



CATHOLIC ARCHDIOCESE OF JUBA 2021

I. MISSION AND MINISTRY OF THE ARCHDIOCESAN CURIA

A. MISSION OF THE ARCHDIOCESAN CURIA

“As faithful disciples of Jesus Christ, we are called to build up the people of God in the Metropolitan Archdiocese of Juba in Unity, Holiness and Joy through works of love.”

B. FUNCTION OF THE CURIA

The Archdiocesan Curia collaborates and shares in the ministry of the Archbishop. The curia has both instrumental and ministerial characteristics. It is instrumental in that the various offices exist and operate in relation to, and based on, the ministry of the Archbishop, acting on his authority and in accordance with his priorities and plans. It is ministerial in that the Curia approaches the pastors and the parishes with a servant mentality.

C. CORE VALUES

HOSPITALITY: We welcome and serve all in imitation of Jesus.

STEWARDSHIP: We respond gratefully to the gifts we recognise as received from God and share them in love of God and neighbour.

COLLABORATION: We work together to build up the Church.

EXCELLENCE: We strive to make ourselves and our service better.

D. SCOPE OF THE CURIA IN THE ARCHDIOCESE

In fulfilling its ministerial characteristics, each office of the Curia, as collaborators with the bishop, has its own scope of responsibilities or competencies. Each office deals with subject matter or projects that:

1. Pertain to the Office of the Bishop.
2. Are broader than an individual parish.
3. Are assigned to an individual office by the bishop.
4. Respond to a request for help from an individual parish.

In keeping with the priorities and plans of the bishop, each individual office will take initiative and be creative, collaborating with other offices, and consulting widely with one another and with parishes. **“Put your gifts at the service of one another.” 1 Peter 4:10**

II. CURIA OFFICES PURPOSE AND COMPETENCIES

A. THE OFFICE OF THE ARCHBISHOP

PURPOSE

To serve as a liaison to and from the Archbishop, in order to help the Archbishop communicate his expectations to the priests, religious, diocesan Curia, and the lay faithful of the Archdiocese, and to research issues and questions for the Archbishop.

COMPETENCIES

1. Assists the Archbishop with priests' communication and personnel issues.
2. Supervises and serves as liaison to and from the Archbishop with the Archdiocesan directors or coordinators of offices and ministries.
3. Represents the Archbishop to our health care systems, schools, Justice and peace, Radio and communication and other related entities. Serves as staff to the Archbishop and his advisory councils:
 - a. College of Consultors
 - b. The Presbyteral Council
 - c. The Diocesan Finance Council
 - d. The office for the Protection of Children and Youth.
 - e. The archdiocesan land, building and investment Committee
 - f. The Ongoing Formation for the Clergy Committee
4. Assists the Archbishop and councils with research and policy development.
5. Researches legal questions with diocesan legal counsel or canonical experts.
6. Collaborates with the finance office to oversee the temporal goods and financial affairs of the Archdiocese.
7. Processes request for marriage dispensations and permissions.
8. Manages creation of and disposition of archives and records.
9. Oversees and coordinates safe environment education and compliance.
10. Works with leaders of other faith communities and governmental agencies on common concerns and issues.

A. CATHOLIC SCHOOLS

PURPOSE

To articulate the mission of the Catholic Archdiocese education and oversee the functioning of the various elements of the Catholic school system by assisting pastors, principals, teachers, and school councils.

COMPETENCIES

1. Advises the Archbishop over the whole range of school questions: mission, planning, personnel, and finances, and develops policies for his promulgation.
2. Assists pastors and educators in all aspects of parish school operations.
3. Supervises and directs diocesan high school operations.
4. Assists pastors with hiring and evaluating principals.
5. Appraises the statutes of religious formation programs for students and teachers.
6. Ensures effective academic instruction.
7. Oversees the hiring, supervision, and evaluation of personnel.
8. Collaborates in development efforts for the school system as a whole, for the high schools, and for the individual schools as circumstances dictate.
9. Serves as public spokesperson for the school system.

B. COMMUNICATIONS AND RADIO

PURPOSE

To assist the Archbishop, Priests, Curia, and Parishes to share the message of God.

