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BISHOP'S PROGRAMME FOR FEBRUARY 2021

2	11.00	a.m.	Solemn Vows, Adoration Monastery
4	04.30	p.m.	Diocesan Finance Council Meeting
5	10.00	a.m.	Graduation Ceremony, SJEC
6	03.30	p.m.	Confirmation, Hospet Parish
7	10.00	a.m.	Grama Panchayat Members, Felicitation and Training, Milagres Hall
8-12	03.30	p.m.	ICEL Online Meeting
11	06.30	p.m.	Conferring of Ministries, St Joseph's Seminary
13	04.00	p.m.	Confirmation at Siddakatte Parish
14	08.15	p.m.	Confirmation at Kelarai Parish
16	10.00	a.m.	PUC and College Governing Body Meeting, Rosario Cathedral
18	09.15	a.m.	Diocesan Pastoral Council Meeting, Pastoral Institute
20-21			Pastoral Visit, Thokur
23-26			KRCBC and St Peter's Pontifical Institute Governing Board Meetings
27	08.00	a.m.	Mass, FMCI
	10.15	a.m.	Graduation Ceremony, FMCI Nursing College

Bishop meets in the forenoon:

Lay Faithful, 13; Diocesan Clergy, 15; Religious Priests and Sisters, 20.

BISHOP'S MESSAGE FOR FEBRUARY 2021

The month of February invites us to be closer to the sick brethren and accompany them in their suffering as Jesus himself does. St Paul, contemplating the innocence of Jesus and his participation in our reality, says: "For our sake [God] made him to be sin who knew no sin, so that in him we might become the righteousness of God" (2 Cor 5:21). Jesus suffered all that the sinners are destined to suffer and transformed suffering into the means of Redemption. He was "delivered up for our trespasses and raised for our justification" (Rom 4:24). The entire life of Jesus was donated for our sake so that we might no longer live for ourselves but for him who for our sake died and was raised (cf. 2 Cor 5:15). Thus, his life spills into ours and our life spills into that of others. Each person is connected to everyone and everything else in and through Jesus.

Papal Intention for February: Violence against Women: We hear painful stories about the women being raped and murdered in our country, where on the one hand, mothers are venerated as divine and on the other, women are treated in an inhuman way. Selective abortions and female feticide are some of the reasons why the male-female ratio shows alarming figures in different parts of India. We pray for women who are victims of violence that they may be protected by society and have their sufferings considered and their cry heeded. Let us gratefully acknowledge the services women render in our families, in the Church and in the society at large.

Presentation of the Lord and Day of Consecrated Life: February 2 is liturgically special as the day of the Presentation of Our Lord. As the Lord enters into the temple (Malachi 3:1), he begins a new era in the salvation history. People offer themselves freely and totally to God and for the service of his people through a life of consecration. This is an occasion for us to thank God for the presence of consecrated men and women and recognise their services in the Church and society. Indeed, without the consecrated and dedicated men and women, the world would be much poorer.

World Day of the Sick: The Church acknowledged the apparitions of Mary at Lourdes beginning from 11 February 1858 for 18 times. Lourdes invites thousands of sick who find healing of both body and soul brought about by the intervention of the Heavenly Mother. On the occasion of the XXIX World Day of the Sick, we are called to give special attention to the sick and to those who provide them with assistance and care both in health care institutions and within families and communities. The sick are the most vulnerable ones, and Jesus constantly associates with them, and so does his Mother. In the message for this day, Pope Francis says that our closeness to the sick “is a precious balm that provides support and consolation to the sick in their suffering. As Christians, we experience that closeness as a sign of the love of Jesus Christ, the *Good Samaritan*, who draws near with compassion to every man and woman wounded by sin. United to Christ by the working of the Holy Spirit, we are called to be merciful like the Father and to love in particular our frail, infirm and suffering brothers and sisters (cf. Jn 13: 34-35)”. Our encounter with the sick is a moment of grace for us too. They are God’s instruments to bring him close to us.

Lenten Season: With the Ash Wednesday on February 17, we begin the season of grace granted to us to repent and to believe in the Good News. The Lord accompanies us on our journey as we accompany him to Calvary. The forty days’ fasting, prayer and almsgiving are for us occasions to feel one with those who go hungry and help us towards our own conversion. In his message for the occasion, Pope Francis exhorts: “The path of poverty and self-denial (*fasting*), concern and loving care for the poor (*almsgiving*), and childlike dialogue with the Father (*prayer*) make it possible for us to live lives of sincere faith, living hope and effective charity”. Whatever we save this year, we shall handover to the CODP for taking care of the poor and needy of our Diocese. The envelopes will be sent to the parishes to gather from the families whatever they give out of their own poverty (cf. Lk 21: 4), “a fragrant offering, a sacrifice acceptable and pleasing to God” (Phil 4: 18).

Ash Wednesday: The Congregation for Divine Worship and Discipline of the Sacraments has sent a note (12 January 2021)

to make a particular provision during the time of pandemic in distributing the Ashes: the Priest after the prayer and sprinkling of Holy Water on the Ashes, “only once says the formula as it appears in the Roman Missal, applying it to all in general: “Repent, and believe in the Gospel”, or “Remember that you are dust, and to dust you shall return”. The Priest then cleanses his hands, puts on a face mask and distributes the ashes to those who come to him or, if appropriate, he goes to those who are standing in their places. The Priest takes the ashes and sprinkles them on the head of each one without saying anything”. However, in our context, *we can also continue to do what we have been doing*, without much change.

The Diocesan Pastoral Council Meeting (DPC): The first meeting of the DPC will be held at the Pastoral Institute on 18 February, 2021 at 9.15 a.m. The Parish Priests are requested to announce this news in the parishes so that all the members participate in this meeting. The participation of the priests, religious and lay faithful in the pastoral and missionary conversion of the local Church will help to focus on our primary duty of proclaiming Christ in deed and word.

