

DIOCESE OF MUSOMA

DIOCESAN STRUCTURE

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Conference Center

Table of Contents

Page 2	Table of Contents
Page 3	Bishops Introduction
Page 4	Structure Committee Report
Page 8	Diocesan Structure
Page 9	Job Descriptions of structure

Bishops introduction for diocesan structure manual

“³For the grace given to me I tell everyone among you not to think of himself more highly than one ought to think, but to think soberly, each according to the measure of faith that God has apportioned. ⁴For as in one body we have many parts, and all of the parts do not have the same function, ⁵so we, though many, are one body in Christ and individually parts of one another.

⁶Since we have gifts that differ according to the grace given to us, let us exercise them: if prophecy, in proportion to the faith; ⁷if ministry, in ministering; if one is a teacher, in teaching; ⁸ⁱif one exhorts, in exhortation; if one contributes, in generosity; if one is over others, with diligence; if one does acts of mercy, with cheerfulness.”

(Romans 12: 3-8)

Today we launch the diocesan structures as a group together, as one body in our diocese. Since I was consecrated and installed as the Bishop of Musoma in January 2008, I have been working to organize this diocese in a simple, manageable structure which would involve the whole church in the management of the diocese. A design that would include the gifts of each one of the members and when these gifts are brought together we have the whole.

On February 1, 2012 I called together those working within the diocesan structure and outlined my planned program for this structure. I inaugurated the “*Diocesan Curia*” or the “*Secretariat of the Diocese*” which is composed of the institutions and persons in the diocese who assist me in administrating the diocese. My hope was that we would continue to develop this structure where there are clear lines of authority and responsibility spelt out for each person within the structure.

We have included our first Diocesan Synod in this process which discussed numerous pastoral issues as well as how we can sustain and continue to develop our diocese. During this time, I noted that there was still some confusion as to our diocesan structure. I, therefore, appointed a Diocesan Structure Committee to delve deeply into these continuing issues to link both civil and canon law and to develop job descriptions for our diocesan structure. This process has taken over a year to complete but today we will initiate this structure.

Much work, consultation, research has gone into this process and I am most grateful for the hard work that the committee did to make this structure become our reality. I know that what we present here is based within Canon Law as well as Civil Law. It brings together the many parts of our diocese to make one Body in Christ. It presents us with new challenges as well as a base to begin to address these challenges.

Together we can work together for the good of God’s Kingdom.

+Bishop Michael Msonganzila
Diocese of Musoma

REPORT OF DEVELOPMENT OF MUSOMA DIOCESAN STRUCTURE
Ad Hoc Committee established January 15, 2015
Directed by Fr. Leo Kazeri-Director PDD

Bishop Michael Msonganzila was consecrated and installed as the 4th Bishop of the Diocese of Musoma on January 20, 2008. As he began organizing the diocese, he worked to develop a simple, manageable structure which would involve the whole church in the management of the diocese. It has been a slow but steady process forward to initiate this form of management. It has taken time to initiate the changes needed and then evaluate, assess and restructure. All of this has been done as the diocese continues to move forward.

Inauguration of the Secretariat

On February 1, 2012 Bishop Michael Msonganzila called together all of those working within the diocesan structure and outlined his planned programme for the diocesan structure. During this meeting he inaugurated the “*Diocesan Curia*” or the “*Secretariat of the Diocese*”. This Secretariat is composed of the institutions and persons in the diocese who assist the Bishop in administering the diocese-including Pastoral activities, Social Development, Judicial and Administration. Through this process he wanted good communication and the exchange of information of activities in order to be transparent, to be of assistance to each other and for the historical documentation of the diocesan activities. The coordinator of this secretariat is the Vicar General.

The Bishop introduced the need to plan and strategize together in order to identify alternative ways of attaining diocesan goals through discussion and creative actions to meet these goals. When we are dealing with harmful traditions it is important to find a way that will bring us the greatest change to deal with these issues. From this we need to design a system of procedures to accomplish our tasks and organize our objectives. Most importantly, there needs to be a clear line of authority and responsibility for how to accomplish these tasks. We must introduce monitoring and evaluation into our diocesan structure.

During this meeting he identified two arms of the diocese-Pastoral Planning Directorate (PPD) and the Planning and Development Directorate (PDD) to assist in the administration of the diocese. PPD includes all of the pastoral activities including catechesis, liturgy, lay apostolate, ecumenism, interreligious dialogue, spiritual centers, vocations, pontifical society’s and youth. PDD includes all of the health, education, social services and communication within the diocese. The third arm of this process is the Deanery which includes all of the parishes.

This February 2012 meeting set the direction for future actions which include the Diocesan Synod and the ad hoc committee on diocesan structural planning.

Synod

On Pentecost Sunday 19 May 2013 the Bishop opened the first Synod of the Diocese of Musoma. The plan was to have 4 one week sessions over a two year period. The planning committee had begun in August 2012 to prepare for this Synod. The Synod was to incorporate

the Vatican II documents, the 2 Synod on Africa (1994 & 2009) and the 50 years since the diocese was established. During this Synod many of the pressing pastoral issues were discussed and decided on as well as issues of development and planning. All of the decisions are in the booklet entitled “*Imani na Matendo*” which was published in November 2014. During the Synod, two different versions of the diocesan structure were shared with the participants and there was confusion as to which was in use. This has led to a continuing discussion on what the structure should be for the Diocese of Musoma.

