



FATHER WILLIAM FLYNN

The Divisions . . . Support Ministries



Special Report

Director's Statement

The Division of Support Ministries, as its name implies, comprises those departments that serve other departments, the diocese, parishes and regions. When the division was established, we were entrusted to provide support, information and technical expertise for furthering God's Kingdom here on earth.

While not all of the departments of Support Ministries make headlines, we strive in many ways behind the scenes to provide necessary services and skills to those in more direct ministry. This is not to say that our endeavors are non-ministerial; they can be seen in the context of St. Paul's words to the Corinthians:

"After all, who is Apollos? And who is Paul? Simply ministers through whom you became believers, each of them doing only what the Lord assigned him. I planted the seed and Apollos watered it, but God made it grow. This means that neither he who plants nor he who waters is of any special account, only God, who gives the growth. He who plants and he who waters work to the same end. Each will receive his wages in proportion to his toil. We are God's co-workers, while you are his cultivation, his building."

In this sense we too strive to serve!

Support Office

The director has from the bishop jurisdiction over departments of this division and is appreciative of their continual cooperation and collaboration. Each department reports on a periodic basis to discuss progress as well as proposals for more creative vehicles of ministry.

The director is also the chancellor of the diocese and matters pertaining to canon law and civil law are among his responsibilities.

Pastoral Planning

The services offered by the Office of Pastoral Planning are designed to encourage people participation at parish and diocesan levels. The office provides programs to enhance the skills of parish leadership — staff, parish council, committees — for easier and more effective carrying out of ministerial programs. Technological systems are used. The programs:

1 Parish Pastoral/Information (Census)— The office has conducted more than 27 Parish Information Programs, working extensively with parish staffs and coordinating committees and more than 4,000 people who visited more than 80,000 homes. The information has been used for planning and designing ministerial programs. A number of parishes have used the information as a springboard to a program of evangelization.

2 Diocesan Goal Planning — The Office of Pastoral Planning has helped departmental staff persons to harness their vision into concrete programs. It has enabled division directors and members of the Ministerial Review Committee to review overall ministry and evaluate program results in each department and division.

3 Parish Research Assistance — The office provides demographic and socio-economic reports on neighborhoods to help parish committees plan and develop programs.

4 Data Processing — The Office of Pastoral Planning uses a computer to assist parishes and departments. It provides annual parish leadership lists, registration and scheduling of a variety of workshops, processing parish religious education programs, stewardship cards and mailing lists.

Diocesan Development

The Diocesan Development Office is responsible for the design and implementation of programs to insure the financial health and growth of the diocese. The guiding principle is that diocesan growth begins with and depends upon growth at the parish level. Furthermore, parish growth stems directly from each parishioner's commitment to Church life. For this reason, the Development Office seeks to assist the parishes through the Christian Stewardship Program.

In the autumn of 1979 nearly 20,000 Catholics received stewardship visits from trained volunteers representing their parishes. As a result, many parishes have become more aware of the needs of their people. Stewardship also has allowed parishioners to make commitments of time, talent and treasure. It promotes annual revitalization and helps to

secure a strong base of committed, involved Catholics. This in turn enables the parish to view the future with an attitude of growth and expanded ministry.

The Development Office also provides support to parish financial planners, supplying statistical analyses of key financial facts. The Parish Profile data is compared with that of parishes of similar size and circumstance. When making judgments on priorities and programs, parish leaders thus have the perspective that comes of constructive comparison.

On a level above that of individual parish growth, the Development Office seeks to establish a program whereby special gifts, bequests and other types of deferred giving may be secured in an organized and thorough fashion.

Missions Office

It is the responsibility of the Rochester Diocesan Missions Office to coordinate all mission activity for the diocese. The director serves as the bishop's own delegate to promote mission awareness and education of the people. The goal of the Missions Office is continually to awaken interest in worldwide evangelization in individuals, families, parishes, schools and associations. It is the duty of the office to promote vocations for the missions and to gather spiritual and material support for the developing churches in mission lands. The local office represents the following:

The Society for the Propagation of the Faith — the Holy Father's own mission aid society for the support of approximately 900 mission dioceses throughout the mission world.

The Society of St. Peter the Apostle — dedicated to the development of local clergy in mission countries and the support of men and women novices in native religious communities.

The Holy Childhood Association — the Holy Father's agency through which children offer prayers and alms for the spiritual and material welfare of children in mission lands.

The Missions Office serves also as the bishop's contact with Rochester missionaries and projects in South America, which include San Jose Obrero Parish in La Paz, Bolivia; Sisters of St. Joseph working in the dioceses of Uberlandia and Jatai in Brazil; Sisters of Mercy in the Archdiocese of Santiago, Chile. Also included are the Rochester Sisters of St. Joseph in Selma, Ala., and mission areas and special projects within this diocese.

Finance Department

Objectives of the Finance Department are to administer and analyze all financial, accounting and budget functions and programs; to provide conscientious, effective and efficient stewardship of assets and funds; to appraise long-term and short-term goals of the diocese in the light of available finances; to consult, advise and assist parish administrations and all other offices and organizations of the diocese in financial, accounting and budget matters; to provide efficient administration of employee fringe benefit programs and of the investment portfolio.

Major accomplishments included revising the property, liability and group health insurance programs, resulting in a

reduction of premium cost of \$300,000 annually; raising the yield on investment by five percent through the purchase of low-risk securities, which increased investment income by \$50,000 annually; improving accounting records and financial reports by converting to a full data processing operation; formulating and implementing a property tax exemption program on behalf of the diocese and parishes. The income of the department — \$180,000⁷⁵² exceeded expenses totalling \$110,000 by \$70,000 for the year ended June 30, 1979. The staff during the year consisted of a director, a bookkeeper and two accounting clerks.

Printing Department

The Printing Department produces letters, bulletins, brochures, booklets and forms for the various departments at the Pastoral Center, and does small printing jobs for parishes and organizations. It provides supplies and service for duplicating operations and once a year purchases paper for parishes and other organizations. The department consists of one full-time printer.

Mailing Department

The Mailing Department handles all outgoing mail at the Pastoral Center — both regular and bulk permit mail. This service is performed by a part-time employee who also handles folding and collating of printed matter and serves as a relief switchboard operator. A contributed service of Printing and Mailing is the maintenance and circulation of the audio-visual collection for General Education and Religious Education.

Maintenance Department

The Maintenance Department functions almost 24 hours a day, taking care of problems large and small that arise in the operation of a large building and grounds — security, snow removal, grass cutting, boiler upkeep, etc. In addition, the department provides services to parishes seeking ways to cut down on expenses and still provide safe, secure and well-maintained buildings. A goal of the department is to centralize purchases for the Pastoral Center and the parishes. During the past fiscal year consolidated purchases of fuel oil, salt and paper supplies saved parishes approximately \$45,000.

Support Ministries Overview

DEPARTMENT	EXPENSE	INCOME
Support Office	\$ 20,759	\$ 661
Office of Pastoral Planning	72,159	23,615
Maintenance Department	84,925	—0—
Finance Office	110,590	179,989
Printing Office	47,358	27,437
Development Office	81,997	65,014