

missio

Today. Tomorrow. Together.



Local Secretaries' Handbook

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On the front cover:

Fr Leon, a Mill Hill Missionary, with the community he serves in Cameroon

Welcome

A welcome from our National Director

Thank you for volunteering for Missio and the Mill Hill Missionaries by becoming Local Secretary for your parish. You are joining a dedicated team of volunteers and supporters who keep the missionary Spirit alive in the Catholic Church in England and Wales.



Your role is an important one in your parish, working alongside your Parish Priest to ensure that Missio, the Pope's charity for World Mission, is present and parishioners are aware of how they can support the Global Catholic Community.

One of Missio's founders was Blessed Pauline Jaricot who was a remarkable lay woman with formidable faith. Through her resolution and strong beliefs, she founded the Association for the Propagation of the Faith (the APF), which makes her one of Missio's founders.

Pauline believed that if we all give a little and pray together, we can share God's love throughout the world. As volunteers and supporters of Missio, together we are all tasked with following in the footsteps of Blessed Pauline by doing small things well.

I encourage you to read through this welcome pack, attend one of our training sessions and get in touch with your Regional Community Fundraiser if you have any questions.

Yours sincerely in Christ

A handwritten signature in black ink that reads "Father Tony."

Fr Anthony Chantry
Missio National Director

A Welcome from your Regional Community Fundraiser

Thank you for volunteering to be the Missio representative, Local Secretary, in your parish.

We are the Regional Community Fundraisers and your main contact for all things Missio related. Our contact details are at the end of this letter and also included in this handbook.

The information we have included in this pack will hopefully get you started in your role. Please read through it and let us know if you have any questions.

Throughout the year we hold online training sessions, volunteer and supporter gatherings and Mission Masses. These are all detailed in your Local Secretaries newsletter, which you will receive four times a year, and on the Missio website: missio.org.uk. These events are a great way for you to learn more and to connect with other people doing a similar role in your diocese and from across England and Wales.

We see the role of Local Secretary as vital to supporting missionary activities around the world. You are key to ensuring that Missio has a presence in your parish and in keeping parishioners informed of the different ways that they can support the overseas mission of our Church through prayer and donations to the Red Box scheme.

I look forward to seeing you at one of our online training session and at an event in your diocese. Please don't hesitate to get in touch if you need any support or have any questions.

With best wishes & prayers,



Dave Wheat

dave@missio.org.uk / 07593 544622

*for the dioceses of Arundel & Brighton,
Birmingham, Brentwood, Cardiff, Clifton,
East Anglia, Menevia, Northampton,
Plymouth, Portsmouth, Southwark, and
Westminster*



Theresa Codd

theresa@missio.org.uk / 07593 544625

*for the dioceses of Hallam, Hexham &
Newcastle, Lancaster, Leeds, Liverpool,
Middlesbrough, Nottingham, Salford,
Shrewsbury, and Wrexham*

Missio

Missio ignites God's love by helping missionaries to work alongside communities globally that are poor or in need, regardless of their background or belief.

Sometimes this need might be very specific: a motorbike for a Priest to celebrate Mass in remote villages; a simple community hall so that people can gather together; vaccinations to protect vulnerable children. Whatever our missionaries need to help them share the joy of the Gospel, Missio strives to provide it.

We are proud to be the Pope's charity for Mission.

By supporting and volunteering for Missio, you play a vital part in creating a vibrant Catholic Church for the future.



We are proud to be the Pope's charity for world mission.

Together we are enriching today's global Catholic community.

Together we are training tomorrow's generation of Priests and Sisters.

Together we are giving hope to the world's poorest children.

Together we are Missio



Fr Noah Monday
MHM with the
parish in
Cameroon

Missio and the Mill Hill Missionaries



In England and Wales, Missio has a special partnership with the Mill Hill Missionaries, the only Missionary Society founded in Britain.

Also known as St Joseph's Missionary Society, they were founded by Cardinal Vaughan in 1866 with a college at Mill Hill in North London, hence the name.

