



ZAMBIA CONFERENCE OF CATHOLIC BISHOPS (ZCCB)
Catholic Secretariat

NEW STRUCTURE OF THE CATHOLIC SECRETARIAT

*DEPARTMENTS AND OFFICES:
THEIR MANDATE, FUNCTIONS AND MAJOR
RESPONSIBILITIES*

JULY 2025

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TABLE OF CONTENT

Acronyms/Abbreviations	vi
Introduction	vii
A. ADMINISTRATIVE OFFICES	1
1. Office of the Secretary General	1
1.1 ZCCB Secretary General	1
1.2 Administrative Secretary in the SG's Office.....	1
2. Office of the Deputy Secretary General	2
3. Office of Heads of Department	2
4. Office of Deputy Heads of Department	2
5. Office of the Internal Auditor	3
B. OTHER OFFICES	4
6. Office of the AZADCC Organizing Secretary	4
7. Desk for Consecrated Men and Women	5
8. Pontifical Missionary Societies (PMS) Office	6
C. DEPARTMENTS	7
1. Department for Evangelization	7
1.1 Mandate of the Department for Evangelisation	7
1.2 Functions of the Department for Evangelisation	7
1.3 Operational Offices of the Department for Evangelisation.....	8
1.3.1 Biblical office	8

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Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

1.3.2 Catechetical Office	9
1.3.3 Liturgical Office	10
1.3.4 Ecumenism and Inter-religious Dialogue Office	11
1.3.5 Doctrinal Office	12
1.3.6 Legislative Texts Office	13
1.3.7 Safeguarding and Protection Office	15
2. Department for the Laity, Youth, Family and Life	17
2.1 Mandate of the Department for the Laity, Youth, Family and Life	17
2.2 Functions of the Department for the Laity, Youth, Family and Life	17
2.3 Operational Offices of the Department for the Laity, Youth, Family and Life	19
2.3.1 Office of the Laity	19
2.3.2 Office of the Youth	20
2.3.3 Family and Life Office	21
3. Department for Finance and Investment	23
3.1 Mandate of the Department for Finance and Investment	23
3.2 Functions of the Department for Finance and Investment	23
3.3 Operational Offices of the Department for Finance and Investment	24

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Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

3.3.1 Finance and Accounting Office	24
3.3.2 Investment Office	25
3.3.3 Projects and Resource Mobilization Office	26
4. Department for Education and Culture	29
4.1 Mandate of the Department for Education and Culture...	29
4.2 Functions of the Department for Education and Culture...	29
4.3 Operational Offices of the Department for Education and Culture	30
4.3.1 Office of Culture	30
4.3.2 Office of Education	31
5. Department for Health	33
5.1 Mandate of the Department for Health	33
5.2 Functions of the Department for Health	33
5.3 Operational Offices of the Department for Health	34
5.3.1 Health Programs Office	34
5.3.2 Pharmaceuticals and Logistics Office	35
5.3.3 Research and Projects Office	36
6. Department for Integral Human Development (IHD) - Caritas Zambia	37
6.1 Mandate of the Department for IHD	37
6.2 Functions of the Department for IHD	37
6.3 Operational Offices of the Department for IHD	38
6.3.1 Justice and Peace Office	38

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

6.3.1.1 Economic and Accountability Program	39
6.3.1.2 Child Protection and Peace Building Program	40
6.3.1.3 Democracy and Governance Program	42
6.3.2 Development and Ecology Office	41
6.3.2.1 Livelihoods and Climate Change program	44
6.3.2.2 Organization Development Program	45
7. Department for Communications	47
7.1 Mandate of the Department for Communications	47
7.2 Functions of the Department for Communications	47
7.3 Operational Offices of the Department for Communications	48
7.3.1 Communications Office	48
7.3.2 Information, Communication and Technology Office.	49
7.3.3 Lumen TV Zambia	50

ACRONYMS/ABBREVIATIONS

- ARMZ - Association of Religious Men in Zambia
- AZADCC - Association of the Zambian Diocesan Catholic Clergy
- CAMH - Cardinal Adam Memorial Hospital
- CHAZ - Churches Health Association of Zambia
- CSMT- Catholic Secretariat Management Team
- HoD - Head of Department
- ICT - Information, Communication, and Technology
- IGAs - Income **G**enerating **A**ctivities
- IHD - Integral Human Development,
- ODP - Organization Development Program
- PMS - **Pontifical Missionary Societies**
- SG - Secretary General
- TV - Television
- ZAS - Zambia Association of Sisterhoods
- ZCCB - Zambia Conference of Catholic Bishops

INTRODUCTION

In order to effectively carry out its mandate of evangelization, the Zambia Conference of Catholic Bishops (ZCCB) established several operational structures under article six (6) of its Statutes. One of these operational structures is the Catholic Secretariat.

