

*Catholic Diocese of Geita,
Tanzania
Development Department*



Workshop's Schedule
May 17-21/2010: Monday-Friday

Theme
*Pastoral Response to Financial
Management*

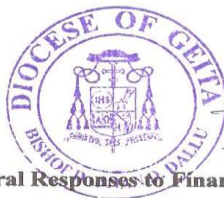


CATHOLIC DIOCESE OF GEITA
DEVELOPMENT DEPARTMENT OFFICE

Our Ref: **DG/DDO/2010/21** Your Ref: Date: March 8, 2010...

Dear Caritas Directors/Executives
Archdiocese of Mwanza
Dioceses of Musoma, Shinyanga,
Bukoba, Rulenge, Kayanga, and Kahama.

Approved by
Rt. Rev. Damian D. Dallu
Bishop of Geita
P.o. Box 120
Geita/Tanzania



Approved, 12/03/2010

Dallu

Re: Workshop for Pastoral Responses to Financial Management

I would like to introduce to you that I am the Director of Development Department Office for the Diocese of Geita/Tanzania. I have the permission from Bishop Damian Dallu, bishop of the Diocese of Geita to conduct a workshop on "Pastoral Responses to Financial Management." The workshop will be held on May 17-21, 2010 (Monday through Friday). We kindly invite two participants from your office.

In celebrating the Anniversary- twenty five years of the Diocese of Geita since inaugurated in 1985, we see the need of capacity building program to the diocesan personnel to work together in order to reach self reliance and self financial management in Church institutions: Parishes, convents, Catholic kindergartens, Primary schools, colleges, secondary and High schools. The aim is to reach integral evangelization- holistic evangelization. We believe that these institutes are catalyst/agents of evangelization.

Given the above reasons, the workshop will focus on broadening understanding of financial management and building plans of socio-economic projects to counteract the poverty that hampers evangelization. The aim will be to build up to the participants the capacity of handling long term projects; and to build up economic stability to the diocesan institutions, to Lay leaders and all people in the entire diocese as a way of finding solutions to poverty.

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DEVELOPMENT DEPARTMENT OFFICE

Our Ref.: **DG/DDO/2010/21** Your Ref.: Date: March 8, 2010...

Enclosed, is a letter with the Workshop Guidelines. We kindly ask you to respond to this invitation as soon as possible. If you will be able to attend you may also give us the names of the attendees. Above all, you are most invited to the workshop.

I am looking forward to meeting you during the workshop. May God bless you in your ministries!

Cordially,

Fr. Mathew Bulala, M.A
Director of Development Department Office
Diocese of Geita, Tanzania

RSVP = please reply: 1. Development Director,

Diocese of Geita
P.O Box 120
Geita/Tanzania
E-mail: <mbulala@dioceseofgeita.net>

2. Mr. Ernest Kishenyi:

Project Coordinator and Workshop Chair Person
Diocese of Geita
E-mail: <theonestkishenyi@yahoo.com>
Mobile Phone: 0755-911-472/ 0784-784-470/0712-413-305

3. Ms. Emmiliana Stanislaus

WID/GAD Coordinator and Workshop Secretary
Diocese of Geita
E-Mail: <emmystans@yahoo.com>
Mobile Phone: 0755-435-568

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CATHOLIC DIOCESE OF GEITA DEVELOPMENT DEPARTMENT OFFICE

Guidelines for the Workshop

Title of Workshop: Pastoral Responses to Financial Management

The Goal : To strengthen pastoral agents understanding of Financial Management

The Purpose: To improve management of resources in the diocese, and grants Writing skills for socio-economic projects

The Objectives:

- i] Deepening pastoral agents understanding on Disaster Management Issues.
- ii] Building consensus on how to manage financial and other resources and mainstream the same issues into Pastoral Plans- Financial Capacity Building.
- iii] Disseminating same knowledge to diocesan members
- iv] Building plans of how to get sources of support for community-based socio-economic and religious projects

Facilitators:

1. Brother Marcel Sylvester, FIC from Ohio, USA will be the main speaker. He will speak about his book "*Agencies for Development Assistance: Sources of support for Community-based socio-economic and religious projects in less industrialized Countries.*" This book has all church based foundation addresses. The book aims to help indigenous people to obtain support from international agencies for pastoral financial projects. Brother Marcel has already shipped the books to Geita. In honor of the Diocese of Geita one book will be sold with a big discount of **Tshs. 75,000/=**. We encourage each parish and institution to have one copy if you do not have. You will benefit well if you purchase the book before the workshop, to make you ask more questions about the book.
2. Fr. Mathew Bulala, M.A: Director of Development Department, Diocese of Geita
3. Mr. Peter Maduki: Caritas Tanzania-TEC Dar es salaam
4. Other part time facilitators will be named later.

