



# CLERGY COMMUNICATIONS

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

\*\*\*Happy New Year\*\*\*

## OFFICE OF THE ARCHBISHOP

### NEW DIRECTOR OF HUMAN RESOURCES

I am pleased to announce that Mr. Bill Hancock has been hired as our new Director of Human Resources. Bill brings a wealth of experience and knowledge from his previous work as the Director of Human Resources for Boone County School District as well as a Human Resources Director for Christ Hospital. Bill will begin work on January 2, 2007. Please join me in welcoming Bill to the Archdiocese.

## DEPARTMENT OF EXECUTIVE SERVICES

### CHANCERY

**FAREWELL & BEST WISHES** to Terri Scheper who will be leaving at the end of December as Secretary to the Chancellor to pursue an opportunity at the University of Cincinnati Medical Center. We are grateful for all her assistance. Thank you Terri, and may God graciously bless you!

**WELCOME** to Linda Heidi who will begin as Secretary to the Chancellor on January 2, 2007. Linda comes to the Archdiocese from St. Teresa of Avila Parish in Cincinnati. Please welcome her.

### DECREE ON CHILD PROTECTION ORIENTATION SESSIONS

Orientation sessions for the Decree on Child Protection will be held in **February, 2007 for those who plan to facilitate** the Decree on Child Protection orientation sessions at a parish or institution of the Archdiocese of Cincinnati and for those persons **appointed or hired** for ministry in the Archdiocese of Cincinnati, especially those who were unable to participate in the sessions in August and September 2006.

**Only those who have attended an orientation session given by the Chancery may facilitate an orientation session at a parish or institution of the Archdiocese of Cincinnati.** A person must be designated by the pastor or administrator of a parish or institution to be a facilitator. Facilitators may be clerics, employees or volunteers. To register, please call the Chancellor's Office, **513.421.3131x401**.

**St. Peter Parish/Huber Heights**

**Tuesday, February 13, 2007, 1:00 – 4:00 p.m., Victor Ries Conference Room  
6161 Chambersburg Road - 937-233-1503**

**St. John the Evangelist Parish, West Chester**

**Wednesday, February 14, 2007, 9:00 a.m. until Noon - St. John Hall  
9080 Cincinnati-Dayton Road, 513-777-6433**

## **FINGERPRINTING / ATTENDING AN ORIENTATION SESSION**

All employees and regular volunteers who work with children must receive a positive fingerprint report and attend an orientation session on the Decree on Child Protection. If an employee or a regular volunteer has not received a positive fingerprint report or has not attended an orientation session on the Decree on Child Protection, the employee or regular volunteer is not approved to work with children and may not work with children. Additionally, each time an employee or regular volunteer has a change in service, the employee or regular volunteer is required to be fingerprinted again. In addition, a B-4 Form must be completed, and the registry check noted in B-4 Policy must be completed before an employee begins working with children.

If you have any questions, please contact **Fr. Joe Binzer** at **513.421.3131x483**. Thanks for all you do to protect children entrusted to our care.

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

Ash Wednesday, **February 21, 2007** and **Good Friday, April 6, 2007** are days of abstinence from meat and also days of fast, that is, limited to a single full meal. 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.*

The other Fridays of the season of Lent are days of abstinence from meat. The law of abstinence binds all Catholics 14 years and older. The law of fasting binds all Catholics from their 18th birthday until their 59th birthday (canons 97 and 1252).

With regard to the obligatory days listed above, however, there are frequent questions about the degree of seriousness of the matter. The teaching of the Holy Father 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**

Below are the instructions for the Faculty to Confirm as found in the *Pagella, Clerus Cincinnatiensis*, Volume X, No. 1, page 237. 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.

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. For 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 at the Easter Vigil, please do so in ample time to receive it before Holy Saturday. Also, if you have more than one parish, please include the name of the parish where the Confirmation will take place. Thank you.

#### **MARIAN PACT**

Priests who are members of the Marian pact are reminded to offer one Mass for the living members during the month of January.

#### **RECORD SEARCH - ARCHDIOCESE**

The Chancery Office is seeking the Baptismal record for Lawrence Joseph Wood II whose date of birth is September 30, 1977 in Kettering, Ohio. Residence at time of birth was Lebanon, Ohio. Baptismal date is uncertain, possibly 1977-1985. Baptism might have occurred in Dayton, Ohio. Please search your parish baptismal register for this record and notify the **Chancellor's Office** at **513.421.3131x401** if your parish has this record. Thank you for your assistance.

#### **ALERTS:**

**MISSIONARY SOCIETY OF OUR LADY OF THE BLESSED SACRAMENT:** The Archdiocese of Galveston-Houston has advised the Office of the General Secretary of the USCCB that the Missionary Society of Our Lady of the Blessed Sacrament has been suspended from its activities pending the results of an investigation by the Holy See. If you have any contact with this organization or need more information please contact **Father Joseph Binzer** at the Chancery **513.421.3131x483**.

**FR. HECTOR MORENO:** The Diocese of Rockford (IL) has advised the USCCB of concerns regarding Fr. Hector Moreno, a priest of that diocese who is longer in good standing, and whose whereabouts are unknown. If you need more information please contact **Fr. Joseph Binzer** at the Chancery **513.421.3131x483**.