The Catholic Secretariat was established in 1959 to carry out the aims and objectives of the Statutes and By-Laws of the Bishops' Conference and is regulated by them (cf. *The Charter for the Catholic Secretariat Management Team*, 2018, art. 5.1). Since its inception, the Catholic Secretariat has been growing in size, ~~in terms of the number of its~~ departments and ~~the~~ programmes, ~~that it runs~~.

Inspired by the reform of the Roman Curia and the re-aligning of the Dicastries of the Holy See by Pope Francis in 2022 (cf. Apostolic Constitution *Praedicate Evangelium*), the Zambia Conference of Catholic Bishops (ZCCB) embarked on a restructuring process of its operational structures, in particular its Commissions and Secretariat. This restructuring was aimed at enabling these structures offer quality service to the Bishops' Conference and the people of God in Zambia.

On 12th July 2024, during its second Plenary Meeting, the Conference adopted the restructured ZCCB Commissions and

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities
their Guidelines. Thereafter, the Conference mandated the
Catholic Secretariat Management Team (CSMT) to study and

propose a new structure of the Catholic Secretariat, aligned to the
restructured ZCCB Commissions.

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On behalf of the Zambia Conference of Catholic Bishops (ZCCB), I
am pleased to present to you in this document the New Structure
of the Catholic Secretariat which was duly approved during the
July 2025 Plenary Meeting.

The document outlines the Secretariats' **Offices** and Departments
as well as their mandate, functions and major responsibilities.

Fr. Francis Katongo Mukosa
Secretary General,
Zambia Conference of Catholic Bishops (ZCCB).

A. ADMINISTRATIVE OFFICES

1. OFFICE OF THE SECRETARY GENERAL

1.1 ZCCB SECRETARY GENERAL

The Secretary General (SG) serves the Conference in all matters that come under its scope and he is directly responsible to the President of the Conference. He is the *ex-officio* Secretary to the Plenary Assembly and the executive Board meetings.

The Secretary General is also in charge of the General Secretariat and the archives of the Conference. He is responsible for the development of the Catholic Secretariat and for supervising and coordinating all its commissions, departments, committees and agencies.

1.2 ADMINISTRATIVE SECRETARY IN THE SG'S OFFICE

The Administrative Secretary is responsible for providing secretarial, clerical and administrative support in order to **ensure that services are provided in an effective and efficient manner** in the Secretary General's **Office**.

The Administrative Secretary **ensures confidentiality** concerning all information about the Bishops' Conference and the Catholic Secretariat were deemed so.

2. OFFICE OF THE DEPUTY SECRETARY GENERAL

2.1 Mandate of the Deputy SG's Office

The core mandate of the Deputy Secretary General is to deputize the Secretary General according to provisions of the ZCCB Statutes and By-Laws.

2.2 Specific Responsibilities of the Deputy SG's office

The following offices and staff shall fall under the immediate supervision the Deputy Secretary General's office:

2.2.1 Human Resource Office

2.2.2 Immigration Liaison Office

2.2.3 Support Staff (Receptionist, Drivers/Mechanics, Cleaners, Gardeners, etc)

2.2.4 Office of M & E (*Crosscutting office*)

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3. OFFICE OF HEADS OF DEPARTMENT

The Heads of Department (HoDs) are appointed by the Plenary Assembly in the same manner as the Secretary General according to article 54 of the ZCCB By-Laws.

The HoD is directly responsible to the Bishop Director of the department and is subject to direct supervision and coordination by the Secretary General.

4. OFFICE OF DEPUTY HEADS OF DEPARTMENT

In the absence of the Head of Department, one senior member or any other member of staff of that particular department shall be appointed to act as Head of

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Department, in accordance with the provision of article 90 of the ZCCB By-Laws.

