



CLERGY COMMUNICATIONS

100 East Eighth Street Cincinnati, Ohio 45202

(To be filed in loose leaf binder and kept in parish archives)

OFFICE OF THE ARCHBISHOP

CHRISM MASS

The Chrism Mass will be celebrated on Tuesday, April 7, 2009 at 7:30 p.m. at the Cathedral of St. Peter in Chains. Please encourage your parishioners to take part in this lovely Holy Week liturgy. A special letter of invitation to priests is part of this mailing.

TIME FOR THE EASTER VIGIL

The *General Norms for the Liturgical Year* states that the Easter Vigil is to be held after nightfall. Sunset for Saturday, April 11 is calculated to be at 8:12 p.m. with nightfall occurring one half hour after sunset. **Therefore, the Easter Vigil should begin not earlier than 8:45 p.m.**

DEPARTMENT OF EXECUTIVE SERVICES

CHANCERY

DISTRIBUTION OF OILS

- + Father Joseph A. Robinson, Cathedral Deanery, at the Cathedral on Wednesday, April 8, 2009 from 1:30 p.m. - 3:00 p.m.
- + Father Mark Burger, Saint Andrew Deanery, Saint John Church, West Chester on Wednesday, April 8, 2009 from 1:00 p.m. - 3:00 p.m.
- + Father Len Wenke, Saint Francis de Sales Deanery, Saint Anthony, Madisonville, Parish Center on Wednesday, April 8, 2009 from 10:00 a.m. - 11:30 a.m. and 1:00 p.m. - 2:30 p.m.
- + Father James J. Walsh, Saint Lawrence Deanery, Saint Dominic Church on Wednesday, April 8, 2009 from 9:00 a.m. - 12:00 noon.
- + Father George Jacquemin, Saint Margaret Mary Deanery, Saint Clare Church on Wednesday, April 8, 2009 from 10:00 a.m. - 12:00 noon.
- + Father David Brinkmoeller, Dayton Deanery, Holy Trinity Church, Dayton on Wednesday, April 8, 2009 from 10:00 a.m. - 12:00 noon.

- + Father Timothy S. Bunch, Hamilton Deanery, Saint Peter in Chains Church sacristy, behind the main altar on Wednesday, April 8, 2009 from 10:00 a.m. - 12:00 noon.
- + Father William Wagner, Saint Martin Deanery, Saint Thomas More Rectory, Withamsville on Wednesday, April 8, 2009 from 10:00 a.m. - 3:00 p.m.
- + Father James C. Seibert, CPPS Saint Marys Deanery, Saint Charles Center, Carthagenia on Thursday, April 9, 2009 from 10:00 a.m. - 11:30 a.m.
- + Father Steve Shoup, Sidney Deanery, Saint Michael Parish Center, Fort Loramie on Wednesday, April 8, 2009 from 10:00 a.m. - 3:00 p.m.
- + Father Dennis Caylor, Springfield Deanery, Saint Joseph/Saint Raphael Parish Offices, 225 East High Street, Springfield on Wednesday, April 8, 2009 from 8:30 a.m. - 4:30 p.m.

ALERT: INTERNET FUND-RAISING SCHEME

The USCCB has informed us of a fund-raising scheme where the websites “delivermyprayer.org,” “delivermyprayer.com,” and “vaticanreading.com” ask for a donation of three euros and promises that one’s prayer intention will be publicly announced in the Basilica of Saint Peter. None of these websites or assertions has the approval of the Holy See.

GUIDELINES FOR CHURCH INVOLVEMENT IN POLITICAL ISSUES

Please see the insert enclosed with this mailing titled “Guidelines for Church Involvement in Political Issues.” If you have any questions about involvement in political issues, please contact Father Joe Binzer at 513.263.6601. Thank you.

CONFIRMATION AND THE FACULTY TO CONFIRM

The following might be helpful for you regarding Confirmation at the Easter Vigil. These are the instructions for the Faculty to Confirm as found in the *Pagella*, Clerus Cincinnatiensis, Volume XI, No. 1, pages 257-258. The mandate is given to **all** priests with faculties in the Archdiocese:

1. **to baptize and confirm** in accordance with canon 883.2 persons who are no longer infants whom the priest judges suitable for Catholic baptism;
2. **to admit into full communion** with the Catholic Church **and to confirm** in accordance with canon 883.2 previously baptized persons who are no longer infants whom the priest judges suitable for admission to the Catholic Church;
3. **to readmit into full communion** with the Catholic Church **and to confirm** in accordance with the response to the Pontifical Commission for the interpretation of the Decrees of the Second Vatican Council, April 25, 1975, persons beyond infancy who were baptized Catholic but not confirmed and who later became an apostate or a heretic, whom the priest judges suitable for readmission to the Catholic Church. (If you have any questions about whether someone later became an apostate or a heretic, please call the Chancery.)

4. **Priests do not have the faculty to confirm a baptized but never confirmed Catholic** who simply has not been active in the practice of the faith without becoming a member of another Church and now desires to be confirmed and be actively involved in the Church's life. **In these cases, individual delegation of the archbishop is needed.** Priests can seek such delegation in writing from the Chancery, giving reasons why the delegation is sought, the name of the person to be delegated, the name of the candidate, and the intended date of the ceremony.

