



SOCIETÀ DI SAN FRANCESCO DI SALES
SEDE CENTRALE SALESIANA
Via Marsala 42 - 00185 Roma

Il Consigliere Generale per le Missioni

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Prot 24/ 0377

THE PROVINCE MISSION OFFICE *Guidelines and Orientations*

GUIDELINES

1. The Identity of the Province Mission Office

The Province Mission Office is an expression of Don Bosco's charism. It is established by the Provincial "with the consent of his council and in agreement with the General Councillor for the Missions" (*Reg. 24*) and must be approved by the Rector Major.

The Province Mission Office belongs to the Province, adheres to the Constitutions and Regulations of the Salesian Congregation, the decisions of Provincial Chapters, and is led by a director.

The Province Mission Office is governed by its statutes which guarantee Salesian values, Salesian spirituality and Don Bosco's preventive system. It is the responsibility of the Provincial, with the consent of his council, to draw up the statutes which must be presented to the Rector Major for approval.

2. The Purpose of the Province Mission Office

The Province Mission Office supports the Overall Province Plan (OPP) and, in step with the Province's Salesian Educative and Pastoral Plan (SEPP), all actions and plans that are aimed at integral evangelisation and integral human development, especially of poor and marginalised young people. It is an essential part of the purpose of the Provincial Mission Office to be involved in and be in solidarity with the worldwide mission of the Congregation.

3. The Activities of the Province Mission Office

The Province Mission Office

- mobilises resources for activities of integral evangelisation and integral human development of the Province and the entire Congregation;
- supports the educational, pastoral, and social projects of the Province through those who are in charge, as indicated in the OPP and SEPP;
- makes the missionary activities of the Province and the Salesian Congregation known at the local level and beyond, maintaining contacts with non-government, civil and other associative bodies and organisations, public entities, companies, and enterprises;
- extends its help to other provinces, in coordination with the Missions Sector, to ensure a fair distribution of resources throughout the Congregation;
- regularly contributes to the Rector Major's Distribution as a concrete expression of communion with the Congregation;
- organises displays, prepares publications, supports the Province's mission animation and draws up programmes of activity in step with the SEPP;

- supports mission animation in coordination with the Provincial Delegate for Mission Animation (PDMA) so that Don Bosco's missionary spirit is kept alive in each of the Province's EPCs;
- helps missionaries passing through for their holidays by showing attention to their specific needs;
- maintains links with friends and benefactors as a sign of recognition of their generosity, keeping them up-to-date with Salesian missionary activities locally and around the world, and assuring them of prayer for them and their intentions.

4. The Provincial

The Provincial with his council guides and supervises the observance of the Statutes, and checks that these are implemented and procedures are carried out.

5. The Director

a. The Director of the Province Mission Office, whether a Salesian or a lay person, is appointed by the Provincial, with the consent of his council, for a period of three years which may be renewed but for no more than three consecutive terms. The Director is responsible for the functioning and development of the Province Mission Office.

b. A Board of Management supports the Director in the effective fulfilment of the mission of the Province Mission Office. It is made up of at least 3 members appointed by the Provincial with the consent of his council. The Director calls this Board to meet at least twice a year.

c. The Director, with the consent of his Board of Management, presents the Provincial and his council with the annual budget and final balance sheet or statement.

6. The Province Mission Office and the PDO

In some situations, a Province may have the same Director for the Province Mission Office and the *Planning and Development Office* (PDO) This is possible as long as the distinct identity of each of them is maintained.¹

7. Foundations and Civil Organisations

Should the Province have a foundation or other civil organisations with the same purposes as the Province Mission Office, these organisations should be coordinated and integrated into the service that the Mission Office provides for the pastoral care of the Province.

8. The National Mission Office

In countries where there are multiple provinces in the same territory, it is advisable for the relevant provincials to create a National Mission Office to coordinate the mobilisation of resources within a national territory. Where the provinces in a country belong to a Conference, it is up to the Conference to establish the National Mission Office. The National Mission Office is governed by the Statutes approved by the Rector Major and his Council, with a Governing Board made up of the Provincials concerned (or by members of the Conference). If the Governing Board deems it appropriate, other representatives of the Provinces may be invited (for example, Provincial Economers).