5. OFFICE OF THE INTERNAL AUDITOR

5.1 Mandate of the Office of the Internal Auditor

The Internal Auditor's **Office shall operate under the Commission of Finance and Investment**. It is an **independent office** within the Catholic Secretariat with the core mandate of ensuring that all departments, institutions **and offices are accountable, transparent and responsible in the utilization and management of all resources.**

5.2 Major Responsibilities of the Office of the Internal Auditor:

- 5.2.1 Providing the Catholic Secretariat and all related institutions with clear information concerning all latest financial systems, legislation and processes.
- 5.2.2 Planning and implementing internal audits of the whole Catholic Secretariat.
- 5.2.3 Assessing the effectiveness of risk measures being undertaken by the Secretariat.
- 5.2.4 Preparing and presenting audit reports to the Management of the Catholic secretariat and those institutions and departments **that have been dully audited.**
- 5.2.5 Identifying and controlling financial gaps and weaknesses in the Catholic Secretariat.
- 5.2.6 Evaluating financial reliability and compliance according to the given financial regulations and rules.

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Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 5.2.7 Implementing audit practices according to the applicable internal audit statements.
- 5.2.8 Protecting the Catholic Secretariat against fraud, theft and other malpractices.

B. OTHER OFFICES

6. OFFICE OF THE AZADCC ORGANIZING SECRETARY

- 6.1 Mandate of the AZADCC Organizing Secretary
The Office of the Association of the Zambian Diocesan Catholic Clergy (AZADCC) Organising Secretary will work under the Commission for the Diocesan Clergy whose core mandate shall be that of providing administrative support to the Association by carrying out administrative duties. The Organizing Secretary shall be accountable to the National executive of AZADCC on all issues concerning the Association.
- 6.2 Major Responsibilities of the AZADCC Organizing Secretary:
 - 6.2.1 Preparing and managing correspondence in the name of the Association.
 - 6.2.2 Implementing and maintaining AZADCC office systems.
 - 6.2.3 Maintaining schedules and calendars of AZADCC.
 - 6.2.4 Keeping all members of the Association informed through organised and consistent communication.
 - 6.2.5 Organising internal and external events of the association.
 - 6.2.6 Deal promptly with correspondence, and keep copies of all correspondences.

6.2.7 Maintaining database of members, partners and stakeholders.

6.2.8 Updating of the Association's website.

7. DESK FOR CONSECRATED MEN AND WOMEN

7.1 Mandate for the Desk of Consecrated Men and Women

The Desk for the Consecrated Men and Women shall be at the service of the Commission for Consecrated Life and shall operate in collaboration with the Association of Religious Men in Zambia (ARMZ) and Zambia Association of Sisterhoods (ZAS). Its core mandate is to assist in promoting and encouraging effective collaboration between Institutes of Consecrated Life and Societies of Apostolic Life and the Zambia Conference of Catholic Bishops (ZCCB).

7.2 Major Responsibilities of the Desk for the Consecrated Men and Women:

7.2.1 Serving as secretariat for the ZCCB Commission for Consecrated Life.

7.2.2 Preparing and managing correspondence that concern Consecrated Men and Women in Zambia on behalf of ZCCB in collaboration with the office of the ZCCB Secretary General.

7.2.3 Maintaining schedules and calendars of the ZCCB Commission for Consecrated Life.

7.2.4 Keeping ARMZ and ZAS informed through organised and consistent communication.

7.2.5 Organising events on behalf of ZCCB and Consecrated Men and Women in Zambia at national level.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

7.2.6 Maintaining database of Institutes of Consecrated Life and Societies of Apostolic Life in Zambia.

7.2.7 Updating of the ZCCB website and other social media platforms on issues regarding consecrated life in liaison with the Communication Department.

8. PONTIFICAL MISSIONARY SOCIETIES (PMS) OFFICE

8.1 Mandate of the PMS Office

The Pontifical Missionary Societies office shall be at the service of the Episcopal Commission for Mission. The core mandate of the Office is to assist the Commission in encouraging the participation of the Christ's lay faithful in the evangelization mission of the Church.

8.2 Major Responsibilities of the PMS Office:

8.2.1 To work with all Diocesan PMS Offices in raising awareness on the roles and presence of the Mission Societies in the Church.