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

FINGERPRINTING / ATTENDING AN ORIENTATION WORKSHOP

All employees and regular volunteers who work with children must receive an acceptable criminal background check through fingerprinting and attend an orientation workshop on the *Decree on Child Protection*. If an employee or a regular volunteer has not received an acceptable criminal background check through fingerprinting or has not attended an orientation workshop 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, under our current policies, each time an employee or regular volunteer has a change in location of service, the employee or regular volunteer is required to be fingerprinted again. In addition, a B-4 Form must be completed, sent to the Chancery, and the registry checks noted in B-4 Policy and the B-6 Policy must be completed before an employee begins working with children. If you have any questions, please contact **Father Joe Binzer** at **513.263.6601**. Thanks for all you do to protect children entrusted to our care.

DIACONATE OFFICE

ANNIVERSARIES

Deacon John Slattery is celebrating the thirtieth anniversary of his ordination on April 7. Deacon Slattery is assigned to St. Cecilia Parish in Cincinnati.

The following deacons will be celebrating the **fifth** anniversary of their ordination to the diaconate on April 24:

Deacon Terrell Coleman: St. Lawrence, Rhine and Immaculate Conception, Botkins

Deacon Robert Collins: St. Charles Borromeo, Kettering

Deacon John Corson: Corpus Christi, New Burlington

Deacon Timothy Crooker: St. James the Greater, Cincinnati

Deacon Robert Fey: Guardian Angels, Cincinnati

Deacon Nicholas Jurosic: St. John, Fryburg and St. Patrick, Glynwood

Deacon Dennis Kall: St. Brigid, Xenia

Deacon David Klingshirn: Cathedral of St. Peter in Chains, Cincinnati

Deacon Thomas Lynd: Sts. Peter & Paul, Reading

Deacon Norbert Nagy: St. Peter, Huber Heights

Deacon Patrick Palumbo: St. John Neumann, Cincinnati
Deacon Leon Schellman: Good Shepherd, Cincinnati
Deacon Timothy Schutte: St. Andrew, Milford
Deacon David Shaffer: Immaculate Heart of Mary, Anderson
Deacon Daniel Thomas, Jr.: Our Lady of Sorrows, Monroe

We congratulate them and thank them for their service.

GENERAL INFORMATION MEETINGS ABOUT THE DIACONATE

If you know of any men (and wives if married) who are interested in learning about the role of deacons in the Archdiocese of Cincinnati, please invite them to attend one of this year's information meetings. The meetings will include information about the requirements for admission into the Deacon Formation Program and an explanation of the ongoing process of discernment to the diaconate. If you know of anyone who has never attended an information meeting about the diaconate and is genuinely interested, you may suggest that they attend one of the following meetings:

Monday, April 20, 2009
Spiritual Center of Maria Stein
2365 St. Johns Rd.
Maria Stein, OH 45860

Wednesday, April 29, 2009
Good Shepherd, Room 25
8815 E. Kemper Rd.
Cincinnati, OH 45249-2718

Anyone who plans on attending one of these meetings should either call Barry Mersmann or Karen Brannon at the Office of the Diaconate at 513.421.3131, or register by e-mail at deaconoffice@catholiccincinnati.org so we will be sure to have an adequate supply of handouts. Directions to the meeting sites are available upon request.

VOCATION OFFICE

Over the next few months, the Vocation Office is hosting the following events:

- “Welcome Weekend” at Mount St. Mary’s Seminary, March 13-14, 2009
- “Live-In Weekend” at the Pontifical College Josephinum, April 16-18, 2009
- “Cast Your Nets” (North) at Holy Redeemer, New Bremen, April 19, 2009
- “Andrew Dinner” at Holy Angels, Sidney, April 22, 2009
- Deacon Ordination, April 25, 2009 (3 to be ordained for Cincinnati)
- “Call of the King Conference” at Our Lady of the Holy Spirit Center, April 26, 2009
- High School Discernment Day at Mount St. Mary’s Seminary, May 16, 2009
- Priesthood Ordination, May 23, 2009 (7 to be ordained for Cincinnati)

Bulletin announcements are included at the end of this Clergy Communications, or visit www.cincinnati vocations.org for more information.

AS A REMINDER

Fr. Kyle Schnippel, Director, and Wayne Topp, Assistant Director, are available for presentations in parishes, schools and other institutions within the Archdiocese of Cincinnati on the importance of the priesthood in the life of Catholics, and how to discern a calling from Christ on a personal level. The most important factor for men entering the seminary continues to be a personal invitation from a priest who knows them and invites them to consider the priesthood.

Yet, only 30% of priests ever invite a young man to consider the priesthood. Do not be afraid to raise the possibility with the young men of your parish.

ORDINATION CLASS OF 2009 FIRST MASSES / MASSES OF THANKSGIVING

Marty Bachman

May 24, 2009	11:00 a.m.	St. Jude, Bridgetown
May 31, 2009	11:00 a.m.	Assumption, Mt. Healthy

David Endres

May 24, 2009	1:00 p.m.	Sacred Heart of Jesus, Fairfield
May 31, 2009	11:30 a.m.	St. Antoninus, Cincinnati

Robert Hadden

May 24, 2009	3:00 p.m.	St. Mary's Greenville
June 6, 2009	4:30 p.m.	St. Margaret of York, Loveland
June 7, 2009	9:00 & 11:00 a.m.	St. Margaret of York, Loveland

Shawn Landenwitch

May 24, 2009	12:15 p.m.	Our Lady of the Visitation Parish, Cincinnati
May 31, 2009	12:15 p.m.	St. Charles Borromeo, Kettering

Matthew Lee

May 24, 2009	10:30 a.m.	St. Mary of the Woods, Russells Point
May 31, 2009	10:00 a.m.	Our Lord Christ the King, Mt. Lookout
June 7, 2009	12:00 (noon)	St. Rose of Lima, Cincinnati