Diocesan Structure Committee

On January 15, 2015 the Bishop appointed a committee of 6 people under the direction of the director and assistant director of the Planning and Development Directorate to work for the completion of the administration/organization structure for the Diocese of Musoma. While there had been a number of attempts to develop this structure in the past, there was not a unified group which was able to research other diocesan structures here in Tanzania as well as other church structures. The plan was for this committee to propose a new structure which would address the issues raised.

The committee looked at issues which were blocking the development of a structure. These included:

1. **Weak coordination of the present diocesan structure**-directors of departments are not normally informed when a person goes directly to the Bishop with their requests and therefore are unable to follow up, monitor or evaluate the issues raised.
2. **Little or no accountability**- people were not clear on the lines of responsibility and authority and who they reported to within the diocesan structure even though these had been outlines in the inauguration meeting of the Secretariat
3. **Little or no transparency**-few meetings are held to coordinate the Secretariat nor are minutes published from these meetings

The committee began to realize it was much more than just developing a structure to be used but would also mean the development of job descriptions at all levels of the structure. The Bishop became very involved as he wanted the structure to be able to follow Canon Law and Civil Law and how they describe the structural pieces that were being put in place.

The committee began to research diocesan structures already in place and see how those were reflected in our own structure. The committee also researched the appointment letters of anyone who had been appointed to a diocesan work. The plan was to develop job descriptions for all positions in order to clarify responsibilities as well as lines of authority. Clearly, there has been a lack of understanding and following of the lines of communication as some of the letters did not define the relationships and to whom a person should be reporting to within the diocesan structure.

While there are positions, departments and offices that have been in place for a long time, the Bishop also wanted to introduce two newer committees and councils to the structure. The first is a diocesan financial committee which the bishop is obligated to have and the second is a Diocesan Pastoral Council. This Diocesan Pastoral Council is now being introduced in Tanzania through TEC and is being included in our new structure. The diocese also held its first Synod during the past two years and a Diocesan Synod Office is also included in the structure to enable the Bishop to follow through on the diocesan mandates from this Synod.

It is hoped that this new structure with the job descriptions and information will clarify and strengthen the diocesan system. We have tried to clarify the lines of authority, responsibility and communication in order to help management be simple and clear. We have defined the job descriptions in line with Canon Law in order that the Bishop has a template for letters of appointment to various ministries. These templates can be revised as necessary but the issues of communication and lines of authority need to be included in order to strengthen the structure in the future.

Results

1. Establishment of a Diocesan Structure that shows clear lines of communication and introduces new diocesan structures (Finance Committee, Synod Office and Diocesan Pastoral Council).
2. Job descriptions for all positions in order to provide a template for letters of appointment to various ministry's within the diocesan structure.
3. Definition of ministries within the diocesan structure according to Canon Law.
4. Preparation of a timeline (follows) for implementation of this structure.

Timeline

1. Report of the structure committee to Bishop on Monday June 8, 2015
2. Bishop responds with changes/insights
3. Revision & final version to Bishop
4. Meeting called of all Curia in August 2015 to inaugurate and begin implementation of structure
5. August through December-all departments meet to strategize and develop plans for their directorates
6. January 2016-meeting of all in Curia to share plans of departments
7. July 2016-meeting of all to review and strategize
8. November/December 2016-evaluate and plan for coming year
9. Department meetings held on a monthly basis during the 1st week
10. Curia meetings (VG/Moderator/Directors of PDD and PPD Directorates/Legal Department) held monthly during the 3rd week
11. This begins a yearly schedule of meetings for greater communication and understanding between offices/departments/directorates.

If there are any questions, please do not hesitate to ask.

Ad Hoc Committee on Diocesan Structure.

Fr. Leo Kazeri
Director PDD
Chair

Elizabeth Mach
Assistant Director PDD
Assistant Chair

Hierarchy of Diocese of Musoma Job Descriptions

1. VG/Vicars/Consulters/Financial administration (top of hierarchy)

Title: Vicar General

Reports to: Bishop of the Diocese of Musoma

1. Appointed by the Diocesan Bishop (c.475)
2. Assist the Diocesan Bishop in the governance of the whole diocese
3. He is Head (Moderator) of the Curia (the Secretariat)
4. He can perform all administrative acts with the exception, however, of those which the Bishop has reserved to himself or which by law requires a special mandate of the Bishop (c. 479.1)
5. He has no legislative competence

Title: Moderator of the "Curia"/Secretariat of the Diocese of Musoma

Report to: Bishop of the Diocese of Musoma

The CURIA is the Participatory Organ composed of institutes and Persons who assist the Bishop and contribute to him in the practical running of the Diocese of Musoma, especially in directing pastoral, social-development activities, in providing for the administration of the Diocese and in exercising judicial power.