Diocesan Pastoral Consultation and Chrism Mass: The College of Consultors have suggested March 25, 2021 as the day of Chrism Mass at the Cathedral and it is confirmed by the Council of Priests held on January 14, 2021. However, March 25 is the Solemnity of the Annunciation of the Blessed Virgin Mary. With due respect for the liturgical norms and to facilitate priests to celebrate this day with due honour in their parishes, we have decided to hold the ***Diocesan Pastoral Consultation and Chrism Mass on Wednesday, March 24, 2021***. Kindly block March 24 in your calendar for this diocesan event. V. Rev. Fr Joseph Martis, the newly elected Secretary of the Council of Priests, will communicate to you the day’s programme in due time. The Pastoral Consultation will be held in St Joseph’s Seminary, C.M. Hall.

Recollection: On March 24, in the afternoon, we shall have recollection and confessions before the Chrism Mass at the Cathedral. Rev. Fr Charles Serrao, OCD has agreed to be the preacher. The theme is “*Patris Corde: Called to love with the father’s heart, as St Joseph*”.

Year of St Joseph: In the Council of Priests held on January 14, 2021, it has been decided to hold special programmes in the parishes on May 1, 2021, while solemn Mass be celebrated on March 19 in honour of St Joseph, a day on which Pope Francis will inaugurate the Year of the *Amoris Laetitia* Family. Kindly promote the devotion to St Joseph in families and in the Church with special prayer already available through the services of Mangala Jyothi, which has published a book on the life and virtues of St Joseph and Prayer and Litany cards. The Litany of St Joseph can be recited on Wednesdays after the Rosary, instead of the Litany of Loreto. In the book, there are other prayers too. We can pray to St Joseph on all occasions as St Theresa of Avila says, “To other Saints, our Lord seems to have given grace to succour men in some special necessity; but to this glorious Saint, I know by experience, to help us in all: and our Lord would have us understand that as He was Himself subject to him upon earth—for St. Joseph having the title of father, and being His guardian, could command Him—so now in heaven He performs all his petitions”.

The Plenary Indulgence is granted to those who fulfil certain conditions in the Year of St Joseph. You will find the details for obtaining the Indulgence in this *Inter Nos*.

Clergy Online Retreat: The CCBI Commission for Vocations, Seminaries, Clergy and Religious (VSCR), has organised an “Inner Journey Retreat for Jubilarians”. The platform for the online Retreat is Zoom Meeting. The link, Meeting ID and the Passcode are given below:

Resource Person : Fr. Lawrence OFM Cap.

On 8-12 (Monday–Friday), February 2021

Time : 11 am - 12.15 p.m. & 2.45 p.m. - 3.45 p.m.

Meeting ID : 815 7333 2090

Passcode : jubilee

Link : Join Zoom Meeting by clicking on
<https://us02web.zoom.us/j>

81573332090?pwd=Ui90NzV5TFRjN1lRcEdzTXBhWE5HQQT09

Coming Back to Normalcy: With the provisions made by the Government regarding the Safety Measures during the pandemic, now we are returning slowly to normalcy. Hereafter, we can hold meetings of the Associations and Basic Ecclesial Communities, following the Standard Operating Procedures given by the Government, with social distancing and wearing masks.

✠ Peter Paul Saldanha
Bishop of Mangalore

DIOCESAN BUILDING COMMITTEE AND POLICY

Norms on the Committee and Procedures to be Followed in the Planning and Execution of Construction and Renovation of Buildings

A very significant and formative experience in the life of a parish community is the process of building or renovating the church or other parish/diocesan buildings. The decisions made about the renovation, remodelling, expansion or construction of parish/diocesan facilities will have a lasting impact on that parish/diocesan community. The financial impact of a building project will also affect the life of the parish/diocese, possibly for years to come. Comprehensive planning, practical and conservative feasibility reviews and project implementation can help avoid costly mistakes and help us be mindful of the Church's mission.

With these points in mind, it is vitally important to establish a sound process for making the best possible decisions. The Diocese of Mangalore wants to delineate a process that will lead to wise and prudent decisions about any building or renovation project a parish/diocese undertakes. The advice and expertise of the Diocesan Building Committee, authorisation of the Bishop, and the collaboration of all those involved in the project are foundational to good decision-making. All our facilities/buildings should reflect our dignity as a faith community and be built with quality and beauty. They should also express our servant and missionary role based upon the example of Christ and should expose simplicity and a spirit of economy and stewardship.

The entire planning and execution of building or renovating should make room for involvement, participation, cooperation and communion. The norms concerning the Diocesan Building Committee and the Procedures to be followed in the planning and execution of Construction and Renovation of Building Projects are intended to uphold the advantages and values described above.

I. The Diocesan Building Committee

1. Scope of the Committee:

The Diocesan Building Committee examines and makes recommendations to the Bishop about plans submitted by Parish Priests and Diocesan Directors or their equivalents, involving renovations, construction and major repairs to parish or diocesan buildings.

2. Composition of the Committee:

The Bishop appoints the Diocesan Building Committee, after hearing the College of Consultors and the Diocesan Finance Council, if he considers opportune to do so. The members are appointed for a three-year term, renewable for a period of time as determined by the Bishop.

The Diocesan Building Committee consists of the following members:

- a) Two diocesan priests having experience in construction and/or renovation of cost-effective facilities at the parish or institutional level
- b) A consultant in liturgy and sacred art (for construction of a church/chapel/prayer hall)
- c) An architect
- d) A civil engineer
- e) Two members of the Diocesan Finance Council as nominated by the Bishop.