Barry Stechschulte

May 24, 2009	12:00 (noon)	Guardian Angels, Cincinnati
May 31, 2009	11:00 a.m.	St. Philip the Apostle, Morrow
June 7, 2009	11:30 a.m.	St. Augustine's, Minster

Tony Tozzi

May 24, 2009	11:30 a.m.	St. Gabriel, Glendale
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DEPARTMENT OF FINANCIAL SERVICES

FINANCE AND ACCOUNTING OFFICE

ARCHDIOCESAN COMMON PAYROLL SERVICES PLAN

January was by far the busiest month for implementation. Paycor, along with your assistance, was able to add 68 locations to the system. With the addition of three more locations in February, we are near completion. The Finance Office and Paycor will perform audits and comparisons throughout March to ensure that all locations are up and running smoothly. Please take a moment to review your bills for accuracy and verify any credits due to your location for W-2 overcharges. Thank you again for all of your time and cooperation with this important project. Please feel free to contact Annie Lipps at alipps@catholiccincinnati.org or 513.421.3131x2853 with any questions or concerns.

HEALTH CARE PLAN CHANGES - FISCAL YEAR 2009-2010

Enclosed with this mailing is a letter from Archbishop Pilarczyk dated February 24, 2009 describing the health care changes for the fiscal year 2009-2010. The letter mentions that there

will be a 5% rate increase effective July 1, 2009. The monthly charges to parishes and institutions are as follows: **Single: \$519** **Family: \$1,205** **Retiree: \$238**

Communication packets with details on the changes will be forthcoming to all locations and eligible employees. Please contact the Finance Office with any questions or concerns.

RISK INSPECTIONS

The Finance Office has contracted with Gallagher Bassett Services (GBS) to conduct risk inspections throughout the diocese for the current fiscal year. These inspections will be of two varieties: **physical inspections and self inspections**. Physical inspections will be conducted by Aaron Watson and Tom Schoenberger from GBS on 25% of our locations. Appointments will be made and inspections completed during March, April, and May. All locations, including those that will have a physical inspection, must participate in the self inspection process. As of March 2, 2009 forms for self inspections will be available on the Finance Office website. Completed forms are due in the West Chester GBS office by May 31, 2009. Locations who submit completed forms by this deadline will receive a credit of \$100 on the 2009-2010 Property and Liability invoice. Please contact Barbara Walsh in the Finance Office with any questions. Thanks in advance for your cooperation with this important project.

IRS 403(b) APPROVED VENDOR LIST UPDATE

As of January 2009, tax deferred 403(b) contributions from employees may be withheld and submitted only to Approved Vendors. The March **addition** to the Approved Vendor List is:

Life Insurance Company of the Southwest

As new vendors sign the Acceptance Agreement, this list will be updated. Please feel free to contact Barbara Walsh in the Finance Office if you have any questions regarding this benefit.

FESTIVAL REMINDERS

With Festival season approaching, please review the following important information.

❖ GAMBLING

The Attorney General's policy for fundraising events that include games of chance is posted on the Archdiocesan website:

<http://www.catholiccincinnati.org/files/finance/pdf/OhioCharitableGamblingLaw.pdf>.

It is a requirement that **all gambling** (except for bingo) be conducted as part of a parish festival. Under Ohio law, all gambling activities require that **volunteers** be the operators of the specific games. The only exception is the payment for security personnel.

No one under the age of eighteen (18) should be permitted to **operate** a game of chance with cash prizes that exceed **\$5**. Persons younger than eighteen (18), however, may **assist** in the operation of a game so long as the prize awarded is a non-cash item with a value less than **\$5**.

No one under the age of eighteen (18) should be permitted to **gamble** in a game of chance for prizes that exceed **\$5**. Persons under the age of eighteen (18), may gamble for a non-cash prize as long as the intent of the game is entertainment, such as ring toss, ball toss, pick-a-prize, etc.

Raffle Tickets and Younger Children

You should exercise prudence with regard to raffles and other schemes of chance. Young children should not be responsible for selling raffle tickets and the subsequent responsibility for accounting for the sales. For instance, no one under the age of eighteen (18) is permitted to purchase a State of Ohio lottery ticket. If an adult purchases a ticket and gives it to a person under eighteen (18), prudence dictates that if that ticket is a winner, the prize should be turned over to the parent or legal guardian of the child to avoid potential legal problems.

Information Reporting Requirements – Form W2-G (Certain Gambling Winnings) **must** be filed for each person who wins a prize with a fair market value of more than \$5,000. Such forms are also required if the winnings are more than \$600 and are at least 300 times the amount of the raffle ticket.

Income Tax Withholding – A charity must withhold (and remit to the U.S. Treasury) federal income tax on any payment exceeding \$5,000 (net of ticket cost) that is made as part of a lottery fund raiser. A raffle is considered a lottery for withholding purposes. This also applies to non-cash items with a fair market value exceeding \$5,000 (net of ticket cost). The instructions for Forms W-2G and 5754 expand on the above paragraphs.

❖ **BEER**

A temporary liquor permit (F) valid for the date of the festival must be obtained from the local Department of Liquor Control. Bartenders at work or any server of alcoholic beverages that knowingly serves a person under the influence of alcohol can be sued if an intoxicated person causes bodily injury or property damage.

Purchases of multiple cups of beer should be discouraged. If the parish wishes to allow adults to take beer into the area in which gambling is taking place, efforts should be made to control the possibility of children obtaining access to the beer.