Today, the society is present in 19 countries worldwide. For more information visit millhillmissionaries.com

Since 1936 with the blessing of the bishops, the Mill Hill Missionaries and Missio have worked together to raise awareness about the work of missionaries and the communities where they minister, and to encourage prayerful and financial support for missionaries through the Red Box.

The Catholic Bishops' Conference of England and Wales requires every parish to welcome a Red Box Appeal once every five years. This Appeal is given by a Mill Hill Missionary or a trained volunteer.



Fr Kevin Hughes
MHM with Local
Secretaries
at their parish Red
Box Appeal

Your role as Local Secretary

Missio/Mill Hill Missionaries Contact for your Parish

As Local Secretary, you are the link between your parish and Missio and the Mill Hill Missionaries. Working alongside your Parish Priest, you are asked to promote Mission and the work of Missio in your parish.

When you take on the Local Secretary role there should already be a 'Red Box community' in the parish, which may consist of people in the parish who have a physical Red Box at home and/or people who donate direct to Missio e.g. by Direct Debit, as well as people who support Missio through prayer.

You will receive a list of registered supporters of Missio in your parish. This may be out of date so we advise that you reach out to the parish to explore who is still supporting Missio and who may like to in the future.

Alongside the administration of the Red Boxes, we encourage you to make Missio a focus for your parish and help parishioners to learn more about our work and the global Catholic community.

Suggestions for how you might communicate with parishioners are:

- Use the Parish Newsletter to update the parish regularly on the work of Missio and opportunities to gather together, such as Diocesan Masses and parish events;
- Parish website (add a link to Missio's website: missio.org.uk);
- Social media by following, liking and sharing our content.
Search for Missio UK on Facebook, X (formerly Twitter) and Instagram;
- Set up a permanent Mission Noticeboard where you can display Mission stories and encourage parishioners to take part;
- Invite parishioners to gather together to talk about Mission and share Missio stories;
- Hold a Mission prayer group using the Holy Father's prayer intentions found at: missio.org.uk/pray
- Hold a Mission coffee morning to raise awareness and money;
- If you feel comfortable, speak at Mass about your role, the Red Box and Missio;

- Invite someone from Missio to come and speak after Mass or at a Mission event.

Prayerful support

Together, as Missio, we join with the global Church in praying with and for our neighbours. Prayer is central to everything Missio does. When we pray together, we share in God's love and are inspired to make the world a better place. We ask you to pray with us and for us, so the missionaries we support can find strength to continue to ignite God's love around the world.

We always pray for our supporters at Mass and in our intentions. If you or members of your parish would like to share a specific intention with us, you can send them to prayers@missio.org.uk. We will add your prayers to our intentions list.

You can follow the Holy Father's intentions and find resources for prayer by visiting: missio.org.uk/pray

Book of Remembrance

In our online Book of Remembrance (missio.org.uk/book-of-remembrance) we include the names of people who have supported Missio and the Mill Hill Missionaries. The physical Books of Remembrance are held in the Missio chapel in London, and in the Mill Hill house in Freshfield. Please let Missio know the names of deceased members of your Red Box community that you wish to be included in the Book of Remembrance.

If you wish to send a condolence card to members of the deceased's family then please let Missio know. The card states that their loved one's name has been added to the Book of Remembrance. You can request that the card is sent to you to pass on to the family, or we can send it direct if you supply the address of the bereaved family. Alternatively, you can request a supply of condolence cards so that you have these to hand when required: in this case you will need to write the name of the deceased on the card.

Administering the Red Box scheme

The process of administering the Red Box can be split into four simple areas:

- Collecting Donations
- Counting and recording donations
- Depositing donations in either the Bank or Post Office
- Informing Missio when you deposit donations

Collecting donations

How often you empty the Red Boxes is entirely up to you and the time you have available. It is generally recommended that boxes are opened three times a year, but this is not always possible. Some Local Secretaries coincide the emptying of the Red Boxes with receipt of the *Mission Today* magazine editions (see page 9).

