



The Mustard Seed

Catholic Center 1000 Pinebrook Road Venice FL 34285

Pastoral Bulletin

August 10, 2007

ANNOUNCEMENTS

Office of the Bishop

Bishop Frank J. Dewane announces the following clergy appointments:

Rev. John E. McGee, OSFS, appointed Parochial Vicar of St. Ann Parish, Naples, Florida, effective August 8, 2007.

Rev. Claude Brubaker retiring as Pastor of St. Michael the Archangel Parish, Siesta Key, effective September 1, 2007.

Rev. David T. Cottingham, C.S.Sp., granted the faculties of the Diocese of Venice, effective August 3, 2007, for service to the people of St. Michael the Archangel Parish, Siesta Key, Florida.

Note to Pastors and Administrators: Please include the attached collection letter in your Bulletin the weekend of August 25/26. The collection is to be taken up the weekend of September 1-2, and the proceeds sent to the Finance Department no later than September 20, 2007.

Office of the Chancellor

Forms for requesting faculties for extern priests to serve in the Diocese of Venice, as well as Forms for permission to invite guest speakers, may be found on our website www.dioceseofvenice.org. Sample forms are attached. Pastors and Administrators are asked to use the forms to better facilitate this process. Please send requests for faculties or for guest speaker permission to the Chancellor's Office.

Communications Department

Hurricane Preparedness - Thank you all for sending us the requested contact information for people in charge of hurricane preparedness for your parish. We are still expecting that info from some of you, so please send it in to Carol Compton in the Chancellor's office as possible. As we are in the height of hurricane season, please know that information to prepare for storms is available on our websites.

www.dioceseofvenice.org - download our **Hurricane Disaster Preparedness Information booklet** which gives you step by step instruction on how to get ready. It also contains contact information on relief agencies in case disaster strikes.

www.catholiccharitiesdov.org - download disaster preparedness plans for both **parishes** and **schools**, as well as individuals.

Finance Department

With recent legislative changes concerning tax exempt organizations, certain organizations who were exempt from filing Form 990 or Form 990-EZ, may now have an annual filing requirement of an informational return. In July, the Internal Revenue Service began sending notices to some not for profit organizations addressing the legislative changes. Please note, these changes have NO effect on the filing requirements of Form 990 or Form 990-EZ for entities of the Diocese of Venice related to informational returns. However, entities of the Diocese of Venice are still required to file and report Unrelated Business Taxable Income (UBTI), if applicable. If you receive any notices from the IRS on this subject or have questions or concerns about Unrelated Business Taxable Income, please contact the Finance Department or the Internal Financial Services Department at the Catholic Center. More information concerning UBTI can be found in the Diocesan Financial Policies and Procedures manual.

Legal Department

Hiring and Screening -Florida has passed a statute requiring all sexual predators and sexual offenders to have on their driver's licenses an indication of the Florida Statute under which they were convicted. Fla. Stat.§322.141 requires that all those convicted under Fla. Stat. §775.21 (The Florida Sexual Predators Act) and those subject to registration as sexual offenders under either §943.0435 or §944.607 have reflected on their driver's license the statute, opposite the photograph. It also shows either Florida statute number 775 or 943 in the fine print at the bottom, so law enforcement officers, schools and employers will know someone's sex offender status instantly. *There are more than 35,000 registered sex offenders and predators living in Florida, so it is imperative that you check drivers' licenses as part of your screening process.* If you have any questions, please contact Glynda White at white@dioceseofvenice.org or 941-441-1104.

Office of Stewardship and Development

Informational brochures on our diocesan **Stewardship Day, Oct. 30th** at St. Thomas More, will be sent out shortly. Please encourage your parish priests, pastoral, finance and stewardship councils and all other parish leaders to save the date and plan to attend. All are welcome! The theme for the conference is "Building Strong Parish Communities." If your parish is in need of increasing offertory, please contact Mary Campo to see how the diocese can be of help.

Regional Safe Environment Training

The Diocese of Venice is committed to protecting children and vulnerable adults from sexual abuse through our Safe Environment Program, which calls us to integrity, transparency and fidelity. Our promise is to prevent abuse, to respond to allegations and to reach out to victims. Our program includes background checks and screening, awareness training and victim assistance, and all priests, religious, deacons, employees, and volunteers who work with children must participate. All are required to attend a Safe Environment training session offered in various locations throughout the Diocese, and attendance is **mandatory**. Failure to do so could result in termination. Schedule is as follows. Please contact the parish secretary for selected location at least two weeks prior to the training.