1. Coordinate and ensure that you are acquainted with all activities concerning administrative matters and ensure that all the institutions and officials of the Curia carry out their designated duties. (c.473.2. c. 471)
2. Ensure that the Bishop is kept informed of the programmes and projects being developed as well as the issues of concern being raised from or about groups of people of God in the Diocese of Musoma.

Competence of the College of Consulters

The consulters are appointed by the Diocesan Bishop from the presbyteral council (though canonically independent of each other) and given certain duties by universal law.

(c.502) Members selected from the presbyteral council

- a. Between 6-12 members appointed by the bishop
- b. 5 year term of office
- c. Advisors to the bishop
- d. Oversee the finance committee and hiring/firing of the finance officer

- e. Their consent needed for the alienation of certain ecclesiastical property
- f. To fulfill some other duties, functions as stipulated by Canon Law

Title: Episcopal Vicar for Religious

Reports to: Bishop

1. To see for and plan the Spiritual Development of all Religious Members of different congregations working in the Diocese of Musoma.
2. Communicate regularly with the Spiritual Director of the Diocesan Religious Congregation of IHSA.
3. Communicate with the Team of Leaders of UMOJA WA WATAWA-Diocese of Musoma and see how effectively Religious Members can be seen as part and parcel of the pastoral work within the particular Church of Musoma.

COMPETENCE OF THE SENATE OF PRIESTS

The presbyteral council (priests' senate) is rooted in the desire of Vatican II Council to reform already existing consultative bodies in which they lend their efforts to the pastoral work of the whole diocese. Collaboration with the bishop requires a regular exchange of ideas, consultation and advice.

1. To assist the Bishop in the governance of the Diocese according to the norm of Law in order that the pastoral welfare of that portion of the people of God entrusted to him may be promoted as effectively as possible (c. 495:1)
2. To advise and consent to the Bishop on matters specified by the law (c. 500:2)
3. Help the Bishop to formulate the policy of the Diocese on important pastoral and administrative matters which are not covered under the scope of the other Diocesan consultative bodies.
4. Council is completely consultative in nature and without authority to act on its own. (c.500:2 & 3)
5. To be consulted by the Bishop for validity of his acts in specific matters prescribed in Canon Law

Office of the Chancellor/Secretary

1. Every diocesan curia must have a chancellor whose principle function is that of custodian and organizer of the official archives. (c.482) The office combines archival preservation and notarization.
 - a. Documents-records management
 - i. Locked and secured diocesan storeroom accessed only by bishop and chancellor (c. 486 &c.487)
 - b. Historical-documents being preserved as historically important for the diocese
2. Automatically, the chancellor is the diocesan notary and secretary of the curia.
 - a. If the diocesan chancellor is not a priest (could be a qualified lay person) (c.483:2) then a priest must also be a notary to deal in cases when a priests reputation is involved.
 - b. Notaries must be Catholic (c. 149), honest, high integrity and exemplary reputation in the community (c. 483:2).
3. He is the ex officio Secretary of the College of Consulters and the Presbyteral Council.
4. He is assigned any other duties as the Bishop may decide.
5. In short his principle functions are:
 - a. To ensure that the Acts of the Curia are drawn up and dispatched and kept safe in the archive of the Curia
 - b. To countersign in order to authenticate public documents (etc.) as prescribed by Canon Law (c. 484)

DIOCESAN FINANCE COMMITTEE/COUNCIL

The diocesan bishop is obliged to establish a finance council and may freely select its members. The position of the finance council within the diocesan structure is highly significant as it has specific rights and duties for which they are responsible.

Its constitution is OBLIGATORY:

1. A Bishop has to consult it or get its consent in order to make valid many administrative acts regarding financial transaction
2. Its role cannot be designated to another consultative body

Its scope: To do regular duties of the Diocesan Administration in temporal goods (c.493)

- a. Budget of income and expenditure over the coming year for the governance of the whole diocese
- b. Account at the end of the year for income and expenditure

Members of Finance Committee/Council (c. 492: 2 & 3)

1. At least 3 of the faithful qualifications:
 - a. Expert in financial affairs and law
 - b. Outstanding integrity
 - c. Appointed by the Bishop
 - d. Not to be a relative of the Bishop under the 4th of consanguinity or affinity
 - e. In full communion with the Catholic Church (practicing Catholic)
2. Appointed for 5 years and renewable
3. Members should not be more than 10/or 12
4. Priority be given to lay people because they are experts in civil law/finance
5. It is beneficial to include Curial Officers VG, Chancellor, Monitoring Coordinator

Financial Administrator

1. Expert in financial matters
2. Truly outstanding integrity
3. A member of the Council because he is appointed and removed by the Bishop after the Consultation of the Finance Council and collaboration with the College of Consulters
4. He is the executor of the plan and policies of the Finance Council than a consultant
5. Ex official members can be inserted
6. Duties:
 - a. To arrange for the meetings with permission from the Bishop
 - b. Keep the records and the documents
 - c. Present reports

FINANCIAL COMMITTEE/COUNCIL FUNCTIONS

(Regular Duties of the Financial Committee)

1. To prepare every year a budget of Income and Expenditure over the coming financial year for the governance of the whole Diocese (c. 493).
2. To plan and provide the modalities in accordance to which the Financial Administrator should administer the goods of the Diocese (c. 494:3).
3. To monitor the Financial Administrator's implementation of its Provisions and Policies (c. 494 .3).
4. To help the Financial Administrator to prepare the annual statement of Income and Expenditure, accounts and Balance sheets at the end of each financial year (c. 493, 494:4).
5. To undertake what is called the "Internal or Performance Audit". Includes scrutinizing, reviewing, and evaluating the already audited annual statements of accounts of the Diocese and all the Diocesan Institutions (Parishes, Educational Institutions, Medical

Institutions, Social Service Institutions etc) and submit its observations on the same to the Diocesan Bishop (c. 1287:1).