There are different ways of organising the collection, the Red Boxes could be brought into Church for emptying and counting, or you can make use of Missio's A5-sized collecting envelopes. A suggested way of using the collection envelopes is:

- Write the name of your Red Box member on the front of the envelope.
- Enclose the latest copy of *Mission Today* in the envelope.
- Either ask your Red Box members to collect their envelopes at Mass (place a notice in the Parish Newsletter) or, if you are visiting their house and no one is in, post it through the letterbox.
- Your members can empty their Red Boxes into the envelope and return it to church. The instructions are printed on the front of the envelope (copy enclosed with this Welcome Pack).

Counting and recording donations

You are welcome to count donations in your home and by yourself. However, we advise that you ask another parishioner, friend or family member to join you. This will help with the time it may take and transparency of administration.

Why not say a quick prayer after the donations have been counted, thanking God for the generosity of the parish.

With this Handbook you should have received a Local Secretary Account Book / Promoter's Book, in which you can record the names and contact details of your Red Box holders and how much was inside their Red Box whenever it was emptied.

Please keep a record of all donations made by the Red Box holders so that, if appropriate, Missio can claim back the tax on their donations from HMRC. The current rate of Gift Aid is 25p for every £1 donated. For more information on the Gift Aid scheme see Appendix 1.

Each year, you will receive an Annual Return, which will include a list of Red Box holders in your parish for whom Missio holds a valid Gift Aid declaration; you will be asked to complete the form giving the total donations the individual made through the Red Box in the calendar year.

Depositing donations

Missio banks with the Royal Bank of Scotland group, including NatWest bank. Each diocese has a bank account for you to make deposits that your paying in book is linked to.

If you are unable to access a RBS or NatWest branch to deposit donations, an agreement can be set up with other Banks. The Post Office will also accept donations. Please **do not** use your personal bank accounts. Alternatively, speak to your parish priest and ask if banking could be done through the parish account or talk to your RCF for assistance.

Please see **Appendix 1** of this booklet which gives you detailed information about banking in your diocese.

Informing Missio when you deposit donations

When you have deposited your Red Box donations, please inform your diocesan contact so that we can keep track of deposits and correctly allocate the deposit to your parish. More information on who to inform and what to tell them can be found in **Appendix 1**.

Direct giving

Direct Debits

Many people in the Catholic community donate to Missio by Direct Debit. It is a simple and easy way to support us alongside prayers for our missionary work. Those who give to us directly receive a copy of the *Mission Today* magazine in the post which supports their commitment to Missio and ensures they are informed of how their generous donations are being used.

As Local Secretary, we ask you to encourage people in your parish to sign up to a Direct Debit, especially if they no longer want a physical Red Box in their home.

Anyone setting up a Direct Debit will be sent a confirmation letter, and their donations will be attributed to the Parish total at the end of the year. A Direct Debit form and return envelope is included in every copy of *Mission Today*.

You can order additional forms by emailing redbox@missio.org.uk or by contacting your Regional Community Fundraiser.

Contactless payments

Many parishes now have the ability to receive donations through contactless devices. If your parish has such a device, enquire with your Parish Priest or administrator to see if the device can also be used for second collections (like World Mission Sunday) or for donations to the Red Box. We have developed a *Guide to contactless giving* that is available on the Local Secretary webpage: missio.org.uk/LS. Speak to your Regional Community Fundraiser for more information and guidance.

Mission Today Magazines

Three times a year you will receive copies of *Mission Today* (February, May & August) and a *Mission Today* calendar is distributed in November.

On receipt of the magazines you will need to distribute them firstly to Red Box holders, then to the rest of the parish. You may distribute them by using the collecting envelopes as described above, leave them at the back of church for collection, or hand them personally to your Red Box holders.

Use your parish newsletter/social media/WhatsApp group to let people know that Mission Today is available:

The new edition of Mission Today is now available at the back of Church for collection. If you would like a copy or want to know more about the work of Missio, please talk to who is our parish representative.

Please let Missio know if you:

- do not receive your magazines;
- need to change the number of magazines you receive;
- change your address;
- would prefer your magazines to be delivered to an alternative address (e.g. the parish);
- are away when the magazines are due to be delivered so we can arrange an alternative date for delivery.