The workshop will be conducted in English. We kindly recommend all participations to have ability of hearing, writing and speaking English. However, Kiswahili will be the second Language during workshop.

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CATHOLIC DIOCESE OF GEITA DEVELOPMENT DEPARTMENT OFFICE

Workshop Participants

- All Priests, Diocese of Geita
- Heads of Diocesan Development Department
- Heads of church based Institutions and their bursars
- Heads of Church based Schools and their bursars
- 2 Lay leaders from each parish
- 2 Religious sisters/ brothers from each convent
- 2 Heads of Caritas Offices: Archdiocese of Mwanza, Dioceses of Musoma, Shinyanga, Bukoba, Rulenge, Kayanga, and Kahama.

Date: The workshop will be held from May 17-21, 2010 (Monday to Friday).

Place: Diocese of Geita, at Geita Catechetical Center

Local contribution from participants

Each Parish is required to contribute One Sack of rice or Tsh.50, 000/=

Each Catholic Institute/school is required to contribute Tshs 50,000/=

These contributions are due on April 15, 2010. Please make your Contribution to the Development Department, or through the Bishop's Office, Diocese of Geita.

We will host all participants from outside the diocese of Geita. Travelling and allowances should be upon their offices.

Boarding: All participants from outside the Diocese of Geita will take care of their lodging. The development Department will help finding inexpensive guest houses in Geita if will be requested to do so by any participant.

Lay Participants from the Diocese of Geita will sleep at the Catechetical center. Those from Geita town will be required to stay overnight at their families.

Priests, and religious Sisters will sleep at the Bishops house, Geita parish and in convents located in Geita town.

We hope you will harvest from this workshop for the development of your institution, and personally as a leader. We will mail the workshop's schedule one month before; and will keep you informed of any additional information. You can reach Fr. Bulala by e-mail: mybulala2009@yahoo.com. God bless you in your ministries!

Cordially,

Fr. Bulala Mathew, MA
Development Department Director
Diocese of Geita

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	Time	Event	Place	Facilitator	Remarks
Monday May 17/2010	10 am-12 Noon	Registration for attendees		Registration for attendees	During registration you will shown your sleeping room
	11am -1 Pm	Visiting Development Office, Bishop's office, and the Newly Cathedral			
	1-2pm	Lunch time	Dining room	Food committee	
	2.30-3.30pm	I Opening session	Session room	Development Director Bishop Dallu	Introducing the Participants and Facilitators Opening speech
	3.30-4.30pm	II Session	Session room	Br. Marcel S	Project Writing skills introduction
	4.30-5.00 pm	Break/Coffee/confession	Dining	All	Confession will be available
	5-6.30 pm	Opening Mass	Geita Cathedral Church	Bishop Dallu	St. Cecilia Geita Parish choir will be singing
	6.30-8pm	Break and shower time			Private time
	8-9.30pm	Dinner and refreshment time	Geita Youth Center	all	
	10.00pm ...	Free and Sleeping time	Sleeping Room	All	

Day/date	Time	Event	Place	Facilitator	Remarks
Tuesday May 8/10	7.15-8.00 am	Holy Mass		All	
	8.00-9.00 am	Breakfast	Dining Room	All	
	9-10.30	I Session	Session room	Fr. Bulala, M	<i>Unfolding integral Evangelization for the Church in Geita, Tanzania</i>
	10.30-11.00 am	Break and Coffee time	Dining Room		
	11am- 1 pm	II Session	Session room	Br. Sylvester Marcel/Martin Urassa	Grants writing skills
	1.00-2.30 pm	Lunch and Break	Dining room	All	
	2.30-4.00pm	III Session	Session room	Br. Marcel/Urassa	Grants writing skills
	4-4.30 pm	Break and Coffee time	Dining room		
	4.30-6.00 pm	IV Session	Session room	Br. Marcel/Urassa	
	6-6.30 pm	Evening Prayer (Vespers)		Sisters	
	6.30-8.00pm	Break and shower time			
	8-9.30 pm	Dinner and Refreshment Time	Dinning	All	
	10.00pm	Sleeping Time	Sleeping Rooms	All	

