



Diocese of Nelson

OUR PILGRIMAGE OF FAITH APPEAL

Statute

Our Pilgrimage of Faith Appeal is an annual appeal to the people of the Diocese of Nelson for financial support for diocesan projects not covered by donations to parish collections.

OUR PILGRIMAGE OF FAITH APPEAL PROGRAMS AND PROCEDURES

1. Communications

Catholic Mountain Star is published three times per year and is available to all registered households in the diocese. It is a vital resource to bring news and to foster unity within our diocesan family.

Diocese of Nelson Website: www.diocese.nelson.bc.ca provides up-to-date information about diocesan and parish schedules and programs.

Procedures

- Before May 1st each year, the Editor of the Catholic Mountain Star shall prepare and submit a budget for the following calendar year to the Diocesan Finance Department. Pilgrimage of Faith Appeal funding will be based on the submitted budget. All expenditures will be forwarded to the Catholic Pastoral Centre for processing.

2. Pastoral Programs

Youth Ministry

Approved expenses are reimbursed for initiatives in favour of youth at deanery (e.g. youth rallies, youth camps, parish youth initiatives), diocese (e.g., World Youth Day) and parish level.

Procedures

- Before May 1st each year, the Diocesan Youth Minister, each Deanery and each parish should submit to the Diocesan Finance Department a budget of anticipated initiatives to be undertaken for the upcoming year.
- For diocesan level initiatives, requests must originate with the Diocesan Youth Minister

or Office of Faith Formation; deanery level initiative requests must originate from the Deanery Dean; Parish level initiative requests must originate from the parish priest or youth minister.

- Each year the Pilgrimage of Faith Committee will establish a budget for expected initiatives for Diocesan, Deanery and Parish Level Programs based on the budgets submitted to the Diocesan Finance Department.
- At the completion of Diocesan and Deanery level events, reimbursement requests for each initiative should be submitted immediately to the Secretary, Pilgrimage of Faith Committee.
- Reimbursement requests for parish level initiatives should be submitted by July 30th for expenses incurred from January through June; and January 30th for expenses incurred from July through December.
- Grant monies will vary depending on the program but are generally 1/3rd of reasonable expenses.
- Reimbursement will be directed to the attention of the Dean for deanery related initiatives, and to the parish for parish related initiatives, upon verification of acceptable expenditures (see Form 2) by the Pilgrimage of Faith Committee at any of its scheduled meetings.
- All reimbursement requests should include:
 - a completed “Request for Reimbursement – Form 2”
 - digital worksheet (provided by the Pilgrimage of Faith Office) of all expenses (please note that food expenses are only considered at the Diocesan level.)
 - copies of all receipts

Office of Faith Formation

The Office of Faith Formation provides training programs for Catholic teachers and volunteer catechists, as well as programs of adult faith formation each year.

Procedures

- Before May 1st each year, the Director of the Office of Faith Formation shall prepare and submit a budget for the following calendar year to the Diocesan Finance Department. Pilgrimage of Faith Appeal funding will be based on the submitted budget.
- In the instance of training programs for Catholic teachers and volunteer catechists, costs of participation for religious educators should be shared equally between the Office of Faith Formation and the parish or school (there should be no cost to the lay volunteer).
- In the instance of diocesan programs of adult faith formation, costs should be shared equally among the Office of Faith Formation, the parish and the persons participating in the program.
- Parishes/schools shall submit their portions of training program costs to the attention of

the Office of Faith Formation.

Seton House of Prayer

Seton House provides retreats, spiritual direction, counseling and a peaceful environment for individuals and groups seeking spiritual growth.

Procedures

- Before May 1st each year, the Director of the Seton House of Prayer shall prepare and submit a budget for the following calendar year to the Diocesan Finance Department. Pilgrimage of Faith Appeal reimbursements will be based on the submitted budget.
- Reimbursement of authorized expenditures will be made by the Pilgrimage of Faith Committee at any of its scheduled meetings.

First Nations Ministry

Procedures

- Before May 1st of each year, the First Nations Pastoral Worker(s) shall prepare and submit a budget of anticipated expenses for the following calendar year to the Diocesan Finance Department. Pilgrimage of Faith Appeal reimbursements will be based on the submitted budget.
- Reimbursement of authorized expenditures will be made by the Pilgrimage of Faith Committee at any of its scheduled meetings.

