



OFFICE OF THE BISHOP

December 1, 2020

Dear Pastors and Finance Personnel:

This plan for restructuring the stewardship of the Diocese, which John Daneluk now presents in the following document, comes from a lengthy process of prayer, discernment and consultation. Three years ago we enacted a new diocesan strategic plan with one overarching goal, to form Missionary Disciples for Jesus Christ. From that plan we developed resources to unite and form our parishes in prayer, spirituality and collaborative leadership. Always taking little steps forward as The Diocese of the Little Way, we have been encouraged by our progress in these initiatives, most recently the successful launch of the mobile diocesan Mission Team.

Continuing this momentum forward requires a solid financial base, one which will align parish and diocesan-wide goals in our Mission. We began consultations with the Presbyteral Council, the Diocesan Financial Council, and the College of Consultors some time ago in order to refocus our financial strategy more clearly on the goal of Missionary Discipleship. The widely-felt consensus, shared by those groups and others across the Diocese, was that while the DMF had been largely successful in the past, the annual implementation and management of the DMF was proving to be a distraction to our desired focus for the future. It was widely shared that the stewardship outreach of the DMF was confusing and distracting to the stewardship of the parish, where the implementation of the Mission actually takes place.

Recently we transformed the DMF Tour to become, simply, the Bishops Communication Tour. This has been positively received. These changes bring great hope for our future. By refocusing and restructuring our stewardship outreach into a unified and simplified approach we are accepting the challenge across the Diocese to become more closely aligned in the Mission of Jesus.

This transformation from DMF to the new 15% Assessment is referred throughout this document as *Advancing Missionary Discipleship*. Please join me in prayerful anticipation for the future. As The Diocese of The Little Way we are truly becoming a comprehensive model for Missionary Discipleship!

In appreciation for your faithfulness,

In Christ Jesus,

Most Reverend Stephen J. Berg, D.D.
Bishop of Pueblo

Dear Pastors and Finance Personnel:

The end of the 2020 DMF campaign marks a new beginning for the Diocese of Pueblo.

As a primary source of funding the various offices and support from the Catholic Pastoral Center (CPC), the appeal-driven Diocese Ministry Fund (DMF) will soon be replaced by a flat 15% monthly assessment to all parishes and missions of the Diocese of Pueblo. This will simplify work for both parish and diocesan staff, who will no longer need to spend valuable time and resources fund-raising for the DMF and can, instead, focus resources and efforts on parish stewardship in the important work of Missionary Discipleship. The Diocesan Mission Team, in conjunction with the Diocesan Financial and Development Offices, are prepared to help parishes to cycle through this transition with support and guidance.

This will happen over a 3-year transitional period beginning on April 1, 2021. More information will follow. In the meantime, below is an outline along with answers to some preliminary questions we anticipate you will have.

I. Transition to the Monthly Process Starting April 2021:

Starting April 2021, we will begin the transition from DMF to a 15% assessment of total monthly parish income as reported in your ParishSOFT accounting ledger (see explanation in part III), which will be forwarded to the Diocese Finance Office. Payments from the parish will be due to the office one month following each monthly closing. For example, after reconciling and closing your ledger accounts as of April 30, you will determine the amount due by applying the calculation outlined in part III, below. Payment will be due into our office within one month; as in this example, by May 31, 2021.

Separate tracking of family giving to the DMF will cease as of April 1, 2021. With the exception of monies received at the parish or Diocese for the sole purpose of reducing an outstanding balance from a prior DMF campaign, any amounts otherwise received through the collection basket as “DMF” should be recognized and reported as parish offertory income after March 31. We will notify all DMF givers of this change and redirect their former DMF contribution to the parish after March 31, 2021.

II. Why the Change:

We mentioned that this change will save everyone time and resources. Here are some specific examples:

- **The end of the “twice-giving” confusion:** Families will no longer receive solicitations for DMF from the CPC. They will instead focus on stewardship for their local parish.
- **Savings of time and expense:** This will eliminate not only printing and postage, but the expense of preparing and distributing materials. Furthermore, you will no longer need to separate/track amounts contributed to the DMF by your families. This will create significant savings all around.

- **Refocusing our energy on the Mission:** There will be no need to roll-out the annual campaign and deanery rally on behalf of the DMF. Instead, we can redirect our rallies more closely to our commitment to form Missionary Disciples of Jesus Christ.
- **Simplicity:** A simple flat 15% assessment remitted each month-end is a basic, simple and fair assessment for all parishes (see section III for calculation). We may more confidently rely on solidarity in supporting the mission across the Diocese without a DMF appeal.
- **Prudential:** Some adjustments to income in the calculation will be factored in to meet basic parish needs, but some categories formerly perceived as questionable or inequitable will no longer be granted exclusions (see section III below). We will hold ourselves accountable at the parish and diocesan levels as to why this assessment is so important. The Mission of Jesus will be the beginning and end goal of all that we do.