The self-insurance program of the Archdiocese of Cincinnati provides liquor liability coverage for all locations covered under the program. The following recommendations are to be reviewed and put into effect when possible:

- Post signs prohibiting anyone from bringing alcoholic beverages on the premises. Violators should be asked to leave the premises.
- Liquor or beer sales should be held only within a restricted, confined, roped in or fenced in area.
- Post signs about the serving area on the legal age of drinking. The signs should also indicate that you reserve the right to verify the age of anyone wishing to purchase beer and the right to refuse to serve anyone.
- Post signs offering transportation for overindulged guests. These signs should be staffed by someone at all times in order to prevent an intoxicated person who may need assistance with transportation from wandering off.

❖ **FESTIVAL RIDES AND OUTSIDE FOOD SERVICE**

For-profit vendors who provide festival rides or food service must have liability insurance with limits of two million dollars (\$2,000,000) and provide a certificate of insurance naming Archbishop Pilarczyk as Trustee for the sponsoring institution as an Additional Insured for the dates of the festival.

Our Insurance Office has been getting requests for information about insurance for **Paint Ball Games, Trampolines, Bungee Jumps, Bull Riding Machines, Rock Climbing Walls** and **Inflatable Attractions** that some parishes wish to have at their parish festivals. Our Archdiocesan Insurance Underwriters **will not insure any** of these activities. Without insurance, the Archdiocese is 100% liable for any injuries suffered by festival participants. Accordingly, parishes and institutions **may not have** Paint Ball Games, Trampolines, Bungee Jumps, Bull Riding Machines, Rock Climbing Walls, or any Inflatable Attractions.

❖ **USING ALCOHOLIC BEVERAGES AS PRIZES**

ISSUE: Under Ohio law, may a parish/school use alcoholic beverages as prizes in a raffle or silent auction (aka a “Bid ‘n Buy”)?

ANSWER: A parish/school may not use alcoholic beverages as prizes in a raffle. A parish/school may use certain alcoholic beverages as prizes in a silent auction, **but only** if the parish/school holds an F-2 or an F-6 liquor permit; **even then**, the parish/school should note that there are certain restrictions imposed on such a permit that could make holding such an auction in the context of a parish/school festival impractical.

Regarding an F-2 permit: first, an F-2 permit holder is only allowed to hold such an auction once during any calendar year. Second, the auction event cannot last for more than a 24 hour period. This would prohibit the auction of alcoholic beverages at any parish/school festival that lasts more than one day. **Regarding an F-6 permit:** an F-6 permit would allow a parish/school to auction off wine only, but not beer or mixed beverages. However, under Ohio law, an organization is only permitted to hold one liquor permit at a time. As a result, a parish/school holding an F-6 permit would be able to auction wine at its festival, but unable to sell beer or mixed beverages at the festival.

Please contact Steve Burger in the Finance Office with any questions or for a copy of the legal memorandum relating to this topic.

OFFICE OF HUMAN RESOURCES

PARISH SALARY SURVEY

The deadline to return the Parish Salary Survey was February 27, 2009. Because of the low number of parishes responding, we decided to extend the deadline to March 13, 2009. Please visit <http://www.catholiccincinnati.org/files/humanresources/pdf/salariesurvey09.pdf> to complete the survey. Please respond online immediately. If you need a hard copy sent, please call our office at 513.421.3131x2860. Thank you.

PASTORAL SERVICES

FAMILY LIFE OFFICE

GOLDEN JUBILEE CELEBRATION MASS 2009

The Cincinnati Mass will be held at the Cathedral of St. Peter in Chains on May 2, 2009 at 2:00 p.m. and the celebrant will be Archbishop Daniel Pilarczyk. The Dayton Mass will be held at St. Christopher's, Vandalia, Ohio on April 18, 2009 at 2:00 p.m. and the celebrant will be Coadjutor Archbishop Dennis Schnurr. **ATTENTION PASTORS:** Please continue to send in your response cards for the **Golden Jubilee Mass** to the Family Life Office. The Cincinnati Mass deadline for the response cards is March 13, 2009 and the Dayton Mass deadline was February 27, 2009.

MISSION OFFICE

STAND IN SOLIDARITY! ATTEND THE AFRICA SUMMIT/MASS

Come and learn of the gifts and challenges of Africans living in our area and on the continent. The **Africa Summit takes place from 8:30 a.m. - 3:00 p.m. on Saturday, March 28, 2009 at Purcell Marian High School (2935 Hackberry St., Cincinnati, 45206).** Paul Miller of Catholic Relief Services will discuss, "Why All Americans Should Care About Africa" and Dr. John Kalubi, Director of the Africa/African America Studies Department of the University of Cincinnati, will promote "Networking Globally and Locally with the African Diaspora." Workshops will include "Solidarity with Local African Immigrants," "African Spirituality and Dialogue," "African Women," "African Economic Challenges and Solutions," and "Updates on Darfur, Congo, Somalia, etc." **At 4:00 p.m. there will be a joyful Mass to "Celebrate the Gifts of Africa"** next door at St. Francis de Sales Church with Coadjutor Archbishop Dennis Schnurr and Bishop Gabriel Mante of Ghana, followed by dance, song and African foods. The cost is \$15 and \$10 for students. Please see catholiccincinnati.org/mission/africa_education_summit.htm for more details. **To register for the Summit, please contact** Teresa Phillips at the Mission Office at 513.421.3131x2632 or e-mail mission@catholiccincinnati.org.