## **COMMUNICATIONS**

### **FREE SEMINAR FOR PARISH WEBMASTERS IN DAYTON**

The Office of Communications will present a free Parish Website Seminar in Dayton from 7:00 to 9:00 p.m. on Thursday, February 22, 2007 at Alter High School's cafeteria. A panel of experienced webmasters and designers will offer their thoughts on the most important content for a parish website, how to get it, and how to keep it current. They also will engage in give-and-take with participants. Please have your parish webmaster, whether a volunteer or staff member, register by sending an e-mail to:

[communications@CatholicCincinnati.org](mailto:communications@CatholicCincinnati.org)

## **DEPARTMENT OF FINANCIAL SERVICES**

### **FINANCE AND ACCOUNTING OFFICE**

#### **CASH CONTRIBUTIONS REQUIRE DOCUMENTATION**

Beginning in 2007, taxpayers (itemizers) may no longer claim charitable contribution deductions for cash, check or other monetary gifts made to charities unless they comply with certain recordkeeping requirements. In order to claim a charitable deduction, the taxpayer must maintain a bank record or written communication from the donee charity showing the donee charity's name, the date of the contribution, and the amount of the contribution. Parishes and other institutions should be prepared to track and document gifts of cash or cash equivalents that do not result in the production of a "bank record" for the donor. For example, cash contributed in parish envelopes will require tracking in a manner that will enable the parish to produce a written record (generally a year-end statement) showing the name of the parish and the date and amount of each contribution made by the donor during the year. Parishes and institutions are not required to produce such statements, but donors will certainly be expecting them in early 2008.

Parishes should consider placement of bulletin inserts to inform parishioners of the new rules. Language similar to the following may be useful:

"Due to recent changes in tax laws, beginning with contributions made in 2007, parishioners (those who itemize their tax returns) will no longer be able to deduct contributions to the parish unless they maintain a bank record or written contribution statement from the parish. If you wish to ensure deductibility of your contributions to the parish, please use a check, direct deposit from your bank account (where applicable), or your parish envelopes. The parish will track contributions made using parish envelopes, and will, upon request, produce a written statement of contributions made during 2007.

Cancelled checks and other bank records are also sufficient documentation. The parish cannot track cash contributions not in parish envelopes.”

### **CONDUIT CONTRIBUTIONS TO FOREIGN ORGANIZATIONS**

Contributions to foreign charitable organizations, e.g. foreign parishes, dioceses, religious orders, missions, or other charities are not deductible as charitable contributions. This is the law. It doesn't change by the parishioner making the check payable to the parish and placing the foreign parish, diocese, religious order, mission or other charity on the memo line. Such contributions earmarked for a foreign charity are not deductible. They are not gifts to the parish. In these circumstances, the parish is simply acting as a conduit for transmission of the contributions to the foreign charity, which is not an eligible donee.

### **NEW MILEAGE REIMBURSEMENT EFFECTIVE JANUARY 1, 2007**

The Internal Revenue Service has released the mileage reimbursement effective January 1, 2007. The **new rate** will be **48.5** cents per mile for all business mileage. The Department Directors have approved this rate effective January 1, 2007. As usual, this reimbursement rate is for mileage incurred for business travel and excludes mileage to and from work. If you have any questions about this change, please contact the Finance Office **513.421.3131x379**.

### **PRIVATE BENEFIT TRANSACTIONS FROM USE OF FACILITIES**

What risks do parishes, schools, institutions, and the Archdiocese face by authorizing a for-profit entity to use its assets or facilities to run a for-profit business or service?

Our attorneys have advised us on this matter as follows.

By allowing a for-profit entity to occupy and use its assets for free, the parish, school, institution, or Archdiocese faces a risk that the Internal Revenue Service (IRS) could claim that the transaction is a private benefit transaction. This is particularly true if the parish, school, institution, or Archdiocese is asked to support, endorse or advertise the activities of the for-profit entity.

As 501(c)(3) entities, the Archdiocese, parishes, schools and institutions (Archdiocese) are required to satisfy both the organizational and operational tests for tax exempt status established by the IRS. The operational test requires the Archdiocese to use assets and facilities in a manner that primarily supports and advances its charitable purposes. The Archdiocese should not use assets or facilities in such a way that the IRS could argue that the Archdiocese is advancing the goals and pursuits of private for-profit interests (a “private benefit”). A private benefit transaction can result in IRS review and oversight and ultimately a challenge to the exempt status of the Archdiocese.

Please contact the **Finance Office 513.421.3131** with any questions relating to this matter.

## **UNRELATED BUSINESS INCOME TAX (UBIT) FROM ADVERTISING REVENUES GENERATED FROM PARISH BULLETINS**

The Finance Office has recently been made aware of the following situation. A for-profit printing company requests a parish to sign a contract with the printing company. The contract provides that the printing company will pay the cost of printing the Sunday bulletin by selling advertising in the Sunday bulletin. At the end of the year, the printing company will share a portion of the advertising revenue with the parish. The printing company refers to this sharing as a gift.

**Our attorneys have advised that this particular transaction generates Unrelated Business Income. Archdiocesan policy forbids a parish or institution from participating in any transaction that has the potential to generate Unrelated Business Income as defined by the IRS.**

The parish and the Archdiocese of Cincinnati have several risks associated with this transaction. A charitable organization that enters into a transaction subject to UBIT is required to file an IRS Form 990-T. An entity that fails to file this form is subject to penalty, back taxes and interest. Further, should the IRS discover a failure to file the Form 990-T, it could lead the IRS to question other aspects of a parish's financial reporting. This in turn could cause the IRS to question the oversight of the finances of the parish and the Archdiocese as a whole, and result in unneeded attention from the IRS.