III. Advancing Missionary Discipleship Calculation (example):

| | |
|---|------------------|
| Total Monthly Income | \$5,000 |
| Less: | |
| • Capital Campaign Donations (1) | (1,000) |
| • Insurance Claim Proceeds | (500) |
| • Festival/Bingo/Raffle Expenses (2) | (250) |
| • Parish Subsidies/Rebill to Mission Churches (3) | (200) |
| • SBA PPP Loan Proceeds (reported above) | (100) |
| • Interest and Investment Income | (50) |
| Total Income Exclusions for month | (\$2,100) |
| Net Assessed for month | \$2,900 |
| Monthly Advancing Missionary Discipleship - 15% | \$435 |
| Transitional Adjustment Percentage - (3.5% of \$435) (provided annually by the Diocese through 2022) | (15) |
| Adjusted Advancing Missionary Discipleship | \$419 |

- (1) Capital campaigns must be presented and approved by the Diocese Finance Advisory Committee (FAC) before a church can exclude capital campaign monies from the assessment calculation.
- (2) Expenses included to calculate net amount received from any festival/bingo/raffle activity.
- (3) Includes amounts reimbursed to the main church by the mission parish(s) for priest compensation and other administrative expenses (if this amount is included within the church's monthly income statement).

IV. Three-Year Transition:

As compared to the prior DMF assessed goal, the overall financial impact to the Diocese under the 15% assessment will be about the same. Under the 15% assessment, some of our parishes will incur a slightly lesser financial obligation, and some will incur slightly greater. In order to ease this transition, the difference will be graduated over a three-year period so that the impact will be absorbed through the first and second years. For example, those parishes seeing financial relief from their prior DMF assessments will begin the transition at a slightly higher rate, say at 16%. Those who will have to increase their participation will begin slightly lower, say at 14%. We will arrive at the universal 15% assessment January 1, 2023.

In the meantime, we still need to do a little more work to make the transition more comfortable for all. The Diocesan Financial Office will determine the transitional percentage adjustment for each parish by comparing the difference between the new 15% model and our existing DMF model. **You will be provided with a transitional adjustment percentage to apply in April 2021 (year one), to be updated again in January 2022 (year two).** This transitional adjustment rate will be applied to your calculated parish assessment as illustrated. This transitional rate will gradually move you to the flat 15% by year three, January 2023.

V. How you can prepare:

- When it is time to order 2021 offertory envelopes, please be sure to remove “DMF” from your offertory envelopes if it has been listed as such.
- Please continue to encourage parishioners to fulfill their 2020 DMF pledges so that these will not be assumed into the 2021 transitional assessment. It is important for us to accomplish a clean ending to the 2020 DMF in order to move forward into a clean transition for the new 15% assessment.
- Begin to consider how you will realign the workflow of your parish staff/volunteers who are currently involved in the DMF. We will schedule an initial Zoom/Uber conference meeting for all pastors, followed by a second similar conference call/meeting for parish financial staff and other key personnel as designated by the pastor. You will be informed soon of this schedule.
- While you may be thinking now of how to inform your parishioners, please wait for our guidance from these conference calls, so all questions can be answered in proper order.
- As soon as the two above-mentioned meetings have been accomplished, individual consultations can be scheduled with Jimmy Dilorio of the Diocesan Development Office, to discuss parish goals through the transition, and how parish stewardship can be enhanced. This is a good time to discuss and create a new parish development plan and fresh resources. There are fundamental guidelines/best practices for each parish to keep in mind. Customized measures are most effective for individual parishes. No one knows your parish better than you, and an individualized approach is recommended. Jimmy will be available for ongoing parish support through the transition as needed.

- Bishop Berg is planning for the annual Diocesan Communications Tour to take place again this February. We are planning our deanery visits to allow extra time for Jimmy to meet with your parishes individually or in deanery groupings. Materials, guidance, discussions, and other resources will be available. Please feel free to reach out to Jimmy with any questions or to set up video/audio meetings at any time.

VI. Summary:

Please anticipate ongoing updates and guidance from the Diocesan Finance Office. The accompanying FAQ document, below, should also answer many of your questions. Nonetheless, feel free to contact Jimmy DiIorio (Ext. 1191) or me at the Catholic Pastoral Center (719) 544-9861, Ext. 1141.

