

**Parish Business Managers and Mission Office Members:  
Enhancing our working relationship to empower  
parish staffs and members to live out Jesus' call to mission**

FROM: PARISH BUSINESS MANAGERS ASSOCIATION MEETING,  
Wednesday, September 20, 2006,  
Sacred Heart Church, New Carlisle, Ohio  
(Presented by the Mission Office Staff)

**What is the Mission Office?** Like all Roman Catholic mission offices in dioceses around the world, we are canonical in nature and charged with the empowering parishes to assume their privileges of promoting the mission of Jesus and the Church.

**Priorities of the Mission Office?**

- **Facilitate Missionary Services:** helping our archdiocesan priests, seminarians and lay missionaries to serve in mission areas.
- **Connect with our missionaries:** maintaining relationships with those from our archdiocese serving in mission areas, helping plan and lead immersion trips, and supporting our returned missionaries.
- **Develop mission awareness in parishes and schools:** facilitating and enhancing parish twinning relationships and promoting enthusiasm for mission in our schools and religious education.
- **Promoting spiritual and financial support for mission by:**
  - **Accepting bequests, monthly and designated donations, Mass stipends.** (No percentage is taken from these types of donations. Mass stipends are usually sent to missionaries from our diocese, unless otherwise designated.)
  - **Organizing the Missionary Co-op Plan (MCP),** which was designed by the U.S. bishops to enable missionary religious orders to orderly collect funds from U.S. parishes. MCP also encourages parishioners to meet missionaries and learn about the gifts and needs of Catholics around the world. More details for parish business managers below.
  - **Promoting the Holy Father's Pontifical Mission Societies (PMS).** We are the local PMS diocesan branch office made up of four mission societies:
    - **The Society for the Propagation of the Faith that gathers funds worldwide especially on the annual (WMS) World Mission Sunday, October 22** to support 1,150 mission dioceses. Our parishioners' donations help these struggling dioceses to fund all their day-to-day pastoral, catechetical, sacramental, and ecclesial efforts. Many mission dioceses receive \$35,000 annually from this WMS fund, their major source of income, while most priests receive little or no salaries. (PMS also raises funds from Advent and Lenten direct mail appeals.) See more details below for Parish Business managers.
    - **The Holy Childhood Association (HCA)** encourages our children to share their faith and donations to support children's projects in these mission dioceses. Funds are used to build Catholic schools for the poor, develop religious education programs, etc.

- **The Society of St. Peter Apostle** which seeks funds to support the formation of men and women candidates for the religious life in mission dioceses. (This is the summer direct mail appeal.)
- **The Missionary Union of Priests and Religious** is a spiritual and educational apostolate. Its purpose is to inspire priests, religious men and women, pastoral leaders and those responsible for catechesis and religious education to better animate others to share their faith and to be missionaries themselves and to support the missionary work of the Church worldwide.
- **For more information about PMS, World Mission Sunday, HCA go to: [www.worldmissions-catholicchurch.org](http://www.worldmissions-catholicchurch.org) or contact the Mission Office at (513) 421-3131.**

### **Who are we as a Mission Office staff and our major office responsibilities?**

(10 years ago there were seven office members, now we have four.)

- **Office manager: Anna Ramsey**, who receives and disburses Mass stipends, co-ordinates PMS and WMS collections with Mike, produces annual financial reports on parishes' and individuals' donations, issues checks, etc.
- **Administrative assistant: Melonise Knight**, who co-ordinates most of the Missionary Co-op Plan (MCP) with Mike, handles deposits and thank you's, mailings to our pastors and missionary orders and dioceses, etc.
- **Associate Director: Teresa Phillips**, who maintains our support and connections with our missionaries, promotes Holy Childhood Association and mission animation in schools and PSRs, helps Mike promote parish twinning, webmaster, etc.
- **Director: Dr. Mike Gable**, who directs and co-ordinates with the staff the office's responsibilities of: financial support, missionary support, parish twinning, mission education, and publicity. He also works with the Mission Office Advisory Board to help analyze and evaluate the work of the office.

### **Important information for Parish Business Managers:**

#### **1) World Mission Sunday**

- **As pointed out by Fr. Joseph Binzer, Chancellor:**
  - "...The entire offertory collections on the designated days shall be sent to the Chancery for forwarding for the designated purpose. There shall be no second collections on these days, (which includes the) Mission Sunday Collection." *The Archdiocese of Cincinnati Temporal Affairs Document of 1995, Section 84, pages 18 and 19*
  - "...This (World Mission Sunday) collection is to be diligently (immediately and entirely) transmitted afterwards to the diocesan curia (chancery via the Mission Office). *Canon law # 1266 and 1267.*
- WMS promotion packets that include collection forms & envelopes are sent to all pastors by early September of each year...for your convenience.
- **Please send all WMS collections promptly and addressed to the Mission Office, 100 E. Eighth St., Cincinnati, Ohio, 45202.** Again, please do NOT send this collection addressed to 'Chancery Office' or the PMS office in New York. The Cincinnati Mission Office first needs to properly record these donations for the PMS national office in New York and the Vatican before forwarding these collections.