Our attorneys have suggested that if the printing company believes that the transaction does not result in UBIT, the printing company should provide a legal opinion to that effect and should indemnify the parish for the risk.

## **INTEREST RATES ON ARCHDIOCESAN INVESTMENT NOTES**

According to Paragraph #55 of the Temporal Affairs Document, surplus funds which may be accumulated against future needs by parishes or other institutions of the Archdiocese are to be invested only in notes issued by the Archdiocese, as circumstances allow, to make loans to other archdiocesan parishes and institutions which are in need of financing. The interest rate will be adjusted periodically after consultation with the Archdiocesan Pastoral Council.

After consulting with the Archdiocesan Pastoral Council and his financial advisors, the Archbishop has decided to adjust the rate paid on surplus funds invested with the Archdiocese from 6% to 5%. This brings the rate into closer accord with general long term interest rates. This change will take effect on all investment notes on **July 1, 2007**.

Paragraph #56 of the Temporal Affairs Document defines surplus funds as any amount in excess of three months' normal or average operating expenses.

## **MINIMUM WAGE**

A two-page summary dated December 27, 2006 of the provisions of the Ohio Minimum Wage Constitutional Amendment is enclosed. The provisions go into effect January 1, 2007. Please refer any questions to the Finance Office at 513.421.3131.

# PASTORAL SERVICES

## *ECUMENICAL AND INTERFAITH RELATIONS*

### **WEEK OF PRAYER FOR CHRISTIAN UNITY, JANUARY 18-25, 2007**

Christians around the world will celebrate the octave of prayer for Christian unity from January 18 through 25, 2007. In recent years parishes have depended on the Graymoor Institute website at [www.geii.org/](http://www.geii.org/). During recent weeks this particular site has been difficult to access. Greater Dayton Christian Connections has offered to mail out materials to parishes electronically upon request. If you cannot access the website above, write to [gdcc@ChristianConnections.org](mailto:gdcc@ChristianConnections.org) and ask them to mail you copies of their downloaded materials.

The theme for this year's week of prayer in the United States is, "Open our ears and loosen our tongues." (Mark 7:31-37) It is rendered by the joint Vatican-World Council of Churches site as: "He even makes the deaf to hear and the mute to speak." The Canadian Council of Churches renders the theme as "Be opened/Soyez ouverte." <http://www.ccc-cce.ca/english/faith/week.htm>

However you choose to interpret the selected text, here are some things to consider as you and your congregations pray with Christians all over the globe:

- This year's prayers were developed by the Christians of Umlazi, South Africa, a township near Durban.
- Seven hundred fifty thousand people live there with little infrastructure, and few clinics and schools. Forty percent of the population is unemployed. The area contains one hospital and one town hall. Over 50% are infected with the AIDS virus; over 10% of babies are born with the virus. The virus has greatly impacted the population between 14 and 40, leaving children on their own or in the care of grandparents.
- The Christians of Umlazi have come together to establish clinics and home-based care programs, in which volunteer caregivers care for the sick and dying in their homes. But they also encountered deep social stigmas around admitting the need for help with the disease. A further step was necessary.
- To address those taboos the local church leaders designed an ecumenical service which had as its central theme "breaking the silence," in which they invited the young people of Umlazi to find the courage to speak about that which was "unspeakable" and to seek assistance, mindful that keeping silence can mean death.
- When gathered with WCC representatives, the local WCPU preparatory group in Umlazi reflected on how such steps had blessed their search for full visible unity

among the Christian Churches *in light of* breaking the silence which oppresses and isolates people in their suffering.

- According to the World Council of Churches, the Umlazi experience shows that the churches can be and do become agents of healing only when they themselves are healed, when they are truly the one body of Christ. (WCC, news release, 12-19-06)

Please contact our office if you have any trouble finding the materials. Write us at [ecumenical@catholiccincinnati.org](mailto:ecumenical@catholiccincinnati.org), [louvera@aol.com](mailto:louvera@aol.com) or call 513.421.3131x224.

### ***FAMILY LIFE OFFICE***

#### **GOLDEN WEDDING JUBILEE**

The 2007 Golden Wedding Jubilee Anniversary Masses for couples celebrating their 50<sup>th</sup> wedding anniversary will be at **2:00 p.m.** in two different locations:

Auglaize, Champaign, Clark, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble and Shelby Counties will be held on **Saturday, April 21, 2007, at St. Christopher Church, Vandalia, OH**

Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland and Warren Counties will be held on **Saturday, May 5, 2007 at St. Peter in Chains Cathedral, Cincinnati, OH.**

#### **WORLD MARRIAGE DAY**

World Marriage Day will be celebrated on February 11, 2007. This day honors husbands and wives as heads of the family, the basic unit of society. It salutes the beauty of their faithfulness, sacrifice and joy in daily life, married life. Parishes are encouraged to mark this by bulletin announcements, petitions, and blessings at Mass and special celebrations. World Marriage Day Clerical Information is available from the World Day Website: [wmd.wwme.org](http://wmd.wwme.org).

#### **PROJECT RACHEL SUPPORT GROUP**

There is a support group for a second choice of Healing and Reconciliation for Women who have lost a child through the choice of abortion, beginning January 11, 2007 at 7:00 p.m. on the east side of Cincinnati. Please call **513.784.0531** for more information.