Office of the Judicial Vicar

The Office of the Judicial Vicar works to assist those in our diocese who are in non-sacramental marriages helping them to regularize their marriages within the Church and welcome them to full sacramental practice within our faith community. The Office of the Judicial Vicar functions as part of the Vancouver Regional Marriage Tribunal. The Office of the Judicial Vicar continues to subsidize cases within our diocese.

Procedures

- Before May 1st of each year, the Judicial Vicar shall prepare and submit a budget of anticipated expenses for the following calendar year to the Diocesan Finance Department. Pilgrimage of Faith Appeal reimbursements will be based on the submitted budget.
- Reimbursement of authorized expenditures will be made by the Pilgrimage of Faith Committee at any of its scheduled meetings.

Social & Pastoral Programs

Rachel's Vineyard is a confidential post-abortion healing ministry extending the love, mercy and forgiveness of God to anyone suffering the heartache that may follow from an abortion choice. Project Rachel is for people from all walks of life and all backgrounds.

Grief to Grace is a psychological and spiritual program providing safety and support for anyone who has suffered degradation or violation through physical, emotional or sexual abuse or neglect. It is appropriate for those who have endured rape, incest or other forms of traumatic violation in childhood, adolescence or adulthood. It is also suitable for those who have suffered abuse by a member of the clergy. Grief to Grace provides a therapeutic staff and all treatment is based on a firm Christian foundation as well as sound medical and psychological principles and a perceptive understanding of trauma.

Other social and pastoral programs approved by the Diocese of Nelson may apply for assistance.

Procedures

- Before May 1st each year, the directors of each qualifying ministry shall prepare a financial statement of the previous calendar year together with a budget for the following calendar year to the Diocesan Finance Office.
- Based on this budget, a grant request for approval (Form 1) may be presented to any scheduled meeting of the Pilgrimage of Faith Committee.

3. The Catholic Independent Schools of Nelson Diocese (CISND)

The Diocese of Nelson has seven Catholic schools (six elementary schools, one secondary school). Each school is directed by a school council. The CISND Board exercises oversight and support for the seven schools. The Diocese of Nelson provides an annual grant through *Our Pilgrimage of Faith Appeal* to support the work of the CISND Board.

Procedures

- Before May 1st each year, the CISND Board shall prepare and submit a current financial statement together with a budget for its subsequent fiscal year to the Diocesan Finance Office.
- The Pilgrimage of Faith Committee will establish the schedule of transfers of grant monies available.

4. Clergy Pension Support

The St. Joseph Clergy Pension Association of the Diocese of Nelson was restructured in 1989 to ensure secure and adequate retirement for the priests of our Diocese. The pensions of priests who have reached retirement age without fully funded pensions are supplemented to ensure dignified and secure support for their needs.

Procedures

- Before May 1st each year, the directors of the St. Joseph Clergy Pension Association of the Diocese of Nelson in consultation with the Bishop of Nelson will determine the anticipated supplement required. Pilgrimage of Faith Appeal grants for funding will be based on the requirement supplement.
- Grant monies will be transferred upon verification of expenditures by the Pilgrimage of Faith Committee at any of its scheduled meetings.

5. Seminarian Support

The future priests of the Diocese of Nelson are formed and educated at St. Joseph Seminary, Edmonton, Alberta. Priestly formation normally requires five to seven years. The costs of this formation are subsidized by the Diocese of Nelson.

Procedures

- Before May 1st each year, the Director of Financial Administration, in consultation with the Director of Vocations, shall prepare a budget for the following calendar year. Reimbursement of authorized expenditures will be made by the Pilgrimage of Faith Committee at any of its scheduled meetings.

6. Assistance to Priests and Religious

These grants allow priests working within the Diocese of Nelson assistance as required and is at the sole discretion of the Bishop of Nelson.

Procedures

- Before May 1st each year, the Director of Financial Administration, in consultation with the Bishop, shall prepare a budget for the following calendar year.
- In the instance of sabbatical for further education, The *Request for Program Approval* form (see Form 1) must be presented to the Pilgrimage of Faith Committee no later than one (1) month prior to the next scheduled committee meeting. This request must be

accompanied by a supporting letter from the Bishop.

- Reimbursement of authorized expenditures will be made by the Pilgrimage of Faith Committee at any of its scheduled meetings.

7. Lay Training

Grants are available for attendance at approved programs, other than those offered by the Office of Faith Formation, which will assist lay persons to serve their parish communities more effectively. Applicants must demonstrate a benefit to the parish or the wider diocesan community. Grant applications must include a letter of support from the pastor or the Director of Faith Formation.

