

Report Summary 2003-2004

The Archdiocese of Dubuque comprises that part of the State of Iowa north of counties of Polk, Jasper, Poweshiek, Iowa, Johnson, Cedar and Clinton and east of the counties of Kassuth, Humboldt, Webster and Boone. There are 30 counties total in the Archdiocese. It is 17,403 square miles.

The Ministry and Work of the Archdiocese of Dubuque

Many of the numbers are cited on the Archdiocesan Status Report

- 1) The total number of Catholics in the Archdiocese of Dubuque is 210,509. There are 195 parishes.
- 2) There are various services and ministries that are offered to the people of the Archdiocese, both to its members and to non-members. The services and ministries of the Church may vary from parish to parish and may include more than those named here.

Archdiocesan

The number of Archdiocesan Services/Ministries is 34. (See Attached sheet)
These include all offices of the Pastoral Center, Catholic Charities, Villa Raphael, St. Mary House, American Martyrs, and St. Stephen Catholic Student Center.
There are 27 Committees/Boards/Councils that serve the Archdiocese.

Local Parishes

The number of Parish Roles/Services/Ministries is 59.
The number of Parish Committees varies with each parish, but most have the seven basic committees that fit the parish structure: Pastoral Council, Finance Council, Liturgy and Spiritual Growth, Parish Life, Education and Formation, Social Concerns and Stewardship.

- 3) The accurate number of people that assist the work and mission of the Archdiocese is difficult to determine, since all are charged through Baptism, Confirmation and Eucharist to fully participate in the work of the Church.

Archdiocesan

The Archdiocese employs 145 full/part-time people. This includes the Archbishop, his vicars, the employees of the Pastoral Center, the *Witness*, the Villa Raphael, Catholic Charities, St. Mary House, American Martyrs Retreat House.

There are 314 people that volunteer on the diocesan level. Most of those are on Archdiocesan Committees/Boards/Councils.

Local Parishes

The parishes of the Archdiocese employ over 4,300 full/part-time employees. This includes: Pastors, Pastoral Administrators, Associate Pastors, Deacons

Pastoral Associates, Directors of Religious Education, Coordinators of Religious Education, Youth Ministers, Secretaries, Bookkeepers, Business Managers, Liturgists, Music Directors, Parish Nurses, Principals, Teachers, Catechists, RCIA Coordinators, Volunteer Coordinators.

There are over 50,900 volunteers that have been identified in the 195 parishes. This is not a hard fact number since it is difficult to name all those that volunteer or help in the mission and work of the parish. This is about 24% of the total Catholic population.

Human Resource Policies of the Archdiocese

“Church leaders should also use the annual report to render an account of their stewardship of human resources (personnel policies, just compensation, etc.” 9 (from *Stewardship and Development in Catholic Dioceses and Parishes: Resource Manual*)

Listed below are significant personnel policies and efforts the Archdiocese of Dubuque has made to initiate good stewardship of its employees and volunteers.

- 1) Establishment of Human Resource Office on July 1, 1999.
 - a. To ensure all institutions of the Archdiocese follow all Federal and State employer/employee regulations.
 - b. To provide Archdiocesan institutions with training in hiring practices, employee management, and employee salary and benefits options.
 - c. To provide all institutions with the proper forms and procedures.

- 2) Just Compensation Guidelines promulgated 1999.

The following principles reflect the position the Church of the Archdiocese of Dubuque regarding compensation. These are intended to be practical applications of the principles of social justice as found in the gospels, as well as church documents related to social justice.

 - a. Compensation, viewed in the broad sense, includes wages and other benefits (e.g. retirement, health insurance, time off, etc.) offered to all Church personnel. Intangible forms of compensation include things such as working conditions, worksite, environment, recognition, etc.
 - b. Appropriate education of employers & employees about compensation assists both in developing a positive working relationship and environment.
 - c. Compensation packages are non-discriminatory and consistent with current federal, state, and IRS regulations and guidelines.
 - d. Compensation packages are responsive to the economic conditions and cost of living in a particular area, as determined by reviewing external criteria available from public and private sources (e.g., governmental agencies).
 - e. Archdiocesan standards of ministerial roles, job classifications, and evaluations are developed at the Archdiocesan level and are implemented at the local level.

- f. Job descriptions and employee levels/classifications are reviewed annually at the local level according to the process developed at the Archdiocesan level.
- g. Compensation is ordinarily determined through the application of Archdiocesan principles, basing one's compensation upon educational level, experience, level of competence of the individual, and assigned responsibilities, as these relate to the position.
- h. Compensation packages provide financial support for professional growth.