#### **PROJECT RACHEL RETREAT**

A Project Rachel retreat is scheduled for March 16-18, 2007 in the Dayton area. For additional information or reservations, please call **513.784.0531**.

#### **ROE v. WADE**

The Roe v. Wade commemoration will be held January 22, 2007. The USCCB Respect Life Liturgy guide was sent to parishes in August 2006. Please note that the materials

from the USCCB list the date as being January 23, 2007; this is incorrect. The date is January 22, 2007.

## ***MISSION OFFICE***

### **BUILD POST VATICAN II, 21<sup>st</sup> CENTURY, PARISH EFFORTS FOR MISSION**

Consider inviting your parish leaders in mission promotion to attend a very practical and dynamic ten week course at the Athenaeum entitled, "The 21<sup>st</sup> Century Parish: In Mission, Dialogue and Solidarity." It will be taught on Monday evenings from February 26 to May 17, 2007 by Michael Gable, Doctor of Missiology and the director of the Mission Office. For details contact **Dr. Gable at 513.421.3131x201** or [mgable@catholiccincinnati.org](mailto:mgable@catholiccincinnati.org). To audit or take this for graduate credit, contact the Registrar at the Athenaeum, **Mike Sweeney, at the Athenaeum at 513.231.2223** or, [msweeney@athenaeum.edu](mailto:msweeney@athenaeum.edu).

### **MARCH 17, 2007 - SR. HELEN PREJEAN ON PARISH TWINNING & JUSTICE**

Besides her work on death penalty issues, Sr. Prejean promotes twinning relationships that advocate social justice. The Mission Office is hosting Sr. Helen Prejean for an advance twinning workshop at St. John's Church in West Chester on Saturday, March 17, 2007. For details and to RSVP, contact the **Mission Office at 513.421.3131x202**.

### **DURING LENT, THINK/ACT OUTSIDE THE PARISH BOX**

Help your parishioners become more Catholic, more universal. Have your parishioners, young and old, meet and learn from our returned missionaries and Catholics from other cultures living in our Archdiocese. We are in local contact with wonderful, inspirational Catholics who wish to witness their faith and the beauty of other spiritualities. These include priests from Ghana, refugees from Central America, Franciscans back from ministry with Native Americans, and Maryknollers with 25 years of work in Korea and Bolivia, etc. who can expand and enlighten your school and parish this Lent. Contact **Teresa Phillips** or **Mike Gable at the Mission Office at 513.421.3131** for details.

### **ALMOST FREE TRIP TO HONDURAS, CENTRAL AMERICA – MEET WITH CARDINAL RODRIGUEZ TO DIALOGUE AND LEARN**

From July 15 to July 30, 2007, Dr. Mike Gable of the Mission Office will again be leading parish leaders to Honduras, Central America to dialogue with and learn from Cardinal Rodriguez, his seminarians, Delegates of the Word, missionaries and others. The Cardinal invites us to visit parishes seeking twinning partners as well. **While the total cost of this trip is approximately \$2,000, both the Priestly Formation and Mission Office have funds to subsidize most of the trip.** As of this date, there are five seats left. Please contact **Dr. Gable** for details at **513.421.3131x201** or e-mail: [mgable@catholiccincinnati.org](mailto:mgable@catholiccincinnati.org).

### **MISSION SUNDAY AND MCP COLLECTIONS DUE**

Please send these collections **DIRECTLY** and ***addressed*** to the Mission Office, 100 E. Eighth St., Cincinnati, Ohio, 45202 to be properly recorded for the Society of the Propagation of the Faith and for the missionary orders.

## ***OFFICE OF YOUTH AND YOUNG ADULT MINISTRY***

### **YOUTH MINISTRY**

#### **CRS 24-HOUR FOOD FAST:**

If you're looking for a great Lenten activity with teens that is educational, spiritual, interactive, fun, doesn't cost much money, and raises money for the poor, try a 24-Hour Food Fast. Catholic Relief Services (CRS) can provide you with all the information and materials you need to run a successful Food Fast. Please check out the website at [www.foodfast.org](http://www.foodfast.org) or call them at **410.625.2220** to request a free manual that will give you a schedule, icebreakers, educational materials, reflections, group projects, prayer sessions, promotional posters and more.

#### **2007 YOUTH MINISTRY RESOURCE MANUAL**

##### **“Discover Jesus Christ – The Way”:**

This comprehensive resource provides a framework for annual youth ministry planning that integrates both **National World Youth Day (Oct. 28, 2007)** and the **National Catholic Youth Conference (NCYC) in Columbus (November 8-10, 2007)**. It contains a variety of lesson plans to help your young people know Jesus as God, human, brother and friend, and a model for living in today's world. The sessions are about the process of discovery--of discovering who Jesus Christ is, of discovering who we are, and of discovering why we do what we do as Catholics. Cost is \$15.00. Download an order form at <http://www.cdeducation.org/oym/ncyc/ymmanual.pdf>.

#### **LEVEL II BASIC YOUTH MINISTRY TRAINING:**

Our Level II Basic Training Series is being offered again in January in Cincinnati, Dayton and the Northern area of the Archdiocese. *Be the Word, Pray the Word* and *Live the Word* are three great workshops to help train your youth ministry team to lead some of the most important aspects of youth ministry: evangelization, prayer design and service projects. To find the dates and locations that work best for you or your youth ministry team, go to our website at [www.catholiccincinnati.org/youthmin](http://www.catholiccincinnati.org/youthmin) and click on the Basic Training II link in the center of the page.

