MARY-OF-THE-WOODS, INDIANA - *Listen ...* God is calling. Let the Sisters of Providence of Saint Mary-of-the-Woods lead you toward deeper contemplative listening during a free weekend retreat for single, Catholic women ages 18-42 on November 18-20, 2016, at Saint Mary-of-the-Woods, Indiana. Explore

where God is calling you. Contact Sister Editha Ben at 812.230.4771 or eben@spsmw.org or register online at <https://spsmw.org/event-details/fall-discernment-weekend/>.

NOVEMBER 19: GLENMARY HOME MISSIONERS, MISSION VOCATION DAY - An opportunity for men ages 15-19 to meet Glenmary priests and brothers and learn about Mission Land, USA. Saturday, November 19 from 9:00 a.m. – 4:00 p.m. Glenmary Headquarters, Fairfield, Ohio. RSVP: <http://www.glenmary.org/vocationinfo/> or 513.881.7411.

NOVEMBER 20: HOUR OF GRATITUDE - Our Franciscan Sisters of the Poor welcome you to join us Sunday, November 20 for an hour of Adoration for vocations from 3:00 p.m. - 4:00 p.m. followed by evening prayer at St. Clare Chapel, 60 Compton Rd., Cincinnati, 45215. Visit www.FranciscanSistersofthePoor.org.

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT (CCHD) - Please give generously on collection week, November 19-20, 2016. The Catholic Campaign for Human Development (CCHD) has been an immeasurable blessing for thousands in our Archdiocese over the years. Just this past year, for instance, the agencies funded by CCHD have empowered 234 people to find jobs and receive job advancement skills through cooperative businesses, job placement and employment readiness trainings. They have trained 380 youth through leadership and healthy life skills classes. And, they have improved low-income neighborhoods by eradicating vacant properties, increasing public services, and reducing crime. These efforts are taking place in Cincinnati, Dayton, Hamilton, Springfield, St. Marys, Brown County and elsewhere across the Archdiocese. As Archbishop Dennis Schnurr recognizes, “Through CCHD, we show mercy, not by providing a handout, but by providing a life-changing hand up.” Please prayerfully and generously consider how you will give on Collection Weekend, November 19-20. Your dollars are making real change! Visit www.usccb.org/cchd to learn more. Also check out the Archdiocesan CCHD website for more local information at www.catholiccincinnati.org/socialaction.

CARE FOR CREATION SAMPLE BULLETIN ANNOUNCEMENTS

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: Most generous, most merciful God, help us to model our lives in your love and bounty to the benefit of others. Open our eyes to the needs of the brothers and sisters who are struggling with life issues. Bless us in our endeavors, we pray.

Quote from the Holy See: “Let the Church always be a place of mercy and hope where everyone is welcomed, loved and forgiven.” - Pope Francis @Pontifex, June 2013

Care for Creation Tip: **Plastic waste is a huge environmental problem, because it never really goes away.** Plastic does not biodegrade. Over time plastic just breaks into smaller and smaller pieces. Because of this, every single piece of plastic ever made is still present today in one form or another.

Each year reports indicate that over 100,000 marine animals and one million birds die from ingesting and choking on plastic. Plastics are also responsible for leaching harmful chemicals such as DDT into our soil and groundwater that are then consumed by humans and wildlife, causing illnesses and in some cases, death. Additionally, plastic products emit millions of tons of greenhouse gases during their production phase, accelerating climate change and polluting the local air.

You can help by using reusable bags, bottles, silverware, dishes, cleaning tools, and other products that are alternatives to plastic!