

**T**his LSQ was originally scheduled for April 2008. As you know April 1, 2008 brought the announcement of our new bishop. Everyone has recuperated and all the programs, flowers, props, vessels and vestments have all been returned to their proper homes. Bishop Michael Duca is getting settled in the Bishop's residence and has been out and about in the diocese as well as taking care of office matters.

That means we are trying to get back to some normalcy and back on schedule. So it is that we now have the June 2008 LSQ.

This issue comes as a sort of wrap up issue with a number of articles that were submitted over a period of time that are very informative and should prove to be very helpful. Although there is not an obvious common theme among them, they all contain information that parish leaders should have at their disposal.

The list of manuals Rev. David Richter submitted should be available in each parish. The source of each handbook is noted at the end of the description. If it is published at the diocesan level, please contact the ministry listed as its source. The others can be ordered through a church supply house.

From the business side, Jill Braniff, the Business Officer for the Diocese, offers in depth answers to the most frequently asked questions regarding financial matters.

There is a gentle reminder that the minutes of various council minutes are needed and used for the good of the parish at the Chancery level. So please keep up the good work, or in case this is on the back burner, hopefully this will turn up the heat. Please send copies of minutes on a timely basis.

Speaking of turning up the heat, the political climate will continue to build to a crescendo in late summer and fall as the National Conventions are held and final candidates are selected to represent the different political parties. The Chancellor has reiterated some Dos and Don'ts regarding political activity at the parish level.

Of course, we take every opportunity to sing the praises of the Slattery Library. It is a wonderful resource center particularly for information that is Catholic as well as many volumes for sheer reading pleasure and enjoyment, current and past periodicals, videos, prayer aids, past *Catholic Connections* and the latest articles and information from the Vatican are available in the library along with all the other holdings.

Please enjoy, and as always your comments, questions, thoughts and opinions are welcomed. Please send them to Randy G. Tiller, Director of Mission Effectiveness, at the Catholic Center, or email: [rtiller@dioshpt.org](mailto:rtiller@dioshpt.org) or phone 318-868-4441, ext. 256.

Have a great summer! Randy G. Tiller, Director of Mission Effectiveness

Here is the link to the last Annual Diocesan Report that was published in the March Catholic Connection but is offered here again as a refresher as we began a new fiscal year. <http://www.dioshpt.org/connection/pdf/annualreport07.pdf>

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# 2

# Diocesan Handbooks, Manuals and Liturgical Publications

Very Rev. David Richter  
Vicar General

The following is a list of the Liturgical publications and Diocesan Handbooks and Manuals that should be available in every parish office and/or sacristy. These materials are primarily intended for the use of the priest, pastoral staff personnel and parish leadership to assist in the operation of and be of assistance in fulfilling the mission of the parish, diocese and universal church.

**Book of Blessings:** This book replaces the Roman Ritual used prior to Vatican II. There are blessings pertaining to persons, buildings and human activities, objects for us in churches, blessings related to feasts and seasons, and for various other needs. *(This may be purchased through a Catholic book publishing company).*

**Holy Communion and Worship of the Eucharist Outside Mass:** The ritual regulates the distribution of Holy Communion outside Mass, administration of Communion to the sick by an extraordinary minister, exposition and benediction, and Eucharistic processions. There are many texts available for readings and prayers. *(This may be purchased through a Catholic book publishing company).*

**Order of Christian Funerals:** This ritual directs the conducting of funerals at various points including those related to the vigil, the funeral Mass, the funeral liturgy outside Mass and the funerals of children. *(This may be purchased through a Catholic book publishing company).*

**Pastoral Care of the Sick:** This book offers the priest and others, as appropriate, the rites used for various circumstances including visits to the sick, visits to a sick child, Communion to the sick, anointing of the sick, pastoral care of the dying, the celebration of Viaticum, commendation of the dying and prayers for the dead.

*(This may be purchased through a Catholic book publishing company).*

**The Rite of Baptism for Children:** This book covers various circumstances in the parish: the baptism for several children, the baptism for one child, the baptism for a large number of children and the rite administered by a catechist. *(This may be purchased through a Catholic book publishing company).*

**The Rite of Christian Initiation of Adults:** This set of rituals prepares the priest, deacon, and team leaders to minister to catechumens, elect, candidates and neophytes through the various stages of Christian initiation. *(This may be purchased through a Catholic book publishing company).*

**The Rite of Confirmation:** This contains the texts for Confirmation within and outside Mass, Confirmation by a minister who is not a bishop and the sacrament as administered to a person in danger of death. *(This may be purchased through a Catholic book publishing company).*