Please give as much notice as possible as we prepare the mailing at least four weeks in advance of its delivery.

World Mission Sunday

World Mission Sunday (WMS) falls on the penultimate Sunday in October. This special day is celebrated in **every Catholic community in the world**. On World Mission Sunday, Catholics worldwide pray for Mission and have the opportunity to make a donation to support churches, hospitals, schools and vocations in countries (it may be their own country) where the Church is new, young or poor.

Missio coordinates WMS in England and Wales. The WMS collection goes directly from England and Wales to the bishops in the mission territories – local Church directly helping local Church!

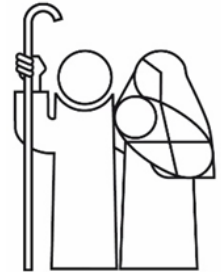
Your parish priest will receive promotional and liturgical resources, including 2nd collection envelopes, from Missio to assist with organising WMS activities in the parish. It is your parish priest who is responsible for organising the WMS collection and for sending the proceeds to Missio.

As Missio Local Secretary you will also receive copies of the WMS resources that have been sent to your parish priest. We ask you to consider how your parish could celebrate WMS, talk to your parish priest to see if he requires

any assistance with organising WMS and to gently remind him of what needs to be done, if this is necessary.

Parish Appeals

There is an agreement with the Bishops' Conference of England and Wales that a 'Thank You and Appeal' on behalf of Missio and the Mill Hill Missionaries should take place in every parish once every five years. When it is due, one of Missio's Appeals Coordinators will contact your parish priest to request an Appeal at a mutually convenient date.



The Appeals Coordinator will also contact you so that you know that this request has been made. If possible, please follow up with your priest to encourage the arrangement of the Appeal.

Either a Mill Hill Missionary or trained volunteer will come to your parish for the weekend. They will bring with them all the materials they need. It is helpful if you, and/or some promoters or other volunteers, are around over the weekend to help after Masses to hand out forms and Red Boxes.

During the Appeal, the Appealer will thank all those who are already part of the Red Box community, and offer ways for people to support it in the future.

As Local Secretary, you are encouraged to promote the Appeal in your Parish and work with your parish priest to make the Appeal weekend as memorable and meaningful as possible. We can provide posters and materials to assist you in raising awareness and preparing for the appeal. After the Appeal, you will be sent a list of any new Red Box members in your parish.



More information can be found at:
missio.org.uk/appeals

Mission Together - the children's branch of Missio

The Mission Together website has resources for Children's Liturgy, First Holy Communion and Confirmation programmes that you might wish to share with Catechists in the parish.

If you have links with a local Catholic Primary School, then you or your Parish Priest may also wish to encourage them to use our free, curriculum based resources to promote Mission and children's understanding of our Global Catholic family.

More information and all resources can be found at:
missiontogether.org.uk



Opportunities and support

Opportunities

Local Secretary online training

We offer online training to all Local Secretaries and Promoters throughout the year. The 1 hour sessions are a great way for you to meet people from across England and Wales in a similar role to you and learn more about the work of Missio. You will find the dates and times of the sessions in your Local Secretary newsletter that arrives with your copies of *Mission Today*. You can also contact your Regional Community Fundraiser for more information.

We also hold other online gatherings for volunteers and supporters. Information can be found in your newsletter and on missio.org.uk/LS

Diocesan Masses and events

Through the year, working alongside your Diocesan Director, we hold Masses and events enabling volunteers and supporters to gather together as a Diocesan Missio community in prayer and celebration. You will receive an invitation to any event in your diocese so please do come along and bring your fellow parishioners with you. All are welcome!

Confirmed events can be found at: missio.org.uk/mission-masses-and-events

If you are interested in hosting a Mass or event in your parish please talk to your Parish Priest and contact your Regional Community Fundraiser.