COMPETENCIES

1. Serves as the primary contact for news media for the Archbishop, Curia, and parishes.
2. Monitors and maintains the Archdiocesan website and other social communication vehicles.
3. Produces and distributes the Catholic Advance and other media communications.
4. Provides graphic design and media services to Archdiocesan ministries within the Curia.
5. Assists the Archbishop, Curia, and Parishes with print, video, and media products.
6. Keeps current on communications technology and tools, advising the Archbishop on how and when to utilize them.
7. Coordinates the use of Archdiocesan logos, and ensures consistent branding.
8. Coordinates televised broadcasts and streaming of Archdiocesan events.

C. DEVELOPMENT: CARITAS JUBA

PURPOSE

To coordinate and ensure that donor cultivation and charitable giving programs are consistent with the Archbishop's pastoral priorities and stewardship as a way of life.

COMPETENCIES

1. Assists parishes and institutions in implementing planned giving strategies and annual giving programs.

2. Provides consultation to parishes and institutions in evaluating the feasibility of capital campaigns and other fundraising programs.
3. Manages the donor data base, and processes gifts and acknowledgements for charitable contributions.
4. Represents the Archbishop to donors.
5. Collaborates with the finance office in administering the diocesan endowment program, donor gift acceptance practices, and the charitable gift annuity program.
6. Provides leadership on all diocesan major gift, capital campaign, planned and annual giving programs, and projects.
7. Collaborates in support of the development efforts of diocesan supported organizations.
8. Administers grant programs for various beneficiaries.

D. FAITH FORMATION

PURPOSE

To support and supplement faith formation efforts for young people, aged pre-school through schools

COMPETENCIES

1. Promotes and supports the Archdiocesan vision of faith formation for young people.
2. Assists and supports pastors in organising parish catechetical programs and programs for youth and young adults.
3. Prepares and trains adults and youth in the parishes to provide faith formation for grade school and high school age youth.
4. Facilitates access to quality catechetical resources and curricula for faith formation and sacramental preparation.
5. Provides catechetical and youth ministry programs to supplement parish catechetical activities.
6. Promotes mission awareness, and provides mission opportunities at home and abroad.
7. Coordinates efforts among various parishes and institutions of higher education to provide ongoing faith formation opportunities for secondary student at age of youth.
8. Offers summer catechetical experiences to parishes.

E. FINANCE COUNCIL

PURPOSE

To administer and manage the fiscal resources of the Archdiocese in support of its mission and goals.

COMPETENCIES

1. Analyses and makes recommendations pertaining to all major financial matters in collaboration with the archdiocesan Finance Council.

2. Oversees the preparation and monitoring of the annual budget, including recommendations regarding available resources and financial limitations.
3. Administrates, accounts for, and reports on the temporal goods entrusted to the diocese.
4. Collaborates with the Diocesan Investment Advisory Council regarding the diocesan investment pool.
5. Oversees cash management and investment policies and procedures including maintenance of commercial banking and investing relationships.
6. Oversees administration of risk management policies, including maintenance of adequate property, liability, and fiduciary insurance.
7. Coordinates acquisition and disposition of real estate.
8. Evaluates financial feasibility of all major capital projects, including parish construction projects.
9. Administers diocesan employee benefit programs in collaboration with the Human Resource Office.
10. Consults with diocesan legal counsel on issues pertaining to financial and administrative affairs.
11. Administers deposit and loan fund, including determining financial feasibility of loans to parishes and diocesan agencies.
12. Provides general financial oversight of diocesan institutions.
13. Assists pastors and parishes with financial and operational questions, issues, and concerns.

F. PHCC CLINICS

PURPOSE

To provide access to necessary or affordable healthcare for those in need, and to work for social justice in health care.

COMPETENCIES

1. Provides health education, preventive health care, diagnostic tests, first aid, health screening, food assistance, and, when indicated, referrals and medication.
2. Enlists the use of volunteers from the community to provide service and support.
3. Develops strategic plans to increase financial support for the mission of the clinic.
4. Solicits and receives gifts, contributions, grants, and other financial aid in support of the mission.
5. Manages the assets, properties, and affairs of the clinic.
6. Collaborates with external agencies who serve the poor.
7. Hospitals and Clinics are separately incorporated ministry of the Catholic Diocese of Torit.

F. HUMAN RESOURCES (HR)

PURPOSE

To serve as a resource for the chancery, parishes, pastors, schools, administrators, and employees regarding employment practices, benefits, and compliance.