6. To elect a temporary Diocesan Financial Administrator “sede vacante” of the incumbent has been appointed as the Diocesan Administrator (c. 423:2).
7. To help the Bishop to prepare the Annual Financial report to be sent to the Congregation for the Evangelization of Peoples.
8. To frame guidelines and rules for the alienation of property (c.1295).
9. To formulate Financial Policies for the better administration of the ecclesiastical patrimony that belongs to the Diocese and the Public Juridic persons under the governance of the Diocesan Bishop (c.1276:2).
10. To invest the Diocese’s free capital carefully and profitably.
11. To levy a tax for the needs of the Diocese on public juridical persons subject to the Bishop. To levy on extraordinary and moderate tax on other physical and juridical persons in grave necessity (c.1263).
12. To determine what acts go beyond ordinary administration in the case of Juridical persons subject to the Diocesan Bishop. (1281:2).
13. To give permission to lease ecclesiastical goods, either movable or immovable, of the Diocese or other Juridical bodies subject to it, if the Episcopal Conference determines so (1297). The same conference fixes the minimum and maximum amount for this and the minimum period for lease as well.
14. To Invest the Diocese’s fixed capital carefully and profitably (c. 1305).
15. To approve the annual accounts submitted by the public juridical persons under the Diocesan Bishops (c.1287:1).
16. To diminish the obligations arising from the intentions of the faithful in pious causes (c.1310:2).
17. To appoint the Diocesan Financial Administrator or to remove him during the term of office (c.494).

Title: Head of the Diocesan Legal Department
Reports to: Bishop

There are two commissions under this assignment:

1. Director of Justice and Peace Commission: Following the Apostolic Constitution Pastor Bonus which defined the objectives and mandate of the Council of Justice and Peace, your duties are:
 - a. To promote Justice and Peace in the diocese in accordance with Gospel and Social Teachings of the Church (Cfr. PB 142)
 - b. To deepen the Social Doctrine of the Church and strive to make it widely known and applied both by individuals and communities especially as regards to relations between workers and employers in our institutions (cfr. PB 143 1)
 - c. To foster relations with other organizations and bodies that are sincerely committed to promotion of the values of justice and peace in our diocese and in the world at large (cfr. PB 143 2).
 - d. To see it that on occasion of the World Day of Peace, the Pope's message for the day coupled with the diocesan needs and preference is spread all over the diocese (cfr. 143 3).

2. Supervisor of the Human Resources Office, Insurance Office, Land and Housing Office Land Immigration Office of the diocesan curia:
 - a. The Human Resource Officer will be constantly reporting to you in all legal matters. These include, but not limited to, drawing up and renewing of contracts for employees, termination of an employee and disciplinary measures to be taken to an employee.
 - b. The Transport and Insurance Officer will constantly be reporting to you in all legal matters.
 - c. The Land and Housing Officer will be constantly reporting to you in all legal matters. These include, but not limited to, drawing up, renewing and termination of contracts.
 - d. The Immigration Officer will be constantly reporting to you in all legal matters. These include, but not limited to, authenticating documents needed for Passports and other Permits in accordance with the Law of the Country.

COMPETENCE OF THE DIOCESAN PASTORAL COUNCIL

The Second Vatican Council strongly recommended the establishment of councils in each diocese which would be convoked at least once a year. The diocesan bishop himself would preside in this council and specially chosen clergy, religious and lay people are called to participate.

c.511: its function under the authority of the Bishop is to:

1. Study and weigh those matters which concern the pastoral workers of the diocese
2. To propose practical conclusions concerning them

Concretely they will do:

- A. To present to the Diocesan Bishop suggestions to enable all Christian faithful in the Diocese to participate according to ones charisms and state in the Teaching, Sanctifying and Sheparding Ministry of Christ.
- B. To propose ways and means to accelerate the ministries of evangelization, catechesis and Liturgy in the Diocese through:
 1. Adaptation and enculturation in Liturgy
 2. Sunday Catechism in the Parish Centers and Substations
 3. Family and Youth Apostolate
 4. Participation of the Laity in the Mission of the Church
 5. Pastoral Care to the marginalized groups like drug addicts, drunkards, lapsed in faith and socially displaced persons
 6. Programmes for the widows, orphans and mentally handicapped

2. PASTORAL PLANNING DIRECTORATE (PPD)

Title: DIRECTOR OF THE DIOCESAN PASTORAL PLANNING DIRECTORATE (PPD)

Reports to: Vicar General and Bishop

1. Facilitate and coordinate the activities of the Pastoral Planning Directorate.
2. Assist the Bishop and the Diocesan Pastoral Council in devising and implementing a pastoral plan for the Diocese.
3. Study the resolutions of the Diocesan Synod (*Imani na Matendo: Sera, Matamko na Maazimio*) and plan for the proper implementation of those matters that fall directly under the Department and those that are connected to the same.
4. Develop the Pastoral Councils at the Parish and Diocesan levels.
5. Maintain a close collaboration with the TEC Pastoral Department and disseminate any valuable information received from the TEC for the whole of the Diocese of Musoma.

