



ARCHDIOCESE *of* SOUTHWARK

Clergy Support Fund Campaign

Guidance for Parish Representatives



A guide to implementing the Clergy Support Fund Campaign in your parish

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1. Introduction

The purpose of implementing the Campaign in your parish (or Deanery) is to ensure that every Catholic has an opportunity to:

1. Hear about the needs of the sick and retired priests of our diocese in an appropriate level of detail
2. Learn about the options for lending their financial support between now and 2018
3. Ask any questions they may have and receive a clear answer
4. Make an informed decision about whether to lend their support

The most effective way to explain the needs and outline the options for support is through a face-to-face meeting or a presentation to groups of no more than 30 people.

2. Planning your campaign

The **Illustrative Parish Implementation Timetable (Appendix 1)** provides an overview of what needs to happen at each stage of the Campaign. Although it indicates a maximum timescale of 30 weeks, the actual time required will vary from one parish to another and in some cases will be much less than this. There are of course pauses between each stage, as preparations are made for the next one, so the campaign is only visible to the parish during limited periods. Each stage is explained further below:

2. a) Team meeting with parish priest to agree detailed arrangements

The first step is to arrange a meeting with your parish priest to discuss and agree the timetable, logistics and allocate roles and responsibilities within your team. This meeting should take place as early as possible as there will be a lot to cover and a number of dates to fix. **There should be a gap of at least six weeks between your final newsletter message weekend and first Formal Presentation.**

2. b) Newsletter messages

In the lead up to the presentations there will two important messages to be included in the parish newsletter on subsequent weekends. Their purpose is gradually to introduce parishioners to the context for the campaign and prepare them for what will follow. The text of the messages is provided in Appendix 2.

The **first** message introduces the need for the campaign and sets out the financial challenge. The second explains how Archbishop Peter has identified the needs of sick and retired priests as a priority for the diocese. It also informs parishioners about how they can hear more by completing one of the cards that will be distributed and collected that weekend and the following one.

2. c) Advance approaches

Following the establishment of the parish team Advanced Approaches should commence. Their purpose is to ensure that those who are most likely to be interested and want to lend their support are invited to do so via a face-to-face meeting with a member of the parish team whom they know and who has already lent their own support. These early approaches help the team become familiar with the materials, the kind of questions people ask and the gifts that flow from them encourage everyone to grow in confidence. As the presentations begin, the amount already raised and pledged via covenant will act as an encouragement to the rest of the parish.

2. d) Distribute and collect Contact Cards

The second newsletter message lets everyone know that they can learn more about the campaign by completing a Contact Card. The card includes a message from Archbishop Peter explaining how he would like every Catholic to hear about the needs of our sick and retired priests. The team needs to make arrangements for these cards to be distributed and collected over two weekends in order to ensure everyone has an opportunity to complete one. For example, prior to each Mass a card could be placed on every seat, or several across each pew, and pencils provided. Parishioners can be invited to complete and hand in their card at around the time of the Offertory, after the post Communion prayer or just prior to the parish notices being read out. The easier and smoother the process, the more cards will be returned.

<div data-bbox="284 1384 347 1444"></div> <div data-bbox="363 1391 671 1442"><p>ARCHDIOCESE of SOUTHWARK Clergy Support Fund Campaign</p></div> <div data-bbox="240 1503 387 1731"></div> <div data-bbox="422 1503 746 1731"><p>Dear Brothers and Sisters,</p><p>The priests of our diocese who are sick or no longer in active ministry need and deserve our care and assistance. As their numbers are set to increase, along with the costs of supporting them, I have identified their needs as a priority for the Diocese. Over the coming months I would like every parishioner to have an opportunity to learn more about how we must continue to support our priests in this new chapter in their lives. Please complete and return this card in order to hear more about how you can support them.</p><p> Archbishop of Southwark</p></div>	<p>To hear more about how you can support our sick and retired priests, please provide your details below and hand in this card as directed by your Parish Representative.</p> <table border="1"><tr><td>Title</td><td>First name</td><td>Surname</td></tr><tr><td>Telephone: Day</td><td>Evening</td><td>Mobile</td></tr><tr><td colspan="3">Email address</td></tr><tr><td colspan="2">House/Flat Number or Name</td><td>Address</td></tr><tr><td colspan="2">Town/City</td><td>County</td></tr><tr><td colspan="2">Parish</td><td>Postcode</td></tr></table> <p>Additional Contact</p> <table border="1"><tr><td>Title</td><td>First name</td><td>Surname</td></tr></table> <p><small>Data protection: We will store your contact details on our database so that we can communicate with you about the campaign. If you would prefer not to be contacted at any stage, please inform the Campaign Office.</small></p> <p><small>Clergy Support Fund Campaign · 59 Westminster Bridge Road · LONDON SE1 7JE</small></p>	Title	First name	Surname	Telephone: Day	Evening	Mobile	Email address			House/Flat Number or Name		Address	Town/City		County	Parish		Postcode	Title	First name	Surname
Title	First name	Surname																				
Telephone: Day	Evening	Mobile																				
Email address																						
House/Flat Number or Name		Address																				
Town/City		County																				
Parish		Postcode																				
Title	First name	Surname																				