COMPETENCIES

1. Works with parishes, pastors, institutions, and offices to address and resolve employment issues.
2. Serves as a liaison between the diocesan attorney and the insurance agent regarding legal issues related to employment matters.
3. Facilitates the hiring process for curia employees and assists with the ongoing development of curia employees.
4. Reviews, recommends changes, and serves as a resource for diocesan benefit programs for lay employees and priests of the diocese.
5. Develops, analyzes, revises, and interprets guidelines for personnel policies and practices.
6. Coordinates performance reviews, administers curia orientation programs, and acts as a resource for the hiring of diocesan employees.
7. Maintains curia employee files and the diocesan employee database.
8. Administers diocesan background verifications of priests, seminarians, and chancery employees, and acts as a resource for parishes and institutions regarding background verifications.
9. Coordinates and maintains the VIRTUS online program, assists with VIRTUS training, and assists parish VIRTUS coordinators.
10. Provides training on human resource issues and diocesan benefit programs for pastors, teachers, principals, and coordinators.

G THE LORD'S DINER or FOOD SECURITY

PURPOSE

To feed the hungry poor, seven days a week, 365 days a year.

COMPETENCIES

1. Feeds the hungry, no questions asked, at all of our locations.
2. Engages the wider church and local community to support our mission.
3. Be good stewards of all donations.
4. Collaborates with other agencies feeding those in need.
5. Continues to grow the ministry as the needs of the community presents themselves.

H. JUSTICE AND PEACE COMMISSION (RESPECT LIFE AND SOCIAL JUSTICE)

PURPOSE

To promote respect for all human life and an understanding of social justice by applying Catholic Social Teaching (CST)

COMPETENCIES

1. Serves as a resource to the bishop on all matters regarding Catholic social teaching
2. Coordinates efforts to promote respect for human life and social justice as an essential dimension of Christian discipleship.
3. Collaborates with parishes and institutions to apply Catholic social justice in concrete situations.
4. Advocates for the application of Catholic social teaching to local, national, and global political issues.
5. Provides an avenue to healing for those touched by abortion.
6. Supports and provides formation and resources to Project for Miscarriage and Infant Loss ministry.
7. Provides for education related to worship and sacraments to those incarcerated in jail and prison facilities.

I. STEWARDSHIP

PURPOSE

To serve our pastors and parish leaders in their role of forming parishioners to become Christian stewards.

COMPETENCIES

1. Keeps alive the stewardship message in our archdiocese by promoting the spirituality of stewardship and conversion
 2. Helps pastors and lay leaders articulate the stewardship message by providing training and on-going formation for implementing the spirituality of stewardship in concrete and practical ways.
 3. Provides the means for each parish and parishioner to renew their commitment to be a grateful disciple through stewardship as a way of life, especially in the parish annual stewardship recommitment (renewal).
 4. Helps pastors and parish leaders recognise and receive the gifts of parishioners, and provides opportunities for them to share these gifts in love of God and neighbour.
 5. Helps pastors and parish leaders communicate the value of the United Catholic Stewardship in meeting parish, archdiocesan, and universal needs of the Church.
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Archbishop
Catholic



Stephen Ameyu Martin Mulla
Archdiocese of Juba

STATEMENT ON ADVISORY COUNCILS FOR THE CURIA OFFICES **(in the Catholic Archdiocese of Juba)**

I strongly encourage each Archdiocesan office to utilize a council to foster collaboration and communication as a resource for advice, ideas, information and assistance for the director. Such councils are advisory and not decision-making.

- If the council requires a formal structure, the operating guidelines should be reviewed and approved by the Moderator of the Curia. Such guidelines might outline the council's purpose, structure, officers, terms of service, frequency of meetings, and duties.

- Council members shall be appointed by the Archbishop upon the recommendation of the director or moderator of the office and the director's supervisor. All council members shall be active parish stewards approved by their pastor, and membership should be representative of the constituents served by the office. The director's supervisor will be an ex-officio member of the council.

- All council members should attend Archdiocesan orientation within one year of appointment. Minutes of each council meeting should be forwarded to the director's supervisor.

1. **Diocesan Bishop:** A priest appointed by the Pope alone who serves as the chief administrative officer and governor of a Diocese. Subject to the Pope, he exercises ultimate spiritual, executive, legislative and judicial power within the jurisdiction of his Diocese and his rights and responsibilities are defined in canon law.