The Bishop will appoint a Priest from among its members as Convener of the Committee.

3. The Functions of the Committee

- a) The Committee offers expertise as it works on behalf of the Bishop and reviews pertinent documents and offers information/

- advice primarily to the Bishop on matters pertaining to construction, renovation, remodel or repair. It reviews the project at each stage, as required.
- b) The Committee strives to create a collaborative, team-oriented approach with the parish leadership committee in making sound decisions early in the process that will save significant time, money and effort as the project continues.
 - c) The Convener convokes the meetings of Committee periodically to assess the working of the Committee, assigns responsibilities to members and obtain reports, constitutes specific panel for specific projects, and so on.
 - d) The Convener, having received the authorisation from the Bishop to proceed with a specific parish/institution project, constitutes the panel from among the Committee members. The panel should have a minimum of three members, out of which one should be a civil engineer, one from the DFC, and a diocesan priest. The Convener hands over to the panel, the entire documentation received from the Bishop.
 - e) The Convener of the Diocesan Building Committee or the Chief of the Panel will:
 - i. Contact the Priest concerned to fix a date of the Committee's visit to the place of the project/parish/institution
 - ii. Have a preliminary meeting with the Priest concerned, if required, as a matter of courtesy.
 - f) The Panel will:
 - i. Meet with the Parish Priest, members of the Parish Finance Council (PFC), Architect and Contractor – depending on the nature of the project (and Parish Building Committee, if there is one) and hold necessary discussions.
 - ii. Scrutinise, examine the documentation submitted by the Bishop to the Committee: plan/architectural design sketch/blueprint, cost estimate, etc. and discuss the issues/ make suggestions to the Parish Priest and PFC members.
 - iii. Carry out the site inspection of the new project/renovation of building/repair and maintenance work.

- iv. Submit a detailed report to the Bishop within the prescribed period, concerning their views on the project from all the angles – pastoral, economic, structural/architectural, and so on – on the feasibility, advantages, drawbacks, and assessment on the suitability on the project.
- v. If the project receives Bishop's approval, to visit and oversee the adherence to the norms and conditions.
- vi. Present an audit report to the Bishop after completing the building/project/renovation/developmental work (Project Implementation Audit Report).

II. Procedures to be Followed in the Planning and Execution of Construction and Renovation of Buildings

1. Objectives of Norms on Procedure:

The procedures are meant to assure the relevance, need and purpose of the proposed project. The norms assist in the administration of construction, renovation, remodel, or repair programme and to direct the implementation of these guidelines. They ensure that all precautionary steps have been taken to protect the diocese from liability or other litigation.

2. Applicability of the Procedure:

The following procedure applies to all the parish and diocesan construction projects. It is to be strictly observed by all who intend to construct, renovate and carry out major repairs to buildings. At the parish, it is the Parish Priest and PFC members.

Though the parish has been the primary focus or reference point in these procedural norms, nonetheless, the procedures are applicable *mutatis mutandis* to all diocesan/supra-parochial entities involved in the construction and renovation of buildings. In these norms, what is stated concerning construction is also applicable to major renovations.

While the Diocesan Building Committee will function as per the terms of reference given to it, the Priest concerned is required to do the following:

A. *Seeking Bishop's Approval to Prepare a Report on a Potential Project*

- i.-a) When a Parish Priest feels the need of a construction project in his parish/institution or the necessity of renovation/repair works which are major in nature, he should discuss the matter with the Bishop even before consulting the Parish Finance and Pastoral Councils; OR
- i.-b) When the need of a building or renovation project emerges under "Any Other Matter" of the Parish Finance/Pastoral Council agenda, the discussion may take place at a preliminary/pre-planning level just enough to know the mind of the Council on the need. The Priest should make it clear to the Council that the planning requires the approval of the Bishop. No planning/preparation can take place at this stage. The Parish Priest is required to discuss the initial idea with the Bishop.
- ii) In either case, after the Priest discusses the intended project with the Bishop and after obtaining a brief report on the need of the project, the Bishop will appoint two competent persons to make an initial assessment of the project.
- iii) Having obtained a report of the initial assessment, the Bishop will decide whether to grant permission to proceed with the project or not. If the Bishop gives written ***authorisation to plan and prepare a report relating to the project***, the Priest concerned may proceed with the following:

B. *Planning/Preparation of the Project and Related Report with Documents:*

Bishop's permission authorises the Parish Priest to discuss the project with the parish consultative bodies. If they agree on the need and viability of the project, the planning begins. This planning stage consists of preparing the necessary documents and submitting a report to the Bishop. It shall include the following:

- i) Consultation and approval of the project in the Parish Finance Council and the Parish Pastoral Council (PPC). Resolutions passed in the Councils.

- ii) If the project costs Rs 25 lakhs and above, approval of the Parish Assembly. Resolutions passed in the Parish Assembly.
- iii) Details of members of the Parish Building Committee set up for the purpose.
- iv) Place and survey number of the land where the project is to take place
- v) Category of land mentioned in the survey number (e.g. Patta Land, through Declaration, Government Grant, Kumki).
- vi) The extent of the land: Total land and the portion required for the project
- vii) Area of jurisdiction within which the land is situated: Corporation, Municipality, Panchayat, or any other limits of the jurisdiction
- viii) Digital survey of the land and buildings on it, along with a sketch of the property
- ix) Land conversion – whether done or yet to be done. If done, conversion orders
- x) Wherever necessary, a single site plan
- xi) Architectural design
- xii) The estimated cost of the project (which shall be prepared by a certified architect or engineer)
- xiii) Sources of funding of the project
- xiv) Duration of the project (the contractor shall follow these timelines)

C. *Visit, Inspection and Report by the Diocesan Building Committee*

- i) The Bishop issues a letter of request for inspection to the Diocesan Building Committee. The letter will contain a time frame for submission of the report.
- ii) The Bishop hands over the report of the Parish Priest and other necessary documents to the Convener of the Committee to facilitate the visit and inspection.