2. e) Key in contact details

Once you have completed the Newsletter Process, please contact the Campaign Office and ask for an Excel Template so that your parish team can upload data from the Contact Cards. The fields on the card match the template, which should make it a straightforward process. Any queries may be directed to the Campaign Office. Once the Office Team receive electronic data from the parish (and the Campaign Office staff have confirmed safe receipt) we will ask for all electronic copies at the parish end of the operation to be destroyed. **This data may not be used for any other purpose than the Clergy Support Fund Campaign and must not be retained by the parish or parishioners for future reference under any circumstance. Please see the Ethical Fundraising Policy on our website for further details**

For the purpose of data protection the Campaign Office would welcome the secure return of the completed Contact Cards by Special Delivery once data has been entered via the Web Portal. Left-over pencils would also be gratefully received, since this will assist with keeping down operational costs. Your Parish Office may be willing to assist with this task and associated cost.

2. f) Dispatch invitations

A presentation invitation from the parish priest, a reply card and Freepost envelope will be sent out from the Campaign office to each parishioner who completes a card, together with details of dates, times and venue.

 ARCHDIOCESE of SOUTHWARK Clergy Support Fund Campaign	
An Invitation	Father Jack O'Metty
<div>Mr and Mrs A N Other Anonymous Road Gleethorpes Croydon Barset AB1 2CD</div> <div>address must be inside green box to ensure it is seen in its entirety (because of C5 envelope shift in transit)</div>	warmly invites you to join us at one of a series of presentations to hear about the needs of the sick and retired priests of the diocese, and how you can help.
The Reception will be held in the Parish Hall, St Mary's Catholic Church, Wellesley Road, Croydon CR0. Please see overleaf for dates and times.	
RSVP dates: FRIDAY 8th FEBRUARY for 24th Feb, 2nd March and 8th March MONDAY 25th FEBRUARY for 12th March and 17th March Please reply promptly to ensure your preferred date	

The third newsletter message and presentation invitation make clear that parishioners are being invited to learn about the needs of the sick and retired priests of our diocese and how they can lend their support. This ensures everyone is aware that they will be attending a fundraising presentation.

Example - Presentation Invitation Card

2. g) Process responses

The responses to the invitations (Reply Cards) will be managed at the Campaign Office as they arrive. Where more than one presentation date has been offered, places will be allocated on a first come first served basis. Hopefully most will be able to have their first choice of presentation but this will depend on the response and how many places are available. The suggested maximum number catered for at a presentation is 50.

Date	Time	1st	2nd
Sunday 24th February	1.45pm	<input type="checkbox"/>	<input type="checkbox"/>
Saturday 2nd March	6.00pm	<input type="checkbox"/>	<input type="checkbox"/>
Friday 8th March	7.00pm	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday 12th March	7.00pm	<input type="checkbox"/>	<input type="checkbox"/>
Sunday 17th March	4.00pm	<input type="checkbox"/>	<input type="checkbox"/>

Example – Reply Card

2. h) Dispatch confirmation letter

Approximately two to three weeks before the presentations begin a letter will be sent to each parishioner, confirming which presentation they have been allocated to.

2. i) Intentions Cards

At the end of each presentation those attending will be asked to complete and sign an Intentions Card and place it in the box provided as they leave. This card is very important because it ensures each person receives appropriate follow up communications.

ARCHDIOCESE of SOUTHWARK
Clergy Support Fund Campaign

(Please tick as appropriate)

<input type="checkbox"/> I/We attach a contribution	<input type="checkbox"/> I/We will consider contributing
<input type="checkbox"/> I/We will definitely contribute	<input type="checkbox"/> I/We do not feel able to contribute

Signed _____

ARCHDIOCESE of SOUTHWARK
Clergy Support Fund Campaign

Welcome to this presentation. Thank you for joining us.

Would you kindly:

- Check and, if necessary, correct your contact details on the reverse side
- Please retain this card for use during the presentation as will be explained
- Tick the appropriate box
- Please hand in the card as you leave

Thank you

Some parishioners will decide at the presentation that they would like to lend their support immediately. They can complete and hand in the relevant form and can be offered guidance by a member of the Parish Team. They will be thanked by letter shortly afterwards. Those who indicate they will not be contributing will receive a letter thanking them for attending the presentation and to acknowledge that they will not be lending their support. They will also be assured that they will not be contacted again.

Those who indicate they will definitely give or will consider giving to the Campaign will receive a letter to acknowledge their intention and to encourage them to send in their donation or (in the latter case) contact their Parish Representative if they have any remaining queries. Guests who do not hand in a card will receive a letter to say we hope they may consider lending their support to the Campaign.

3. Presentations

As mentioned above, the purpose of the presentation is to ensure that everyone has an opportunity to learn about the needs of sick and retired priests and how they can lend their support. Although it involves more time and organisation, it creates valuable time and space for people to focus on the needs of our sick and retired priests, ask questions and make a more informed decision about whether to lend their support.

3. a) Hall layout

The suggested **Parish Presentation Layout** provided in Appendix 2 indicates how your hall or presentation area might be laid out. As no two halls are quite the same the actual layout will of course vary. However, all the essential elements shown in the schematic need to be included. If projection equipment (screen, laptop and projection unit) is unavailable in your parish, it may be worth contacting a local Catholic school to see if they can assist. We strongly recommend that, wherever possible, the Parish Team run through the presentation in advance in order to familiarise themselves with the notes and equipment.