Date/Time	Northern	Central	Eastern	Southern
Aug. 11, 2007 9:30 am to 11:30 am				St. William
Aug. 11, 2007 9:30 am to 11:30 am		St. Raphael Englewood		
Aug. 11, 2007 9:30 am to 11:30 am		St. Andrew Parish Cape Coral		
Aug. 16, 2007 6 pm to 8 pm	St. Joseph Bradenton			
Aug. 18, 2007 9:30 am to 11:30 am	St. Joseph Bradenton			
Aug. 16, 2007 6 pm to 8 pm		San Antonio Deep Creek		
Aug. 18, 2007 9:30 am to 11:30 am		San Antonio Deep Creek		
Aug. 18, 2007 9:30 am to 11:30 am			<i>English and Spanish</i> OL Queen of Heaven, LaBelle	
Sept. 13, 2007 6 pm to 8 pm		St. Columbkille Parish Fort Myers		

Sept. 15, 2007 9:30 am to 11:30 am		St. Columbkille Parish Fort Myers		
Sept. 27, 2007 6 pm to 8 pm				St. John the Evangelist
Sept. 29, 2007 9:30 am to 11:30 am				St. John the Evangelist
Sept. 27, 2007 6 pm to 8 pm	Incarnation Sarasota			
Sept. 29, 2007 9:30 am to 11:30 am	Incarnation Sarasota			
Sept. 29, 2007 9:30 am to 11:30 am			<i>English and Spanish</i> OL Queen of Heaven, LaBelle	

Contacts for the Safe Environment Program are Art Fleischer, program coordinator and Dr. Kathy Kleinlein, training director. They can both be reached at the Catholic Center 941-44-9543.

These are the only regional training sessions available this Fall, please make plans to attend.

Respect Life Department

The September 2007 edition of the *Word of Life* series provided by the USCCB Secretariat for Pro-Life Activities is available on the Internet at: <http://www.usccb.org/prolife/liturgy/WOL092007Eng.pdf>. WOL features weekly Intercessions for Life and Bulletin Briefs to be used throughout the month. The Spanish version is at: <http://www.usccb.org/prolife/liturgy/WOL092007Spn.pdf>.

Catholic Campaign for Human Development/Catholic Relief Services (CCHD/CRS)

Please Save the Date: The JustFaith Workshop presented by JustFaith author and founder, Jack Jezreel will be held Saturday, October 27 at Epiphany Cathedral Parish in Venice. JustFaith is an intensive and successful model of justice education and spiritual formation that is having dramatic results in parishes across the country. This one day workshop will begin with an overview of the Church's call to social ministry, especially in relation to our most vulnerable brothers and sisters. It will include a review of the Old Testament and New Testament emphasis on God's justice and the call to transform our hearts and the world. The workshop will conclude with the story and practice of JustFaith.

Human Trafficking Educational Programs are available free of charge to your parish ministries and organizations. Trainings are available through Human Trafficking Awareness Partnerships. Trainings are designed to meet the needs of the audience, and include an emphasis on facilitating a community-wide response to human trafficking. To help educate your parishioners and encourage prayer, advocacy and action on behalf of trafficking victims, please contact this office for additional information.

Peace and Justice Office

Prompt Action Team Takes Action to Reduce Poverty. Recently the Peace and Justice Office asked members of its Prompt Action Team of Social Justice Advocates to contact the House Foreign Affairs Committee to support H.R. 1302, the Global Poverty Act of 2007. A few days later the Foreign Affairs Committee passed the bill by unanimous consent. The bi-partisan Committee support should expedite passage of the bill by the entire House, possibly in September. The Global Poverty Act of 2007 instructs the Bush Administration to develop a comprehensive strategy for achieving the U.N. Millennium Development Goal of dramatically reducing the number of people living on less than \$1 a day by 2015. When important social justice issues are scheduled for votes in the U.S. Congress or the Florida legislature, members of the Prompt Action Team of Advocates receive alerts by e-mail and contact legislators promptly by e-mail or phone. More Prompt Action Advocates are always needed. For further information, contact the Peace and Justice Office at 941-484-9543 or peace&justice@dioceseofvenice.org.

BULLETIN ANNOUNCEMENTS

Please publish the following in your parish bulletins:

Catholic Charities

Catholic Charities offers counseling services. Licensed, professional clinical therapists on staff at Catholic Charities, Diocese of Venice offer individual, couples, family and group counseling at three locations: Sarasota, Fort Myers and Naples. The programs focus on the mental health counseling needs of the client whether it is relief from depression, anger, conflict, abuse, substance abuse, anxiety or self-esteem issues. Catholic Charities Counseling Services operate on a sliding scale based on the client's household income. To contact the counseling programs of Catholic Charities call 941-379-9111 in Sarasota, 239-274-0757 in Fort Myers, and 239-455-2655 in Naples. Or visit www.catholiccharitiesdov.org for more information.