8.2.2 To animate all four Societies in all the Dioceses in Zambia.

8.2.3 To assist in the promotion and directing of activities of PMS in all the Dioceses in Zambia.

8.2.4 To coordinate national meetings of the PMS.

8.2.5 To provide working guidelines to be followed by all PMS actors in the Dioceses.

8.2.6 To prepare annual financial reports of individual societies for the Episcopal Commission Meetings.

8.2.7 To promote collection of PMS solidarity fund in the Dioceses.

8.2.8 To oversee the activities and methods for animation of the PMS in different Dioceses

C. DEPARTMENTS

1. DEPARTMENT FOR EVANGELIZATION

- 1.1 Mandate of the Department for Evangelisation
The Department for Evangelization shall be at the service of the Commission for Evangelization, assisting it in coordinating and implementing all evangelization activities of the Church in Zambia.
- 1.2 Functions of the Department for Evangelisation:
The Department for Evangelization shall assist the Commission for Evangelization in:
 - 1.2.1 Implementing long-term evangelization strategies and objectives drawn from the Zambia Conference of the Catholic Bishop's Strategic Plan.
 - 1.2.2 Promoting the vision and mission of the Church in Zambia.
 - 1.2.3 Keeping the Commission informed about the evangelization-related activities of the Holy See and its Dicasteries.
 - 1.2.4 Undertaking comprehensive study of fundamental questions concerning evangelization activities in the country.
 - 1.2.5 Proposing appropriate means for the effective proclamation of the Good News.
 - 1.2.6 Studying effective tools for and of evangelization, including language and mass media.
 - 1.2.7 Carrying out research in identified pastoral needs and making doctrinal and pastoral recommendations which have relevance to the mission of the church.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 1.2.8 Studying, supporting and providing guidance regarding the process of inculturation.
- 1.2.9 Promoting the organic pastoral care of Marian Shrines in the country.
- 1.2.10 Supporting and promoting the catechetical effort of different Arch/Dioceses, and ensuring that quality religious formation is carried out following the norms laid down by the Church.
- 1.2.11 Providing guidance and support to all people of God who by baptism have become aware of their responsibility to cooperate in their missionary work.
- 1.2.12 Promoting the work of theologians and religious scholars in collaboration with institutions of higher learning.

1.3 OPERATIONAL OFFICES OF THE DEPARTMENT FOR EVANGELIZATION

1.3.1 BIBLICAL OFFICE

1.3.1.1 Mandate of the Biblical Office

The Biblical office is a section of the Department for Evangelization under the Commission for Evangelization. Its core mandate is to implement the key components of the Department for Evangelization that concern evangelization through biblical apostolate.

1.3.1.2 Major Responsibilities of the Biblical Office:

The Biblical office of the Department for Evangelization shall carry out the following duties:

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 1.3.1.2.1 To animate of all biblical formation programs in the institutions of the Conference and other member institutions.
- 1.3.1.2.2 To facilitate bible celebrations such as Bible Sundays, Bible Festivals, Bible Schools and so on.
- 1.3.1.2.3 To design means and ways of promoting bible translations.
- 1.3.1.2.4 To coordinate bible production and distribution.
- 1.3.1.2.5 To promote reading, study and meditation of the word of God among the people of God.
- 1.3.1.2.6 Organizing ongoing formation for priests to update themselves in the Sacred Scripture and on how to break the word of God in relation to the daily life of the people.
- 1.3.1.2.7 Facilitating training of lay men and women as lectors and animators of Bible study groups and coordinators of Lectio Divina and form them as effective preachers of the word of God.
- 1.3.1.2.8 Assisting the lay faithful to become familiar with and interpret the written word of God according to Catholic tradition.
- 1.3.1.2.9 Facilitating the use of mass media, electronic media and information technology in the service of the word.

1.3.2 CATECHETICAL OFFICE

- 1.3.2.1 Mandate of the Catechetical Office
The Catechetical Office of the Department for Evangelization operates under the Commission for Evangelization. Its core mandate is to implement the key function of teaching the people of God and helping them in their faith journey towards salvation.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

1.3.2.2 Major Responsibilities of the Catechetical Office:

- 1.3.2.2.1 To assist and serve Dioceses in the provision of essential information concerning development of catechesis.
- 1.3.2.2.2 To spearhead and oversee catechetical curricula development that would serve as a guide to all Dioceses.
- 1.3.2.2.3 To prepare Catechetical Syllabi for all age groups.
- 1.3.2.2.4 To carry out research on various faith issues that may demand enhanced catechetical instruction.
- 1.3.2.2.5 To put in place a mechanism of monitoring and evaluation.
- 1.3.2.2.6 To publish Catechetical materials whenever there is a need
- 1.3.2.2.7 To promote and facilitate proper and certified training and ongoing formation of catechists and volunteer catechists.
- 1.3.2.2.8 To promote the Ministry of Catechists and the Rite of Institution as provided by the Church.
- 1.3.2.2.9 To promote just and fair remuneration of catechists.