Procedures

- The *Request for Program Approval* form (see Form 1) must be presented to the Pilgrimage of Faith Committee no later than one (1) month prior to the next scheduled committee meeting. This request must be accompanied by:
 - a letter from the pastor or the Director of Faith Formation supporting the request and indicating how this training will benefit the parish or diocesan community
 - as much information about the program as is available, and expected costs.
 - Normally, grants will not exceed one-third of the cost of the program.
- Grant monies for approved programs will be transferred upon receipt by the Pilgrimage of Faith Committee of the *Request for Reimbursement* form (see Form 2) with receipts for expenses paid.

8. Capital Development

Capital and major maintenance projects are eligible for a 15% rebate grant (maximum of \$100,000 rebated) with a maximum expenditure of one million dollars (\$1,000,000). Completed projects in the same calendar year may be combined. No advances will be paid for ongoing projects. Reimbursements are only for eligible expenditures completed in the current and/or previous calendar year and/or be claimed by the end of the calendar year following the completion of the project.

An eligible expenditure is one which adds to the value of a building or property and will stay with the building or property when vacated. Routine maintenance, cosmetic changes, sound systems, computers, copiers, telephones, musical instruments and the like are not eligible for reimbursement.

Procedures

- Before May 1st each year, each parish and school shall submit to the Diocesan Finance Department a budget of anticipated capital expenditure. Pilgrimage of Faith Appeal grants for funding will be based on this budget.
- All capital projects above \$5,000 require the approval of the Bishop of Nelson prior to commencement of improvements.
- The *Request for Reimbursement* form (see Form 2) along with a digital worksheet detailing the expenses must be submitted with receipts attached no later than one month before the next scheduled meeting of the Pilgrimage of Faith Committee.
- Grant monies will be transferred to the parish account on verification of expenses and approval of the Pilgrimage of Faith Appeal Committee.

PILGRIMAGE OF FAITH COMMITTEE

The annual “Our Pilgrimage of Faith Appeal” as well as all grants from the Appeal will be supervised by the Pilgrimage of Faith Committee constituted as follows:

- The Bishop of the Diocese of Nelson (ex officio);
- The Director of the Pilgrimage of Faith (ex officio);
- The Chancellor for Temporal Affairs (ex officio);
- Lay representatives from each of the four (4) deaneries to be nominated by the Deanery Council and appointed by the Bishop;
- Others who from time to time will be appointed by the Bishop.

The presence of more than half of the members will constitute a quorum. The presence of the Bishop does not contribute to the quorum.

The term of lay representative committee members will be for 3 years, and may be extended by not more than one additional term of 3 years.

The Diocesan Appeals & Special Projects Co-ordinator, will serve as Secretary for the Committee.

The Director of Financial Administration or his/her delegate shall attend all meetings.

The Pilgrimage of Faith Committee will meet at least four times each year in the months of January, April, July and October. The dates of these meetings will be advertised in advance in all the parishes.

OTHER MATTERS PERTAINING TO ADMINISTRATION

- In July each year, the Pilgrimage of Faith Committee will establish the budget for the subsequent annual appeal.
- In any given budget year, the Pilgrimage of Faith Committee can make adjustments by transferring funds not used in one budget item to another under-funded budget item or into unrestricted diocesan reserves. Non-utilized funds can also be set aside for the subsequent budget year.
- Both the current budget and a financial statement of the previous year shall be published in the Catholic Mountain Star, Lent Issue.
- Proceeds of any bequests wherein the Pilgrimage of Faith Appeal is the intended beneficiary will be invested in the Servant Fund, Seminarian Fund, Catholic Schools Capital Fund and the Evangelization Fund under the umbrella of The Catholic Foundation of the Diocese of Nelson Society in proportion to the budget in place at the time of receipt. The interest earned from these investments is used to promote the causes of the Pilgrimage of Faith Appeal. All bequests should be made payable to The Catholic Foundation of the Diocese of Nelson Society.

CALCULATION OF PARISH APPEAL TARGETS

The Cathedraticum which each parish pays, which reflects its income, is averaged over the previous three (3) years. Also included in the calculation is the cathedraticum that would have been paid on any over-goal rebates that a parish received if those rebates were to be considered taxable. The percentage of the total is then calculated for each parish, and this percentage is applied to the total goal of the Appeal. This amount is then adjusted, up or down, to keep the goals in increments of \$50.00.