PARISH TWINNING WORKSHOP AND LENTEN REFLECTION, MARCH 21, 2009

Bishop Gabriel Mante and Sr. Philippine Dzormeku of Ghana (who have long term twinning relationships in our Archdiocese) along with the Mission Office, invite all parish twinning partners to a Lenten reflection and sharing session at St. Matthias Church (1050 W. Kemper Rd., Cincinnati, Ohio, 45240) on Saturday morning, March 21, 2009 from 8:30 a.m. - 12:30 p.m. Parish twinners will be invited to report on some of their successes and challenges so we can work and pray together for collective guidance with the Spirit. Those considering parish twinning are also warmly invited. The cost is \$10 for breakfast, snacks and materials. Pre-registration is preferred. Please contact Teresa Phillips at the Mission Office at 513.421.3131x2632 or mission@catholiccincinnati.org. Payment at the door will be accepted.

NO CONTACT WITH MCP ASSIGNMENT?

If the mission group that has been assigned to speak at your parish through the archdiocesan Missionary Co-op Plan (MCP) has not yet contacted your parish, please call the Mission Office.

Please ask for Melonise Knight, our MCP coordinator, at 513.421.3131. Thanks so much for having these missionaries at your parish as it allows our parishioners to both appreciate the amazing efforts of missionaries and mission dioceses and allows our Catholics to consider mission work themselves.

WORSHIP OFFICE

INDULGENCES

In recent months you may have received questions regarding indulgences in light of the fact that the Holy Father has offered plenary indulgences in honor of the Year of St. Paul. The USCCB has provided a Q & A regarding Catholic teaching on indulgences. The Q & A is posted on the Worship Office website (www.catholiccincinnati.org/worship) under the “Year of St. Paul” caption.

LENTEN PENANCE SERVICE

A Communal Lenten Penance Service will soon be posted on the Worship office web site: www.catholiccincinnati.org/worship. If you do not have access to the website, or would like a hard copy of this service, please call the Worship Office at 513.421.3131x6609.

CHRISM MASS

The Chrism Mass will be celebrated on Tuesday, April 7, 2009 at 7:30 p.m. at the Cathedral of St. Peter in Chains. There is a simple rite of presenting the oils to the parish on Holy Thursday. The rite is posted on the Worship Office web site under “Liturgy Preparation.”

FUNERALS DURING THE TRIDUUM

Funeral Masses are not permitted on Holy Thursday or during the entire Paschal Triduum. If a funeral rite must be celebrated during this time, it must take the form of a Liturgy of the Word outside of Mass, as found in the *Order of Christian Funerals* part 1, no. 4. Such a liturgy should reflect the nature of these days.

HOLY THURSDAY AND THE WASHING OF FEET

In recent years, several phone calls have been made to the Worship Office regarding who may have their feet washed at the Holy Thursday liturgy. The Bishops’ Committee on the Liturgy wrote a statement in the February, 1987 edition of the *BCL Newsletter*, and restated it again in 1998, responding to the question of who may have their feet washed at the Holy Thursday liturgy.

The following response was given by the Bishops’ Committee on the Liturgy:

Because the gospel of the *mandatum* read on Holy Thursday also depicts Jesus as the “Teacher and Lord” who humbly serves his disciples by performing this extraordinary gesture which goes beyond the laws of hospitality, the element of humble service has accentuated the celebration of the foot-washing rite in the United States over the last decade or more. In this regard, it has become customary in many places to invite both men and women to be participants in this rite in recognition of the service that should be given by all the faithful to the

Church and to the world. Thus, in the United States, a variation in the rite developed in which not only charity is signified but also humble service. (BCL, Vol. XXIII, February, 1987)

It goes on to say:

While this variation may differ from the rubric of the *Sacramentary* which mentions only men (*virii selecti*), it may nevertheless be said that the intention to emphasize service along with charity in the celebration of the rite is an understandable way of accentuating the evangelical command of the Lord, “who came to serve and not be served,” that all members of the Church must serve one another in love. (BCL, Vol. XXIII, February, 1987)

In the Archdiocese of Cincinnati, it has been the custom of priests to wash the feet of a representative group of parishioners: men, women, children, persons with disabilities, the elderly, etc.

UPCOMING WORKSHOPS

Preaching Institute: Co-sponsored by the Offices of Worship, Diaconate, Priestly Formation, and the Athenaeum of Ohio/Mount St. Mary’s Seminary, June 22 – 25, 2009. Brochures are in the mail. For more information and access to online registration, please see www.catholiccincinnati.org/worship and the Priestly Formation Office section of this issue of *Clergy Communications*.

LAUDATE: Forming Youth for Music Ministry: June 15 – 18, 2009 at Bergamo Center for Christian Living, Dayton, OH. Updated information and registration forms are available at www.catholiccincinnati.org/youthmin/laudate.

OFFICE OF YOUTH & YOUNG ADULT MINISTRY (OYYAM)

Please see the OYYAM home pages for more information on current activities

- Young Adult Ministry: www.catholiccincinnati.org/yamin.
- Youth Ministry: www.catholiccincinnati.org/youthmin.

CAST YOUR NETS! UPCOMING YOUTH VOCATIONS PROGRAM

Cast Your Nets! Northern Area - Holy Redeemer Parish, New Bremen on Sunday, April 19, 2009, 5:30 - 9:00 p.m.

“WILL OUR KIDS HAVE FAITH?” PRESENTATIONS – Online Info & Scheduling

Visit the OYYAM website for information and a schedule of upcoming presentations at parishes across the Archdiocese (more than ninety have been scheduled so far, and word is spreading.) The presentation is best scheduled in conjunction with sacramental preparation or other gatherings of parents (e.g., Parent-Teacher Organizations, Athletic Boosters, etc.). The presentation is also suited for in-services for parish staffs and elementary school faculties.