Your support network

Promoters

It is helpful if you can recruit volunteers in the parish, Promoters, to assist you in your role as Local Secretary. They can take responsibility for a number of Red Box holders whose Red Boxes they will empty, and count the contents. They can also distribute the *Mission Today* magazine. Not all parishes have Promoters.

If there are Promoters helping you by delivering magazines and collecting the Red Box money, **as Local Secretary you should ensure that they each**

receive the correct number of copies of the magazine and a Promoter's collecting book.

If you have Promoters supporting you, gather them together a few times a year for prayer, reflection and refreshments to make sure they feel supported.

Regional Community Fundraiser

Your main point of contact is your Regional Community Fundraiser, Dave Wheat or Theresa Codd (depending on which Diocese you are in – see below). They're here to provide support to you as Local Secretary, including training and sharing ideas. They also work across the dioceses with Priests, Religious, Appealers, Missio Diocesan Directors and other volunteers to foster an understanding of mission.

Dave is responsible for the dioceses of:

Arundel & Brighton, Birmingham, Brentwood, Cardiff, Clifton, East Anglia, Menevia, Northampton, Plymouth, Portsmouth, Southwark and Westminster.

Email: dave@missio.org.uk

Call: 07593 544622

Theresa is responsible for the dioceses of:

Hallam, Hexham & Newcastle, Lancaster, Leeds, Liverpool, Middlesbrough, Nottingham, Salford, Shrewsbury and Wrexham.

Email: theresa@missio.org.uk

Call: 07593 544625

Resources

You can order extra stationery (Red Box labels, collecting envelopes, Gift Aid forms etc) by:

- completing the online order form at missio.org.uk/order-form;
- sending an email to redbox@missio.org.uk;
- telephoning us with an order on 020 7821 9755.

You can find resources for Local Secretaries on our dedicated page on the Missio website: missio.org.uk/LS

You will also find a link on the Local Secretary webpage to our Local Secretaries Facebook group that enables you to connect with the community of supporters across England & Wales. Please do join the conversation!

facebook.com/RedboxLS

If you have to resign as Local Secretary

Whilst being a Local Secretary shouldn't be an onerous task, you may feel it beyond your capabilities due to health or time constraints. In the first instance, please reach out to your parish priest to ask for help from promoters, and also to your Regional Community Fundraiser who may be able to help.

If you feel you need to resign as a Local Secretary, please see your parish priest about a successor. If one is not immediately appointed please give the parish priest all the records and inform your Regional Community Fundraiser or the office at Eccleston Square. Ask your parish priest to let us know when a new Local Secretary is found.

Thank you

Thank you for volunteering for Missio as your parish Local Secretary. You are making a significant contribution by sharing the good news of Jesus Christ through your support of, and work for, Missio.

By communicating with your parishioners, administering the Red Box, promoting direct donations and distributing Mission Today, you are helping Missio reach those in greatest need and supporting the work of Mill Hill Missionaries around the world.

We hope that you feel welcomed as part of the Missio family and you feel able to begin your work in the parish. Please do get in touch with us if you have any questions or encounter any challenges.

missio.org.uk Registered Charity Number 1056651
millhillmissionaries.com Registered Charity Number 220690

Appendix 1

Detailed banking procedure for Local Secretaries

Abbreviations: Diocesan Director (DD), Regional Community Fundraiser (RCF), Local Secretary (LS), Royal Bank of Scotland (RBS), Post Office (PO).

Basic stages:

- Collect donations
- Count and record donations
- Bank money with RBS/NatWest/Post Office
- Inform Missio of deposits made into the Missio bank account
- Complete End of Year return

Detailed information:

- Missio has an RBS Bank Account for each Diocese. This account is managed by the Diocesan Director.
- Each DD or the Assistant DD keeps a supply of 'Paying in Books' to deposit donations into the account. When you need a new paying in book you can order it from you DD or Assistant DD, or via your RCF.
- The pages in the paying in book contain a unique sequence of numbers which the DD keeps a record of against the LS it was issued to; this is so payments can be traced back to the correct parish.
- There is a barcode on each paying in book, which enables donations to be paid in at the Post Office.
- If banking cheques, they should be made payable to **Missio**.
- If banking cash, then coins should be presented to the bank/PO cashier in coin bags.
- The LS will do their collections (anywhere from annually to quarterly), count the money with the assistance of Promoters or existing parish staff, and then take this money to the bank/Post Office as soon as possible.
 - *Some parishes choose to put the Red Box money collected into their parish account and then issue us with a cheque or make a bank transfer at the end of the year.*