A personnel handbook that was created 1994 for Pastoral Center employees incorporated the compensation guidelines.

All parishes are encouraged to follow the same procedure of having an employee handbook. The Office of Human Resources provides all necessary forms and procedures.

3) Religious compensations are equivalent to Lay compensations promulgated July 1, 2000.

4) Code of Ethical Standards for Church Personnel approved August 8, 2003
 Those who minister within our parishes and institutions must always seek to live by and uphold the Church's moral teaching in both their personal lives and personnel roles. This Code of Ethics does not presume to provide the answers to all the ethical questions facing Church personnel. What it does establish is a set of general ethical standards for their lives and ministry. These standards will help to delineate boundaries by which ethical questions can be evaluated. This Code is not intended to supersede canon or civil law. This Code will also aid in the training and education of new Church personnel. Lastly it will demand accountability from Church personnel who may fail to live within the ethical standards of the Code.

- a. Administration: Church personnel shall exercise just treatment of employees and volunteers in the day-to-day administrative operations of their ministries.
- b. Conduct in Pastoral Counseling: Church personnel who conduct pastoral counseling for families, individuals or groups shall respect their rights and advance the welfare of each person.
- c. Conduct with Minors: Church personnel working with minors shall use appropriate judgment to ensure trusting relationships marked by personal and professional integrity.
- d. Sexual Conduct: Church personnel are called to lead lives of chastity consistent with their state of life.
- e. Harassment: Church personnel shall not engage in physical, psychological, or verbal harassment of employees, volunteers or parishioners and shall not tolerate such harassment by other Church employees or volunteers.
- f. Confidentiality: Information disclosed to Church personnel during the course of pastoral counseling or spiritual direction shall be held in strictest confidence.
- g. Records and Information: Appropriate confidentiality shall be maintained in creating, storing, accessing, transferring, and disposing of parish or institutional records.

- h. Reporting violations of this Code: Church personnel have a responsibility to report ethical misconduct on the part of the other Church personnel, employees, and volunteers.

5) Policy for the Protection of Minors

The Policy for the Protection of Minors was developed by the Archdiocese of Dubuque Review Board of the Protection of Minors.

This policy fulfills the requirements of the Charter for the Protection of Minors and Youth People adopted in June 2002 by the United States of Catholic Bishops and is in compliance with the Essential Norms for Diocesan/Eparchial Policies of Dealing with Allegations of Sexual Abuse of Minors by Priests and Deacons approved in November 2002.

6) Sexual Misconduct Policy effective December 27, 1993

It is the policy of the Archdiocese of Dubuque that sexual misconduct by personnel of the Archdiocese of Dubuque while performing the work of the Archdiocese of Dubuque is contrary to Christian principles and is clearly outside the scope of the duties, responsibilities, and employment of all personnel of the Archdiocese of Dubuque. Sexual misconduct is not to be tolerated and is grounds for immediate termination of employment. All personnel of the Archdiocese of Dubuque must comply with (1) this policy and (2) all applicable federal and state laws pertaining to actual or suspected sexual misconduct.

Planning for the Future: Educating for Discipleship

Catholic Education is a strong priority for the Archdiocese of Dubuque.

Catholic Schools

There are 57 Catholic Schools that educate 11,867 children in grades K-8.

There are 7 Catholic High Schools that educate 2,714 youth in grades 9-12.

There are 57 Principals, 1,017 teachers and 1,478 volunteers that lead the education efforts for the Archdiocese. (More numbers are coming with other personnel)

Catechetical Programs

Catechetical programs throughout the Archdiocese educate 12,037 children in grades K-8 and 5,804 in grades 9-12. There are 193 Coordinator/Directors of Religious Education, 2,062 catechists and 316 catechetical volunteers to ensure the education efforts.

Parishes have 569 volunteers that work with Youth Ministry Programs.

Parishes have 2,094 volunteers that work with Sacramental Preparation programs.

Parishes have 5,765 volunteers that work with Adult Faith Formation efforts.

Lay Formation

The Archdiocese of Dubuque sponsors a three-year program of Lay Formation. It is currently forming 142 adults in two separate locations. There are two separate programs running, one in New Hampton and one in Marshalltown.

Colleges

The Archdiocese is home to three Catholic Colleges, Loras, Clarke and Mount Mercy. We have two student centers at public universities, St. Thomas Aquinas at Iowa State University and St. Stephan at University of Northern Iowa.

Masters of Arts

Loras College has a Masters of Arts in Pastoral Ministry. There are 43 people of the Archdiocese enrolled.

Seminarians

There are 9 men studying for the priesthood in the Archdiocese. Four men were ordained to priesthood in 2003-2004.