“WILL OUR KIDS HAVE FAITH?” FOLLOW-UP

Contact your regional OYYAM to schedule follow-up sessions with parents to help them explore how to better rear their children in the Catholic faith. A typical follow-up would include a facilitated dialogue with parents and specific, practical suggestions for sharing their faith with their children.

THEOLOGY ON TAP IN YOUR AREA?

One of the best ways to ignite young adult ministry in your area is to sponsor a Theology on Tap speaker series. Contact your regional OYYAM to learn how, and to get started.

THINKING ABOUT HIRING A YOUTH MINISTER?

Contact your regional OYYAM for important information and assistance.

MULTIPLY YOUR MINISTRY COURSE

Sean Reynolds will be teaching a course at the University of Dayton, scheduled for June 22 - July 3, 2009, on growing an engaged parish and recruiting, nurturing and managing volunteers. Contact your regional OYYAM for more details, or visit the website of the University of Dayton to register. Note that this course is for all pastoral ministers, not just youth ministers.

ARCHDIOCESAN SUMMER YOUTH PROGRAMS

Be sure to mark your calendars and pass along the word about these upcoming summer opportunities:

- ***Junior High Summer C.A.M.P.*** (Catholic & Mighty Proud): June 12-14, 2009.
- ***Laudate: Forming Youth for Music Ministry:*** June 15-18, 2009. For additional details, please see please see the Worship Office section in this issue of *Clergy Communications*.
- ***TACKLE (Teens Advocating Change through Knowledge, Leadership & Experience):*** June 21-26, 2009.

PRIESTLY FORMATION OFFICE

SPRING PRIESTS' RETREAT

Father Bill Sheehan, OMI, will offer the retreat from Monday, March 16 through Friday, March 20, 2009, at the Spiritual Center of Maria Stein Retreat House. Last minute registrations can be called into the Priestly Formation Office.

CHRISTIAN THEOLOGY AND INCULTURATION ETHICS

Father Simon Kofi Appiah, Director of the Diocesan Formation and Counseling Centre in the Diocese of Jasikan, Ghana, will offer the George C. Findley Memorial Lecture on Wednesday, March 18, 2009, at 7:30 p.m. in the Bartlett Center of the Athenaeum of Ohio/Mount St. Mary's Seminary.

ANNIVERSARY DINNER FOR PRIESTS

Monday, May 4, 2009 at Bergamo Center.

ORDINATION TO THE PRESBYTERATE

Saturday, May 23, 2009 at the Cathedral of St. Peter in Chains.

FIRST-TIME PASTORS WORKSHOP

Monday, June 1 through Thursday, June 4, 2009, at the Athenaeum of Ohio/Mount St. Mary's Seminary in Cincinnati.

INSPIRED BY PAUL: FORMING A COMMUNITY OF DISCIPLES THROUGH SUNDAY PREACHING

Father Ron Knott Director of the Institute for Priests and Presbyterates at St. Meinrad, and Father James Wallace, CSsR, Professor of Word and Worship at Washington Theological Union, will be the keynote speakers for the Preaching Institute to be held **Monday, June 22 through Thursday, June 25, 2009** at the Athenaeum of Ohio/Mount St. Mary's Seminary in Cincinnati. **Father Knott** is a priest of the Archdiocese of Louisville. He has published collections of his homilies, as well as books on the ministry of priests. He is a much sought after lecturer to priests in this country and internationally. Redemptorist **Father Wallace** has been teaching homiletics since 1973, at Mt. St. Alphonsus in Esopus, New York, at Maryknoll Seminary in Ossining, New York and at Immaculate Conception Seminary in Darlington, New Jersey. On the faculty of the Washington Theological Union since 1987, he is well known for his several books and many articles on the ministry of the Word. Registration brochures should arrive any day if they have not arrived yet.

JUNIOR CLERGY OVERNIGHT

On Monday and Tuesday, September 14 and 15, 2009 the ordination classes of 2006, 2007, 2008 and 2009 will meet at the Seminary.

STATEWIDE CONVOCATION

An unprecedented gathering of priests from all over the State of Ohio will be convened by the Bishops of Ohio on Thursday afternoon through Friday morning, November 5 and 6, 2009. It will be an opportunity for priests to reflect together on their ministry to engaged and married couples, in light of the upcoming pastoral letter on marriage being prepared by the United States Conference of Catholic Bishops. You will find a flyer announcing the Statewide Convocation in this issue of *Clergy Communications*. Please mark your calendars now; the actual registration brochure will be mailed in late August.

DEPARTMENT OF EDUCATIONAL SERVICES

OFFICE OF EVANGELIZATION AND CATECHESIS

HOW TO PRAY WITH SCRIPTURE

The Office of Evangelization and Catechesis is sponsoring a series of workshops on *Lectio Divina*, presented by scripture scholar and author Stephen Binz. The evening workshops are directed toward a general parish audience while the day workshop will be tailored to parish staffs and those in leadership positions. A printable brochure and bulletin announcement are included in this issue of *Clergy Communications*.