**The Rite of Marriage:** The rite is celebrated in three forms: during Mass, outside Mass and for celebrating the marriage between a Catholic and an unbaptized person. As in other rituals, a wide variety of prayers and readings are provided. *(This may be purchased through a Catholic book publishing company).*

**The Rite of Penance:** This book presents the ways in which the Rite of Reconciliation is performed: the rite for individual penitents, for several penitents with individual confession and absolution, for several penitents with general confession and absolution, sample penitential services and a form of examination of conscience. *(This may be purchased through a Catholic book publishing company).*

**The Roman Missal (Sacramentary) and the Lectionary** are indispensable for the offering of Mass. *(These may be purchased through a Catholic book publishing company).*

**Sacramental Guidelines:** The 2004 edition takes each of the sacraments, introduces each one, and offers a brief history, diocesan policies, catechesis, and aides for celebration. There are also sections for common questions asked and for useful resources. *(Published by the Diocese).*

**Diocesan Cemetery Guidelines:** These norms include policies and procedures, personnel, care and maintenance, forms for revenues and expenditures construction and repair and records. *(Published by the Diocesan Business Office).*

**Journey with the Spirit:** A pastoral council hand book, this was published in 2001 and in approving this abrogated that which was presented in the Pastoral Council Handbook of 1994 and its previous edition of 1988. *(Published by the Diocesan O.M.E.).*

**A Quick Reference Handbook for Councilors:** An easy reference brochure prepared by the Office of Mission Effectiveness in June 2007. This covers most pertinent information regarding the various parish and church councils.

**Guidelines for the Finance Council:** A finance council handbook presented in a duo-tang folder originally issued in 1988 with several selected policies and guidelines pertaining to specific items updated. A complete update and re-edit are being processed. *(Not yet available).*

**Personnel Policies Manual:** Updated periodically by the Diocesan Human Resource Department. Last update was issued January 1, 2007.

**Handbook for Priestly Ministry:**  
*continued on the following page.*

# Political Activity and Our Catholic Churches

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Christine Rivers  
Chancellor

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Intended as a practical guide to priestly ministry was issued in May, 1995 and has had specific items updated as necessary. (*Published by the Vicar General's office*).

**Code of Pastoral Conduct:** This is intended for priests, deacons, pastoral ministers, administrators, staff and volunteers and was developed by the VIRTUS@ program of The National Risk Retention Group, Inc. (*Published by Diocesan Human Resources*).

**Sex Abuse Policy:** The Diocesan Policy Concerning Sexual Abuse of Minors by Clerics, Employees or Commissioned Volunteers was revised by the Diocese of Shreveport in 2006. (*Published by Diocesan Human Resources*).

**Policies Concerning Sexual Abuse of Minors by Clerics, Employees or Commissioned Volunteers:**

This is another in the series of the Quick Reference Handbooks. It was published by the Chancellor of the Diocese in January 2008.

**Journey:** The catechetical curricula and religious education guidelines currently used in the Diocese of Shreveport. Its use is intended in both Parish Religion Programs and in Catholic Schools.

**Youth Ministry Handbook:** (*Published by Campus, Youth and Young Adult Ministries*).

**Manual of Tribunal Procedures:** This manual is updated and produced for all priests, deacons and offices of the diocese. It is reviewed when new Marriage Guidelines are suggested and established by Decree of the Bishop of Shreveport. (*Published by the Tribunal*).

**Records Management Guideline:** This is published through the Office of the Chancellor regarding the retention and care of certain records particularly for archival purposes.

All parishes and churches in the Diocese of Shreveport are exempt from federal income tax under section 501 ( c ) ( 3 ) of the Internal Revenue Code. This section absolutely prohibits participation or intervention in political campaigns on behalf of or in opposition to any candidate for public office. As a result, certain political activities that might be appropriate for individuals must not be carried out by Catholic churches.

The Louisiana Conference of Catholic Bishops (LCCB) issued the Policy on the Distribution of Printed Materials and Electioneering in the Province of New Orleans in February 2007. The web site for the LCCB is [www.louisiana.nasccd.org/](http://www.louisiana.nasccd.org/). The Policy states:

All materials handed out on church property or distributed through church offices must have originated from one of three sources (1) the United States

Conference of Catholic Bishops, (2) the Louisiana Conference of Catholic Bishops, or (3) the local bishop.

The Catholic Bishops, both in Louisiana and on the national level, have offered helpful documents to assist in determining which activities are permitted during election campaigns and which are prohibited. These materials may be viewed on the web site of the United States Catholic Bishops and the Louisiana Conference of Catholic Bishops.