#### **FORMING YOUNG DISCIPLES – ARCHDIOCESAN GUIDELINES FOR PARISH BASED ADOLESCENT RELIGIOUS EDUCATION:**

Co-sponsored by the Archdiocesan Office of Evangelization and Catechesis and OYYAM, this 2½-hour session is on the newly revised and updated guidelines for parish-based adolescent faith formation. In addition to an update on new Archdiocesan guidelines, participants will receive information from national and local studies on the faith of teenagers that highlights what works and what doesn't, and a CD containing the new document with samples, worksheets and the latest resources. This session will be offered 3 times, once in each region of the Archdiocese. Cost is \$15.00 per person. Visit our website at [www.catholiccincinnati.org/youthmin](http://www.catholiccincinnati.org/youthmin) for more information on dates and to register. Click on the link in the center of the page.

### **CINCINNATI 2000:**

This Eucharistic-centered Youth Conference is coming to Moeller High School March 23-25, 2007. The weekend will give young people an opportunity to grow in their relationship to Christ and the Church, and encourages them to become active in their parishes and the programs of the Archdiocese. The weekend includes fellowships, lively music, prayer, and talks by nationally known speakers. More information will be coming soon at [www.cincy2000.org](http://www.cincy2000.org).

### **NET MINISTRIES:**

NET Ministries is a retreat ministry that challenges young Catholics to love Christ and embrace the life of the Church. A NET team is coming to the Archdiocese of Cincinnati, April 19 – May 11, 2007 to provide retreats for parishes and schools of the Archdiocese. The retreats, typically for youth in grades 7-12, are high energy experiences using large group presentations, small group discussion, music, drama, personal faith sharing, one-on-one prayer, and the Sacraments of Reconciliation and Eucharist. Retreats are designed to help young people understand and accept God's unconditional love for them, to offer the faith of the team as a witness that faith in God is a desirable and exciting part of their lives, and to encourage young people to grow in their commitment to Jesus Christ and the Church. To schedule a NET retreat or to learn more about NET retreats visit their website [www.netusa.org](http://www.netusa.org) or contact **Curtis Knebl** at [curtis.knebl@transfigurationcenter.com](mailto:curtis.knebl@transfigurationcenter.com).

### **YOUNG ADULT MINISTRY**

#### **JANUARY 27 RETREAT FOR YOUNG ADULTS – *Teach Us To Pray*:**

Fr. Michael Sparough, SJ, will be providing a special retreat for young adults at the Jesuit Spiritual Center at Milford, OH on Saturday, January 27, 2007, 9:30 a.m. - 4:30 p.m. Using storytelling, poetry, humor, scriptural exegesis and insights from Ignatian Spirituality, Fr. Michael will provide young adults with a new guide to the treasures of the Lord's Prayer and connect it to our everyday lives. (Fr. Michael keynoted the recent Ohio Catholic Young Adult Conference and was extremely well-received by the young adults there. He is the Director of Charis Ministries of Chicago.) For details and registration, visit our website at [www.catholiccincinnati.org/yamin](http://www.catholiccincinnati.org/yamin).

### ***WORSHIP OFFICE***

#### **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 25, 2007. Materials for the Rite of Election were sent out on December 12, 2006. If you did not receive the information, please contact the Worship Office for a copy of the material. Reservation forms must be faxed, mailed or emailed to the **Worship Office at Fax: 513.421.1582; email: [lweber@catholiccincinnati.org](mailto:lweber@catholiccincinnati.org)**. Seating is arranged on a first come, first serve basis. The deadline is **January 19, 2007** in order to guarantee that the names of catechumens and candidates will be in the program.

## **TIME FOR THE EASTER VIGIL**

The *General Norms for the Liturgical Year* state that the Easter Vigil is to be held after nightfall. Sunset for Saturday, April 7, 2007 is calculated to be at 8:07 p.m. with nightfall occurring one half hour after sunset. Therefore, the Easter Vigil should begin no earlier than 8:45 p.m.

## **OTHER LITURGICAL CALENDAR DATES:**

January 22, 2007      Respect Life Day of Penance: This date has been set aside by the USCCB to pray for violators of the human person and for the restoration of the legal guarantee of the right to life. The Mass for Peace and Justice should be used in observance of this day. Violet vestments are to be worn.

## **UPCOMING WORKSHOPS:**

### **Winter RCIA Team Formation Day: Collaboration in RCIA :**

This workshop is designed for pastors, deacons, RCIA coordinators, and RCIA teams and will involve a discussion on possibilities for collaboration between parishes in the RCIA. Fr. Dave Brinkmoeller will be the keynote speaker. Other presenters who have successfully collaborated with parishes sharing resources, team members, and ideas will also offer their thoughts.

The workshop will be held January 20, 2007 at Ascension Parish, Kettering from 8:30 a.m. to 12:30 p.m. For additional information or to register contact the **Worship Office, 513.421.3131x220**. You may also email us at [lweber@catholiccincinnati.org](mailto:lweber@catholiccincinnati.org) .