DEPARTMENT OF COMMUNITY SERVICES

CATHOLIC SOCIAL ACTION OFFICE

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT (CCHD) INTERNSHIP AVAILABLE FOR 2009-2010

We are looking for a young person of faith, age 18 to 30, who would like to serve as an intern for the Catholic Campaign for Human Development, the Catholic Church's domestic anti-poverty program. The intern will work out of the Catholic Social Action Office in downtown Cincinnati (100 E. 8th St.). **Responsibilities:** Promote the Catholic Campaign for Human Development and its Poverty Awareness program. Good communication skills required. **Duration:** 13-15 hours per week, Fall 2009 (12 weeks), Spring 2010 (12 weeks). **Stipend:** \$10.00/hour. **To receive an application** or for further information, please contact: Tony Stieritz at 513.421.3131x2660 or csa@catholiccincinnati.org. Applications are due by March 25, 2009.

REGIONAL IMMIGRATION CONFERENCE: MARCH 28, 2009

The United States Conference of Catholic Bishops and the Justice for Immigrants campaign will be holding a regional training on immigration at the Kings Island Resort and Conference Center (5691 Kings Island Dr., Mason, Ohio) March 26-28, 2009. It covers the states of Kentucky, Indiana, Ohio, Michigan, and West Virginia. Topics include policy overviews and myths and facts, communications training, organizing in your diocese and in parishes, and advocacy tips. The registration fee is \$75 and lodging costs are \$75 for a double room. Please consider attending and please spread the word. More information and registration can be found at: <http://guest.cvent.com/EVENTS/Info/Summary.aspx?i=93e21adf-1b64-41ee-8355-b08c0ff9d36>.

GOOD FRIDAY WALK FOR JUSTICE AND PEACE

The 25th Annual Walk for Justice and Peace will occur in downtown Dayton on Good Friday, April 10, from noon to 2:00 p.m., beginning at Courthouse Square, Third and Main Streets. The walk follows the Stations of the Cross with stops at sites related to a social justice issue. The walk is sponsored by 30 churches, faith communities and social justice organizations, including the Catholic Social Action Office in Dayton. The walk ends at the river and will be held rain or shine. For more information call the Dayton Catholic Social Action Office, 937.224.3026.

LEGISLATIVE ADVOCACY DAY: APRIL 29, 2009

Would you like to be an advocate for the unborn, poor and marginalized, family farmers, and many others of special concern to Catholic Social Teaching? The Archdiocese of Cincinnati Catholic Social Action Office is organizing a contingency of Catholics to participate in the Catholic Conference of Ohio and the Ohio Council of Church's Legislative Advocacy Day on April 29, 2009 in Columbus from 2:30 to 6:30 p.m. This is a wonderful opportunity to be an advocate for the poor and vulnerable in our local communities who are impacted by state policies and its budget. The day will begin with a prayerful gathering at Trinity Episcopal Church (across from the Statehouse). This will then be followed by coordinated visits to our state legislators at their offices. The day will conclude with a reception and plenary presentation in the Statehouse Atrium by key legislators and administration officials. The cost is \$25 per person/\$10 per student, and some scholarships are available to those with need. Please see the enclosed flyer

included with this issue of *Clergy Communications* for more information. The Catholic Social Action Office will be organizing carpools from several locations throughout the Archdiocese. If you register per the instructions on the flyer through the Catholic Conference of Ohio or CSA Office, you will be contacted about participating in one of these carpools.

DEPARTMENT OF STEWARDSHIP

CATHOLIC MINISTRIES APPEAL (CMA) PARISH ANNOUNCEMENT AND COMMITMENT WEEKENDS

The **2009 CMA Announcement weekend is March 7-8, 2009. Commitment Weekend is March 14-15, 2009. Please utilize the Parish Procedural Guide** for conducting the appeal in your parish. Page 44 of the Guide offers a concise, best practices checklist for parishes. Direct mail letters from Archbishop Pilarczyk will be reaching parishioners' homes the week of March 9-13, 2009. Thank you for your leadership in conducting the CMA in your parish. Additional pledge packets or materials are available from our office by contacting Sara Cook at 513.421.3131. Please contact Brian Doyle at bdoyle@catholiccincinnati.org or 513.578.9212 if you have any additional questions.

CMA POSTER GRAPHIC

Sunday Bulletin covers of the CMA poster graphic are also available to parishes for the month of March through Diocesan Publications Inc. (DPI) and Liturgical Publications Inc. (LPI). Parishes that use these two companies for their Sunday bulletins can access and choose the bulletin covers via their web-based formats. For DPI customers, the option to choose the cover will be one of the options to choose when selecting the bulletin cover through the normal process. For LPI customers, the cover can be accessed on the Art & Media Portal (their clip art repository) by searching for the keyword "Cincinnati." Any parish that utilizes a Sunday bulletin company other than these two companies can still use the cover through LPI. Simply go to www.Portal.4LPi.com and click the button that says "register." In the Church ID field, enter "CINOH" and complete the rest of the form with your information. Once you click "Register" your account is active for 90 days, free of charge. There is no additional obligation to use LPI. If you have already created an account to utilize Archbishop Schnurr's welcome cover, those accounts are still active.

PARISH STEWARDSHIP

The 12 parishes that conducted the Grateful Believers Parish Stewardship Enhancement Initiative have reported that parish stewardship is taking hold in the life of the parishes and they are seeing growth in a number of areas. Michael Vanderburgh and Brian Doyle are available for consultation with any parish that is interested in instituting parish stewardship. Contact us today for resources, presentations or a beginning conversation.