See specifically the 2007 Political Activity Guidelines for Catholic Organizations at <http://www.usccb.org/ogg/guidelines.shtml> and the statement, Forming Consciences for Faithful Citizenship, <http://www.usccb.org/faithfulcitizenship>. There is also the new Faithful Citizenship web site that provides a wide range of resources for prayer, worship, education, discussion and event planning ([www.faithfulcitizenship.org](http://www.faithfulcitizenship.org)).

## Do's and Don'ts for Parishes

- DO address the moral and human dimensions of public issues.
- DO share Church teaching on human life, human rights, and justice and peace.
- DO apply Catholic values to legislation and public issues.
- DO encourage parishioners to learn about issues and register to vote.
- DO NOT endorse or oppose candidates for political office.
- DO NOT distribute partisan campaign literature or voter guides under Church sponsorship.
- DO NOT make Church facilities, assets or other property available for partisan use.
- DO NOT invite only selected candidates to address your Church-sponsored group.

# 4

## Frequently Asked Questions about Insurance, Assessments and Business Matters

**Jill Braniff**

Diocesan Business Officer

The following are the more frequently asked questions from the parishes regarding insurance, assessment and other business matters.

If you have a question you think would be of interest and benefit to other parishes in the diocese, please forward those questions to the Office of Mission Effectiveness, attn: Randy G. Tiller, or email: [rtiller@dioshpt.org](mailto:rtiller@dioshpt.org). We will publish the questions and answers from time to time in subsequent editions of the Leadership Services Quarterly if they are of widespread interest and pertinent to the operations of the parishes. Mrs. Jill Braniff, Diocesan Business Officer, has supplied us with the answers to these business questions.

### **1. What are the financial reporting requirements from the parishes?**

Reports are due as follows: budgets are due on April 15th (or the closest business day), semi-annual financials (Balance Sheet & Income Statement-July through December) are due on January 31st (or closest business day), and annual financial statements (Balance Sheet & Income Statement-July through June) are due on July 31st (or closest business day).

### **2. How and to whom are**

### **requests for financial information made?**

Requests are made to pastors and bookkeepers or administrators. Sometimes a Finance Council Chairperson if that person prepares the financials.

### **3. When requested financial information, employee related information or statistical information is not forthcoming from the parishes where does the business department get the information?**

We continue to contact the pastor until the needed information is received. Sometimes it takes a letter from the Bishop to get the information.

**Property and liability insurance premiums are allocated based upon the respective property values of each parish.**

### **4. How is the assessment for each parish determined?**

*a. What account numbers on the chart of accounts are used in determining the assessment?*

The parish chart of accounts is available to all the parishes whether they keep books in

Shelby, Quick Books, Quick Books Pro or other software to help set up their account structure to parallel that of the diocese. A copy of the Chart of Accounts can be requested through the Business Office if the Parish Bookkeeper or Secretary does not have a copy.

*b. How many accounts are exempt from the assessment calculation?*

The Chart of Accounts is divided into taxable and non-taxable accounts.

*c. Who determines the assessment rate?*

The rate(s) were established in the early years of establishing the diocese. It was determined after consultation with various consultative councils and then decreed by the Bishop.

### **5. How are premiums charged to the parishes determined for property and liability?**

Property and liability insurance premiums are allocated based upon the respective property values of each parish. This is why it is so important that parishes manage their property and maintain proper upkeep. Parishes should assess periodically the state and condition of the property, buildings and grounds and bring potential problems

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to the attention of the various councils and the pastor.

*a. Is there an experience factor considered for each parish?*

Of a sort, yes! Experience factors such as number of claims and cost of claims are used to determine any discounts or increases.

#### **6. How are premiums determined for the parishes for Workman's Compensation?**

Workman's Compensation starts with a job classification or factor. (The diocese has two classifications primarily-one covers clergy, and most employees other than facilities/maintenance personnel.) Classifications are based on exposure to liability or chance of accidents.

That classification is then multiplied by the actual payroll amounts reported to the Diocesan Human Resources department.

When the classifications and rates are adjusted at year end for the upcoming fiscal year but based on the last fiscal year's salaries, the percentage of change is calculated for each parish. This is why the number of claims and amount paid out on claims is considered on a per parish basis. So it is safe to say that one parish does not suffer nor pay for the problems

in another parish. Other factors affecting the overall changes in rates deal with the economy, legislature, location and exposure to risk.

*a. Is there a modifier rate as there is in private business?*

There is not a modifier rate.

#### **7. In the private business world, insurance premiums are usually pro-rated if situations change during the year and they don't seem to change in church; why not?**

The particular insurance the diocese has does not allow for mid-year adjustments either discounts or increases. Several layers make up our insurance premiums, and those layers cannot be adjusted mid-year so premiums are not adjusted.