2. **Auxiliary Bishop:** When it is announced that a particular priest has been chosen by the Holy Father to become a bishop, episcopal consecration is required for him to receive "the fullness of the sacrament of holy orders" (CCC 1557), either he becomes ordinary or Auxiliary bishop, he becomes ordinary when he possesses a diocese and auxiliary when he helps or assists the ordinary in the daily running of the diocese. Pope Francis has urged bishops to fulfil their duty to make mercy pastoral for their flocks. "Mercy," he said, "should form and inform the pastoral structures of our churches." In a large archdiocese, an auxiliary bishop is often appointed by the Holy Father to assist the archbishop in the

governance of the archdiocese and to step in for him if he is absent or impeded (Canon Law No. 403 and 405). The auxiliary bishop works in harmony with the archbishop (No. 407.3).

3. **Vicar General**: A priest appointed by the Diocesan Bishop to exercise the Bishop's ordinary executive power over the entire diocese and, thus, is the highest official in a diocese or other particular Church after the Diocesan Bishop or his equivalent in canon law. He is also, often, the Moderator of the Curia, a priest who, under the authority of the Bishop of a diocese in the Catholic Church, coordinates the exercise of the administrative duties and oversees those who hold offices and minister in diocesan administration.
4. **Episcopal Vicar**: Usually an auxiliary bishop but always a priest assigned by the Diocesan Bishop to the pastoral supervision of a part of a Roman Catholic diocese (vicariate) or to fulfil a specific duty (e.g., Vicar for Clergy, Judicial Vicar in the Tribunal, Vicar for Education, etc.).
5. **Dean or Vicar Forane (VF)**: A priest appointed by the bishop with a certain degree of leadership in a territorial division of a Diocese or a pastoral region known as a deanery.
6. **College of Consultors**: In a **Diocese**, the College of Consultors is a group (6-12 members) appointed by the Diocesan Bishop consists of **priests** charged with advising the Diocesan Bishop on certain matters. Some (not all) of the Diocesan Bishop's decisions require that they be given a hearing or "consulted;" other decisions require their consent when indicated in canon law. When the diocesan seat/see is vacant, the College of Consultors elects a diocesan administrator within eight days unless one is appointed by the Holy See.
7. **Finance Officer**: In every diocese, after having heard the College of Consultors and the Finance Council (see below), the Diocesan Bishop is to appoint a Finance Officer who is truly expert in Financial affairs and absolutely distinguished for **honesty**. The Finance Officer is ordinarily to be appointed for a renewable five (5) year term but can be appointed for a longer term as diocesan policy or particular law provides. The Finance Officer is not to be removed while in this function except for a grave cause to be assessed by the Diocesan Bishop after he has heard the College of Consultors and the Finance Council. The Finance Officer administers the financial and material goods of the Diocese under the authority of the Diocesan Bishop in accord with the budget determined by the Finance Council and, from the income of the Diocese, meets expenses which the Diocesan Bishop or others designated by him have legitimately **authorized**. At the end of the **fiscal** year or other designated time, the Finance Officer renders an account of receipts and expenditures to the Finance Council.

8. **Chancellor**: In the Roman Catholic Church a chancellor is the chief record-keeper of a Diocese; traditionally a priest, the Chancellor may also be a baptized Catholic lay person, male or female, who may also be assigned other duties by the Diocesan Bishop.
9. **Diocese**: A diocese is a portion of the people of God which is entrusted to a Diocesan Bishop by the Pope for him to shepherd with the cooperation of the presbyterium, so that, adhering to its pastor and gathered by him in the Holy Spirit through the gospel and the Eucharist, it constitutes a particular Church in which the One, Holy, Catholic, and Apostolic Church of Christ is truly present and operative. A legitimately established Diocese is considered a “juridic person (see below)” subject to the laws the Church.
10. **Parish**: A parish is a certain community of the Christian faithful stably constituted in a particular Church (Diocese), whose pastoral care is entrusted to a priest pastor or administrator appointed by the Diocesan Bishop and under his authority. It is only for the Diocesan Bishop to establish, suppress, or alter parishes, having heard the Presbyteral Council (see below). A legitimately established parish is considered a “juridic person (see below)” subject to the laws of the Church. A parish is never independent from the Diocese/Diocesan Bishop to which it belongs.
11. **Pastor**: A pastor (or administrator) is the priest of the parish entrusted to him by the Diocesan Bishop, exercising the pastoral care of the community committed to him under the authority of the Diocesan Bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying, and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law. A pastor is never independent from the Diocesan Bishop.
12. **Juridic person**: In the Roman Catholic Church, besides physical persons, there are also “*juridic persons*,” that is, subjects in canon law of obligations and rights which correspond to their nature. They are constituted either by the prescript of law (e.g., dioceses, parishes, etc.) or by special grant of legitimate ecclesiastical authority given through a decree. They are groupings of persons or of things ordered for a purpose which is in keeping with the mission of the Church and which transcends the purpose of the individuals who constitute them.
13. **Diocesan Curia**: Every diocese has a “Curia,” consisting of the chief officials of the Diocese appointed by the Diocesan Bishop. These officials assist the Diocesan Bishop in governing the Diocese.
14. **Presbyteral Council**: In a Diocese, a group of priests is chosen to assist the Diocesan Bishop in an advisory manner concerning the pastoral good of the Diocese. Every diocese