2009 STEWARDSHIP CONFERENCE

The Archdiocese of Cincinnati is hosting the "Our Sunday Visitor" national stewardship conference on June 24-26, 2009 at the Hilton Cincinnati Netherland Hotel. Come meet with clergy, parish staff, and volunteers from many different states – all gathered to share best practices on engaging and leading the faithful. All parishes should have received flyers and

brochures detailing the Loaves and Fishes, Living Catholic Stewardship Conference. **We encourage clergy and staff from ALL parishes and institutions to attend this excellent conference. The Stewardship Department will reimburse \$100.00 of the conference fee and \$100.00 of the hotel room expense for anyone who lives or works in the Archdiocese.** Reimbursement forms will be available at the conference. Register at www.osvenvelopes.com today to save an additional \$100.00 with early registration.

MISCELLANEOUS

MELCHISEDECH OPEN ANNUAL GOLF TOURNAMENT

Save the date! The 45th Annual Melchisedech Open will be held on Monday, August 3, 2009 at the Pipe Stone Golf Club in Miamisburg, Ohio. Further information will appear in *Clergy Communications* in subsequent months.

PIANO DONATION

An upright piano manufactured in the late 1970s by Lesage Pianos, Ltd, Canada is being offered as a donation to any church or school. The oak finish looks like new; the piano is in excellent condition and a bench is included. Arrangements will need to be made to pick up the donation. Please contact Doug Lucy, a St. Susanna Parishioner at dwl@lucyfamily.com, 513.234.0446, or 513.225.8457.

**Please submit articles for the April *Clergy Communications*
before March 24, 2009
Thank You.**

Clergy Communications is a monthly publication of the Archdiocese of Cincinnati at
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www.CatholicCincinnati.org. E-mail: Communications@CatholicCincinnati.org.

BULLETIN ANNOUNCEMENT SHEETS

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 **513.421.3131** or **1.800.686.2724** as well as the victim'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 1.866.294.5256 or by visiting the website www.ethicspoint.com. There is also a link on the archdiocesan website, www.CatholicCincinnati.org, under the label "To Report Financial Misconduct."

(Please run through March 8)

WELCOME WEEKEND at Mount St. Mary's Seminary provides an opportunity for men, college age and older, who are interested in pursuing the priesthood, a chance to visit the seminary of the Archdiocese of Cincinnati, experience the daily schedule, and meet our current seminarians. The events begin at 7:00 p.m. Friday, March 13 and continue through 7:00 p.m. on Saturday, March 14, 2009. Those interested in attending can register online at <http://cincinnati vocations.org/frm032709.php>, or call the Vocation Office at 513.421.3131x2890.

(Please run March 22 - April 12)

LIVE IN WEEKEND for high school juniors and seniors who are interested in pursuing the option of college seminary will be held at the Pontifical College Josephinum from April 16-18, 2009. The Live In begins on Thursday afternoon, runs through Saturday dinner, and provides the opportunity for young men interested in the priesthood to meet current seminarians, sit in on classes, and experience the prayer life of a college seminary. For more information, please see <http://cincinnati vocations.org/frm041609.php> or call the Vocation Office at 513.421.3131x2890.

(Please run March 22 – April 12, especially parishes in the Northern area)

CAST YOUR NETS is coming back to the northern part of the Archdiocese of Cincinnati on Sunday, April 19, 2009, at Holy Redeemer Catholic Church in New Bremen, Ohio. The program begins at 5:30 p.m., and includes Mass with Fr. Kyle Schnippel, a keynote address by seminarian Dan Hess of Coldwater, music by John Paul Hebert and other activities for youth to engage their faith. Please register at: <http://www.catholiccincinnati.org/youthmin/CYN/> or through the youth minister at your parish.

(Please run March 22 - April 19, especially parishes in the Northern area)

The first **ANDREW DINNER** sponsored by the Archdiocese of Cincinnati will be held on Wednesday, April 22, 2009, at Holy Angels in Sidney. Young men, juniors in high school and older, are invited to join this evening with Archbishop Dennis Schnurr to explore the possibility

of the priesthood. For more information, contact the pastor or call the Vocation Office at 513.421.3131x2890.

CINCINNATI CATHOLIC WOMEN SCHOLARSHIPS

The Cincinnati Catholic Women are accepting applications for two \$3000 *Continue With Confidence* scholarships to be awarded in June 2009. Active, practicing Catholic women, age 25 or older, who are beginning or continuing an undergraduate degree at any Greater Cincinnati area accredited college, university, or vocational school are eligible to apply. The recipients must be currently enrolled in classes or registered to start classes by September 2009. This scholarship is awarded based on financial need and parish or community volunteer service. Mount St. Joseph College is offering a matching grant for recipients who enroll at the Mount. Deadline for application is April 15, 2009. For information or to receive an application packet, please call Bunny Jacobs at 513.561.5523. Application documents may also be downloaded from <http://www.cincinnatiatholicwomen.org/>.

LECTIO DIVINA is a traditional way of studying Scripture and deepening our spirituality. It is a prayer process that transforms us by God's spirit working through scripture. The Archdiocesan Office of Evangelization and Catechesis is sponsoring a workshop entitled *Conversing with God in Scripture: A Contemporary Approach to Lectio Divina*, presented by scholar and author Stephen Binz. Come learn more about this ancient and contemporary prayer practice by attending one of the workshops to be held on Wednesday May 6, 2009 at Good Shepherd Parish, Cincinnati or Thursday, May 7, 2009 at St. John the Baptist Parish, Tipp City. Both evenings are 7:00 – 9:00 p.m. and the cost is \$15. Contact the Office of Evangelization and Catechesis for more information and registration, 513.421.3131, or 937.223.4075, or register online at www.catholiccincinnati.org/oec/Upcoming_Event.htm#Lectio.