Secretarys

Title: Pontifical Mission Society Secretary

Reports to: Director of Pastoral Planning Directorate

1. Promote and direct the PMS work within the diocese.

2. Coordinate the functioning of these programs within the parishes.
3. Maintain communication with the National Director of PMS.
4. Keep the Bishop informed on all PMS activities within the diocese.

Title: Lay Apostolate Secretary

Reports to: Director of Pastoral Planning Directorate

1. Develop programs for lay programs within the Diocese of Musoma which support the pastoral growth of these organizations as stated in the African Synod (No. 90): "Lay people are to become more aware of their role in the Church and fulfill their special mission as baptized and confirmed persons."
2. Promote and coordinate all activities of Lay Associations and Movements in the parishes for further growth and development within the life of the church.
3. Coordinate meetings of the respective lay groups.
4. Coordinate lay apostolate in parishes to strengthen relationships between the priests and the laity in the parishes.
5. Research the documents of Vatican II which spell out the responsibility of the ministry of the Lay Apostolate and use this to strengthen lay ministry within the parishes.

Title: SECRETARY OF THE DIOCESAN CATECHETICAL DEPARTMENT

Reports to: Director of the Pastoral Planning Directorate (PPD)

1. To analyze the state of the Diocese with regard to education in the faith: such analysis must identify amongst other things, the real needs of the diocese as far as catechetical praxis is concerned.
2. To develop a Plan of Action which sets out clear objectives, proposes definite suggestions and shows concrete results.
3. To promote the Formation of Catechists: in this respect see the possibility of establishing suitable centers.
4. To elaborate or at least to indicate to Parishes and to Catechists, the necessary instruments for Catechesis: catechisms, directories, programmes for different ages, guides for catechist, materials for those being catechized, audio-visual aids, etc.

5. To foster Diocesan Institutions of a especially catechetical character (Catechumenate, Parochial Catechesis, groups responsible for catechesis): these are the “basic cells” of Catechetical activity.
6. To improve personnel and material resources at Diocesan Level as well as at the level of the Parish and the Deaneries.
7. To collaborate with the Liturgical Office/Department given the relevance of Liturgy for catechesis, especially for Catechumenal and Initiatory Catechesis.
8. Report to the Director of the Pastoral Planning Directorate to keep him informed.

Title: SECRETARY OF THE DIOCESAN LITURGICAL DEPARTMENT

Reports to: Director of the Pastoral Planning Directorate (PPD)

1. Liaise between TEC Department of Liturgy and the Diocese in liturgical matters: communications regulations, publications, directives, of liturgy and any liturgical books.
2. To make sure that under the directives of the Congregation of the Divine Worship and Sacraments (CDW &S) and the TEC – Department of Liturgy, authentic, correct understanding and celebration and beauty of the liturgy is fostered, and facilitated duly with creativity. This is important above all with Consecrated Ministers who celebrate the mystery for the people in the name of Christ.
3. Care that all parishes should have efficient Liturgical Committees for implementation of Church’s documents, especially “Sacrosanctum Concillium” of Vatican II on Sacred Liturgy.
4. Visit Parishes, Deaneries to help, facilitate, activate, proper understanding and celebration of Sacred Liturgy through Seminars, discussions, workshops, according to need and possibilities.
5. Make sure that the basic Liturgical Books are available.
6. Organize meetings, seminars for Priests on Liturgical Matters.
7. Ascertain that Catechists have proper Liturgical Programmes in their Religious Instructions Syllabus and that it is dully taught.
8. Collaborate with the secretary of the Bishop on any Liturgical Function which is celebrated at A Diocesan Level.

9. Report to the Director of the Pastoral Planning Directorate to keep him informed.

Title: Spiritual Centers Secretary

Reports to: Director of Pastoral Planning Directorate

1. Develops and coordinates spiritual programs at all diocesan spiritual centers.
2. Coordinates schedules for diocesan pilgrimage centers.
3. Develops the spiritual tourism component to link the Serengeti National Park system, Lake Victoria basin and Nyerere Museum and gravesite.
4. Link, advertise and promote the Diocese of Musoma Spiritual tourism with USA/European parishes.
5. Develop environmental connections with the spiritual tourism (“seeking the Divine in Nature...”).
6. Strengthen the diocesan website by incorporating the spiritual tourism and maintaining updates.
7. Connect with Maryknoll Office of Global Concerns for continued sharing of information as well as other groups concerned.