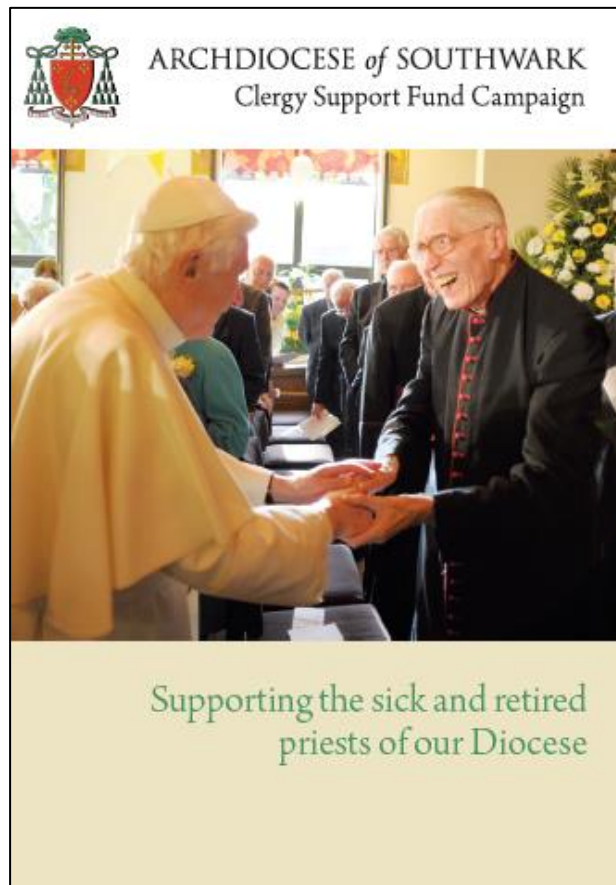
3.b) Information brochure

As you will know who is due to attend each presentation, an information pack needs to be prepared for each guest in advance by the parish team and presented to them on arrival. The pack will comprise an Information brochure, which includes a pocket containing a;

- Personalised Intentions Card (with the top section showing their name clearly visible outside the brochure)
- Deed of Covenant form
- Freepost envelope

Single Gift Forms will also be made available separately and can be given out to guests via the literature table (see appendix 3) or upon request.

On arrival the top section of the Intentions Card is torn off and placed in the Intentions Card box and the card placed in the pocket of the brochure. This saves time preparing a separate guest list and the need to locate and tick each guest's name on arrival. It is important to keep a record of those packs which are not collected, as those guests will be contacted by the campaign office and either invited to a future presentation (if one or more is scheduled) or sent a brochure if the presentation they were unable to attend was the last to be held in their parish.



Campaign Information Brochure Cover

3.c) Setting the scene

Having set out and prepared the hall each guest should be greeted on arrival, encouraged to enjoy some simple hospitality and mingle with the other guests briefly prior to the start of the presentation. If all the guests arrive early the presentation can start (and finish!) early. We would recommend that you do not delay the Presentation unduly if you are just waiting for one or two people to arrive beyond your agreed start time.

3.d) Presentation

The presentation should last about 45 minutes. It can be briefly introduced either by the Parish Priest or by the Parish Representative. Following this, the sequence is as follows:

- Video message from Archbishop Peter and film of retired priests (provided on DVD)
- Outline of the situation regarding future support for sick and retired priests (using the PowerPoint presentation provided)
- Presentation of the options for giving support (also via PowerPoint)
- Request for Intentions Cards to be completed and handed in
- Encouragement to guests to stay, ask questions and enjoy more hospitality.

A detailed running order and notes for all speakers will be provided by the Campaign Office.

3.e) Intentions Cards

As described above, the completed Intentions Cards should be placed in a designated collection box. As this is so important it is usually helpful to have one or two of the team positioned near the exit, in order to remind each guest to hand in their card. As appropriate and timely follow up is so essential, please ensure the cards from each presentation are returned to the office as soon as possible.

3. f) Questions

In order to ensure the presentation is completed on time and ensure all questions are dealt with, guests will be encouraged to ask questions directly following the completion of the presentation. A list of Frequently Asked Questions (FAQs) together with answers provided by the Steering Group, is provided at Appendix 3. This will be updated periodically on the Campaign website as new questions arise and can be accessed at any time by Parish Representatives and Clergy. If you or a member of your team is asked a question to which an answer is not provided please let the office know and we will either contact the person concerned to provide an answer, or we will provide the answer to you for onward transmission to the questioner. We will also update the Questions and Answers sheet periodically so please ensure you have the latest version to hand. It is, of course, very important that all questions are dealt with swiftly and appropriately.

3. g) Catering

Arrangements for the provision of simple hospitality for guests at presentations should be discussed and agreed as part of your initial planning meeting. You might ask your Parish Priest if a contribution from your parish can be made towards the costs. It is important for the standard of catering to reflect the professionalism of the Campaign, balanced with the need to spend appropriately. It is also helpful to keep in mind the time of your presentation, for example, it is probably not worth serving wine to guests at an 11 am meeting: coffee and biscuits will be more appropriate.