- *Promoters or ‘collectors’ may also help their LS to physically collect Red Box money from their members’ addresses and count it in their presence.*
- Both LSs and Promoters will have been provided with an ‘Account Book’ by Missio in which they can make a note of what each member has given. Most LSs do not share this information with us. Its main purpose is to provide accountability and trust amongst the volunteers and the members.
 - *If the parish has any members who Gift Aid their donations to Missio, the LS keeps a record of how much those members give throughout the year. With the End of Year mailing, a list of parish Red Box members for whom Missio has a Gift Aid Declaration form will be included. The LS updates Missio about these Red Box holders and any money they have given during the year. Missio can then claim the extra 25% from HMRC for these donations.*
- The paying-in book contains the large paying-in slip, which is handed over to the bank at the time money is deposited, and a stub which remains in the book.
- The money to be banked should be recorded correctly on a paying-in slip and the counterfoil stub in the book. The Parish Centre Number should also be written on the counterfoil stub.
- The LS will need to retain the stubs which remain in the book so that, at the end of the year they can record, on the Annual Return form, the dates and amounts they have deposited in the calendar year. We ask that the LS provides this information for us so that we can assist with chasing payments and sorting out the queries that arise once the Annual Results have been sent.
- Once donations have been deposited in the bank, the LS should send a photograph of the completed stub, or details of the deposit, to their Diocesan contact – information available on the contacts list in this welcome pack or by contacting their Regional Community

Fundraiser. The following details should be emailed to the diocesan contact (alternatively, the information can be sent via the post):

- The date money was banked
- The amount banked, and whether it was cash or cheque(s)
- The serial number of the paying in slip used to bank the money (usually 6 digits at the bottom of the paying in slip stub)
- The parish centre number (E.g. ARU001)
- All money banked needs to clear by 31st of December so as to be counted in the parish's annual total for that year.

Annual Returns

End of Year return

Missio has a calendar year (1 January – 31 December) as its accounting period and each year the charity is required to have an audit of the accounts to ascertain the accuracy of the charity's financial statements.

We ask our Local Secretaries to assist us with the annual audit in a simple way, by confirming that the deposits they have made throughout the calendar year have been recorded correctly against their parish/church. We also ask Local Secretaries to check the information Missio holds on them and their parish is up-to-date and to inform us of any inconsistencies e.g. name of the parish priest is up-to-date.

You will be provided with instructions on how to complete the End of Year Return but in summary the process is as follows:

- the End of Year Forms will be posted to you at the end of October/start of November and need to be completed and returned (using the freepost envelope) by Christmas.
- the payments listed on the return should only be from Red Box collections – please check that the amounts given are accurate and complete. Any donations sent directly to Eccleston Square by parishioners will be added automatically to your Parish results, you do not need to list them. Please do not include the collection taken up on World Mission Sunday.

- **Gift Aid:** with the annual return you will be sent a list of Red Box holders for whom Missio/Mill Hill Missionaries holds a valid Gift Aid declaration. For these 'Gift Aiders', we can reclaim the tax that the donors have paid (25p for every £1.00 donated) from His Majesty's Revenue & Customs (HMRC) but to do this we need to know the total amount each person donated. You will be asked to complete the Gift Aid list by adding the total that each 'Gift Aider' donated in the previous calendar year (not the tax year).
- In the spring, when we have reconciled the accounts and the annual audit has verified the accounts, you will receive a letter informing you of the parish's total Red Box donations for the year, and a 'Thank You' poster on which you can write in the total your parish has raised to display. There will also be a sample short talk you could read out at Mass to thank the parish for its support.
- Please note, because Gift Aid is claimed at different times of year, the amount raised from it is not included in a parish's Red Box total.