- iii) Based on the inspection, study and expertise, the Diocesan Building Committee submits a report to the Bishop either approving the project in toto or in part. It may suggest modifications/changes to the project considering the estimated cost and availability of funds.

D. *Permission of the Bishop*

- i) The Bishop considering the advice of the Diocesan Building Committee, and where required of the Diocesan Finance Council, will make a decision concerning the permission sought for the project.
- ii) Until and unless written permission is received from the Bishop, no work should be undertaken by the Parish Priest on the project.
- iii) If the Bishop recommends changes/modifications, then the recommendations made or the conditions placed need to be fulfilled to approve the project.
- iv) Once the Bishop is satisfied with all the project requirements, he grants *provisional permission*, enabling the Parish Priest to invite tenders and apply for required licenses and permissions from the civil authorities.

F. *Commencement of the Project*

- i) Begin the process of inviting tenders and follow the processes until the contract is signed by the employer (parish/institution) and the contractor (see *Supplement* on The Contracting Process). Sample forms relating to this process may be obtained from the Chancery.
- ii) Submit to the Bishop a copy of the license to construct received from the civil authority. Only after the submission, the Bishop will issue the *final permission* in writing. With this final permission, the Parish Priest concerned can commence the project work and not before.

G. *Submission of a Progress Report to the Bishop*

- i) The Parish Priest will submit quarterly reports to the Bishop detailing the work completed and the amount expended to date. If he deems fit, the Bishop shall instruct the Diocesan Building Committee to visit the project and ascertain the status of the project.

- ii) If the cost overruns by 10% or more of the project's total cost, the Bishop should be informed, and his permission should be sought.

H. *Completion Report to the Bishop*

- i) On completion of the project, the Parish Priest shall obtain all clearances from the civil authorities, including the Building Completion Certificate, Fire and Safety Clearance Certificate, and Occupancy Certificate.
- ii) After having obtained the civil clearance, a copy of which must be presented to the Bishop, the building is considered fit for inauguration, occupancy or use.
- iii) The priest concerned should submit a Project Completion Report to the Bishop duly signed by the Parish Finance Council members, architect and contractor along with the financial statement of the receipts and payments of the project, within three months of the inauguration of the said project or its occupancy.

These guidelines are intended to assist parishes and diocesan institutions in the construction and/or renovation of cost-effective facilities that support the pastoral ministry of the parish or institution. Because the approval of the Bishop is required for any project beyond the ordinary administration of the parish, the Bishop has appointed the Diocesan Building Committee to advise him and parishes/institutions regarding new construction or renovation plans. Diocesan Building Committee is required to assure that it contributes to the spiritual welfare of the faithful, and that the parish/institution has the necessary means to both construct and maintain the building.

Saint Joseph, Patron of our Diocese and model of labour and of service to Jesus, is a most fitting guide to those involved with the building or renovating of a church or related ecclesiastical facility. May his example direct each of us to work with diligence and love for Christ our Lord.

These norms and procedures will come into effect on February 01, 2021, in the Year of St Joseph.

**✠Peter Paul Saldanha
Bishop of Mangalore**

[*Supplement*]

THE CONTRACTING PROCESS

1. Notice Inviting Tender (Annexure-1)

- a) After the provisional permission from the Bishop (Ref. II. 2. D. iv of the Diocesan Building Committee and Policy) is obtained, an invitation to tender is to be prepared and displayed on the Notice Board of the Parish/Institution. If it is a Parish, announcements may be made on Sunday Masses to attract the attention of the faithful to the Notice Inviting Tender.
- b) The architects/engineers should help in preparing the tender documents, including general conditions of contract, annexures, specifications, drawings, schedule of rates, and other documents.
- c) Suppose a screening of potential contractors, suppliers, or vendors (based on factors such as experience, financial ability, managerial ability, reputation, work history, etc.) has been undertaken and a list of qualified bidders has been prepared, in that case, a copy of an invitation-to-tender may be sent to them.
- d) Prospective bidders to be informed that their tenders shall contain technical as well as commercial bids.
- e) The place for submitting the tender and date and time within which the same should be submitted should be clearly stated in the Notice Inviting Tender.
- f) Instructions to the prospective bidders that the tender shall be submitted in a sealed envelope with the heading 'Tender for.....' superscribed on it, should be contained in the Notice Inviting Tender.

2. Process of Receiving and Opening of Bids

- a) A minimum of 3 tenders shall be obtained to take a decision.
- b) Oral, telephonic or electronic mail (e-mail) bids are invalid and will not be accepted.
- c) Before receiving bids, ensure the following are in place:
 - i) Positive means of enforcing the bid deadline
 - ii) Bid Receipt Form (**Annexure-2**)
 - iii) Time and date stamp on the envelopes received. If the envelope is too bulky to accept the date and time stamp, affix a separate slip of paper and staple it to the corner of the envelope.

- d) Do not receive bids after the bid deadline. If a bid is submitted after the bid deadline, do not accept it, return the unopened bid to the bidder. Enter the bidder's name, the time of the attempted submittal, and the words "Refused-Not timely submitted" on the Bid Receipt Form.
- e) Receive bids only at the place designated for the receipt of bids. Make sure the place designated is available and staffed for the receipt of bids.
- f) Bids must be sealed in an envelope properly addressed. Do not accept bids that are not sealed. Note on the bid received form, if a bid is improperly addressed.
- g) Ensure that the date and time of receiving the bids are superscribed on the envelope. Enter the bidder's name and the date and time the bid is received on the Bid Receipt Form. ***Please do not open the bids; accumulate them in one file.*** Assemble the bids in alphabetical order, if possible.
- h) After the Bid Deadline has passed, announce its passing and that no further bids will be received. Also, announce when and where the bids will be opened.
- i) Make sure all the bidders' names and bid receipt times are entered on the Bid Receipt Form. Gather the accumulated bids, check them with the Bid Receipt Form, and take them to the place of the bid opening.