3. h) Financial target

As part of the campaign parishes will be encouraged to consider a nominal target, which will be based on the parish share of the diocesan offertory collection. This figure will be offered to your parish priest at the point when the Contact Cards are distributed.

4. Campaign Phase Two: Informal Presentations

Experience of the Croydon Pilot indicates that many parishioners who were not able to attend the initial presentations welcome a second chance to find out more at a later stage, and in particular, welcome an opportunity see the Campaign film.

We recommended that Informal Presentations, which do not require further data collection, processing, or advance invitations, take place after all Masses over the course of one weekend approximately 4-6 weeks after the first round of presentations is completed.

4.a Arrangements and messages

The process begins by agreeing a suitable date with your parish priest, so that he can attend, and with members of the parish team and by booking the hall in which the Informal Presentations will take place. This is a good time to ask if your parish priest would allow a member of your team to speak for approximately 5 minutes after Communion or at the end of each service on the agreed weekend (please see page 16: Verbal Announcement). If you have people in your parish who are able to provide tea and coffee for guests, it may also be helpful to notify them at this stage.

4.b Speaking at Masses

One week before the informal Presentations are due to take place, a notice should be placed in the Parish Newsletter: the Campaign Office will provide you with an appropriate text, which will include details of how much your parishioners have raised / pledged to date. It would also be helpful for the parish team to agree who will speak at which Mass.

On the weekend of the Informal Presentations, the nominated speaker will deliver a brief speech towards the end of Mass (as agreed with the parish priest) which essentially replaces the first section of the presentation. The speech, which will be provided by the Campaign Office, ends by inviting the congregation to the Parish Hall to see the film, find out more about the needs of our sick and retired priests and how they can lend their support.

4.c At the Informal Presentation

Following a welcome by team members and the opportunity to collect an Information Pack and cup of tea or coffee, the Informal Presentation commences with a brief welcome by the Parish priest followed by a showing of the Campaign Film and a shortened version of the PowerPoint presentation which outlines options for supporting the Campaign.

As for the formal presentations, pens and Campaign literature should be left on tables. At the end of the presentation there should be an opportunity for guests to ask questions on a one to one basis with Parish Representatives. The part of the presentation that takes place in the hall should last approximately 40 minutes.

5. Phase Three: Pack Distribution Weekend

Approximately 2 – 4 weeks after the Informal Presentations we suggest handing out Information Brochure after all Masses over the course of one weekend. This ensures that those who were not able to attend either the Formal or Informal Presentations, or who did not have sufficient time to attend one due to family or other important commitments, have an opportunity to see the pack and make a decision as to whether they would like to lend their support to the Campaign.

Many people engage very positively with this phase and its importance should not be underestimated. It is possible that those who have attended a presentation may come forward with a question at this point and if you know them it is best to note their query and ask if you can come back to them once you have handed out the Information Packs. Any questions the team cannot answer should be referred on to the Campaign Office.

6. Phase Four: Events

It is important to maintain momentum throughout the Campaign: at about the same time as the distribution of the Information Packs, the Campaign Team should meet to discuss how they might implement phase four of the Campaign. The Events Phase is designed to engage the parish as a whole in some lighthearted fun in aid of our sick and retired priests. Parish team members may find it is worth talking to others in their church, such as those who sit on parish social or events committees.



An Events Handbook is available from the Campaign Office or can be found in the Members area of the Campaign website. We advise keeping things simple and maximising on the talents and interests in your parish. Some parish teams welcome this phase as a good opportunity to engage with families and young people in particular.

7. Get in touch, keep in touch

The Campaign team will be supporting you every step of the way as you implement the Campaign in your Deanery or parish. Please contact a member of the Campaign Team if you have any queries. The office is staffed Monday – Friday and all enquiries are dealt with as swiftly as possible on a daily basis.

Clergy Support Fund Campaign

59 Westminster Bridge Road

London

SE1 7JE

Tel: 020 7960 2525 / 2523

Email: jo.driver@csf-rcdsouthwark.org

Campaign Website: <http://southwarkclergysupportfundcampaign.org>

Parish Representative page password (nested the Members Area tab): **champion**

We will update this page in order to equip and assist you with implementing the Campaign throughout its duration. Since the sequence of events is important to the success of the Campaign we respectfully ask that you do not share this page beyond those involved in the Campaign or distribute guidance materials or the contents of this page without the prior agreement of the Campaign Office

The Parish Representative page will shortly contain an important link to a web-portal through which contact details from each parish can be uploaded into a central system at the Campaign Office. The office uses this data to send out invitations and communicate with both potential and actual donors.