¹The *Planning and Development Office* is at the service of the Provincial and his council to guarantee quality, efficacy, and efficiency of the Provincial and his council's management of the Province's Strategic Plan, the development of life and mission of the Province described and listed in the Overall Provincial Plan and in areas and dimensions of their competence. Its task is to advise and coordinate with the Provincial and his council and collaborate with the different Provincial Commissions and the local communities. The Planning and Development Office (PDO) is not an independent body or a fundraising body, nor an NGO in a civic sense. The coordination of the PDOs pertains to the Economist General. Cf. Economist General's Office, *General Guidelines of the Model and Tasks of the Provincial Planning and Development Office in the Salesian World* (Rome, 2017), p. 5,7,8-10.

9. Mission Offices at Congregational level

“To support missionary activity, the Rector Major with the consent of his Council and in agreement with the local provincial, may set up mission offices to serve the whole Congregation. Their organisation and method of functioning will depend on the provincial or provincials in whose territory the offices operate, in the light of a statutory agreement made previously with the Rector Major, and in agreement with the General Councillor for the Missions and with the Economer General” (*Reg.* 24). The Mission Office at Congregational level is governed by the Statutes approved by the Rector Major. The General Councillor for the Missions, the Economer General and the Regional Councillor are *ex-ufficio* members of the Governing Board of every Mission Office at Congregational level.

10. Province Mission Offices and Mission Offices at Congregational level.

Provincial or National Mission Offices, as well as foundations with the same purpose, must not affect or undermine the mobilisation of resources of Mission Offices at Congregational level.

11. The Missions Sector

The Missions Sector coordinates the work of the Mission Offices throughout the world. Although each of them is independent, the Missions Sector, through a Sector representative, promotes networking, builds synergies, and solidarity towards a more effective realisation of the identity and mission of each Mission Office.

12. Existing Province Mission Offices

It is the task of the Provincial and the Director of existing Province Mission Offices to ensure that their Statutes are amended on the basis on these guidelines.

ORIENTATIONS

13. Integral Human Development

The Mission Office is committed to fostering a vision of development that involves the whole person and encompasses all aspects of our humanity, including evangelisation and the defence of the integrity of creation. This vision is rooted in Catholic Social Teaching but is also shared by other religious and faith traditions. Integral human development is built upon three principles: *human dignity*, *solidarity*, and *subsidiarity*. *Human Dignity* is rooted in the conviction that the human person is created in God’s image and likeness (*Gen 1:26*). *Solidarity* flows from faith and implies a firm commitment to the common good and fosters personal responsibility as a bedrock of individual freedom. *Subsidiarity*, a key principle of the Church’s social teaching, is the assistance provided by the higher level to the lower level through appropriate means. Conversely, it implies that the higher level does not make decisions that are meant for the competent lower level, depriving the latter of its functions (*Catechism of the Catholic Church 1883*).

14. Stewardship

The Mission Office fosters the Christian attitude of being simple *administrators* of God’s gifts (*Mt 25:14-30*) among all stakeholders: benefactors, donors, missionaries, and beneficiaries. *Stewardship* implies maintaining accepted standards of accountability and transparency, preserving paper documents so that auditors, accountants, and bookkeepers can verify the use of money, compliance with government financial regulations, and ethical and moral integrity. It also means that the actual needs of evangelisation and the local context are given primary importance and not projects that interest the benefactors or donors. *Stewardship* means overcoming paternalistic dependence that causes people to passively wait for handouts rather than actively contribute to meeting their own needs.

15. Mobilising Resources

The Mission Office activity is clearly part of the shift from “fundraising” to “resource mobilisation,” which is the opposite of begging. It is proclaiming what we believe by offering people the opportunity to be associated with our Salesian mission and inviting them to collaborate meaningfully in various ways to our work of building the Kingdom of God that is already present in our midst. By inviting people to be involved in making a concrete gesture to alleviate poverty, and proclaim the gospel - using their own time, personal gifts, and resources - they become part of something bigger than themselves bringing an inspiring vision to their lives and offering them a new sense of belonging to our human family.

16. Fostering a Spirituality of Resource Mobilisation

The Mission Office is a form of Salesian ministry. It provides special care so that people who share their resources have a spiritual perspective, come closer to God and are in a new spiritual communion with the wider human family. People who have resources are led to a greater awareness that even a seemingly small act of generosity can grow into something far beyond what one might imagine. This makes generosity and the spirit of gratitude grow in people’s hearts.

17. Fostering Communion with the Salesian Congregation

The Mission Office fosters a strong sense of communion with the Salesian Congregation through a variety of activities which provide opportunities for supporting the formation of Salesians and involvement in the worldwide work of Salesians for the young, especially the poor and marginalised.

These guidelines and orientations were approved by the Rector Major and his Council at its 23 January 2024 session. They come into force on 1 September 2024.


Fr Alfred Maravilla, SDB
General Councillor for the Missions