3. Modification or Withdrawal of Bids after the Bid Deadline

- a) Competitive bids may not be modified, withdrawn, or cancelled after the Bid Deadline unless the Parish/Institution consents to this action. Consent may be made during a period of 10 days if the bid contains an excusable mistake, and the following conditions are met:
 - i) Written notice of the mistake, specifying in detail how the mistake occurred, is received within five working days after the opening of bids.
 - ii) The mistake makes the bid materially different from what the bidder intended it to be.
 - iii) The mistake was made in filling out the bid and is not due to an error in judgment, carelessness in inspecting the site of the work, or carelessness in reading the Drawings or Specifications.

- b) If a bidder asks to withdraw a bid, immediately ask to examine the bidder's documentation to determine the nature of the mistake, how it occurred, and the amount involved. If this documentation substantiates the bidder's claim, summarise the findings in writing. If there is a question as to the legitimacy of the claim, refer the information to a larger body (Parish Pastoral Council/Finance Committee/Building Committee or Diocesan Finance Council) to confirm that the legal conditions for consenting to the withdrawal of the bid have been met.
- c) If the bidder's request is informal, request that it be immediately confirmed in writing and that the written notice specifying in detail how the mistake occurred. Evaluation of the bidder's supporting documentation and, if necessary, referral to a larger body should be accomplished promptly.

4. OPENING COMPETITIVE BIDS

- a) The following procedures start when the bidders have assembled in the place designated for opening bids:
 - i) Announce that the Bid Deadline has passed, that the opening time has arrived, and that bids will be opened.
 - ii) Open the bid.
 - iii) Have an assistant record the required information on a Bid Tabulation Form (**Annexure-3**).
 - iv) Note the presence of required items/annexures if any.
 - v) Note any irregularities, if deemed appropriate.
 - vi) Note any missing items/annexures, if deemed appropriate.
 - vii) Repeat above steps 4-6 until all bids have been opened, and all information is recorded on the Bid Tabulation Form.
 - viii) Announce apparent lowest bidder. Also announce that it is not necessary that the lowest bidder is awarded the contract.
 - ix) Post the bid tabulation in a location accessible to all bidders.
- b) If the Parish Finance Committee/Building Committee deem it fit, make the bids available for inspection and remain present while the bids are being inspected.

- c) Note any bidder concerns for later resolution. Inform the protestors that a formal protest must be filed in writing within three business days. Specify the latest time for receipt of protests (i.e., 5 pm on the third business day after bid opening).
- d) Ask the bidders if they have any questions on the bid opening procedure.
- e) Announce that the bid opening procedure is completed, thank the bidders for submitting their bids, and state the bids will be taken under advisement (*Advisement = careful consideration.)

5. Negotiations

- a) Form a small team (consisting of the architect/engineer, the Parish Priest/Director and two experts from amongst the Parish/Council or Governing Board) to negotiate with the Bidders/Tenderers.
- b) It is not necessary that the lowest bidder is awarded the contract. On the other hand, the experience, capacity, technical expertise, assets and technical workforce may be considered before deciding on the commercials.
- c) Negotiations should encompass past record of the contractor, his ability to carry out the work with minimum sub-contracting, the rates quoted, specifications and quality of work.

6. Issuing a Letter of Intent (Annexure-4)

- a) The letter is meant as a prelude of the contract that would be signed later.
- b) A letter of intent (LOI) is a document outlining the understanding between two or more parties which understanding they intend to formalise in a legally binding agreement. It is a document expressing an intention to enter into a contract at a future date but creates no contractual relationship until that future contract has been entered into. It is to be issued to the bidder/tenderer with whom the entity wishes to enter into a contract.

- c) It is essential to bear in mind that ‘letter of intent’ is a term of commercial convenience and not a term having a substantive legal meaning, for example ‘subject to contract’.

7. The Contract (Annexure-5)

Finally, without any delay, a contract shall be drawn and signed by the employer (Parish/Institution) and the contractor.

LENTEN PENANCE AND DEVOTIONAL PRACTICES

At the beginning of the Season of Lent, we apprise you of the Lenten Penance and Devotional Practices:

The penitential days and times in the universal Church are every Friday of the whole year and the season of Lent (Can. 1250). Abstinence from meat, or from some other food as determined by the Episcopal Conference, is to be observed on all Fridays, unless a solemnity should fall on a Friday. Abstinence and fasting are to be observed on Ash Wednesday and Good Friday (Can. 1251).

1. ***Mandatory Days of Fast and Abstinence in Lent:*** Ash Wednesday and Good Friday. Abstinence becomes mandatory from the age of 14, and the law of fasting and abstinence binds those who have attained their majority (18 years completed) until the beginning of their sixtieth year (Can. 1252).

Let us remember that more than “abstaining from meat” what we have to pray for is a ‘clean heart’, a ‘new heart’. The Gospel is not a set of laws to be observed but the surrender of our hearts to God in conversion. Each one of us will look for many other ways of “abstinence” from the pleasurable things of life that our heart is inclined to.

Our Clergy, Religious and Lay faithful are urged not to excuse themselves too easily from this obligation, as it is but fitting that on the two prescribed days of fasting, we unite ourselves in a

special manner with the Passion and Death of Our Saviour by a more intense form of penance.