8. Appendices

Illustrative Parish Implementation Timetable

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	21	24	30
Activity																			
Parish Team Planning Meeting																			
Parish Team Gifts to Campaign																			
Team meet with Parish Priest to agree detailed arrangements																			
Advance approaches																			
First newsletter message																			
Second newsletter message																			
Distribute and collect data cards																			
Key in contact details																			
Prepare data																			
Dispatch invitations																			
Process responses																			
Dispatch confirmation letter																			
Reception 1																			
Reception 2																			
Reception 3																			
Reception 4																			
Intentions Cards to office																			
Informal Receptions Weekend																			
Pack Distribution Weekend																			
Event Planning Meeting																			
Parish / Deanery Event																			

APPENDIX 2: Parish Messages

NEWSLETTER MESSAGES AND VERBAL ANNOUNCEMENTS

Guidance notes for Parish Teams

The purpose of the three advance messages for Formal Presentations is to:

- *communicate key information which will be new to most parishioners*
- *set out the context for the campaign*
- *gradually create awareness and generate interest over the three weeks*
- *encourage a positive response to the Contact Card*

Each message should be distributed in your parish newsletter in turn over a three week period, with the collection of completed cards continuing on week three alongside an adapted newsletter message. How this is done will be determined by the nature of your existing information distribution systems. For example, it might be:

- *inserted in your parish newsletter or stapled to it as an additional flyer.*
- *read out at each Mass over each weekend (in more than one language if appropriate)*
- *displayed on a notice board or in a prominent place*
- *distributed to specific parish groups which are due to meet*

...or a combination of all of these. It would certainly be helpful if, as a minimum, attention can be drawn to each message at the point at which notices are given out at the end of Mass. Your Parish Representative or your parish priest could do this.

On the publication of the second message (week 2) the Contact Cards need to be distributed. A team could hand out these cards to the congregation as they enter the church and ideally place a small number of them in the pews in advance of each Mass along with pencils, which can be provided by the campaign office. The same process can be repeated on week 3.

It would be helpful to encourage the congregation to fill in the card on site, so that it can be collected at the end of Mass. Some may not hand them in on the same day and you will need to put in place a system for collecting outstanding cards.

After collecting in all the Contact Cards you will need to arrange for all of the data to be keyed in and uploaded via our Campaign Web Portal (a link is located within the Parish Representatives page on the Campaign website). On receipt of this data the Campaign Office will send out invitations to Campaign Presentations in your parish, the dates of which will have already been agreed with your parish priest.

This is the first of the two messages:

Clergy Support Fund Campaign

This is the first of two important messages about sick and retired priests and the **Clergy Support Fund Campaign** which is being launched to support them.

A priest will normally retire from full time parish ministry when he reaches 75 years of age. Many continue to work in some form of ministry. When a priest resigns from his parish ministry or a full time ecclesiastical appointment the Diocesan Finance Office establishes his likely income and needs on an individual basis and ensures he has sufficient financial resources to afford the necessities of life, live in properly heated and adequately maintained accommodation and can pay for some recreation and travel.

There are currently 69 retired priests in our Diocese and this number is expected to increase to about 93 by 2018. The costs of supporting them are currently met by the Diocese, partly through an annual contribution from each parish, but the increase in numbers will create more pressure on these costs. A summary of the costs, income and shortfall over five years is given below.

Archbishop Peter Smith has therefore identified the need to continue to support sick and retired priests as a major priority for our Diocese. There will be more important news about the campaign in next week's newsletter.

Sick and retired diocesan priests – Summary of income and costs

Sick and retired diocesan priests – Summary of income and costs		
Year	2014	2018
Estimated number of retired priests	70	93
Estimated Income	495,000	495,000
Estimated Expenditure	1,297,000	1,477,000
Shortfall	802,000	982,000
Cumulative shortfall over 5 years		4,505,000

The second of the two messages:

Clergy Support Fund Campaign

Archbishop Peter Smith would like every Catholic in the Diocese to have an opportunity to hear about the needs of sick and retired priests and how you can lend your support to this fundraising campaign to raise £4.5m over the next four years.

Cards are being distributed at all Masses this weekend so that everyone who would like to know more about the needs of our sick and retired priests will have an opportunity to do so. If you would like to hear more, please fill in a card and post it in the collection box at the back of the church / porch today. You will receive a personal invitation to a presentation, including times and dates, which will take place before Easter **[or other appropriate timescale]** in our parish hall. Only one card need be completed per family, as provision will be made for other family members to attend. Thank you.

The second of the two messages: adjusted for week 3

Clergy Support Fund Campaign

Archbishop Peter Smith would like every Catholic in the Diocese to have an opportunity to hear about the needs of sick and retired priests and how you can lend your support to this fundraising campaign to raise £4.5m over the next four years.