Save the date for the Catholic Charities Ball. Come and enjoy a gala to remember amid the splendor and charm of Italy. Hosted by Bishop Frank J. Dewane, save the date for the Catholic Charities Ball "An Evening in Italy" on Thursday, January 24, 2008 at the Ritz Carlton Hotel in Sarasota. All proceeds from the event will support the programs of Catholic Charities in Sarasota and Manatee counties. Catholic Charities helps more than 40,000 people in the diocese every year of all ages, faiths and backgrounds, when and where they need it most. For more information please contact Catholic Charities at 484-9543.

Office of Stewardship and Development

Have you remembered your parish in your estate plans? The legal wording to include your parish in your Will is: "I bequeath the sum of \$_____ or _____% of the residue of my estate to Bishop Frank J. Dewane (or his successor), Roman Catholic Bishop of the Diocese of Venice, a corporation sole, whose principal office is located at 1000 Pinebrook Road, Venice FL 34285, for the benefit of (insert parish name here)." You may further restrict the use of your gift to be used for a ministry, capital improvement, Catholic Charities, etc. Bequests are not assessed by the diocese.

Catholic Campaign for Human Development/Catholic Relief Services (CCHD/CRS)

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World Youth Day: Take a Global Pilgrimage with CRS. Catholic youth across the country are praying and preparing for next year's World Youth Day in Sydney. CRS has partnered with the United States Conference of Catholic Bishops to create the World Youth Day Global Pilgrimage, a year-long virtual journey leading up to this great gathering of the Catholic Church.

Read about the cultures in our one human family and prepare to meet the people at World Youth Day. Pray for peace and justice with interactive photo meditations. Learn about how the U.S. Catholic Church serves people around the world. And take action by acting justly and living in solidarity. Join the pilgrimage at <http://education.crs.org/wyd/> !

Respect Life Department

Attend the ***State Respect Life Conference*** – The registration brochure for the 2007 Statewide Florida Respect Life Conference, Oct. 12-14 in Tampa, is now available at http://www.flacathconf.org/RespectLife/RLC_Brochure.pdf or call 941-441-1112. Scheduled speakers include Deirdre McQuade and Richard Dorflinger from the USCCB Secretariat for Pro-Life Activities. Friday keynote speaker will be widely-acclaimed author Dr. Jennifer Roback Morse.

Struggling after abortion? Project Rachel, a confidential healing ministry for women and men who have been touched by abortion, can help. Call Project Rachel in Florida toll-free at 877-908-1212 or e-mail project.rachel@dioceseofvenice.org.

Did You Know? In their statement *A Culture of Life and the Penalty of Death*, the U.S. Catholic Bishops ask us to: "Change the debate and decisions on the use of the death penalty by building a constituency for life, not death, and by calling on lawmakers to lead, not follow—to defend life, not take it away." The entire statement may be found online at: <http://www.usccb.org/sdwp/national/penaltyofdeath.pdf>. For further information, please contact the diocesan Respect Life Department at 1-941-484-9543.

Peace and Justice Office

Prompt Action Social Justice Advocates Needed. During the last few months, legislation has been debated in Congress concerning immigration, minimum wage, Israeli-Palestinian peace, food issues, global poverty, etc. Many of these issues will come up for votes again in the coming months. Often, there is only a short notice before a vote will take place. If you have access to e-mail and would be willing to contact your legislators when action alerts are sent by the Peace and Justice Office, please contact us at 941-484-9543 or peace&justice@dioceseofvenice.org.

Worship and Ministries Department

"Blessings, Burdens, and Better Ways" - Jail/prison volunteers are meeting with ***Bishop Frank Dewane*** on Friday, Sept. 14 from 9 a.m. to 3 p.m. at San Antonio Church, 24445 Rampart Blvd. in Port Charlotte. This is an opportunity for those interested in learning more about assisting the incarcerated. There is a \$10 registration fee at the door to cover snacks and lunch. For more information/reservations, contact Louise Tokarski at 941 486-4725, or e-mail her at tokarski@dioceseofvenice.org. Reservations must be received by August 31.

OUT AND ABOUT THE DIOCESE

Conference - The first Catholic Charismatic Renewal for the Hispanic Community in the Diocese of Venice will hold a conference at the Civic Center in LaBelle on September 29/30, 2007. Contact: Maria Routsis (Maria is the wife of Peter Routsis-Arroyo) at (239) 209-0145, or Father Michael Scheip at St. Patrick Parish.

