

ITALIAN EPISCOPAL CONFERENCE (I.E.C.)

NATIONAL OFFICE FOR THE
MISSIONARY COOPERATION AMONG CHURCHES
VIA AURELIA 796 - 00165 ROMA - PH: (06) 66502639 FAX (06) 66410314

CONVENTION

For The Service of the Diocesan Lay to the Mission

His Exc. Msgr. _____

Bishop of the diocese of _____

and His Exc. Msgr. _____

Bishop of the diocese of _____

in the State of _____

united in the bond of Church cooperation and operating in conformity with the norms and criteria of the Church's Teachings, establish cooperation and an exchange among the Churches by means of this Agreement, in accordance with canon 211, 225, 231 and 784 of the Canonical Law Code and in compliance with what has been agreed on the missionary service of

Nome _____ Surname _____

born on the _____ in _____

tax id number _____

email _____

Italian nationality

married YES with _____ born to _____

NO tax id number _____

with children YES name _____ born to _____
 NO tax id number _____

the organization that it's sending the person is _____ as mentioned in the statement his training curriculum (**annex 1**)

The person is introduced by the Diocesan Missionary Centre
by FOCSIV

Art. 1 **SERVICE**

1. The Bishop that sends, having regard to the request of the Bishop that receives (**annex 2**), evaluated the petition of the representative of the organization in charge (**annex 3**) as well as the application of the person concerned (**annex 4**), sends him/her to the above-mentioned hosting Church. The service concerns the activity with which the faithful fulfil the duty to be committed in order that the divine message of salvation is implemented in the place of mission.
2. The lay concerned has accomplished a specific training geared to his condition by studying at the Unitarian Missionary Centre in Verona (CUM), or by conducting other studies recognized by Focsiv or by the National Office for Missionary Cooperation among Churches as shown by the papers enclosed in this Agreement (**annex 5**).
3. The Bishop of the hosting Church, as requested by the Bishop of the sending Church, accepts the service agreed in detail with the organization in charge (**annex 1**).
4. This present Convention shall be drawn up in five copies, intended respectively for the Curia of the origin Church, the Curia of destination Church, the presbyter concerned the organization in chare and the National Office for missionary cooperation between Churches.

Art. 2 **THE IMPLEMENTATION OF THE SERVICE**

1. The lay "sent" commits himself to implement the service entrusted to him as agreed by the Bishop who sent him with the organization and the hosting Bishop and he will provide the link with the Church of origin to whom he will offer the fruits of his particular experience.
2. The lay "sent", in accordance with the hosting Bishop and the organization in charge, is also ready to accomplish other services linked to the one agreed and different those mentioned above.

Art. 3

DURATION OF THE SERVICE

1. The lay “sent” carries out his service for a period of three years starting from the date of this Agreement.
2. With the agreement of both parties, the service may be renewed at the end of every three years. In any case the maximum duration of this present *Convention* cannot exceed nine years.

Art. 4

MAINTENANCE

1. The organization in charge provides for the expenses of the return trip at the beginning and at the end of the service. Moreover, in case of particular needs, will provide even the expenses not covered by other means. The missionary carries out a single term free of charge.
2. The organization in charge provides for the expenses of food and lodging for guarantee the permanence in mission in the periods for the application of this present Convention.

Art. 5

PREVIDENTIAL TREATMENT AND SOCIAL ASSURANCE

1. In case the lay missionary should provide himself for the costs of his voluntary retirement insurance, or for the expenses of the contribution to his professional fund, the I.E.C. will ensure, based on the documentation coming from the organization in charge, a maximum amount of 6.000 € per year.
2. As to the insurance in the case of a disease contracted in the area where the mission is conducted, the missionary is protected by the health insurance policy devised by the I.E.C. through the National Office for Missionary Cooperation among Churches. This health insurance policy covers the expenses incurred for the hospitalization in order to undergo surgery or medical treatment, as well as small surgery and medical treatment outside of hospital premises.
Should the patient find himself abroad, the National Office for Missionary Cooperation among Churches is entrusted with declaring the disease or illness, submitting the relevant papers, and showing the connection between the disease and the missionary activity.

Art. 6

HOLIDAYS AND TRAINING PERIODS

1. The missionary is entitled to a holiday period every year so as to ensure the necessary physical rest. The duration of this period is calculated in accordance with the laws specifically regulating the area where the missionary activity is conducted.

2. The missionary must also avail himself of the time required for spiritual retreats and professional trainings thereby taking advantage of the opportunities offered by the local Church where he operates as well as the initiatives promoted by IEC bodies.

Art. 7

ACCOMPANYING

1. The organization in charge will accompany closely the lay “sent” and will promote initiatives of solidarity and support to his service giving him the opportunity to feel as a representative of a community. The organization will monitor the implementation of the project in which the lay is operating to help in full filling the objectives of the service, helping to overcome any possible challenge he has to face.

2. The diocese, the presbytery and the community of origin endeavour to support the missionary initiative both spiritually and materially through adequate actions; they keep regular contacts with him; they help him to educate the faithful to prayer and solidarity towards the missionary initiative and those involved in missionary activity, in particular through Church Missionary Centre.

3. The Bishop of the Church that sends follows the presbyter with special care, he visits him regularly in person or through the director of the Church Missionary Centre and keeps him informed about the life of his own Church and Country.

4. The Bishop of the Church that receives, in turn, stands guarantor for both the spiritual and material life of the lay “sent” during his stay in the diocese.

Art 8

RETURN TO THE CHURCH OF ORIGIN

1. The lay missionary will return to the Church of origin on the expiring date of this Agreement, unless the renewal of this present *Convention*, according to art. 3, §§2-3

2. The organization in charge will collaborate in order to find an adequate house and place of work for the envoy that returns, if needed. The envoy fits in his Church of origin with enthusiasm and discretion, careful of recognise and understand the novelties, available to share the richness of the lived experience.

3. Considering the special nature of the pastoral service conducted by the missionary in the hosting Church, the Bishop of the Church of origin and the director of the Church Missionary Centre will consider the return of the missionary as an opportunity for religious and spiritual enrichment. The special pastoral experience of the missionary will be given due importance.

Art. 9

EARLY RETURN FOR GOOD CAUSE

1. The Bishop of the Church that sends, in agreement with the hosting Bishop, may call the envoy back to the Church of origin for good cause thereby rescinding in advance the present *Convention*.

2. The Bishop of the Church that receives, having consulted the Bishop of the Church that sends may call the envoy back to the Church of origin for good cause rescinding in advance the present *Convention*.

This Agreement starts from _____ to _____

Place _____ Date _____

The Bishop of the Church of origin _____

Place _____ Date _____

The hosting Bishop _____

The envoy _____

I declare to have had the policy about the processing of personal data

Place _____ Date _____

ANNEX

1. Declaration of the representative of the organization in charge with indication of agreed service and the Curriculum Vitae of the lay "sent" and self-declaration of competence.
2. Request of the hosting Bishop.
3. Request of the organization in charge (CMD or Focsiv).
4. Application submitted by the lay person in order to be sent as a missionary.
5. Certificate of the training course.