

**SECTION III**  
**MISSION OFFICE**

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### **GUIDELINES FOR THE MISSION OFFICE**

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# **SECTION III**

## **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.
2. Therefore, the Mission Office is established by our Provincial Statutes as well as by Provincial Norms and Guidelines. (Cfr. Statutes Title, V, No. 54,c; Section III)
3. With this document the Atlantic Province intends to set guidelines for its operation in the Province and in the Mission field.

## **TITLE II - GENERAL NORMS**

4. The Provincial Assembly has the authority to start or to bring to an end the activities in a foreign mission performed in the name of the Province, or in choosing a new territory.
5. The Provincial and his Council has the authority to extend or curtail the operation in a foreign mission, and to modify the guidelines for the operation of the Mission Office.
6. It is the choice of the Atlantic Province to help the Italian Province with their mission project in Tanzania by extending them our cooperation and full support.
7. Any other activity of the Mission Office to the benefit of other parties can be done with the consent of the Provincial and Council.
8. A yearly program of all the activities and cost of operation in the Province and in the missions will be submitted to the Provincial Director and Council.
9. The expenditures for any project shall not exceed the amount set forth in the General Statutes or Provincial Statutes.

## **TITLE III - ACTIVITIES OF THE MISSION OFFICE**

### 10. AT HOME:

- a. Fund raising through mail campaign.
- b. Collection of articles and supplies for the missions according to what is needed and necessary.
- c. Advertise, recruit and train young adults and lay missionaries for our projects.

### 11. IN TANZANIA:

- a. We assume financial responsibility and provide personnel to assure continuity of the following projects: Installation and maintenance of windmills within the territory of the Delegation of the Italian Province. (Other activities have to be approved by the Provincial Director and Council.)
- b. Approve and monitor the action plan for the drilling and care for the personnel in Tanzania.
- c. We waive the cost of drilling and maintenance of wells for the Delegation of the Italian Province. For other parties it is up to the Provincial Director and Council based on the financial condition of the Mission Office.
- d. Send containers with supplies and equipment to Tanzania either for our projects or because requested by the Italian Province through the Delegation.
- e. Discretionary trips in Tanzania by the Mission Director will be taken with the knowledge of the Provincial Director.

## **TITLE IV - OFFICERS**

12. The Mission Office is headed by the Mission Director with the help of a Mission Advisory Board. The Mission Director is the executive officer.
13. The Mission Advisory Board
  - a. The Board consists of the Provincial Director and Mission Director, *ex-officio*, a priest from the Province at large, and the lay people in charge of the different areas of operation of the Mission Office.
  - b. Lay people can be responsible for the following activities: office manager, warehouse manager, youth coordinator, adult coordinator, field coordinator. Each person cannot hold more than one position. The above positions are voluntary.

## **TITLE V - MEETINGS**

14. The Mission Committee shall meet at least three times per year, namely in January, May, September.
15. A yearly budget, projects, activities and programs shall be presented by the Mission Director to the Mission Advisory Board for their information at the meeting in January.
16. Minutes of all the meetings will be carefully kept by the Mission Director.

## **TITLE VI - SALARIES**

17. The Mission Director is entitled to a yearly salary of \$15,000.00, pension allowance in the amount of \$1,300.00, medical insurance, car expenses and any other official expenses.
18. Personnel hired by the Director of the Mission Office for the operation of the office shall receive a salary commensurate with their services.

## **TITLE VII - OPERATION**

### 19. Philosophy:

- a. Everyone who is part of the Mission Office represents the Society of the Precious Blood of the Atlantic Province. They are expected to share our spirituality and to promote our Community.
- b. In all our practices we uphold the morals and ethics of the Catholic Church, avoiding association with parties which might compromise the above values.

### 20. Uniformity:

- a. The same logo and letterhead shall be used by everyone for official business. A copy of all correspondence shall be kept on file.
- b. Detailed records shall be kept for every activity; the records will be available to the Provincial and Mission Director.