must have such a council according to canon law. About half of the members of the council are freely elected by the priests of the Diocese. The others have membership either because of a position that they hold *ex officio* or because appointed by the Diocesan Bishop. It is for the bishop to decide when to consult the council unless otherwise determined by canon law, to preside over the meetings unless another priest is delegated for this purpose and to determine the agenda, whether the items for inclusion are his own initiative or proposed by council membership or requested by a priest of the Diocese.

15. **Finance Council**: In every diocese a Finance Council is to be established over which the Diocesan Bishop himself or his delegate presides and which consists of the Finance Officer (see above) and at least **three** baptized Catholic members of the Diocese, truly expert in financial matters and civil law, and of outstanding integrity. Members appointed by the Diocesan Bishop individually to a renewable term of five (5) years, the Finance Council must be consulted in matters of financial significance to the Diocese (e.g., preparation and execution of the annual diocesan budget, study of diocesan investments, revenues, expenses, etc.). Individual parishes in a diocese must also have a parish finance council.
16. **Episcopal Council**: Not a required body in a Diocese according to canon law but an advisory group of priests appointed by the Diocesan Bishop — usually episcopal vicars and other priests — to serve as a “personnel board” consulted by the Diocesan Bishop for pastoral assignments or other matters of importance to him.
17. **Pastoral Council**: In every diocese, to the extent that pastoral circumstances recommend although do not require it, a Diocesan Pastoral Council may be established whose responsibility it is to investigate under the authority of the Diocesan Bishop all those things which pertain to pastoral works, to ponder them and to propose practical conclusions about them. When it exists, a Pastoral Council’s deliberations are advisory and consultative. The establishment of parish pastoral councils depends upon the judgment of the Diocesan Bishop. After having consulted his Presbyteral Council, if he judges it appropriate, a pastoral council is to be established in each parish of his Diocese.
18. **Chancery/Diocesan Pastoral Center. (PALICA)**: Is the administrative headquarters of the Archdiocese where evangelisation is planned and the training of the pastoral agents take place they are called and sent to proclaim.
19. **Canon Law**: Is the universally binding law of the Roman Catholic Church contained in the 1983 Code of Canon Law, liturgical and sacramental books and other legislation so designated by the Pope in his role as Supreme Legislator or by other legitimate

ecclesiastical authorities for the universal Church. Canon law binds all baptized Catholics, clergy as well as laity, and all Catholic institutions or organizations that are “juridic persons.”

20. **Particular Law:** Is the legislation based upon or referred to in canon law or other ecclesiastical legislation approved by legitimate ecclesiastical authority, that binds a particular or specific segment (e.g., diocese, parish, etc.) or entity (e.g., religious order, canonically established ecclesiastical institution, organization or juridic person) of the Roman Catholic Church. It includes Diocesan Statutes or policies, decrees or decisions of the Diocesan Bishop, Diocesan handbooks approved by the Diocesan Bishop for use in or within the Diocese subject to him, constitutions and statutes of religious orders or canonically approved organizations, etc. Parish policies apply to the particular parish within the Diocese for which they have been legitimately established but cannot contradict or contravene universal or Diocesan particular law.

- (Sources: the 1983 Code of Canon Law and other resources.)

Archbishop Stephen Ameyu Martin Mulla

Catholic Archdiocese of Juba