2. *Other Days of Penance in Lent:* Fasting and abstinence are recommended on all the days of Lent and particularly on Fridays. These should be enhanced with devotional practices of our faith that manifest our deeper communion with the Lord. For example:

- a) Daily participation in the Holy Eucharist
- b) Regular visits to the Church/Blessed Sacrament
- c) Reception of the Sacrament of Penance/Confession
- d) Stations of the Cross on Fridays/other days
- e) Reading the Bible and spiritual books
- f) Family prayer in common: Rosary, Bible Reading, Way of the Cross, etc.
- g) Prayer to the saints for their intercession
- h) Abstaining from alcohol/smoking/TV/cinema/partying
- i) Abstaining from beverages (like tea/coffee between meals)
- j) Almsgiving and visiting the poor
- k) Visiting the sick, elderly, lonely, either at home or in hospitals
- l) Abstaining from meat/fish for those for whom meat/fish is part of the regular diet
- m) Efforts at reconciliation with a family member or neighbour
- n) Giving 10% of one's daily earnings in charity
- o) Offering a meal to a poor family; sponsoring a part of the school fee
- p) Offering voluntary service for some social/charitable work

Devotional exercises which are traditionally associated with Lent are to be strongly encouraged. Stations of the Cross should be prayed communally, particularly on each Friday of Lent, to foster the preparation of the faithful for the celebration of Easter.

Priests should make themselves available for confessions and spiritual directions. Confessions should be arranged in each parish to provide sufficient opportunities for the faithful to receive the grace this sacrament offers them. People should recover the lost opportunities for confessions in this Lenten season, as we have begun to our regular schedules and programmes.

Parishes should offer more opportunities for individual and community renewal through, for example, a Lenten Holy Hour with Exposition of the Blessed Sacrament and Benediction, evenings of reflection, spiritual renewal days for parish organisations (councils and associations), or other Lenten family/parish activities.

Our Lenten Penance must never become superficial: “No act of virtue can be great if it is not followed by advantage for others. So, no matter how much time you spend fasting, no matter how much you sleep on a hard floor and eat ashes and sigh continually, if you do no good to others, you do nothing great” (St John Chrysostom).

REMINDER ON ANNUAL MISSION STATISTICS - 2020

We thank Rev. Fathers and Sisters, who have duly submitted their Annual Mission Statistics (Jan-Dec 2020) to the Chancery. We appreciate them for their diligence. Those Parishes and Religious Houses that have not yet submitted the duly filled Mission Statistics of 2020, please do the needful taking care to see that they reach the Chancery before **February 22, 2021**. We request the Parish Priest to remind the heads of Religious Convents to submit the filled-in forms sent to them by the date mentioned above. The Diocese must submit the diocesan data online to the Holy See by the end of February 2021 via online. Please cooperate.

DIOCESAN COMMISSION FOR LAY FAITHFUL

We are pleased to share the consolidated results of Grama Panchayat Election of 2020 within our diocese. We are happy to note that many candidates come forward to contested in Grama Panchayat election. It indicates the level of awareness among the lay people of our community to take up the leadership in the local governance at the Panchayat level. Thus, we have 330 candidates who took part as candidates for elections in the Grama Panchayat election. Among them,132 candidates have won their seats at the Panchayat.

DEANERY LEVEL RESULTS OF THE CANDIDATES OF GRAMA PANCHAYAT ELECTION - 2020

DEANERY LEVEL RESULTS OF THE CANDIDATES OF GRAMA PANCHAYAT ELECTION -2020						
Sl No	Deaneries	No. of Parishes	No. of parishes taken leadership	No. of Candidates Contested	No. of Candidates Elected	Elected President and Vice President of GP (yet to be authorised by the Govt. in Karnataka)
1	Kasaragod	17	9	21	05	Manjeshwar GP/ Manjeshwar Parish;Kumb baje GP/ VP/Ukkinadka Parish
2	Bantwal	12	10	32	16	
3	Suratkal	05	4	11	03	
4	City *	12	6.	24	12	
5	Pezar	06	6	32	12	
6	Kinnigolli	07	6	25	08	
7	Mangalore South	10	7	52	27	Ira,GP/ Mudipu Parish
8	Mogarnad	08	6	29	12	Sajipa, GP/AmmembaParish
9	Moodbidri	14	7	39	13	
10	Puttur	11	5	15	06	
11	Belthangady	12	8	50	18	
	Total			330	132	2 President & 1 Vice President post in 3 Parishes

**Not all parishes come under Gram Panchayats*

The results are just at the satisfactory level and we have a long way to go to establish our presence in the local Grama Panchayat. The analysis of the results of the GP election is a mirror to our strengths, weaknesses, opportunities and threats of our community. The details of the same could be discussed at the Deanery Pastoral Council meetings.

We take this opportunity to thank all the Vicars Forane and the priests for their encouragement and infilling courage in the Lay Faithful, to take an active role in the local governance. With this election our work is not yet over. We request you to have a constant touch with the candidates who have lost an opportunity and to continue to motivate the candidates who have retained their seats in the Grama Panchayat election. Let us from now on to gear our attention in preparing the upcoming elections of Town Panchayat, Taluk and Zilla Panchayat. Please remember that the diocesan Lay Faithful Commission is at your service.

– Fr J. B. Crasta, Secretary of the Commission

MANGALA JYOTHI

I. Programmes for February:

- 7 : Liturgy Seminar/Choir Members Training - Fermat
- 8 : Extraordinary Ministers Training - Fr. Muller's
- 14 : Liturgy Seminar/Choir Members Training
- 17-20 : Parish Retreat - Permannur
- 21 : Liturgy Seminar/Choir Members and PPC Training
- Manjeshwar
- 26-28 : Parish Retreat - Moodbidri Town

II. Information:

A. Commission for Catechetics: Regular Catechism Classes:

Sunday catechism classes have already begun from January 17, 2021. Guidelines for activity-based catechesis and PDF material have already been sent to all the Parish Priests. Dates for regular catechism classes are: Jan 17, 24 & 31; Feb 7, 14, 21 & 28; March 7, 14, 21 = 10 classes. If you need more classes, you can continue in the months of April & May.