Good Works - Children's World Uniform Supply in Sarasota donated \$10,000.00 worth of uniforms to Catholic Charities Desoto County in Arcadia. Owners, Tim & Cynthia Holliday took their surplus inventory and delivered the goods personally to Sister Ann DeNicolo, who was delighted because the center was getting low on children's clothes and school is about to start. The Hollidays showed up with a truck load of brand new merchandise, as well as several bags of toys donated by their four year-old daughter Faith. They are active members of St. Thomas More parish in Sarasota which has always supported the efforts of Catholic Charities in Desoto County. The parish youth group held a food drive earlier this year and collected 7,500 pounds of food for the migrants. Children's World Uniform Supply is a school and work uniform provider in Sarasota, and the company is celebrating its 43rd year in business. Owners Tim & Cynthia Holliday can be reached at 941-955-6999.

The Mustard Seed is an official publication of the Diocese of Venice, published bi-weekly on Fridays by the Department of Communications. Notices of general interest will be considered for publication. Send copy to: Department of Communications, 1000 Pinebrook Road, Venice FL 34285 OR via e-mail (preferred method) to: newsletter@dioceseofvenice.org no later than ***seven days prior*** to publication date. The pastoral bulletin is available at www.dioceseofvenice.org/specialissues/parishbulletin.cfm



DIOCESE OF VENICE IN FLORIDA

REQUEST FOR FACULTIES

The Diocese of Venice in Florida requests the following information regarding the Priest or Deacon, in order to receive permission to celebrate the Sacraments, preach, facilitate a Retreat or other religious occasion, as indicated below:

1. Pastor requesting permission or faculties:

Name: _____

Parish: _____

2. For the following period from: _____ to: _____

3. Indicate the following:

Reason for requesting Faculties: _____

OR Description of Event: _____

If also your Guest Speaker - Topic or Theme: _____

4. First and Last Name of Extern Priest or Deacon: _____

5. Current address of Extern Priest or Deacon:

6. Diocese of Incardination or Diocese of Current Assignment: _____

7. Regarding the Extern Priest or Deacon's (Arch)bishop, Provincial or Superior:

Name: _____

Address: _____

Phone with Area Code: _____

Signature of Pastor/Administrator: _____



DIOCESE OF VENICE IN FLORIDA

REQUEST FOR PERMISSION FOR GUEST SPEAKER

The Diocese of Venice in Florida requests the following information regarding a Guest Speaker. This information must be presented at least one month before the event is scheduled and before the speaker is invited:

1. Pastor/Administrator requesting permission:
Name: _____
Parish _____
2. Date of Event: From: _____ To: _____
3. Describe Event: _____
4. Place of Event: _____
5. Topic or Theme of Talk: _____
6. First and Last Name of Speaker: _____
7. Current Address of Speaker: _____
8. In the case of a Layman or Laywoman - Names and Addresses, Phone Numbers and Fax Numbers of two references:
Name: _____
Address: _____
Phone: _____ Fax: _____
Name: _____
Address: _____
Phone: _____ Fax: _____
9. In the case of a Priest or Religious- Diocese of Incardination or Diocese of Current Assignment:

10. In the case of a Priest or Religious - Name of (Arch)Bishop or Superior:

Address: _____
Phone: _____ Fax: _____
11. Signature of Pastor/Administrator: _____



DIOCESE OF VENICE IN FLORIDA
Office of the Bishop

August 2007

My dear Brothers and Sisters in Christ:

Each year, the national Collection for the Church in Latin America is held in parishes across the country. Proceeds from the collection are distributed to dioceses, parishes, religious congregations, seminaries, and other Catholic institutions throughout Latin America and the Caribbean to assist in the formation of priests, religious, lay ministers, missionaries, pastoral workers, catechists, and youth ministers. Thus, fellow Catholics in Latin America and the Caribbean—who are rich in faith but lacking in material resources—are not only able to participate more fully in the life of the Church, but are enabled to share it with others as well.

When we contribute to this national Collection, we are actively living out our call to stewardship and participating in a work of solidarity with our brothers and sisters throughout the American hemisphere.

The United States Conference of Catholic Bishops Committee on the Church in Latin America uses the collection funds to support its pastoral grants program in 22 countries and to support the work of the Department of Social Development and World Peace on behalf of the Church in Latin America. Further information on the Committee's work can be found at www.usccb.org/latinamerica.

I ask you to consider contributing to this Collection, and I am grateful for your generosity. Together, let us ask the Lord to continue to bless us in all that we do.