1.3.3 LITURGICAL OFFICE

1.3.3.1 Mandate of the Liturgical Office

The Liturgical Office of the Department for Evangelization shall operate under the Commission for Evangelization. Its core mandate is to implement the key function of guiding people in matters of Catholic liturgical prayer of the people of God and helping them to celebrate their faith and the gift of sacraments towards union with God.

1.3.3.2 Major Responsibilities of the Liturgical Office:

- 1.3.3.2.1 Overseeing the preparation and approval of liturgical books and other texts.
- 1.3.3.2.2 Spearheading liturgical formation and the celebration of Sacraments.
- 1.3.3.2.3 Serving as a resource for Diocesan Liturgical Offices and other institutions seeking advice.
- 1.3.3.2.4 Overseeing the translations and adaptation of liturgical texts,
- 1.3.3.2.5 Assisting the department in its task of promoting, directing, animating and protecting liturgical celebrations from abuses.
- 1.3.3.2.6 Assisting in information gathering and dissemination, and animation of the liturgical apostolate.

1.3.4 ECUMENISM AND INTERRELIGIOUS DIALOGUE OFFICE

- 1.3.4.1 Mandate of the Office of Ecumenism and Inter-religious Office

The Ecumenism and Interreligious Dialogue Office of the Department for Evangelization shall operate under the Commission for Evangelization. Its core mandate is to engage in timely ecumenical and interreligious initiatives and activities for the purposes of restoring unity among Christians as well as relations with other groups and members of non-Christian religions.

- 1.3.4.2 Major Responsibilities of the Office of Ecumenism and Inter-religious Office:

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Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 1.3.4.2.1 Assisting in the implementation of the teachings of the Church according to the provisions of the Second Vatican Council and the Local Church on ecumenism and interreligious dialogue.
- 1.3.4.2.2 Guiding Dioceses and other Church institutions with correct interpretation and faithful application of the principles and directives on ecumenism and interreligious dialogue.
- 1.3.4.2.3 Promoting meetings and gatherings that are intended to strengthen Christian unity and interreligious dialogue.
- 1.3.4.2.4 Promoting meetings, research and other studies on Christian unity and interreligious dialogue in order to deepen and exchange theological knowledge, spiritual experience and moral wealth of the people.
- 1.3.4.2.5 Promoting formation of all those who engage in Christian unity and interreligious dialogue.
- 1.3.4.2.6 Promote spiritual and pastoral initiatives that concern ecumenism and interreligious dialogue in Dioceses.
- 1.3.4.2.7 ~~Identifying~~ Identifying Christian churches whose baptism rites are accepted by the Catholic Church.

1.3.5 DOCTRINAL OFFICE

1.3.5.1 Mandate of the Doctrinal Office

The Doctrinal Office belongs to the Department for Evangelization and shall operate under the Commission for Evangelization. Its core mandate is to ensure that integrity of Catholic teaching on faith and moral is promoted and safeguarded jealously.

1.3.5.2 Major Responsibilities of the Doctrinal Office:

- 1.3.5.2.1 Supporting study and reflection on the understanding of faith and morals and the progress of theology in different

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

of cultures in the context of sound doctrine and contemporary teachings.

- 1.3.5.2.2 Assisting in safeguarding the teaching of the Church on faith and morals from errors that may be propagated by whatever means.
- 1.3.5.2.3 Examining local writings, opinions and teachings that may appear contrary or harmful to the right faith and morals, and find and propose remedies to correct them.
- 1.3.5.2.4 Promoting the necessity of the authentic conception of inculturation as augmenting to the proclamation of the Gospel.
- 1.3.5.2.5 **E**~~T~~**o-ensuring_e** uncompromising proclamation of the uniqueness and universality of Jesus Christ and the Church in Catechesis and Evangelization.
- 1.3.5.2.6 **Promotinge** the place of the Magisterium in the Church as servant and guardian of ecclesial communion.