## **TITLE VIII - RESPONSIBILITIES**

21. The Director:

- a. Shall coordinate the entire operation of the Mission Office.
- b. Shall officially represent the Atlantic Province in matters regarding the Mission Office.
- c. Shall be responsible for the administration of the office.
- d. Cannot contract any debt, purchase or alienate goods nor make investments without the consent of the Provincial Director unless they are already listed in the budget.
- e. Cannot accept wills or bequests without the consent of the Provincial Director.
- f. Cannot engage in new activities for or in the Missions without the consent of the Provincial Director.

22. Office manager:

Responsible for Marketing and new avenues for fund raising.

23. Youth Coordinator:

Responsible for supervising youth formation and activities as listed in the Youth Guidelines.

24. Adult Coordinator:

Responsible for the formation of the adults as listed in the Adults' Guidelines.

25. Warehouse Coordinator:

- a. Will maintain an inventory of the material available
- b. Will be in charge of the security of the place.
- c. Will supervise the activities in the warehouse.
- d. Will monitor the collection of material useful to us.
- e. Cannot alienate supplies without the consent of the Director
- f. Cannot engage in activities with any party without the consent of the Director.
- g. Cannot organize expedition of containers without the consent of the Director.
- h. Use of the warehouse: The warehouse shall be used for storage, sorting, shipping, garage sales and over-nighters.

26. Field Coordinator: as the need arises.

## **TITLE IX - GUIDELINES FOR YOUTH**

### 1. GOAL:

The primary goal is to form young adults spiritually and in the knowledge and appreciation of our community.

The secondary goal is to give them missionary experience in a foreign land.

### 2. QUALIFICATIONS:

The program is offered to any young adult 16 years of age or older, male or female, practicing catholic, with no social problems, willing to make a commitment to the program and the projects.

### 3. PROGRAM:

- a. The formation program will be of minimum of two years, consisting of four designated weekends, one summer retreat and fund raising.
- b. The weekend program:
  - Will provide a faith experience.
  - Will include instructions on the C.P.P.S. Community, spirituality and work in the Missions.
- c. The purpose of fund raising is for the Mission projects.
- d. Dates and places will be set up on a yearly basis by the Director and Youth Coordinator.
- e. It will be the responsibility of the Director and Youth Coordinator to engage speakers, priests, or other personnel needed for the weekends.

## **TITLE X - GUIDELINES FOR LAY MISSIONARIES**

1. GOAL:

- The primary goal is to form adults spiritually and in the knowledge and appreciation of our community.
- The secondary goal is to give them missionary experience in a foreign land.

2. QUALIFICATIONS:

Any adult, male or female, single or married, with a skill or profession, willing to undergo a formation program and willing to sign a minimum three and a half year contract to work in the Missions on behalf of the Society of the Precious Blood, Atlantic Province.

3. IN THE MISSIONS:

- a. Duration of the contract is three and a half years.
- b. Trip from and to Canada paid by the Mission Office.
- c. Finances:
  - Financial remuneration Insurance and liabilities to be paid by Mission Office
  - Home live of one month during the three year contract, after the first and second year only.
  - Room, board and transportation while in the Missions will be assigned through the Mission Office.
- d. Spiritual growth: Sunday Mass attendance, reception of the Sacraments and yearly retreat.
- e. Monthly get-together socially with all the lay missionaries to discuss needs, planning, problems and relax.
- f. Cooperation with the Italian Province is a necessity.

These guidelines were approved by the Assembly of the Atlantic Province held in Niagara Falls, Ontario, April 1993.

## **TITLE XI - ADDENDA**

1. Mass Intentions coming through the Mission Office:
  - a. the will of the donor will be respected:
    - if it is stated for the Missions, the intention will be sent to the Missions;
    - if the request was for Masses in general, it will be considered property of the Province.
    - if the number of Masses is not specified, the offering is consider \$10 for each Mass.
  - b. The Mission Director is responsible of the Masses to be sent to the Missions held in a bank account "Precious Blood Society Masses Mission Office"
2. The Pious Union Masses are property of the Atlantic Province.
  - a. The name and the offering shall be turned over to the Provincial Treasurer.
  - b. The Provincial Treasurer is responsible of the Masses property of the Province held in a bank account "Precious Blood Society Masses Provincial Account."