### **Liturgy of the Hours in the Parish: Getting Started:**

This is a three-session workshop designed to assist parishes in beginning to celebrate the Liturgy of the Hours. The workshop will include a discussion on planning/preparing the Hours, music for the Hours, and practical ways of implementing the Hours in the parish. The dates are January 29, February 5, and February 12, 2007. The time for the workshop, 1:30 p.m. – 3:30 p.m., was set to accommodate parish musicians and priests and deacons who might not otherwise be able to attend an evening workshop. The workshop will be held at St. John, West Chester in the Pavilion. For additional information or to register contact the **Worship Office, 513.421.3131x220**. You may also email us at [lweber@catholiccincinnati.org](mailto:lweber@catholiccincinnati.org) .

### **LAUDATE: Forming Youth for Music Ministry:**

The Worship Office and Office of Youth and Young Adult Ministry will be collaborating once again in order to present this workshop for young people interested in music ministry in grades 8 – 12. The workshop dates are June 18 - 21, 2007 at Bergamo Center, Dayton. Please encourage any young person who is involved in music ministry in your parish to attend this fun-filled and informative workshop. Information and registration forms will be available on the Youth and Young Adult Ministry and Worship Office websites in February.

# DEPARTMENT OF COMMUNITY SERVICES

## *OFFICE OF CATHOLIC SOCIAL ACTION*

### **GREATER CINCINNATI PARISH SOCIAL ACTION COLLABORATIVE**

**February 1, 2007, location to be announced:**

Parishioners from dozens of parishes in the Cincinnati area participated this past year in focusing on two specific issues: working to end the genocide in Darfur and gathering signatures to put the Ohio minimum wage issue on the ballot. As a result of this collaboration, parishioners produced thousands of letters and signatures, numerous educational efforts and a wonderful amount of enthusiasm within their parishes!

You are invited to join us on February 1, 2007 to vote on which issues we will take on as a collaborative in 2007. Participants in this effort can be representatives of parish social justice committees or individual parishioners who want to bring a concrete social justice issue, backed by sound Catholic Social Teaching, to their congregations. We hope you will consider joining us. For more information, contact Catholic Social Action at **513.421.3131x239**.

### **CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT**

A warm thank you from the Catholic Social Action Office, the Catholic Campaign for Human Development, and all whose lives are improved by our CCHD-funded groups, for your generous contributions and support of the CCHD Collection November 18 and 19, 2006! Please contact our office **513.421.3131x239** for more information, or visit: [www.catholiccincinnati.org](http://www.catholiccincinnati.org) or [www.usccb.org/cchd](http://www.usccb.org/cchd).

### **JANUARY IS CCHD'S POVERTY AWARENESS MONTH**

The Catholic Social Action Office is designing a packet of materials of statistics, bulletin inserts, and other poverty awareness items for parishes to use. If you would like a copy of this packet sent to you, please contact **513.421.3131x239**. It can be emailed or mailed to you.



### **IMMIGRATION - SAVE THE DATE!**

**We Come to Share Our Stories: A Conference on Immigration**

**Saturday, March 10, 2007 at the University of Dayton**

This day-long conference will feature key note speaker Erica Dahl-Bredine, who is Catholic Relief Services' country director for Mexico. The day will include workshops on immigration, conversation with recent immigrants, and a call to action by Leo Anchondo, director of the *Justice for Immigrants Campaign* at the United States

Conference of Catholic Bishops. This conference is being sponsored by the Catholic Relief Services' Committee of the Catholic Social Action Office.

### **IMMIGRATION EDUCATION**

Our office has made it a priority to continue education efforts next year around the issue of immigration and the need for comprehensive immigration reform legislation. If your faith community would be interested in knowing more about this issue, hearing stories from immigrants themselves, and learning about the strong position of the bishops of the United States, please contact our office: **Cincinnati: 513.421.3131x239** or **Dayton: 937.224.3026**.

### **PEACE MASS**

St. Columban Parish, 894 Oakland Road, Loveland, will be hosting a "Peace Mass" on Martin Luther King's birthday observation, Monday, January 15, 2007 at the 12:30 p.m. Mass. For additional information please call **Peg Walker 513.677.2383** or **Chris Schell 513.677.8023**.

## **DEPARTMENT OF EDUCATIONAL SERVICES**

### ***CATHOLIC SCHOOLS OFFICE***

#### **CATHOLIC SCHOOL WEEK – JANUARY 28 - FEBRUARY 3, 2007**

Catholic School Week will be January 28 – February 3, 2007 with the theme being **Catholic Schools: The Good News in Education.** In recognition of Catholic School Week, we are asking parishes to ring church bells at 10:00 a.m. on Wednesday, January 31, 2007 in honor of National Appreciation Day for Catholic Schools. This day calls the attention of the entire community to the contributions which Catholic Schools have made for over 150 years and continue to make to our communities.

We are asking parishes to please announce the coming of Catholic School Week two weeks prior to the event. Included in this issue are sample bulletin announcements.

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

#### **NEW ARCHDIOCESAN GUIDELINES FOR ADOLESCENT RELIGIOUS EDUCATION**

The Office of Evangelization and Catechesis and the Office of Youth and Young Adult Ministry have recently revised the archdiocesan guidelines for adolescent religious education. The new document is titled ***Forming Young Disciples: Guidelines and Resources for Parish-based Evangelization and Catechesis for Adolescents***. To introduce the new guidelines, orientation sessions will be held on the following dates:

**February 6, 2007, 1:00-3:30 p.m. at St. Matthias Church in Cincinnati**

**March 1, 2007, 1:00-3:30 p.m. at Ascension Church in Kettering**

**March 1, 2007, 7:00-9:30 p.m. at St. Michael Church in Fort Loramie**

We encourage all those who are responsible for catechetical programs for youth to attend. Attached to the electronic version of *Clergy Communications* is a copy of the registration brochure which you may download, or for more information you may go to [www.catholiccincinnati.org/oec](http://www.catholiccincinnati.org/oec) and click on **Forming Young Disciples**.