Appendix 2

The Red Box and GDPR

Guidance for Volunteers working with Missio and the Mill Hill Missionaries

Background

The General Data Protection Regulation (GDPR) came into operation across Europe on 25 May 2018. The GDPR aims to ensure that people's data is not used inappropriately. The regulations affect companies and businesses, as well as organisations, charities and churches.

Missio and the Mill Hill Missionaries (MHM) never share personal information with external companies (apart from those who send out letters on our behalf). We do not sell or purchase people's personal information. We only contact people if they have shown interest in our work and/or have donated to us. People can change what they receive from us at any time by calling 020 7821 9755. This fits within Missio's Privacy Notice which is regularly reviewed and updated, and can be found at missio.org.uk/privacy-notice/.

Obtaining data

At a parish appeal, people may provide their details (name and address, optional: phone number, email address), to the person vetted by Missio/MHM to deliver the appeal, using a bespoke form. Alternatively, the Local Secretary may be given contact details e.g. to sign somebody up as a Red Box holder. The data collected are then inputted onto a centralised database by Missio/MHM staff. The contact information is shared with the Local Secretary in the parish so that they can co-ordinate the emptying of the Red Boxes and/or distribution of the quarterly *Mission Today* magazine/calendar.

Contact with Red Box holders/'Members'

When someone becomes a Red Box holder, their contact is through the Local Secretary. If they become a 'Direct Member' (giving directly to Missio/MHM e.g. via Direct Debits, online, or cheques sent to the office) they receive the magazine *Mission Today* in the post.

People can sign up to receive the monthly Missio e-newsletter, but they have to actively sign up to receive it (either via a tick box on their membership form, or online). They will not receive the e-newsletter if they provided their

e-mail address purely for administrative purposes. Every e-newsletter has the option to unsubscribe.

Contact with Local Secretaries

Local Secretaries receive non-fundraising material from Missio/MHM pertinent to their role as a Local Secretary. This includes the Local Secretary newsletter four times a year; an annual Thank You mailing which includes how much has been raised in their parish in the previous year; information about Missio's World Mission Sunday campaign in October, which people are encouraged to advertise; forms to complete about the money donated by Red Box holders in the year; and invitations to events (national and local).

Once every five years, when we try to arrange a Red Box Appeal in parish, the Local Secretary will receive information on the request being made to their parish priest to keep them informed.

Our Local Secretary e-news will be sent periodically throughout the year. By volunteering for Missio and the Mill Hill Missionaries as a Local Secretary, you will automatically be sent this communication.

The Local Secretary Facebook group is a community forum for sharing ideas and information. Its membership is optional and the group administrators can approve membership or remove any member that posts inappropriate comments.

Occasionally as a Local Secretary, you may be asked to check information Missio/MHM holds on your Parish/Red Box holders, or you may be invited to events.

Ensuring people's data remains secure

All Missio and Mill Hill staff and volunteers have a duty to ensure that people's personal details, shared for the purposes of managing the Red Boxes, are kept secure and treated with respect. Whenever accessing or sharing people's details it is important to think about:

- the purpose of using the information;
- who needs to know this information;
- how the information is being shared.

To this end, the following must be adhered to:

1. Any information you obtain or receive in order to carry out your role as a Local Secretary/Promoter can only be used with regards to Missio/Mill Hill Missionaries.

For example, you can contact them to arrange when to empty their Red Box or to invite them to a Red Box coffee morning, but you cannot use their contact information to invite them to a fundraiser for your new church hall.

2. Any personal information (e.g. address/email/phone number) of Red Box holders must be stored securely – whether an electronic or paper copy. If electronic, it should be held on a computer which is password protected and which only you have access to, or the document itself should be password protected (help on how to do this is available on request).

3. Promoters should only have the contact details for the people whose boxes they empty (i.e. not every member in the parish without good reason).

4. Any paperwork should only be kept for as long as needed. It must then be safely destroyed. Most information (including financial information) can be safely destroyed after 7 years.