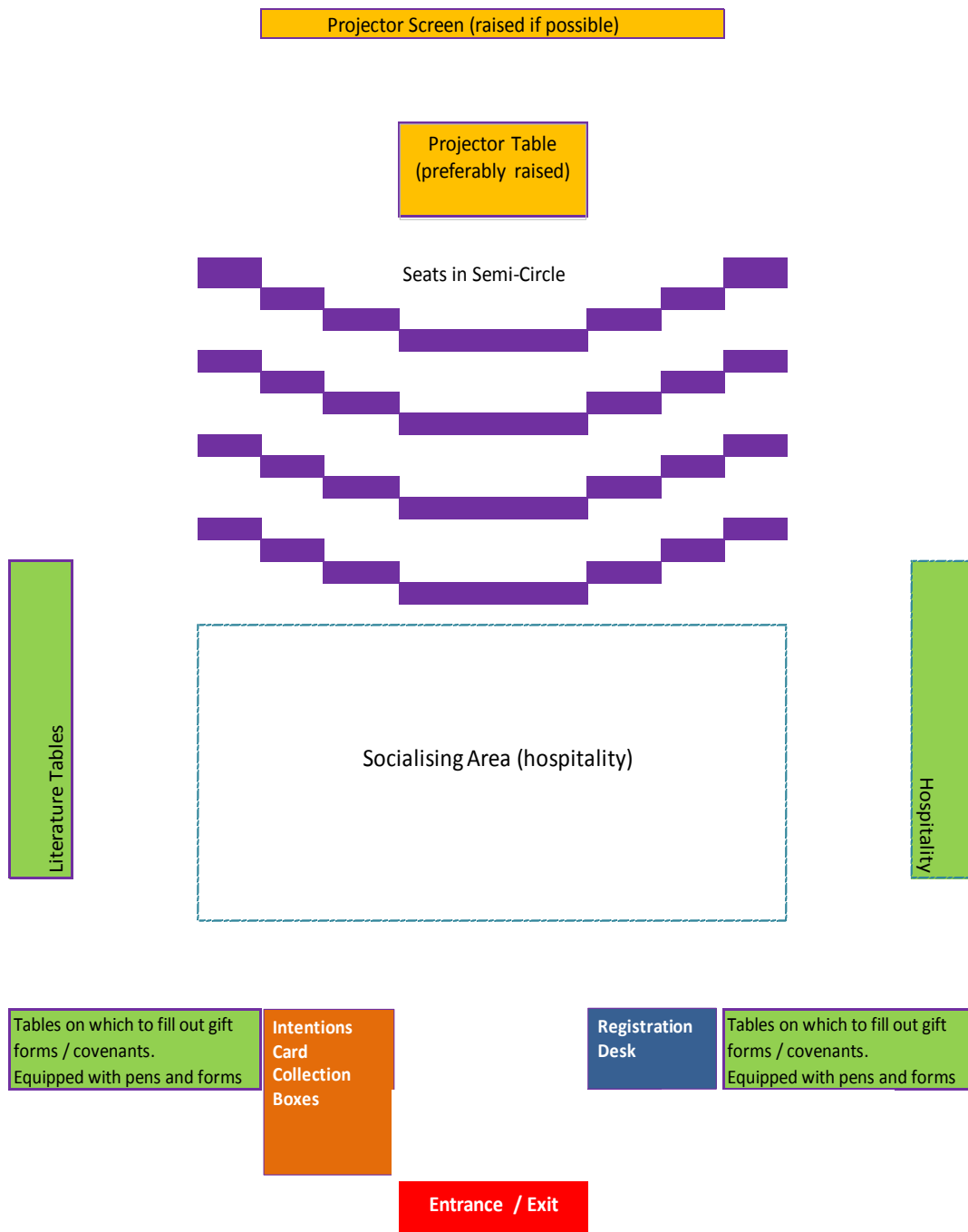
If you completed a Contact Card last week you will receive a personal invitation to a presentation together with details of the times of the presentations, which will take place before Easter **[or other appropriate timescale]** in our parish hall. Cards are being distributed again at all Masses this weekend so that everyone who would like to know more about the needs of our sick and retired priests will have an opportunity to do so. Only one card need be completed per family, as provision will be made for other family members to attend. Please either hand in your completed card with the offertory collection or place it in the box provided in the church porch. Thank you.

Verbal Announcement

The Verbal Announcement should be read on weekends when Data Collection Cards are distributed and collected at Masses

- You may have seen the notice in last week's newsletter about the needs of the sick and retired priests of our diocese
- It explained how the number of retired priests is due to increase substantially between now and 2018, along with the costs of supporting them, and how, after a successful Pilot Campaign in Croydon Deanery, Archbishop Peter Smith is asking all parishioners in Southwark Diocese help raise the £4.5m that will be needed. The campaign is called The Clergy Support Fund Campaign
- Archbishop Peter would like each Catholic in Southwark to hear about how the Diocese supports its sick and retired priests and how we can lend our support to the campaign
- Presentations are therefore being organised in every parish in the next few weeks **(please adjust this statement as appropriate to indicate the planned dates of your parish presentations)**
- They will include a specially commissioned film featuring a number of our retired priests in our diocesan area, information about their needs, how the diocese supports them and an outline of the ways in which you can lend your support to the campaign.
- There will also be an opportunity to ask any questions you may have
- Today you'll see that cards and pencils have been distributed on each pew. This is taking place at all Masses this weekend and next weekend **(please amend this statement if your parish team decides to hand out cards to the congregation as part of a Welcome Ministry before Mass)**
- If you would like to receive an invitation to a presentation at our parish please complete a card and place it in the box provided or hand it in to a member of our team
- Only one card per family need be completed, as it will be possible for other family members to attend
- Once all the cards have been collected we will have an idea of how many presentations we will need to arrange, as there will be a limited number of places available at each one
- We plan to hold our presentations(s) **[insert month[s]]** so you will receive your invitation shortly
- If you have any queries please don't hesitate to ask me or another member of our campaign planning team after Mass. Thank you.