Day/date	Time	Event	Place	Facilitator	Remarks
Wednesday May 19/10	7.15-8.00 am	Holy Mass		All	
	8.00-9.00 am	Breakfast	Dining Room	All	
	9-10.30	I Session	Session room	Br. Marcel/Urassa	<i>Grants writing skills</i>
	10.30-11.00 am	Break and Coffee time	Dining Room		
	11am- 1 pm	II Session	Session room	Br. Sylvester Marcel/Martin Urassa	Grants writing skills
	1.00-2.30 pm	Lunch and Break	Dining room	All	
	2.30-4.00pm	III Session	Session room	Br. Marcel/Urassa	Grants Writing skills
	4-4.30 pm	Break and Coffee time	Dining room		
	4.30-6.00 pm	IV Session	Session room	Br. Marcel/Urassa	
	6-6.30 pm	Evening Prayer (Vespers)		Sisters	
	6.30-8.00pm	Break and shower time			
	8-9.30 pm	Dinner and Refreshment Time	Dinning	All	
	10.00pm	Sleeping Time	Sleeping Rooms	All	

Day/date	Time	Event	Place	Facilitator	Remarks
Thursday May20/10	7.15-8.00 am	Holy Mass		All	
	8.00-9.00 am	Breakfast	Dining Room	All	
	9-10.30	I Session	Session room	Br. Marcel/Urassa	<i>Grants writing skills</i>
	10.30-11.00 am	Break and Coffee time	Dining Room		
	11am- 1 pm	II Session	Session room	Mr. Joseph Shigulu	<i>Principles of fundraising: Resource Mobilization and fundraising</i>
	1.00-2.30 pm	Lunch and Break	Dining room	All	
	2.30-4.00pm	III Session	Session room	Br. Marcel/Urassa	Grant Writing skills
	4-4.30 pm	Break and Coffee time	Dining room		
	4.30-6.00 pm	IV Session	Session room	Br. Marcel/Urassa	
	6-6.30 pm	Evening Prayer (Vespers)		Sisters	
	6.30-8.00pm	Break and shower time			
	8-9.30 pm	Dinner and Refreshment Time	Dinning	All	
	10.00pm	Sleeping Time	Sleeping Rooms	All	

Day/Date	Time	Event	Place	Facilitator	Remarks
Friday May 21/ 10	7.30-8.00	Morning prayer		Sister	Singing melodies could be applied
	8.00-9.00	Breakfast	Dinning	All	
	9.00-10.30	I session	Session room	Mr. Theonest Kishenyi	Government and Church in Development program
	10.30-11.00	Break and coffee time			
	11 -1.00 pm	II Session	Session room	Br. Marcel/Urassa	Grant writing skills
	1.00-2.30	Lunch and break			
	2.30-4.00	III Evaluation session	Session room	Workshop Moderator Mr. Paul Mashimba	
	4.00-4.30	Break and coffee time			
	4.30-5.00	Preparation for closing Liturgy		Liturgical committee	
	5.00-6.30	Closing Mass	Geita Cathedral Church	Bishop Dallu, and all participants	St. Thomas Geita Parish choir will be singing
	6.00-7.00	Taking general photos		all	
	7.00-10.00	Farewell Dinner	Geita Youth Center	All participants	Certificate will be given/ Entertainment Music/ End of Workshop
	Saturday May 21, 2010	Departure	Safety Journey Safari Njema Bon Voyage		All

Development Department Personnel 2009-2010

Rev. Fr. Yakubona Bulala Mathew, MA: Director



Academic Qualifications

He is a Diocesan Priest of the Diocese of Geita in Tanzania and was ordained a priest in 1993. He has worked within the diocese as parochial Vicar and Pastor in different parishes. He also worked as a Diocesan Youth Coordinator and Director for the Lay Apostolate. Rev Bulala now Works as the Director of the Development Department Office for the Diocese of Geita. He is also the Director for the Catholic Missions office, as well as the Bishop's representative in the United States for the Diocese of Geita. He is now working in the Diocese of Charleston as the Parochial Vicar at St. Andrew's Church, in Myrtle Beach, South Carolina while fulfilling the other duties of his home diocese.