Our plans for the Mission are moving forward. This restructuring gives us the opportunity to secure our financial base and opens up energy and resources to refocus all of our efforts around Missionary Discipleship. As we move forward through these next months, I encourage each of you to join with us at the CPC in reflecting on how we are responding to the Gospel to bring souls to Jesus. The purpose of all our plans is to free each one of us to be Missionary Disciples. Through the COVID crisis and into the future, I appreciate all that you are doing, and want you to know that you are in my prayers.



John Daneluk
Chief Financial Officer

FAQs: Advancing Missionary Discipleship

As a primary source of funding the various offices and support from the Catholic Pastoral Center, the appeal-driven Diocese Ministry Fund (DMF) will be replaced by a flat 15% monthly assessment to all parishes and missions of the Diocese of Pueblo. This will happen over a 3-year transitional period beginning on April 1, 2021. It will be called *Advancing Missionary Discipleship*. More information will follow. In the meantime, below are some answers to some preliminary questions we anticipate you will have.

Should “DMF” be removed from our offertory envelopes and online giving platform?

Yes. Beginning January 1, 2021, please remove DMF from your offertory envelope as one of the options to which households can donate. If after March 31, 2021 families continue to identify their donation as DMF on their envelope, amounts received should instead be recognized as regular parish offertory.

Will there be any relief of the current 2020 DMF assessed each parish?

This year we are extending the campaign through March of 2021, allowing parishes to reach their goal, without interference from any new DMF campaign. However, you need to satisfy your 2020 DMF goal. We are discussing at the CPC how to include unpaid 2020 DMF into the transitional period, knowing that we must make adjustments to the individual tax rates of each parish in an equitable manner.

Will old DMF debt be forgiven?

We will continue to track and report any outstanding amounts owed to past unpaid DMF assessments.

Can households continue to contribute directly to the diocesan online DMF giving platform after March 31, 2021? Will this be credited to our parish?

Yes on both counts. Any donation received directly from families after March 31, 2021 will be fully credited to the monthly remittance amount. These parishioners will also be notified of the change to *Advancing Missionary Discipleship* and will receive a year-end tax statement from the Diocese as usual, indicating the amount donated during the previous calendar year.

When should I remove DMF from my parish website [Online Giving]?

Not yet. You should not remove the DMF contribution option from your parish website until March 31, 2021. Keep the DMF option open through the month of March so as not to miss any online donations toward your 2020 assessment.

Should we continue to maintain our family database within ParishSOFT Family Suite?

Yes. ParishSOFT Family Suite is expressly designed and can be used to maintain your family mailing information and to track local parish offertory for your church.

Where does all the money go?

Monies collected from *Advancing Missionary Discipleship* are used to strengthen our whole Diocese. They support the work of the CPC and diocesan-wide activities as did the former DMF, with the added benefit of strengthening the bond of our mission to form Missionary Disciples of Jesus across our parishes and Diocese. Exact percentages and statistics will be provided as to the breakdown of the different ministries which are involved. Pastors and financial staff will have these numbers at their disposal so they can provide information as to how funds are being used to serve our entire Diocese.

How do we make up the difference in Offertory?

As mentioned above, the Development Office will work with each parish to formulate a vision for the parish as it relates to stewardship and income needed to accomplish parish goals. Fundraising is a process and does not happen overnight. It is a journey with every parishioner and should be addressed as such. Jimmy will be available to answer questions and to work with those designated by the pastor to lead stewardship/fundraising efforts at the parish level.

What comes next?

Once the Zoom/Uber meetings take place with pastors, finance and other key personnel (see V, above) a message will be distributed for parishes to announce the changes. Subsequent updates will follow as needed. Any communication to parishioners about this change before the end of the year is discouraged as it may interfere with or confuse end-of-the-year giving. However, the end of the year is a great time to begin this transition by thanking donors personally, with individual calls or cards sent to everyone who contributes to your parish. Pastors, it will be a great step for you to mail a specialized card to those who donated to the DMF, thanking them and recognizing their generosity. This should be a card or call in addition to the year-end giving statement. A brief update on how the parish 2020 DMF is going will be appreciated. Let parishioners know how their contribution helps. We can build a foundation for future stewardship through this brief card. More ideas will be forthcoming as we get closer to the beginning of the process of transition.

Who do I/we call if we have questions or need support/help?

Jimmy DiIorio can be reached at jdiiorio@dioceseofpueblo.org OR 719-544-9861 Ext. 1191. Please keep in mind that email may be best to start as office hours have drastically changed due to COVID-19. John Daneluk can answer more specific questions regarding your calculations and transitional payments. He can be reached at jdaneluk@dioceseofpueblo.org OR 719-544-9861 Ext. 1141.