B. Commission for Liturgy:

Recollection for Extraordinary Ministers: You are requested to organise a 3 hour recollection for extraordinary ministers at the deanery level or parish level (If the number is more) during Lenten season. The recollection includes: talk, adoration, confession and evaluation of their ministry. You are free to call a priest of your choice for the recollection. But please inform us through mail or WhatsApp message the following aspects: Name of the preacher, date, deanery, parish & number of participants.

III. New Arrivals and Other Books:

1. ಬಾಪಾಯ್ ಸಾಕರ್ಯಾ ಕಾಳ್ವಾಚೊ ಸಾಂ ಜುಜೆ
2. ವಾಚನಗಳ ಗ್ರಂಥ (Kannada Lectionary) Vol. 1, 2 & 3
3. The Order of Celebrating Marriage - New Revised Edition
4. ಆಶೀರ್ವಚನಗಳ ಗ್ರಂಥ
5. ಪಾಂಚ್ ನವ್ಯೊ ಮಿರ್ನಾ ವಾಟೊ ಪುಸ್ತಕ್

6. ಅಂತರ್ಗಿತಾಂ (ಕೀರ್ತನಾಂಚೆಂ ಸಂಗೀತ್ ಆನಿ ಉತ್ರಾಂ)
ವಾಚ್ಪಾಂ ವಾಚ್ಪಲ್ಯಾಂಕ್ ಹಾತ್ ಪುಸ್ತಕ್, ಗಾಯನ್ ಮಂಡಳಿಚ್ಯಾ ಸಾಂದ್ಯಾಂಕ್
ಹಾತ್ ಪುಸ್ತಕ್, ವಾಚನಾಂಜಲಿ
7. ಆಲ್ಟಿಲೂಯಾ (ಸಂಗೀತ್ ಆನಿ ಉತ್ರಾಂ) - New Konkani Missal
Edition
8. Missal and Lectionary - English & Kannada
9. Mass Candles, superior quality Hosts & Particles, Incense
are available at Mangala Jyothi stall.

- **Director, Mangala Jyothi**

PROGRAMMES OF CODP

- 02.02.2021 : - Sparsha organised competition on Preparation of
health friendly food at Pakshikere
- Training on Documentation at Moodbidri
- 04.02.2021 : Sparsha - World Cancer Day celebration (Hair
donation drive) in CODP-ISD
- 06.02.2021 : - Training on Skill enhancement of local leaders at
Vorkady
- Sparsha organised Cleanliness drive at Ranipura
- 09.02.2021 : KROSS Governing Board meeting at Shivamogga
- 13.02.2021 : Training on Skill enhancement of local leaders at
Soorambail
- 16.02.2021 : - Training on Plastic waste management at Kabaka
- Training on Organic farming and Kitchen garden
at Vijayadka
- Awareness on Existing Laws on Womens
Reservation for members of Sinchana
Mahasangha at Talapady
- 19.02.2021 : - Training on Organic farming and Kitchen garden
at Padi
- Training on Organic farming and Kitchen garden
at Kokkada

- 21.02.2021 : Cleanliness drive at Enmakaje
- 22.02.2021 : - Awareness on Government schemes at Kayyar
- Training on Skill enhancement of local leaders at Shanthipalla
- 23.02.2021 : - Awareness on Existing Laws on Women's Reservation for Sadhana Mahasangha at Talapady
- Awareness on Existing Laws on Women's Reservation at Kannatipara
- 25.02.2021 : Training on Rights based Approach at Bajpe
- Other programmes for February 2021: Ayushman Bharath drive at Mudipu.*

– Director, CODP

APOSTOLIC PENITENTIARY

In the Year of Saint Joseph, the Gift of Indulgences

DECREE

The gift of special Indulgences is granted on the occasion of the Year of Saint Joseph, announced by Pope Francis to celebrate the 150th anniversary of the proclamation of Saint Joseph as Patron of the Universal Church.

Today marks 150 years since the Decree *Quemadmodum Deus*, with which Bl. Pius IX, moved by the grave and sorrowful circumstances in which the Church was threatened by mankind's hostility, declared Saint Joseph the Patron of the Catholic Church.

In order to perpetuate the entrustment of the whole Church to the powerful patronage of the Guardian of Jesus, Pope Francis has established that, from today's date, the anniversary of the Decree of the proclamation as well as a day sacred to the Blessed Immaculate Virgin and Bride of Joseph most chaste, until 8 December 2021, a special Year of Saint Joseph will be celebrated, in which all faithful, after his example, may daily reinforce their own life of faith in complete fulfilment of God's will.

All the faithful will thus have the opportunity to commit themselves, with prayer and good works, to obtain, with the help of St Joseph, head of the heavenly Family of Nazareth, comfort and relief from the serious human and social tribulations that besiege the contemporary world today.

Devotion to the Guardian of the Redeemer has developed abundantly in the course of the history of the Church, which not only attributes to him among the loftiest worship, after that of his Bride, the Mother of God, but has also conferred many patronages upon him. The Magisterium of the Church continues to reveal great things, old and new, in this treasure that is Saint Joseph, like the householder of the Gospel of Matthew “who brings out of his treasure what is new and what is old” (Mt 13:52).

The gift of the Indulgences that the Apostolic Penitentiary kindly bestows during the Year of Saint Joseph, through this Decree issued according to Pope Francis’ wish, will contribute greatly to the perfect accomplishment of the designated purpose.