Sincerely in Christ,

+ Frank J. Dewane
Bishop of Venice in Florida



DIOCESE OF VENICE IN FLORIDA
Office of the Bishop

Agosto 2007

Queridos Hermanos y Hermanas en Cristo:

Todos los años se lleva a cabo, nacionalmente, en parroquias de todas las diócesis del país, la **Colecta para la Iglesia en América Latina**. Los fondos de la colecta se distribuyen en diócesis, parroquias, congregaciones religiosas, el CELAM y otras instituciones católicas de toda América Latina y el Caribe, para ayudar a la formación de sacerdotes, religiosos, ministros laicos, misioneros, agentes pastorales, catequistas y agentes de pastoral juvenil. De esa forma, los católicos de América Latina y el Caribe, ricos en fe pero carentes de recursos materiales, no solo pueden participar más plenamente en la vida de la Iglesia, sino que pueden compartirla también con los demás y construir así comunidades más sólidas y estables.

Cuando contribuimos generosamente a esta Colecta nacional, estamos poniendo en práctica activamente nuestro llamado a vivir la co-responsabilidad y practicar la solidaridad con nuestros hermanos y hermanas de todo el hemisferio americano.

El Comité de Obispos para la Iglesia en América Latina de la United States Conference of Catholic Bishops utiliza los fondos de la colecta para apoyar los proyectos pastorales de 22 países y el trabajo del Departamento de Desarrollo Social y Paz Mundial en pro de la Iglesia de América Latina. Para mayor información sobre el trabajo del Comité sírvanse dirigirse a www.usccb.org/latinamerica.

Les pido que consideren participar y contribuir a esta Colecta, roguemos al Señor que nos siga bendiciendo en todo lo que hacemos.

Sinceramente, suyo en Cristo,

+ Frank J. Dewane
Obispo de la Diócesis en Florida

Pastor's Checklist

Parish Preparedness

Hurricane Protocol

Section 1 - Intent

It is the intent of this Protocol to establish simple, clear and concise steps and procedures for the coordination of parish-level preparedness and response, the delivery of assistance to those in need, and the orderly implementation of the Province of Florida Mutual Aid Agreement.

This checklist may be used by the Pastor of a parish or the Parish Disaster Response Team (DRT) to assess disaster readiness and prepare for on-coming storm. You should work closely with the diocesan offices of Catholic Charities. It should be used conjunction with the Parish Planning Guide, but may also be used as a simple straight-forward guide.

Section 2 - Definitions

A. Mutual Aid Agreement (MAA) is an agreement entered into by Florida's seven dioceses and signed by the Executive Director of Catholic Charities for each diocese that outlines cooperative steps and actions to be undertaken in the event of a hurricane emergency. Each diocese, through its Catholic Charities, has made commitments of resources, people, and supplies to meet the needs of another diocese(s) following a disaster.

B. Levels of Activation refers to the various stages of weather alerts issued as a Tropical Storm or Hurricane approaches by NOAA or appropriate authorities. The Levels of Activation provide a framework and timelines for disaster decision-making.

The national source is the National Weather Service Forecast Office (<http://www.noaa.gov/>). The state authority is the Division of Emergency Management, Florida Department of Community Affairs, (<http://FloridaDisaster.com>). Local authority is the County Emergency Management Office. Each diocese should be aware of the Emergency Management Office for each county within the Diocese.

B. Tropical Depression is a storm consisting of an organized cluster of thunderclouds over tropical seas with a center of low pressure detectable at the storm's surface. The highest wind speed of a tropical depression is 38 miles per hour.

C. Tropical Storm is a tropical depression that has developed wind speeds of 39 to 73 miles per hour. When a storm reaches Tropical Storm strength, it is assigned a name. Severe flooding may occur with a tropical storm.

D. Hurricane is a tropical storm that has developed wind speeds of 74 miles per hour or more. Hurricanes are rated on a scale called the Saffir-Simpson scale. Ratings are based on wind speeds and the expected height of the storm surge.

E. Storm Surge is a rise in tide caused by a hurricane as it moves over or near the coastline or as the water is pushed ashore from storm winds. The rise in tides along with the devastating waves can cause catastrophic damage to entire buildings.

F. Hurricane Watch is issued when hurricane conditions pose a potential threat to an area within 36 hours. Landfall is possible.

G. Hurricane Warning is issued when a hurricane is expected to strike within 24 hours. Landfall is imminent.

H. Hurricane Season is the time of year from June 1 – November 30 when ocean temperatures are favorable to the formation of hurricanes. It is possible for hurricanes to form earlier or later than these dates.

Section 3 - Levels of Activation

Levels of Activation

Under the Florida's emergency management system, the local lead agency for emergency management and disaster response is the county. Each county has an office of emergency management that activates and staffs an EOC (Emergency Operations Center) at the time of a disaster. A list of the county emergency management offices may be found in Appendix A. These are suggested levels of activation thresholds.

Level I

Consists of non-threat period in which normal disaster planning takes place. Make sure to keep informed of developing tropical systems.