**DON'T PACK IT IN—PACK THEM IN!**  
**CREATING A LIFE-LONG FAITH FORMATION CULTURE**

Presentation by:

PATRICK J. RUSSELL, Ph.D., Assistant Professor,  
Sacred Heart School of Theology, Hales Corners, Wisconsin  
sponsored by The Office of Evangelization and Catechesis.

**Wednesday, February 28**  
**9:00 a.m.—4:00 p.m.**  
**\$20 per person**  
**(includes continental breakfast & lunch)**

**St. John West Chester**  
**St. John Hall**  
**9080 Cincinnati-Dayton Road**  
**West Chester OH 45069**

In this one-day workshop you will learn:

- ◆ New research data that helps us shift from psychological motivational models to socio-cultural strategies of community development
- ◆ How to use an assessment tool that analyzes a parish's configuration of intellectual, spiritual and relational assets
- ◆ Strategies for generating increased enrollment, and a plan to implement them
- ◆ How to teach and share this learning with your Pastoral Leadership Team and parish leaders, using notes and CD that you will take home

This workshop is for Pastors, DREs, CREs, Adult Faith Formation coordinators, AFF teams, Evangelization coordinators, Pastoral Associates and Assistants and all persons in the parish who work with adults. Each person attending should leave with practical, concrete strategies for producing effective, well-attended formation offerings, as well as the tools for developing a plan to implement these strategies in their own parish.

Registration information will be sent in early January. For questions or concerns please contact **Tanya Monsour Stager, 513.421.3131x302**.

**CATHOLICS AND AMERICAN CULTURE: Where have we been? Where are we now? Where can we go? Coming: March 6, 2007 with Margaret O'Brien Steinfelds**  
C.R.E.A. (Cincinnati Religious Educators' Association) is proud to announce their annual March Day for Parish Staffs and leaders including clergy, DREs, Principals, Pastoral Associates, Adult Faith Formation Teams. Please see the enclosed flier for details and registration information. For additional information **contact Claire Tenhundfeld at 513.421.3131x262**.

***WHERE TWO OR THREE ARE GATHERED...***

Please see the infusion bulletin for Ordinary Time, January 14, 2007 – February 18, 2007 inserted with this mailing. Thank you.

# DEPARTMENT OF PERSONNEL SERVICES

## *PRIESTLY FORMATION OFFICE*

### **PARISH STEWARDSHIP AND DEVELOPMENT - last chance to register.**

- Institute for School and Parish Development - **January 15 through 18, 2007** at Maria Stein
- Pastors' National Development Congress - **January 29 through February 1, 2007** at Maria Stein.

If you have not registered, and would still like to, please contact the **Priestly Formation Office 513.421.3131x359** immediately.

### **OVERNIGHT WITH ORDINATION CLASSES OF 2003, 2004, 2005, 2006**

January 24-25, 2007 at Maria Stein.

### **SPRING RETREAT FOR PRIESTS**

Monday, March 12 through Friday, March 16, 2007 at Maria Stein. "Priestly Spirituality in Pastoral Ministry" is the theme of the retreat. Fr. Joseph M. Champlin will direct the retreat. He has written more than 50 books with 20 million copies in print. He has conducted about 100 retreats for priests and around 30 parish missions throughout the United States. The Retreat Registration Form is included in this mailing.

### **SIXTH SYMPOSIUM ON THE SPIRITUALITY AND IDENTITY OF THE DIOCESAN PRIEST**

"Chaste Celibacy: Living Christ's Own Spousal Love." Sponsored by The Institute for Priestly Formation and St. Vincent De Paul Regional Seminary. March 15-18, 2007. For information, contact **Fr. Richard Gabuzda, 402.546.6384. [ipf@creighton.edu](mailto:ipf@creighton.edu)**.

### **WORKING WITH CONFLICT IN PARISH LIFE**

Wednesday and Thursday, May 2 and 3, 2007 at Maria Stein. With Deborah Pearce and James Brown.

**PRESBYTERAL CONVOCATION** - June 11 through 14, 2007. Embassy Suites Dublin, outside Columbus, Ohio. Details for registration will be forthcoming in a couple months.

### **"THE BEGINNING AND END OF LIFE: ISSUES IN MORAL THEOLOGY"**

Rev. Tad Pacholczyk will offer a workshop on Wednesday, June 20, 2007, from 9:00 a.m. to 4:00 p.m. at the Athenaeum. He will address issues such as *in vitro* fertilization, stem cells and cloning, nutrition/hydration for patients in a persistent vegetative state, living wills, health care proxies, ordinary/extraordinary means, and the like. For information, contact **Dr. Terry Callan**, at the Athenaeum **513.231.2223**.

## ***VOCATION OFFICE***

### **MINISTRY EVENING**

Please publicize the Ministry Evening on Wednesday, January 17, 2007. A Bulletin Announcement was sent to all parishes the week of December 18, 2006.