The *Plenary Indulgence* is granted under the customary conditions (sacramental confession, Eucharistic communion and prayers according to the Holy Father’s intentions) to the faithful who, with a soul detached from any sin, shall participate in the Year of Saint Joseph, in the occasions and with the modalities indicated by this Apostolic Penitentiary.

- a) Saint Joseph, an authentic man of faith, invites us to rediscover our filial relationship with the Father, to renew our devotion to prayer, to dispose ourselves to listen and correspond with profound discernment to God’s will. The *Plenary Indulgence* is granted to those who shall contemplate the Lord’s Prayer for at least 30 minutes, or participate in a Spiritual Retreat of at least one day which involves a meditation on Saint Joseph;
- b) The Gospel attributes to Saint Joseph the appellation “just man” (cf. Mt 1:19): he, guardian of the intimate secret that lies right at the bottom of the heart and soul”, depository of the mystery of God and therefore an ideal patron of the internal forum, spur us to rediscover the value of silence, prudence and integrity in carrying out our duties. The virtue of justice practiced by Saint Joseph in an exemplary manner

is full adherence to divine law, which is the law of mercy, “for it is the very mercy of God that brings true justice to fulfilment”. Therefore, those who, after the example of Saint Joseph, shall fulfil a work of corporal or spiritual work of mercy, will likewise be able to attain the gift of the *Plenary Indulgence*;

- c) The primary aspect of Saint Joseph’s vocation was that of being guardian of the Holy Family of Nazareth, spouse of the Blessed Virgin Mary and legal father of Jesus. In order that all Christian families may be inspired to recreate the same atmosphere of intimate communion, love and prayer that was lived by the Holy Family, the *Plenary Indulgence* is granted for the recitation of the Holy Rosary in families and among betrothed;
- d) The Servant of God Pius XII, on 1 May 1955 instituted the Feast of Saint Joseph the Worker, “with the intent that the dignity of work be recognised by all, and that it inspires social life and laws, based on the fair distribution of rights and duties”. Therefore, the *Plenary Indulgence* may be obtained by those who shall daily entrust their life to the protection of Saint Joseph, and all faithful who shall invoke through prayer the intercession of the Worker of Nazareth, so that those in search of work may find employment and the work of all people may be more dignified;
- e) The flight of the Holy Family to Egypt “shows us that God is there where man is in danger, where man suffers, where he runs away, where he experiences rejection and abandonment”. The *Plenary Indulgence* is granted to the faithful who shall recite the Litanies to Saint Joseph (for the Latin tradition), or the *Akathistos* to Saint Joseph, in their entirety or at least some part of it (for the Byzantine tradition), or some other prayer to Saint Joseph, proper to other liturgical traditions, in favour of the Church persecuted *ad intra* and *ad extra* and for the relief of all Christians who suffer any form of persecution.

Saint Teresa of Ávila recognised in Saint Joseph the protector for all the circumstances of life: “To other saints, the Lord seems

to have given grace to help us in some of our necessities. But my experience is that Saint Joseph helps us in them all". More recently, Saint John Paul II emphasised that the figure of Saint Joseph has acquired "a renewed relevance for the Church of our time, in relation to the new Christian millennium".

To reaffirm the universality of Saint Joseph's patronage over the Church, in addition to the aforementioned occasions the Apostolic Penitentiary grants the *Plenary Indulgence* to the faithful who shall recite any prayer legitimately approved or act of piety in honour of Saint Joseph, for example, "To you, O Blessed Joseph", especially on the occasions of 19 March and 1 May, on the Feast of the Holy Family of Jesus, Mary and Joseph, on the Sunday of Saint Joseph (according to the Byzantine tradition), on the 19th of every month and every Wednesday, the day dedicated to the Saint's memory, according to the Latin tradition.

In the current context of the health emergency, the gift of the *Plenary Indulgence* extends particularly to the elderly, the sick, the suffering and all those who for legitimate reasons are unable to leave the house, and who with a soul detached from any sin and with the intention to fulfil, as soon as possible, the three customary conditions in their own home or wherever the impediment detains them, shall recite an act of piety in honour of Saint Joseph, Comfort of the Sick and Patron of a Happy Death, faithfully offering to God their suffering and the hardships of their life.

In order to pastorally facilitate the attainment of divine grace through the power of the Keys, this Penitentiary prays earnestly that all priests endowed with the appropriate faculties may offer themselves with a willing and generous soul to the celebration of the Sacrament of Penance and often administer Holy Communion to the infirm.

This Decree is valid for the Year of Saint Joseph, notwithstanding any disposition to the contrary.

Given in Rome, from the See of the Apostolic Penitentiary, on 8 December 2020.

– Cardinal Mauro Piacenza
Major Penitentiary

- Krzysztof Nykiel
Regent

DIAMOND BIRTHDAY

V. Rev. Paul Sequeira, Parish Priest, Corpus Christi Church, Moodbidri, celebrates his 60th birthday on 08-02-2021.

As you turn sixty, may you continue being the visionary leader that you are, committing your life to the work of the ministry. All we pray is that you have enough strength to impact more lives in the years to come. Have a memorable birthday.

POPE FRANCIS ON FASTING

Fast from hurting words and say kind words.
Fast from sadness and be filled with gratitude.
Fast from anger and be filled with patience.
Fast from pessimism and be filled with hope.
Fast from worries and have trust in God.
Fast from complaints and contemplate simplicity.
Fast from pressures and be prayerful.
Fast from bitterness and fill your hearts with joy.
Fast from selfishness and be compassionate to others.
Fast from grudges and be reconciled.
Fast from words and be silent so you can listen.

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