Level II

A Tropical Storm/Hurricane Watch has been issued for the area. Normally a strike is predicted within 36 to 48 hours. Use volunteers to call vulnerable parishioners to see if they need assistance in evacuating.

Level III

A Tropical Storm/Hurricane Warning has been issued for the area. A strike is predicted within 24 to 36 hours.

Level IV

Landfall is imminent with impact to the surrounding area within 12 to 24 hours.

Level V

Recovery period after the storm's passage and winds have diminished.

Section 4 - Checklists by Activation Level

Level 1 - Checklist

Level 1 consists of non-threat period in which normal disaster planning takes place. Be sure to keep informed of developing tropical systems.

Parish Assessment Checklist

- Review the Routine Maintenance Checklist. [Appendix B]
 - Questions to ask:
 - Has the routine maintenance of parish equipment and facilities been kept up-to-date and who is responsible for maintenance checks?
 - Have we kept dated records of this maintenance?

- Conduct meeting to review Hurricane Plan with key staff members. Schedule drill of plan prior to Hurricane Season.
 - Note: A plan can be a complex document following the Parish Planning Guide, or it can be as simple as a series of checklists, kept up-to-date and reviewed periodically, especially just before hurricane season. You should contact your diocesan Catholic Charities offices for technical assistance and support.
 - Questions to ask:
 - Does the parish have a disaster plan and/or policies to respond to?
 - When is the last time we reviewed this plan?

- Contact Risk Management office/Insurance Office to schedule risk management training for hurricane preparedness.
 - Questions to ask:
 - Do you understand the insurance liabilities facing your parish?
 - Have you discussed risk management issues with the proper diocesan authorities?
 - Have you taken any steps to mitigate or reduce the risk of damage to your facilities?
 - Have you assigned the task of facilities protection to your parish disaster response team (DRT)? If so, what actions have they taken?

- Make sure that videotape or photographs of interior/exterior of diocesan facilities are up to date in order to verify insurance claims. (Store Safely!)
 - Questions to ask:
 - Have you or your parish DRT conducted a visual inventory of parish property? When? Video? Written?
 - Are the copies of this inventory stored in a safe environment (e.g., safety deposit box)?

- Verify all emergency services and contact phone numbers (e.g., local Emergency Management offices, Red Cross, electric utilities emergency numbers, etc.) are up-to-date in an Emergency Call List. Date and distribute Emergency Call list.
 - Questions to ask:
 - Have your or the parish DRT updated all emergency services and contact phone numbers? How recent?
 - Have these lists been distributed and widely accessible by staff persons? Are the lists dated?

- Have you reviewed the Diocesan Parish Vulnerability maps and determined the vulnerability level of your parish facilities?
 - Questions to ask:
 - If you are in a very high or high vulnerability zone, what plans do you have for evacuation and the lock-down of parish facilities.
 - What measures have you and your Parish Disaster Response Team identified to protect parish property from storm and wind damage? (e.g., installation of plywood on windows, etc.) and who is responsible for this activity?
 - What preliminary steps have been taken already and what would need to be done at the time of an impending storm?

 - Review all vendor/supplier agreements (e.g., for water delivery) and make sure they are still current.

 - Review all agreements for sheltering and transportation.
 - Questions to ask:
 - Is the parish identified as a possible Parish Disaster Center (PDC) or Help Center?
 - If so, have preparations been made for the parish facility as a PDC and have appropriate contacts with Catholic Charities been established and responsibilities agreed upon?
 - Will the Parish DRT handle management of the Parish Disaster Center?

 - Review emergency supply lists to make sure all necessary supplies are on hand.

 - Review staff rosters and telephone trees to ensure accuracy.
 - Questions to ask:
 - How recent is the phone tree? (It should be checked for accuracy at the beginning of the hurricane season and monthly during the season.)
 - Does it contain multiple ways of contacting individuals and families (e.g., home land line and cell phone numbers)

 - Ensure that the office is equipped with a Weather Band AM radio for weather reports.

 - Have you conducted a Vulnerable Parishioner Assessment?
 - A 'vulnerable parishioner assessment' is an inventory of parishioners who, because of age, infirmity, disability or other circumstances, may be more vulnerable to the effects of a storm or hurricane. Typically, direct family members take responsibility for the care of vulnerable individuals; however, some may not have pre-existing arrangements nor kinsmen or friends to offer this assistance at the time of a disaster. An assessment will assist your parish in identifying the most vulnerable. Often, parishioners involved in Eucharistic Ministry to shut-ins can be a good source for starting the inventory.
 - Questions to ask:
 - Do you have an assessment and has it been updated to remove or add persons within the past six months?
 - What steps or provisions are proposed to take care of these at-risk parishioners? (Family and friends should be the first circle of assistance)
 - Have any on your parish list been registered with the local special needs registry of the County emergency management offices?