1.3.6 LEGISLATIVE TEXTS OFFICE

1.3.6.1 Mandate of Legislative Texts Office

The Legislative Texts office shall operate under the Department for Evangelization. Its core mandate is to promote and enhance the interpretation and understanding of ecclesiastical norms of both the Western and Eastern Catholic Churches.

1.3.6.2 Major Responsibilities of the Legislative Texts Office:

- 1.3.6.2.1 To serve Diocesan Bishops and Superiors of Institutes of Consecrated Life and Societies of Apostolic Life in

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

Zambia through correct interpretation and application of current Ecclesiastical Norms.

- 1.3.6.2.2 To formulate the correct interpretation of the Church's laws after having consulted, on questions of particular importance, the competent Departments of the Catholic Secretariat with regard to the particular matters being considered.
- 1.3.6.2.3 To study the current legislation of the Church and issues arising from local ecclesial practice and examine the possible presence of *lacunae Legis*; thereafter present to the ZCCB adequate proposals for overcoming them.
- 1.3.6.2.4 To assist Arch/Diocesan Tribunals in their competent functions to ensure that they are in conformity with the prescriptions of current universal law.
- 1.3.6.2.5 To assist the Bishops Conference to prepare documents in view of obtaining the *approval* or *recognition* of the Holy See where necessary.
- 1.3.6.2.6 To foster the study of canon law and of other legislative texts by organizing interdepartmental meetings, conferences and study days and promote the national association of canonists.
- 1.3.6.2.7 In the execution of its duties, the office for Legislative Texts shall cooperate with canonists from different Arch/Dioceses and Religious Institutes in Zambia.

1.3.7 SAFEGUARDING AND PROTECTION OFFICE

- 1.3.7.1 Mandate of the Safeguarding and Protection Office

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

The Safeguarding and Protection **office** shall operate under the Department for Evangelization. Its core mandate shall be that of providing guidance and advice to the Commission for Evangelization and the Bishops Conference, proposing appropriate measures for safeguarding minors and vulnerable adults, (*Prædicate Evangelium*, # 78).

1.3.7.2 Major Responsibilities of the Safeguarding and Protection Office:

- 1.3.7.2.1 Developing guidelines that propose suitable strategies and procedures for safeguarding and protection of children and vulnerable adults from abuse.
- 1.3.7.2.2 Providing guidance and appropriate response mechanisms to abuse cases in accordance with canonical norms and requirements of civil law.
- 1.3.7.2.3 Encouraging all departments of the Catholic Secretariat to prioritize and adhere to safeguarding and protection guidelines and procedures.
- 1.3.7.2.4 ~~Assisting in To-help~~ improving_e programming and information provision on safeguarding and protection to ensure that no one is left behind.
- 1.3.7.2.5 ~~To~~identifying and address safeguarding and protection risks that can be caused and or perpetuated by the staff of the Catholic Secretariat, volunteers or caregivers.
- 1.3.7.2.6 ~~To~~designing programs aligned with safeguarding and protection, and mainstreaming principles stipulated in the ZCCB Safeguarding and Protection Policy.
- 1.3.7.2.7 ~~To~~ ~~P~~lanning and implement~~ing~~ safeguarding and protection mainstreaming activities.
- 1.3.7.2.8 ~~To~~ ~~M~~onitoring the implementation of safeguarding and protection policy in the Church in Zambia.

2. DEPARTMENT FOR LAITY, YOUTH, FAMILY AND LIFE

2.1. Mandate of the Department for the Laity, Youth, Family and Life

The Department for Laity, Youth, Family and Life shall be at the service of the Commission for the Laity, Youth, Family and Life, assisting it to enhance the role of the laity in general and the youth in particular. It shall further assist it in safeguarding and promoting the integrity of marriage and family as well as the sanctity of human life according to the Christian values and the Social Teaching of the Church.