## **NATIONAL VOCATION AWARENESS WEEK**

National Vocation Awareness Week is January 7-12, 2007. Packets were mailed to the parishes the week of December 11, 2006. There are prayer cards still available. You can order over the internet at: [http://www.cincinnati vocations.org/vawmedia/order\\_form06.pdf](http://www.cincinnati vocations.org/vawmedia/order_form06.pdf).

## **COLLEGE DAY**

The Pontifical College Josephinum will sponsor a College Day on Monday, February 19, 2007 for high school students. A bulletin announcement will be sent to the parishes the week of January 22, 2007.

## **MISCELLANEOUS**

### **ATHENAEUM ALUMNI REUNION**

Mark your calendar to join us for The Athenaeum of Ohio Alumni Reunion on August 17, 2007 at the Bergamo Center for Lifelong Learning in Beavercreek, OH, near Dayton. Activities will include mass, silent auction and much more. More information will be mailed to all alumni closer to the date or you can contact **Dianne Carlson, 513.233.6159**.

### **NEEDED – CHASUBLES AND STOLES**

St. Mary's Church in Oxford, Ohio is looking for chasubles and stoles. All the liturgical colors are needed. If you can help out, please contact **Bobbi Kinne, 513.523.2153**, or [bkinne11@stmaryoxfordohio.org](mailto:bkinne11@stmaryoxfordohio.org).

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**Please submit articles for the February *Clergy Communications*  
Before January 24, 2007  
Thank You.**

*Clergy Communications* is a monthly publication of the Archdiocese of Cincinnati at  
100 East Eighth Street, Cincinnati, OH 45202 - Chancery Office. Tel: **513.421.3131x401**. Fax: **513-421-6225**.  
Website: [www.CatholicCincinnati.org](http://www.CatholicCincinnati.org). Email: [Communications@CatholicCincinnati.org](mailto:Communications@CatholicCincinnati.org).

## BULLETIN ANNOUNCEMENT SHEET

For the Church bulletin of Sunday, January 14, 2007



### *Catholic School Week Coming This Month*

In two weeks, our parish will begin our celebration of Catholic School Week. This year's theme is "Catholic Schools: The Good News in Education." Each day during Catholic School Week beginning Sunday, January 28, 2007 we will celebrate our theme as it relates to our parish, community, students, nation, volunteers and teachers.

Watch for detailed announcements in next week's bulletin.

For the Church bulletin of Sunday, January 21, 2007



### *Celebration of Catholic School Week Begins Next Sunday*

Beginning next Sunday, we join more than 8,000 Catholic Schools nationwide to observe Catholic School Week using the theme, "Catholic Schools: The Good News in Education." Throughout the week, we will focus on different parts of our community. Open House is next week on Sunday – please visit the classrooms.

For the Church bulletin of Sunday, January 28, 2007



Sunday is Open House at school. Visit the classrooms after Mass to see a sampling of our students' work. All parishioners are invited, not just parents of our students.

## REPORTING ABUSE IN THE ARCHDIOCESE OF CINCINNATI

If you know someone who has been abused at any time by an agent of the Archdiocese of Cincinnati (priest, deacon, employee or volunteer), the Archdiocese urges you to contact Sister Mary Garke, the Victims' Assistance Coordinator of the Archdiocese of Cincinnati, at 513.421.3131x352 or 1.800.686.2724 as well as the victims' secular legal authorities.

**Please begin announcing the following information in your bulletins**

**GOLDEN WEDDING JUBILEE**

The 2007 Golden Wedding Jubilee Anniversary Masses for couples celebrating their 50<sup>th</sup> wedding anniversary will be at 2:00 p.m. in two different locations.

Auglaize, Champaign, Clark, Darke, Greene, Logan, Mercer, Miami  
Montgomery, Preble and Shelby Counties:

**Saturday, April 21, 2007**

**St. Christopher Church, Vandalia, OH**

Adams, Brown, Butler, Clermont, Clinton, Hamilton,  
Highland and Warren Counties:

**Saturday, May 5, 2007**

**St. Peter in Chains Cathedral, Cincinnati, OH**

**TAX LAWS AND CASH CONTRIBUTIONS**

Due to recent changes in tax laws, beginning with contributions made in 2007, parishioners (those who itemize their tax returns) will no longer be able to deduct contributions to the parish unless they maintain a bank record or written contribution statement from the parish. If you wish to ensure deductibility of your contributions to the parish, please use a check, direct deposit from your bank account (where applicable), or your parish envelopes. The parish will track contributions made using parish envelopes, and will, upon request, produce a written statement of contributions made during 2007. Cancelled checks and other bank records are also sufficient documentation. The parish cannot track cash contributions not in parish envelopes.

**PARENTS OF YOUNG ADULTS**

Christmas gift-giving may be over, but it's not too late to sponsor your son or daughter for a *ONE-DAY RETREAT FOR YOUNG ADULTS*. The Archdiocese is pleased to offer a retreat for young adults with Fr. Michael Sparough, SJ, who keynoted the recent Ohio Catholic Young Adult Conference (and was a huge hit!). He will be presenting: *Teach Us to Pray—A Day of Reflection for Young Adults* at the Jesuit Spiritual Center at Milford, OH, on Saturday, January 27, 2007, 9:30 a.m. to 4:30 p.m.; \$45.00 per person. The program is a product of collaboration between the OYYAM, Charis Ministries of Chicago, and the Jesuit Spiritual Center. For additional information and registration, visit our website at [www.catholiccincinnati.org/yamin](http://www.catholiccincinnati.org/yamin).