Title: Vocations Director

Reports to: Director of Pastoral Planning Directorate

1. Coordinate all matters related to Major Seminarians and those aspiring to join formation year and major seminaries.
2. Promote vocations to the diocesan priesthood through schools and parishes.
3. Support and strengthen “Chama cha Mwito” (Vocation groups) within the parishes.
4. Coordinate and follow up on examinations and selections for seminary training.
5. Fundraise for running the diocesan vocation ministry.
6. Link Bishop with those in the process of studying for priesthood.
7. Coordinate Day of Vocations on a diocesan level.

8. Coordinate the efficient running of the Formation House at the Bishops compound.

Title: HEAD OF FOLLOWING COMMISSIONS (Secretary):

- 1) FOR PROMOTING CHRISTIAN UNITY.**
- 2) FOR THE PASTORAL CARE OF MIGRANTS AND ITINERANT PEOPLE**
- 3) FOR INTER-RELIGIOUS DIALOGUE.**

Reports to: Director of the Pastoral Planning Directorate (PPD)

1. Coordinate the Ecumenical and Interreligious work with the Diocese of Musoma timely initiatives and activities, labouring to restore unity among Christians.
2. Create an awareness of ECUMENICAL AND Interreligious reality and life within the Diocese (parishes, religious communities, Education Institutions, etc.)
3. Disseminate knowledge, information, messages and booklets on Ecumenical and Interreligious Dialogue from the National Level (TEC) to Diocese Level, i.e. to departments, parishes, Religious Communities and other relevant stakeholders.
4. See to it that the Decrees of the Second Vatican Council pertaining to Ecumenism and Interreligious Dialogue are put into practice, and the correct interpretation of the principles of Ecumenism and Interreligious dialogue are carried out.
5. Liaise with the Commissions of Ecumenism and Interreligious Dialogue at National Level (information, meetings, etc.)
6. Participate to the Ecumenical and Interreligious activities/meetings within the diocese (Invitation on feasts, celebrations, Ecumenical Gatherings, prayers, etc.)
7. Initiate and or support the Ecumenical and Interreligious activities undertaken within the diocese (Interreligious, VICOBA, TFGM, CLIMATE CHANGE, Mining, etc.)
8. Create contacts and friendly relations with the respective religious leaders (Muslims and Christian denominations as well with those who are in any way endowed with religious feelings). At the diocesan level and see to it that suitable dialogues, studies and conferences are timely promoted to develop mutual information and esteem so that human dignity and the spiritual and moral riches of people may be advanced.
9. participate in the Interdepartmental – Diocesan planning Meetings (Regular or Annual)
10. Produce and Annual Report to the diocese and possibly to the Executive Secretaries at National Level for the Annual Report to the Tanzania Episcopal Conference.
11. See to it that in the Diocese of Musoma, the Pastoral Care of Migrants and Itinerant people (tourists, fisherman, etc.) receive effective and special Spiritual Care, even if necessary, by means of suitable pastoral structure.

12. Work and ensure that journeys which Christians undertake for reasons of piety, study or recreation, contribute to their moral and religious formation and receive suitable Spiritual Care.
13. Report to the Director of the Pastoral Planning Directorate to keep him informed.

Title: Youth Ministry Secretary

Reports to: Director of Pastoral Planning Directorate

1. Coordinate youth activities within the diocese.
2. Work closely with parishes and schools regarding youth ministry.
3. Coordinate the activities of TYCS within the diocese.
4. Coordinate the Easter Holy Week activities and retreat for TYCS.
5. Work closely with PDD which coordinates Matumaini Center.

3. PLANNING AND DEVELOPMENT DIRECTORATE (PDD)

Title: DIRECTOR of the PLANNING AND DEVELOPMENT DIRECTORATE (PDD)

Report to: Vicar General and Bishop

1. To advise the Bishop on various issues concerning development programmes implemented in the Diocese of Musoma
2. To coordinate the activities of the Planning and Development Department
3. To coordinate and manage development programmes, projects and other related activities in the Diocese of Musoma
4. To monitor and evaluate progress of development programmes implemented in the diocese
5. To build capacity of various diocesan actors on monitoring of government policies and strategies intended to reduce poverty
6. To collaborate with other stakeholders engaged in development aspects
7. To set priorities of development programmes and projects
8. To identify various sources of funds for development projects
9. To submit project write ups to prospective donors
10. To prepare Action Plans for development projects and programmes

11. To establish mechanism for monitoring and evaluation of the implementation of development programmes and projects in the Diocese of Musoma
12. To develop criteria for analyzing, controlling and coordinating development projects in the Diocese of Musoma
13. To report to the Vicar General and Bishop of the Diocese of Musoma
14. Members of the PDD offices report directly to the Director and Assistant Director of PDD

Title: ASSISTANT TO THE DIRECTOR OF THE PLANNING AND DEVELOPMENT DIRECTORATE (PDD)