Working Experience

He is a graduate of Ntungamo Philosophical Major Seminary, 1988 and Kipalapa Theological Senior Seminary, 1993 in Tanzania. He Graduated from the Catholic Theological Union in Chicago, Illinois, in the United States of America with Master of Arts in Theology in May 2010. His concentration is on Cross Cultural Studies and Biblical Studies as his minor.

Mr. Theonest Kishenyi: Project Coordinator



Academic Qualifications

- Master in Business Administration (MBA) Mzumbe University Morogoro – Tanzania (2005)
- Bachelor of Law (LLB – Hons) Open University of Tanzania – Tanzania (2004)
- Bachelor of Art in Economics (BA Hons) University of Dar es Salaam (1980)
- Diploma in Public Administration (DPA) I.D.M Mzumbe now Mzumbe University Morogoro – Tanzania (1975)

Working Experience

34 Years working with Government of Tanzania as follows:-

- Economist Planning Officer
 - Working as Economist / Planning Officer for 6 years in several Regions and District in Tanzania
- District Planning Officer
 - Working as District Planning Officer for 10 years in several district
- District Executive Director and Town Executive Director
 - Working as District Executive Director and Town Executive Director for 18 years in 3 districts in Tanzania
- Project Coordinator: Catholic Diocese of Geita

Emiliana Mushi Stanlaus: Women and Gender Coordinator



Academic Qualifications

- BA in Social Sciences at Catholic University of the Eastern Africa in Nairobi, Kenya (2009)
- Diploma in Justice and Peace at Catholic University of East Africa in Nairobi, Kenya (2009)
- Diploma in International relations at East Africa Training Institute, Arusha (2004)
- Advance Certificate in Justice and Peace at Catholic University of the Eastern Africa, Nairobi, Kenya (2008).

Other Skills

Computer Literacy; Microsoft Words, Excel, Access, Power point, Publisher and Internet Explore
Troop leader of Arusha region during the friendship between the Guides of Tanzania and Norway (1999)

Working Experience

- She had worked as project assistance in Gender and Education Management (GEMA) located at Ubungu National House, Dar es salaam (2004-6)
- She is a member of Tanzania Girl Guides Association and I am a trainer or Guides of TGGA (1995)
- Women in Development and Gender in Development Coordinator; Diocese of Geita, Tanzania (2009)

Naomi Kabula John: Office Secretary



Academic Qualification

- Geita Secondary School & awarded a Certificate of Secondary School (2002)
- Certificate of Computer Course Duties Introduction to Computer, Microsoft Word, Microsoft publisher, Microsoft Excel, & Access (2004)

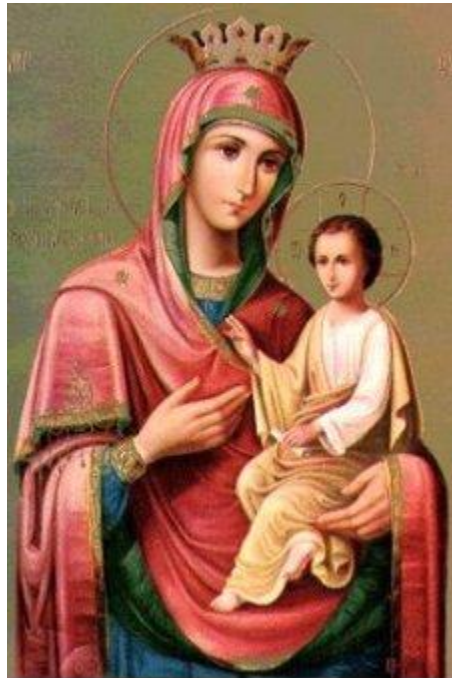
Working Experience

General Secretary, at Julieth **Ndahilo Enterprises** in Geita (2005-2009)
General Secretary, Development Department Office, Diocese of Geita (2009)

Catholic Diocese of Geita 25Th Anniversary

1985-2010

Mary Queen of Peace



Patron Saint of the Diocese of Geita