5. Any contact information shared electronically with someone else/the Missio office (for example a list of Gift Aid holders with their postal addresses) should be password protected. The password should be sent in a separate email or via text message.

6. If emailing a group of people do not add all the e-mail addresses to the 'To' box, nor to the 'CC' ('carbon copy') box. Instead, use your own e-mail address in the 'To' box (send the e-mail to yourself in other words!) and add all the other e-mail addresses to the BCC ('blind carbon copy') box. This will ensure that other people's e-mail addresses cannot be seen others.

7. You cannot sign people up to receive the e-newsletter we send out without their express permission to receive it. It is much better if they sign up themselves via missio.org.uk

8. If any information is accidentally shared with others (for example, a spreadsheet with details of several people is not password protected and it is emailed to the wrong person, or paperwork goes missing or is stolen), please

contact Missio straight away. Missio may need to inform the Information Commissioners Office within 72 hours.

If you have any questions about the handling of people's personal information, please do not hesitate to contact Missio/MHM via your Regional Community Fundraiser (details at missio.org.uk/LS) or the office via redbox@missio.org.uk or calling 020 7821 9755.

The Red Box and GDPR, Version 1.3: January 2024

Missio: Registered Charity Number 1056651

Mill Hill Missionaries: Registered Charity Number 220690

Appendix 3

Safeguarding Policy

Missio is the leading mission support agency of the worldwide Church. It has a long history of mission education and fundraising in England and Wales. It has always had very close links with local parishes and schools and through this fostered prayer and financial support for the new and emerging churches in Africa and Asia.

Missio is very aware of its responsibility to ensure that this relationship between the agency, its staff, volunteers, and supporters must be nurtured – it is a gift for the whole Church. In all aspects of its pastoral work it must show those values which it seeks to promote worldwide – respect for the dignity of each individual and community, and compassion for the poor.

The Church constantly monitors the effectiveness of its pastoral practice and its appropriateness. This is particularly the case when dealing with vulnerable people, young and old. The Church adheres to recommendations from the civil sector; Missio must do likewise.

The Government has recently revised the Guidelines with regard to safeguarding and we must review our policy in line with them. The revisions both clarify some aspects of the law and help facilitate the volunteering across the entire charity sector. Missio welcomes these guidelines as a means of helping to ensure our continued service to the universal Church. The 'Red Box' network and the Mission Together programme are a much loved and valued part of the life of the Church – long may they remain so.

Following the advice of the Catholic Safeguarding Advisory Service (CSAS) it has been agreed that it is not necessary for Missio volunteers to undergo a CRB check. This has only been agreed if everyone concerned is aware of the recommendations with regard to 'best practice' and is committed to follow them.

Missio ensures that volunteers who work for the charity are made aware of the need to exercise care in carrying out their duties so as to minimise the risk of any concerns being raised regarding their conduct by the public.

The Red Box

For Local Secretaries and Promoters/Zelators this means:

- their work as collectors does not necessarily involve them in going into the homes of the box-holders
- when collectors go into homes for a chat whilst collecting, it is because they know the box-holder from Church
- they should usually only go into homes by prior arrangement and so.....
 - the collection should be announced in the parish newsletter so that box holders can be ready
 - they should phone beforehand

It is absolutely essential that promoters/zelators whilst working for the Red Boxes must not go into a house where there are unsupervised children, even if they are known to the children.

Volunteers for the Red Box should talk to their Parish Priest and their parish Safeguarding Representative to help ensure constant 'best practice' at a local level.

Mission Together

Volunteers for Mission Together, who often come from a teaching background, should similarly talk to their Diocesan Director.

Mission Together volunteers normally only visit a school twice a year: firstly, for the school assembly, and secondly to thank the school. When engaging in any activity in a school, they must follow that school's guidelines; report to the school reception; and ensure that at all times they are accompanied by a member of staff.

This policy has been distributed to every Diocesan Director, parish priest and local secretary for APF and to every Diocesan Director and volunteer for Mission Together. Parish Priests are asked to show this policy to their Safeguarding Representative.