Report to: Director PDD, Vicar General, Bishop

1. To advise the Bishop on various issues concerning development programmes implemented in the Diocese of Musoma
2. To coordinate the activities of the Planning and Development Department
3. To coordinate and manage development programmes, projects and other related activities in the Diocese of Musoma
4. To monitor and evaluate progress of development programmes implemented in the diocese
5. To build capacity of various diocesan actors on monitoring of government policies and strategies intended to reduce poverty
6. To collaborate with other stakeholders engaged in development aspects
7. To set priorities of development programmes and projects
8. To identify various sources of funds for development projects
9. To submit project write ups to prospective donors
10. To prepare Action Plans for development projects and programmes
11. To establish mechanism for monitoring and evaluation of the implementation of development programmes and projects in the Diocese of Musoma
12. To develop criteria for analyzing, controlling and coordinating development projects in the Diocese of Musoma
13. To ensure timely preparation and submission of reports to all relevant authorities

14. To establish and maintain relationships with Dioceses and NGOs on development matters
15. To establish a web page for the Catholic Diocese of Musoma
16. To keep the Director of Planning and Development Department informed on the day to day activities of the department
17. To report to the Director of PDD, the Vicar General and the Bishop
18. Members of the PDD offices report directly to the Director and Assistant Director of PDD

TITLE: PLANNING AND DEVELOPMENT DIRECTORATE (PDD) ACCOUNTANT
REPORT TO: PDD DIRECTOR

The Planning and Development Directorate (PDD) is under the direction of the Catholic Bishop of Musoma. PDD consists of all Health, Education and Social Services of the Diocese. The accountant will be responsible for establishing and maintaining the financial system for all of these programs.

1. To perform all accounting functions necessary to ensure accurate documentation of all financial transactions, assets and liabilities of the department.
2. To maintain books of accounts, budgeting and financial reporting of the department.
3. To prepare a handbook on managing PDD finances.
4. To prepare inventory on all PDD equipment and values.
5. To maintain all supporting documents in a neat and organized manner suitable for auditing.
6. To regularly back up all accounts transactions reports in hard and soft copies. The later should with the saver. The accountant will also ensure that on a quarterly basis external backups are made and stored outside the premises.
7. Bank reconciliation to be performed monthly and repost submitted to the director within the first week of subsequent month.
8. To advise management on all aspects of the project finances, to make sure that it runs in accordance with the best account principles.
9. To ensure that all financial reports are prepared and presented in a timely fashion.
10. To perform any other financial related work as assigned by the supervisor.
11. Ensure the accuracy and completeness of data entry and procedures to facilitate production of complete financial report.
12. Completion of periodic budget submission from all sections and produces a projected budget and approved by the PDD Director.

13. Ensure proper costing/coding and completeness of posting of all revenues and expenditure items.
14. Report immediately to PDD Director of any irregularities, misappropriation or gross neglect on duty to ensure effectiveness and efficiency.
15. To monitor cost effectiveness of project activities.
16. To provide comprehensive reports to the director and as would be required by the director.
17. Work with the Director on resource mobilization for improving PDD resource base and economic empowerment of institutions and services of the diocese working under PDD.
18. Perform any other accounting duties as may be assigned by the PDD Director.
19. To report to the Director and Assistant Director of PDD on all matters.

TITLE: PLANNING AND DEVELOPMENT DIRECTORATE (PDD) PROJECT OFFICER
REPORT TO: PDD DIRECTOR

The Planning and Development Directorate (PDD) is under the direction of the Catholic Bishop of Musoma. PDD consists of all Health, Education, Communication and Social Services/CARITAS of the Diocese. The project officer will be responsible for establishing and maintaining the development of all diocesan projects and proposals.

1. Investigate, facilitate and write project proposals for the Diocese of Musoma under the direction of PDD Director.
2. Follow up on all projects with funding and facilitate the report writing of these projects.
3. Coordinate all projects within the diocese.
4. To identify various sources of funds for development projects.
5. Monitor and evaluate all diocesan projects.
6. Work closely with PDD accountant to develop comprehensive reporting of all projects.
7. Follow up on all projects according to contract and spirit of the donor.
8. Works with diocesan personnel by mentoring and facilitating reporting.

Secretaries

Title: Secretary of the Health Department
Reports to: Planning and Development Directorate (PDD)

Job Summary: The Secretary for the Health Department collaborates with all partners under the auspices of the Planning and Development Directorate in order to implement and evaluate all of the following tasks:

1. Link the Bishop, PDD and the management teams of all health institutions under the Diocese of Musoma.
2. Link the Diocese of Musoma and the Tanzanian Episcopal Conference (TEC) on matters concerning health.
3. Link the Diocese of Musoma and the ministry of Health at the National and Regional levels.
4. Supervise, through regular visitation, all health institutions of the Diocese of Musoma.
5. Coordinate the Diocesan Health Board with meetings on a regular basis and function as Secretary for this Board.
6. Work towards the completion and thereafter implementation of the Health Policy for the Diocese of Musoma.
7. Network with any other relevant organizations for the development of Health issues for the people of God in the Diocese of Musoma and Tanzania in general.
8. Report directly to the Planning and Development Directorate on all health matters to keep them informed.
9. Work with the PDD accountant on all financial issues of the health department for transparency and accountability.

Title: Secretary of the Education Department

Reports to: Planning and Development Directorate (PDD)

Job summary: The Secretary for the Education Department collaborates with all partners under the auspices of the Planning and Development Directorate in order to implement and evaluate all of the following tasks:

1. Link the Bishop, PDD and the Management Teams of all schools under the Diocese of Musoma.
2. Link the Diocese of Musoma and the Tanzania Episcopal Conference (T.E.C) on matters concerning education.