#### **8. If the business office prefers the parishes to use Shelby software for bookkeeping purposes why doesn't the business office provide the parishes with the software and the necessary training for the operators especially for the smaller parishes that cannot afford the software and the annual update fees when it is often volunteers keeping the financial records?**

The diocese does not mandate the use of any specific accounting

software. The diocesan business office supports and encourages the use of Shelby software

**Experience factors such as number of claims and cost of claims are used to determine any discounts or increases.**

because the business office uses Shelby. The business office is the first line of inquiry for all Shelby users, and we do provide one-on-one training for users who ask for it. When a location purchases Shelby they are provided basic training. The Shelby Software presupposes that users have some formal accounting knowledge in order to understand how the system works.

Whatever accounting software system is used, the parishes should always hire individuals with accounting systems knowledge for their bookkeeping positions. Basic accounting skills and understanding can be tested with the use of an interview test that can be supplied by the Business Office. In the event that a parish is using Quick Books several of the associates in the Business Office can offer limited support of that software also.

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## The Library and Its Holdings

Deborah Smith  
Library Technician

### Slattery Library Website

<http://www.dioshpt.org/slattery/slattery.html>

**S**lattery Library offers individuals and parishes a variety of materials – books, periodicals, videos in VHS and DVD formats and audiotapes – for the study of the Catholic faith and the humanities that enrich Christian understanding and family entertainment. The library supports Diocesan ministries by purchasing suggested resource materials for the LIMEX and IRPS programs and other adult education. With the advent of a new library software system and more user-friendly program, the focus this year has been on upgrading the records in our shelf list to facilitate the quick and easy checking-out of materials. The catalog of print materials in the main section of the library is now fully accessible for use on the diocesan web site.

We have almost 10,500 volumes in our main and reference sections. And our VHS and DVDs total close to 1200. With most of our video collection on the website, the ability to search online for our entire collection will be completed this year.

Unlike most libraries, our collection of around 48 periodical subscriptions may be checked out by patrons. We display the current issues on a revolving display and have back issues in alphabetical order on book shelves. We have most of the publications from the USCCB (United States Conference of Catholic Bishops) and Papal documents.

Our Resource Center contains the publications approved by our Diocese. We have samples of catechetical resources for K-12 grades as well

as adult education and Hispanic ministry resources.

The library is available for small meetings or displays of materials for groups whose purposes relate to the mission of the library. We have a seating area that can accommodate large gatherings. We have a pull-down screen for slide presentations and a large TV with a VCR and DVD player.

Many patrons attended an exhibit of personal artwork by Sr. Marilyn

**The library supports Diocesan ministries by purchasing suggested resource materials for the LIMEX and IRPS programs and other adult education.**

Vassallo during Lent in 2006. More than 150 patrons attended an exhibit in honor of the Sesquicentennial of Holy Trinity Church in August 2006. And our St. Vincent Academy exhibit was a tremendous success from September to December 2007. Pictures from that exhibit are still being enjoyed on the Diocesan website and a small collection of SVA memorabilia will remain on display in the library.

## Meeting Minutes

Randy Tiller  
Director of Mission Effectiveness

**P**arish Pastors, Secretaries, PPC Chair and PFC Chair, Community Council Chair:

The beginning of a new fiscal year is always a great time to send a reminder concerning copies of minutes of various parish council meetings. The Diocese requests that these copies are sent on a timely basis. Many of the parishes are very good about seeing that the Chancery receives copies of the minutes, either by email to Christine Rivers, Chancellor or to Randy Tiller by mail or fax.

The minutes afford the Chancery the opportunity to remain current with the pulse of the parish and offer assistance regarding policies, procedures, clarifications, questions and protocols. These copies are not intended to be a historical record of the parish but rather informational. Each parish should maintain their own copies for archival purposes in their parish.

The information contained in the minutes assists the Chancery in forming a working profile of the parish. It also helps establish trends that can be used in determining areas of interest and concern in the parishes that may need to be addressed on a diocesan wide level, through publications, meetings, conferences, etc.

All the ministries at the Catholic Center are established primarily to serve the parishes and be a resource and assistance in their various areas to the parishes. This is a vital lifeline to the parishes.

Copies can be emailed to me at: [rtiller@dioshpt.org](mailto:rtiller@dioshpt.org); or [criverss@dioshpt.org](mailto:criverss@dioshpt.org). Mailed to our attention at 3500 Fairfield Ave, Shreveport, LA 71104 or even faxed to us at 318-868-4469. *(There is no need to send them to both of us, one will do fine. I extract the information from them so the Chancellor routes them to me.)*

Thank you for your continued support and cooperation.