APPENDIX 3: Suggested hall layout for parish presentations



APPENDIX 4: Frequently Asked Questions

The purpose of this document is to ensure that questions which are likely to arise about the campaign from time to time receive a clear and consistent response by Deanery Lay-leaders, Parish Representatives and all others involved in the delivery of the campaign. As new questions arise, they will be added to this sheet, together with answers agreed by the Steering Group.

1. Can you explain how the finances of the diocese are structured and their current status?

In summary, thanks to careful stewardship over many years, the diocese's finances are stable.

The main elements of the diocese's finances comprise:

- A number of central activities which are funded by investment funds
- Catholic schools, which are mostly funded by the state. The diocese also funds new developments and millions of pounds have gone into new style academies, e.g. St Matthew's, St Paul's and Christ the King. Many assets were sold to raise money for this purpose, representing Southwark's firm commitment to Catholic education.
- Fees which some diocesan agencies are able to charge for the services they provide
- An annual assessment on each parish, based on its income. This generates about £1.25 - £1.5m each year for the Diocesan Development Fund which contributes towards the costs of:
 - The Diocesan Commission for Schools and Colleges
 - The Centre for Catholic Formation
 - The Youth Service
 - University Chaplaincies

The annual assessments on each parish, which will remain at their present figure, contribute specifically towards the Clergy Support Fund (formerly known as The Sick and Retired Priests Fund).

A number of second collections taken annually in parishes across the diocese, each for a specific purpose. Some of these receive stronger support than others, such as the Ecclesiastical Education Fund (for the training of priests).

The Archbishop also has at his disposal a portfolio of investments yielding a sum of money each year (known as the Archbishop's Special Purpose Fund). This gives him scope to take new initiatives. A grant is made annually from this fund to the Clergy Support Fund. However, the income from these investments has declined quite significantly in recent times.

In practice, the parishes support the diocese financially rather than the reverse. Each parish is a separate entity under Canon Law, with its own land and buildings, and voluntarily lends the diocese funds which it does not immediately require. For example, some of the 180 parishes have

capital sums which have been left to them by former parishioners in their wills and which are kept in reserve to provide for future needs or emergencies. Combining these funds into a single account enables the diocese to secure a better rate of return for the parishes and in the meantime it can deploy some of the funds in a limited way for the benefit of the whole diocese. Holding such significant funds in trust for the parishes can also have the unintended effect of making the diocese appear to have more funds of its own than is actually the case.

2. Why is this Campaign necessary?

The Diocese has a duty of care towards its priests and has always provided for sick and retired clergy. Archbishop Peter Smith has identified future provision for sick and retired clergy as a priority because costs over the next four years are set to increase to a level beyond which the diocese will have great difficulty in sustaining.

The parish levy, which is based on the amount of each parish's offertory collection, helps pay for quarterly grants to retired priests and contributes towards the costs of their nursing care. It also helps pay for healthcare for all clergy. However, in common with other dioceses and reflecting the pattern of past ordinations, the diocese anticipates a significant rise in the number of clergy due to retire, which is expected to reach a peak by around 2018. In common with the general population, priests can look forward to a longer life in retirement than in the past. Meanwhile, the costs of nursing care, property rental and maintenance and healthcare are all set to rise.

3. Is this the only reason for the Campaign?

In the past, retired priests were often cared for by religious orders in return for chaplaincy services. The number of such orders in this part of the world has now declined to the extent that this form of arrangement is now rarely available. In order to ensure their sustained future, some religious orders have set up commercial care homes and the diocese must pay the appropriate rates for priests.

The Diocesan Board of Trustees considered whether to increase the parish levy as a way of meeting the shortfall. However, they know that this could cause hardship for some parishes which already struggle to meet all their costs. Whereas if every parishioner can hear about the needs of our sick and retired priests and how they can support them this provides an opportunity for all of us to understand and respond thoughtfully and prayerfully by making a gift in accordance with our means. In this way, each of us can express our care or thanks for those who have dedicated their lives in service to others or who are sick (whether or not they have retired). As the diocese is a registered charity, tax can be reclaimed on gifts from UK taxpayers through Gift Aid.

4. Is Southwark the only diocese organising such a campaign?

Some other dioceses are running fundraising campaigns and appeals. Reflecting the needs of each diocese, some are for sick and retired priests and others are for different purposes.

5. What does a working priest receive by way of income?

A priest in active ministry receives £1,200 per annum from their parish as a support stipend and they are guaranteed £5,000 for combined Christmas and Easter Offerings via a diocesan scheme. Otherwise they receive the very varied personal income from Mass offerings and stole fees for baptisms, marriages and funerals.

6. What does a retired priest live on?

A retired priest generally receives a state pension and by custom receives a fee from parishes where he supplies when the resident parish priest is on holiday or sick; although some priests are not well enough to travel the sometimes long distances needed to offer supply duties.

The diocese aims to ensure that a retired priest receives, from all sources combined, a total of £12,750 per annum to live on, including his state pension: this amount may be reviewed from time to time. Out of this he must pay for every-day living expenses such as council tax, energy, food, car maintenance, travel and recreation. Not all priests receive financial support because not all need it. For example, if a priest has worked in paid employment, perhaps as an armed forces or prison chaplain, he will most likely have an occupational pension which provides for his needs.