3. Link the Diocese of Musoma and the Ministry of Education and Vocation Training at the National Level and Regional Level.
4. To attend, at least once, in the meetings of the Board of Schools which belong to the Diocese of Musoma.
5. Investigate the possibility of establishing an “EDUCATION BOARD OF THE DIOCESE OF MUSOMA”
6. Investigate the possibility of establishing a DIOCESAN EDUCATION INSPECTORATE whose function will be to visit and inspect out schools at least once a year.
7. Accelerate the completion of the document of Education Policy of the Diocese of Musoma and begin implementation.
8. Network with any relevant organizations for the development of Educational issues for the people of God in the Diocese of Musoma and Tanzania in general.
9. Report directly to the Planning and Development Directorate on all education matters to keep them informed.
10. Work with the PDD accountant on all financial issues for the education department to maintain accountability and transparency.

Title: Secretary of the Social Services/CARITAS Department
Reports to: Planning and Development Directorate (PDD)

Job Summary: The Secretary for the Social Services Department collaborates with all partners under the auspices of the Planning and Development Directorate in order to implement and evaluate all of the following tasks:

1. Coordinate all “cross cutting” issues under PDD including WIDGAD, TFGM, Environment, HIV/AIDS and Water issues.
2. Coordinate all Income Generating Projects under PDD including the Conference Center and VICOBA.
3. Coordinate all projects in the diocese reaching out to youth, the vulnerable and the poor including Jipe Moyo Center, St. Justins Center for Disabled Children, Kagera Etuma and MCC.

4. Liaison with TEC on all CARITAS issues.
5. Coordinate the development of a Social Service Policy and implement when this is achieved.
6. Establish, with the help of PDD, a Diocesan Social Services Board with meetings on a regular basis and function as Secretary for this Board.
7. Network with all interested parties who are advocating for the poor and disadvantaged.
8. Report directly to the Planning and Development Directorate on all social service/CARITAS matters to keep them informed.
9. Work with the PDD accountant on all financial issues with these projects for accountability and transparency.

Title: Communications Secretary

Reports to: Planning and Development Directorate (PDD)

Job summary: The Secretary for the Communications Department collaborates with all partners under the auspices of the Planning and Development Directorate in order to implement and evaluate all of the following tasks:

1. Develops and updates all publications, website and printed materials for the diocese.
2. Distributes information to all diocesan personnel regarding deaths and celebrations, Masses which are scheduled.
3. Develops programs to use communication and ICT as a means of evangelization.
4. Coordinate the use of video and DVD's for teaching.
5. Communicate the strategic plans of directorates and departments within the diocese.
6. Maintains the diocesan connection with TEC and communicates this with the Bishop and Directors of PDD and PPD.
7. Develops Pastoral Letters in conjunction with the Bishops direction on this issue.
8. Investigates the possible use of radio by the diocese.
9. Distribute information of the diocesan deliberations.

10. Work with the PDD accountant on all financial matters of this office for accountability and transparency.

Offices

Title: Coordinator of Women in Development and Gender and Development Office (WIDGAD)
Reports to: Social Services/CARITAS Secretary, Planning and Development Directorate (PDD)

1. Coordinate, at a diocesan level, all work related to women in development and gender issues.
2. Link the Diocese of Musoma with TEC WIDGAD and keep the relevant parties informed of diocesan activities.
3. Work with Parishes on women and development issues to build a stronger diocesan base of this work.
4. Coordinate all activities at Makutano Income Generating site to sustain the WIDGAD program at a diocesan level.
5. Network with groups advocating for women's and girls issues including the Police Gender Desk, Jipe Moyo and Masanga TFGM.
6. Report directly to Social Services/CARITAS Secretary on all matters concerning the WIDGAD office.
7. Work with the PDD accountant on all office financial issues for transparency and accountability.

Title: PROJECT OFFICER FOR THE DIOCESAN TERMINATION OF FEMALE GENITAL MUTILATION PROJECT (TFGM)

Reports to: Social Service/CARITAS Secretary, Planning and Development Directorate (PDD)

1. Continue your present ministry within WID/GAD.
2. Coordinate and implement the newly developed 5 year Strategic plan to work towards the Termination of Female Genital Mutilation (TFGM) within the Diocese of Musoma.
3. Mentor the work of the coordinator and lawyer to be hired in order to ensure the development and sustainability of the project.
4. Network with likeminded organizations working to end Gender Based Violence (GBV) and TFGM.

5. Monitor and evaluate the progress of the GBV and TFG project implemented in the Diocese.
6. Build the existing initiatives that were defined in the assessment and evaluate of other TFGM Diocesan programs.
7. Identify various sources of funds for the project.
8. Submit project write ups, repost and summaries in a timely manner.
9. Monitor the financial and narrative reports for donors of the project.
10. Assist with all other duties which might be assigned to you.
11. Report to the Social Service/ Caritas Secretary of the Planning and Development Directorate to keep them informed.
12. Work with the PDD accountant on all financial matters of this office for accountability and transparency.