- ALL donations collected by the Mission Office are forwarded to the Archdiocesan Finance Office for deposit.

## 2) Missionary Co-op Plan (MCP)

- **MCP is mandated for every parish** in the 1971 Synod of the Archdiocese of Cincinnati, page 121, under “The Document on Missions” section # 39 – 41.
- **How MCP selections are made:** About 200 missionary religious orders, mission dioceses, and lay mission groups apply every year by our November 30 deadline. We can only accommodate about 60 of them. This is done so that each selected mission group can take up donations in at least three parishes. Our MCP selection committee, made up of returned missionaries, Mission Office Advisory Board members and ordinary parishioners, recommend the best 60 groups and are then selected and approved by the Mission Office Director, Dr. Mike Gable, Bishop Moeddel and Archbishop Pilarczyk.
- **How MCP selections are assigned:** After the selections are made and approved, Melonise Knight and Dr. Gable assign these mission groups to pastors, attempting to provide missionary priests every other year. Pastors are then given two weeks to approve their MCP assignment or request changes.
- **MCP and Twinning?** As parish twinning is an optional and admirable extra mission responsibility, twinning cannot replace World Mission Sunday or MCP collections. If twinning partners wish to apply to join the MCP process, they need to be willing to accept three parishes. Applications are available from our website at: [www.catholiccincinnati.org/mission](http://www.catholiccincinnati.org/mission) and click on “MCP.”
- **MCP guidelines/expectations for pastors and MCP guest speakers?** Contact Mission Office if interested in this information.
- **Please send all MCP collections promptly and addressed to the Mission Office, 100 E. Eighth St., Cincinnati, Ohio, 45202.** Please do **NOT** send this collection to Chancery Office, to the MCP guest speaker nor directly to the missionary order or mission diocese. We also need to properly record these for the PMS national office in New York and the Vatican. Like many mission offices, 10% is taken from each MCP collection before it is sent on to the missionary order or mission diocese in order to help some of the other mission groups that were not selected.
- **“Letters of suitability”** have now been mandated by Fr. Binzer for ALL MCP speakers next year, 2007. This means all mission bishops and leaders of missionary orders that have been selected by the MCP committee must now mail or fax those letters to all our pastors **prior** to the arrival of their MCP guest missionary speaker in the parish. The mission bishops and leaders of missionary orders will also need to send copies to the Mission Office.
- **MCP training program will be mandatory** for all those who will be speaking for the first time in our archdiocese. The Mission Office will provide this training on Friday noon to Saturday noon, June 1-2 and June 8-9, 2007 at the Comboni Mission Center, Cincinnati, Ohio. This helps to insure better MCP appeals. Please notify the Mission Office of especially positive or negative MCP experiences as that helps to determine future MCP selections.

*To better serve you and your parish....*

Phone us at: (513) 421-3131

E-mail us at: [mission@catholiccincinnati.org](mailto:mission@catholiccincinnati.org)

Check our website about Guidelines for Youth Trips, Parish Twinning, Missionary speakers, Lay Missionary Opportunities, MCP, etc. [www.catholiccincinnati.org/mission](http://www.catholiccincinnati.org/mission).

**Note! Lunch!!...** Mike enjoys meeting parish staffs to see how the Mission Office can better serve our parishes. May he have or bring lunch to you and your parish staff? Just call.

**Consider a domestic or overseas immersion trip!** Dialogue and learn from our missionaries and fellow Catholics in mission dioceses. Become more Catholic = universal. See the Spirit at work.

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**By the way, do you know there are now more Christians in the “South” than the “North”?**

“Oh, isn’t it sad that the church seems to be dying?!” We often hear that lament in western countries. In fact, between 1970 and 1985, some 4,300 people a day were leaving Christian churches in Europe and North America. But note the rapidly changing *global* shifts! Yet, over the same period, there were 16,500 conversions to Christianity a day in Africa, yielding an annual growth of some 6 million new African Christians. In Roman Catholicism, more than half of all adult baptisms in the world, generally considered the most reliable indication of conversions, are in Africa alone.

**In 1900**, there were 459 million Catholics in the world, of whom 392 million were found in Europe and North America, and just 67 million scattered across the rest of the planet, principally in Latin America.

**However, in 2000**, there were 1.1 billion Catholics in the world, with 380 million in Europe and North America, and almost 800 million in the global South. Roughly half of the Catholics in the world today live in Latin America alone. By 2025, only one Catholic in five in the world will be a non-Hispanic Caucasian. Population growth explains some, but not all, of this expansion. The last half-century has also witnessed a striking wave of adult conversions to Christianity, especially in Africa.

From John Allen, *National Catholic Reporter*, June 16, 2006

**Consequently, mission efforts today need to be more mutual, realizing that Christians in the “South” have much to enrich us in the “North!”**