7. Why has no provision been made in the past for clergy pensions?

The income of priests has never been sufficient to allow for a level of contributions which could build up even a basic pension fund or mortgage to provide for him at retirement. Also, the diocese has never been in a position to fund such a pension scheme and until now has not needed to. Even if a pension scheme were to be established now it would be many years until it could yield sufficient funds to support priests who have retired from active ministry. It would therefore not be available to support those priests who will retire in the next few years and that is the issue that needs to be addressed through this campaign.

8. Why does the diocese provide healthcare for its priests?

Prior to introducing the diocesan health care scheme each priest made his own arrangements and some chose to purchase healthcare cover. This meant that provision was very inconsistent and more costly than a centrally provided scheme. Because the diocese has a duty of care to its priests it has made the scheme available to them all and coordinates and pays for it centrally. As many parishes are now run by a single priest it can cause significant problems if, for example, an operation is scheduled around a very busy time such as Christmas or Easter. The scheme can therefore help minimise disruption to a parish by allowing some flexibility over when operations or treatments are arranged, enabling sick priests to return to parish activity more speedily.

The purpose of the scheme is not to replace NHS treatment but to provide an alternative option only when NHS treatment cannot be made available in a timely manner and when this will create difficulties for the priest and his parish or other ministry. Since many retired priests still contribute to the work of the diocese by providing supply services or continuing to work on a diverse range of diocesan pastoral projects, it is in the interests of the diocese to ensure that all clergy, as 'key-workers' of the diocese, have access to healthcare in order to sustain its mission and ministry.

9. Can you give more details about the healthcare scheme?

The scheme is not operated by a commercial provider.

An annual contribution, or premium, per priest is paid into a trust (the Healix Trust) by the diocese. When required, funds are then paid out of the trust to facilitate the purchase of health care treatment when the NHS cannot offer treatment in a suitable time-frame.

Whilst the scheme is optional, over 90% of priests joined and are covered by it. An excess is paid by a priest each time he is treated under the scheme.

The availability of the scheme also helps ensure priests who suffer ill health are able to continue living independently for as long as possible, which helps reduce the costs to the diocese of nursing care. The annual premium is roughly equivalent to the cost of two weeks in a care home.

The scheme is similar to those provided in a business context where there are significant risks to business continuity, particularly when key programmes are largely dependent on one person.

10. Could retired priests be housed in a home together or be accommodated in presbyteries as the shortage of priests means there are more spare rooms available?

After many years of service to the church, priests, like all of us, have different aspirations about how they would like to live in retirement. Whilst most enjoy the company of their brother priests they generally prefer to live on their own in retirement, in a flat or a modest house. Although one or two retired priests have lived in larger presbyteries, they are intensely busy places and therefore not really conducive to retirement. On the rare occasion where presbyteries are no longer in use, the diocese gives consideration to whether they might be occupied by one or more retired priests, depending on the circumstances and needs at the time and whether this will constitute the best use of the building. Some presbyteries are doing a great deal to help sick priests. Those which are no longer needed are few and far between.

11. In the light of recent economic difficulties is it fair that priests should be able to choose where they want to live and what kind of accommodation they would like to live in?

After a lifetime of service the diocese believes that its priests should feel able to express a preference for the kind of accommodation and area they would prefer to live in. Although it is not possible to accommodate preferences in every case, this discussion reflects an appropriate level of care and due respect. The choices that can be made available to a priest who is coming up to retirement are dependent on the resources available to the diocese at the time he retires and in this way are affected by the prevailing conditions and circumstances.

12. Are there any similar campaigns in Southwark Diocese?

There are no other fundraising campaigns which duplicate the objectives of the Clergy Support Fund Campaign. A charity called The Southwark Brethren (registered charity no. 281950) has existed in the dioceses of Southwark and Arundel and Brighton for many years. It provides small grants for sick and retired priests in Surrey and Kent who have urgent and immediate needs. It raises funds from parishes through an annual appeal and from investment income. In a typical year it makes grants totalling about £40,000.

13. Why do the future costs not increase in direct proportion to the number of retired priests?

Whilst our projections indicate a steady increase in the number of retired priests, the costs do not increase in proportion. This is because a significant element of the costs is the healthcare provision which covers priests who are in active ministry as well as those who have retired. This is therefore a continual cost for all priests which must be met, since it is in the interest of the diocese to ensure every parish is served and the needs of its congregations met.

14. Is it possible for a parish to take on responsibility for providing financial support to a specific retired priest?

It is the responsibility of the Archbishop to care for priests who are no longer in active ministry, many of whom will have served the Diocese in a number of different postings before retirement. Not all parishes could undertake to support their priests in retirement and sustaining such a commitment over an unlimited time period could prove difficult. Also, such an on-going relationship between a priest and a specific parish could easily create a situation in which a priest feels beholden rather than independent of the parish. It is therefore best to have an equal and uniform system for the dignified support of our retired priests.

15. We already support a lot of different appeals in our parish. Why should we support this one as well?

There will of course be other appeals from time to time to meet a variety of parish and other needs and they will continue. However, as the Clergy Support Fund is the diocesan priority identified by Archbishop Peter, a space needs to be created for the needs of sick and retired clergy to be put clearly before us all in order that everyone is offered a thoughtful and prayerful opportunity to understand the needs and decide whether they would like to give their support.