

**GUIDELINES FOR THE
MISSION OFFICE**

Title I

STATEMENT

1. As a visible manifestation of the missionary charism of our Society and as a sign of commitment to the cause of missions, the Atlantic Province established the Mission Office in 1971. Everyone associated with the Mission Office should therefore reflect a commitment to the principles upheld by the Missionaries of the Precious Blood of the Atlantic Province and, more broadly, the beliefs and values of the Catholic Church.
2. Therefore, the Mission Office is established by our Provincial Statutes as well as by Provincial Norms and Guidelines. (Cf. Statutes Title V, No. 54,c; Section III).
3. With this document the Atlantic Province sets forth guidelines for the Mission Office, its personnel and operation, both within the Province and in the mission field.

Title II

GENERAL NORMS

4. The Provincial Assembly has the authority to initiate or to terminate the activities of a mission project performed in the name of the Province.
5. The Provincial and his Council have the authority to extend or curtail a mission project and to modify these guidelines.
6. A yearly program of all activities and costs related to the operation of the Mission Office, including an annual budget, will be submitted to the Provincial Director and Council by the end of the calendar year.
7. The expenditures for any project shall not exceed the amount set forth in the Normative Texts or the Provincial Statutes and Provincial Customary.

Title III

ACTIVITIES OF THE MISSION OFFICE

8. The Mission Office raises funds through a variety of means, principally through mail solicitations, with special, though not exclusive, reference to ongoing support of the Province's involvement in various projects in Tanzania.
9. Fostering the spirituality of the Precious Blood, including promotion of the Union of the Blood of Christ, among volunteers, donors, youth and adult mission groups, lay missionaries and all others who collaborate in the activities of the Mission Office.
10. Advertise, recruit and train lay missionaries and mission groups for local and onsite collaboration in missionary projects.

Title IV

OFFICERS AND PERSONNEL

11. The Mission Office is administered by the Mission Director with the assistance of a Mission Committee.

12. The Mission Director shall
 - a) coordinate the entire operation of the Mission Office and act as supervisor for all employed personnel;
 - b) develop job descriptions for all personnel employed by the Mission Office;
 - c) coordinate and oversee volunteer activities;
 - d) appoint coordinators for mission groups and oversee their formation programs;
 - e) officially represent the Atlantic Province in matters pertaining to the Mission Office;
 - f) be responsible for the administration of the office;
 - g) ensure detailed records of every activity of the Mission Office are maintained and that a copy of all correspondence is kept on file using the same logo and letterhead for all official business;
 - h) ensure the will of the donor is respected regarding Mass intentions.¹

The Mission Director is not authorized to

- a) contract any debt, purchase or alienate goods nor make investments without the consent of the Provincial Director unless such items have already been listed in the annual budget;
 - b) accept wills or bequests without the consent of the Provincial Director;
 - c) engage in new activities without the consent of the Provincial Director.

12. The Mission Director is entitled to a yearly salary in an amount determined annually by the Provincial Director in consultation with the Provincial Council. Included in this salary are the expenses outlined in Provincial Statute 12b.

13. Personnel hired by the Mission Director to oversee day-to-day operations shall receive a salary commensurate with their expertise and duties.

14. The Mission Committee as mandated by Provincial Statute 59 consists of a) the Provincial Director, b) the Mission Director who serves as its executive officer, c) an at-large member of the Atlantic Province appointed by the Provincial Director, d) personnel employed by the Mission Office, and e) responsible laypersons appointed by the Provincial Director in consultation with the Mission Director.

15. The Mission Committee shall meet at least three times per year and shall be kept informed of planned activities, budgetary issues, and personnel matters.

16. Minutes of committee meetings are to be kept by the Mission Director.

¹ If a donor does not specify the number of Masses requested, the offering is considered to be \$20.00 per Mass. Masses not designated to be said in the mission field are property of the Province. The Mission Director is responsible for depositing and forwarding the respective stipends. Any funds received through the Mission Office for the Pious Union Mass Association are property of the Atlantic Province and shall be turned over to the Provincial Treasurer along with any unspecified Mass intentions.

TITLE V

GUIDELINES FOR MISSION GROUPS

17. Mission groups are open to any practicing Catholic of sound character, 16 years of age or older, male, or female, willing to make a commitment to the program and its projects.
18. Members of mission groups participate in a formation program lasting a minimum of two years, consisting of four designated weekends, one summer retreat and fund-raising activities for C.P.P.S. mission projects. Coordinators appointed by the Mission Director determine the dates and places for the program as well as needed speakers, priests, and other personnel.
19. Upon completion of the formation program, members of mission groups may apply to participate in a foreign missionary experience.

TITLE VI

GUIDELINES FOR LAY MISSIONARIES

20. Any adult Catholic, male or female, single or married, with a skill or profession, willing to complete a formation program and to sign a minimum three-and-a-half-year contract to work in a foreign mission setting on behalf of the Missionaries of the Precious Blood, Atlantic Province may apply to become a lay missionary.
21. The Mission Office assumes the following financial obligations for lay missionaries:
 - a) authorized travel to and from Canada including a one-month leave after the first and second contracted years;
 - b) negotiated remuneration and insurance;
 - c) room, board and transportation assigned through the Mission Office.
22. Lay missionaries are expected to practice the Catholic faith regularly including an annual retreat and to participate in periodic meetings with other lay missionaries for socializing and to discuss matters of mutual interest.

Approved in Council August 16, 2019