 - Update lists for disaster response personnel that may be involved during a storm event for your parish Disaster Response Team and/or in fulfillment of the Province of Miami Mutual Aid Agreement.
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Level II - Checklist

Level II means that a Tropical Storm/Hurricane Watch has been issued for an area(s) in the Diocese. Normally a strike is predicted within 36-48 hours.

Parish Assessment Checklist

- A Level II Activation is announced throughout the Diocese.
- Initiate Parish staff phone tree to inform staff and volunteers that an evacuation is possible.
- If any parish facilities will function as an official Point Of Distribution (POD), Red Cross Emergency Shelter or Salvation Army site in accordance with the local CEMP (Comprehensive Emergency Management Plan), please review agreements in preparation of opening the parish facility.
- Review parish facility pre-identified as potential Parish Disaster Center or for the siting of disaster response personnel or equipment.
- Track and monitor location of the storm. Contact the National Weather Service's office for your diocese for storm coordinates.
- Conduct briefing of staff and volunteers to review hurricane procedures and provide update on the storm.
- Advise staff to implement personal and family preparedness plans.
 - Preparedness must start with individuals and at home.
- Designate a contact to communicate with the Diocese or Catholic Charities to inform the Diocese central office of closures and suspension of services.
 - A communications link must be established between your parish and the diocese - usually this will be the offices of Catholic Charities who are the designated agency for the Church's disaster preparedness and response efforts.
 - Questions to ask:
 - Do you have the phone numbers for the Catholic Charities main or regional offices? Cell phone numbers?
 - Do they have all your phone numbers and the numbers of your Disaster Response Team?
- Test the cellular or other communications system and ensure that they are working properly. Get back up batteries.
- Make sure that emergency supplies are up-to-date. Procure additional supplies if necessary.
- Collect and set up all battery chargers for cell phones and other communications devices. Ensure that automobile chargers are available for all cellular units.
- Insure all staff members top off fuel tanks and check fluid levels in their vehicles.
- Insure that the parish has made preparations for the safety of the Blessed Sacrament should evacuation be necessary. Parish should obtain boxes/cartons for packing of

- parish sacramentals and other food, and supplies. Office supply companies have inexpensive sets of collapsible boxes. These should be reinforced, if necessary, with duct tape.
- Review Staff List. Assign 24 hour staffing if necessary. Assign staff as Primary Staff and Support Staff. Do not categorize staff as “essential” and “non-essential”; all Parish staff are essential.
 - Establish a storage area for food and water brought in by staff and volunteers.
 - Ensure that all office/service locations have prepared a pre-recorded message on answering machines and voicemail that can be activated if offices close in the future.
 - Establish procedure(s) for notifying all parish day care/pre-K programs to inform parents/caregivers that they will be contacted by telephone if a decision is made to close the facility. Responsibility for notification is with the operators of the facility. The same should be done for religious education and other classes at the Parish.
 - For Parish food pantries and food pantries on the diocesan-level or parish-level, case managers should work with each client to make sure that they are prepared for the disaster. Encourage them to evacuate to a designated shelter or to stay with family or friends if they live in a vulnerable area. Also provide clients with a Family Preparedness Guide and review the emergency supply list with them.
 - Maintain inventory of parish status, addresses, phones, contacts, including cell phones - especially for parishes nearby. .
 - Diocesan notification for all parishes for Parish volunteers to call “at risk parishioners.” Parishes should make list of parishioners who need transportation to a shelter. This should be part of your Vulnerable Parishioners Assessment.
 - Review Hurricane Level III Checklist.***

Level III - Checklist

Level III means a Tropical Storm/Hurricane Warning has been issued for the area. A strike is predicted within 24-36 hours.

Parish Assessment Checklist:

- If you are not evacuating, set up and move to a central location for disaster planning. This will be the "Emergency Operations Center" for the Parish.
- Follow Beyond Routine Maintenance Checklist.
- Obtain sufficient Travelers Checks or cash for 7 days of operations.
- Call or otherwise contact the County Emergency Operations Center (Appendx A) and seek advice on whether or not evacuation plan should be activated. Monitor local broadcasts to keep informed of decisions by local civil authorities.
- Track and monitor location of the storm. Contact National Weather Service's office for your diocese for storm coordinates.
- Call key staff together to discuss whether or not Evacuation Plan should be implemented.
- Decide if Parish offices should be closed.
- If decision is made to close office(s) during non-working hours, initiate phone tree. Inform staff who will be needed to help secure the building.
- If decision is made to close parish offices during working hours, send all secondary staff home.
- Institute diocesan-wide notification about closing(s); i.e., notify all appropriate church officials of your decision to close.
- Notify all callers of plans to close office.
- Review Evacuation Procedures.
- Contact County Emergency Operations Center every 4 hours to receive updates. Brief staff and parish offices on updates.
- Review emergency and disaster supplies, making sure they are all accessible.
- Make sure bleach is readily accessible.
- Make sure ice chests are accessible.
- Install plywood or protective coverings over doors and windows.
- Disconnect all electrical appliances and equipment.

- Establish damage assessment teams from staff volunteers; notify all disaster response personnel.
- Secure, brace, or remove antennas and loose objects.
- Bring in all signs, lawn furniture, equipment or other loose objects that are normally left outside.
- Secure all items that cannot be brought inside.
- Fill all available larger storage containers with water.
- Secure at least six, 3-5 gallon buckets, which can be filled with water and used to flush toilets. A plastic trash can of 33 gal - 40 gal can be used for the same purpose.
- Borrow or rent a gasoline-powered chain saw.
- Start recruiting drivers who can transport special needs parishioners to shelters.
- Change message on answering machine.
- Review Hurricane Level IV Checklist. .***

Level IV - Checklist

Landfall is imminent with impact to the surrounding area within 12-24 hours.

Parish Assessment Checklist:

- Clean and store all cooking and eating utensils.
- Start eating perishable food in facility refrigerator(s).
- Fill ice chests with ice.
- Fill gallon (and larger) buckets with water that can later be used for flushing toilets.
 - Best practice: Purchase larger plastic trash cans (30-40 gallons) and station close to toilets for flushing; include bucket for dipping water.
- If staff are still inside the office at this point, make sure all stay indoors until winds have diminished below Tropical Storm Force Level.
- Monitor TV stations for the latest storm updates.
- Start using disposable serving and eating containers and utensils.
- Box all dry and canned goods.
- Box all needed cooking utensils, disposable plates, silverware, and cups in case of evacuation.
- Contact the National Weather Service's office for your diocese or the County Emergency Operations Center to determine when you are to anticipate the first hurricane force winds, top winds expected, the duration of the hurricane force winds, and the expected amount of rainfall.
- Move everyone possible into the interior of the facility at least 30 minutes prior to the expected arrival of tropical storm force winds.
- Turn off circuit breaker for all electricity except lights in the rooms where people are housed and refrigeration.
- If power goes off, turn off main breaker.
- Review Hurricane Level V Checklist.***

Level V - Checklist

The Recovery Period means that the storm has passed and winds have diminished.

Parish Assessment Checklist

- Call designated contact person(s) at the Diocese and/or Catholic Charities to report preliminary needs and damages. Reports to the Diocesan/Catholic Charities offices should include updates on all pastoral staff personnel, preliminary assessment of damages to parish facilities (e.g., still usable, not usable), and status of services (e.g., power? Water?). There should be a pre-designated number(s) to call to report parish status.
- A designated diocesan person(s) may contact parishes that have sustained substantial damage and assist in locating a possible partner parish to move affected people to an alternate location.
- Contact the County Emergency Operations Center and obtain information on road closures and flooding. Monitor television channels. This will enable the committee to inform staff wishing to survey their homes what roads are dangerous. This can also be determined by visiting the state Division of Emergency Management website.
- Remove plywood from all windows and doors.
- Inspect all rooms for damage and/or water leaks. Call 911 if lines are downed or if there is the smell of fire, gas, or smoke.
- Inspect exterior of building for damage.
- Check cable TV and antennae TV to determine if operational.
- Disconnect all electrical equipment if there is any power fluctuation.
- Assign volunteers to monitor portable radio(s) to determine which stations are operational.
- Take detailed documentation (photos, video) for submission of claims to diocesan insurer.
- Prepare reports outlining needs and damage assessment.
- Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.
- Contact the Diocesan Risk Management Office and fax them a quick response report outlining damage to parish facility. You may need to wait until the diocesan insurer or diocesan representative before beginning cleanup.
- Work with staff to determine if there are any injuries or personnel requiring medical attention.

- Conduct a head count to ensure that all residents, staff, and family members are accounted for.
- Ensure that all archival records are safe.
- Inspect supplies for damage.
- Remove fallen trees and debris only if work can be done safely. Downed trees and debris can create a potential fire hazard as well as serve as a refuge for unwanted rodents and snakes.
- Alert diocesan staff if office is to remain closed.
- For parish: If parish is to remain closed, activate alternative site for liturgy services and parish operations. Begin plans for pastoral care.
- If facility is designated as a disaster relief site, activate plans for operation.
- Begin organizing volunteers to help the community after the disaster.
- Be in touch with Catholic Charities to determine and participate in volunteer opportunities.