2.2 Functions of the Department for the Laity, Youth, Family and Life:

The Department for the Laity, Youth, Family and Life shall assist in the Commission for Laity, Youth, family and Life in:

- 2.2.1 Implementing long-term pastoral strategies and objectives concerning the laity, youth, family and life drawn from the ZCCB's Strategic Plan.
- 2.2.2 Promoting the apostolate of lay faithful, and pastoral care of young people and families.
- 2.2.3 Guiding various lay ecclesial associations or organizations, including the Councils for Youth, Women and Men.
- 2.2.4 Promoting and enhancing pastoral relationships among men, women, and the youth in responding to modern challenges of life and ministry.
- 2.2.5 Promoting quality collaborative ministry between the diversity of charisms and the ordained ministers.
- 2.2.6 Promoting the pastoral care of marriage and the family based on the church's teaching.

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- 2.2.7 Promoting careful preparation for Christian marriage in conjunction with the catechetical office.
- 2.2.8 Studying carefully the variety of anthropological, sociocultural and economic conditions of the lives of many couples and families and provide guidance for action according to the teaching of the Church.
- 2.2.9 Studying and analysing major cases of crises in marriages and families, paying particular attention to the experiences of those involved in marital breakdowns, especially children, to encourage greater awareness of the value of family life and the role of parents in society and the Church.
- 2.2.10 Studying and proposing to the Commission proper and right models of pastoral accompaniment of formation of conscience and of integration for the divorced and civilly remarried and also for those in certain cultures who live in situations of polygamy and other irregular situations.
- 2.2.11 Supporting and recommending initiatives in favour of responsible procreation and for the protection of human life from conception to its natural end, bearing in mind the needs of the person in the various stages of development.
- 2.2.12 Examining all developing theories about human life and the reality of humanity and making recommendations.
- 2.2.13 Providing guidance and support to associations, movements and organizations whose purpose is to serve the good of the family.

2.3 OPERATIONAL OFFICES OF THE DEPARTMENT FOR THE LAITY, YOUTH, FAMILY AND LIFE

2.3.1 OFFICE OF THE LAITY

2.3.1.1 Mandate of the Office of the Laity

This office shall operate under the Department for the Laity, Youth, Family and Life and guided by the Commission for the Laity, Youth, Family and Life. The core mandate of the office shall be that of enhancing the apostolate of all the lay faithful.

2.3.1.2 Major Responsibilities of the Office of the Laity:

2.3.1.2.1 To foster collaboration among leaders of lay groupings, such as Women Council, Men's Council, Youth Council, Holy Childhood, and all lay associations and movements at national level recognized by ZCCB.

2.3.1.2.2 To organize capacity building programmes for the leaders of the laity.

2.3.1.2.3 To promote and supervise elections of all groupings or associations of the lay faithful.

2.3.1.2.4 To ensure good governance, accountability and transparency in the administration and management of all the resources in different groups.

2.3.1.2.5 To promote ongoing formation of the lay faithful at all levels.

2.3.1.2.6 To encourage the promotion of vocation and mission of the laity in the Dioceses.

2.3.1.2.7 To promote cooperation between the ordained and lay faithful in virtue of their baptism and diversity of charisms and ministries to foster co-responsibility in the life and mission of the Church.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

2.3.1.2.8 To encourage and facilitate cooperation and synergies among different associations and movements at the national and local levels for active participation in the mission of the Church.

2.3.2 OFFICE OF THE YOUTH

2.3.2.1 Mandate of the Office of the Youth

The Office of the Youth is under the Department for Laity, Youth, family and Life. It is guided and directed by the Commission for the Laity, Youth, Family and Life. The core **mandate of this office is to ensure that young people are** given enough latitude to participate fully in the mission of evangelization.

2.3.2.2 Major responsibilities of the Office of the Youth:

2.3.2.2.1 To promote the welfare and mission of young people in the Local Church.

2.3.2.2.2 To assess and promote effectiveness of youth ministry programs and initiatives.

2.3.2.2.3 To support young people to assume leading roles in the mission of evangelization amid many challenges.

2.3.2.2.4 To foster cooperation among different youth associations and movements, and ensure that they are at the service of the Dioceses.

2.3.2.2.5 To design and implement national youth programs, events, and initiatives.

2.3.2.2.6 To conduct research, analyse data and inform policy decisions on youth-related issues.

2.3.3 FAMILY AND LIFE OFFICE

- 2.3.3.1 Mandate of the Office of Family and Life
The Office of Family and Life shall operate under the Department for Laity, Youth, Family and Life, and directed by the Commission for Laity, Youth, Family and Life. **The core mandate of the office is to enhance the apostolate** of the family and its mission according to the plan of God, the support of the elderly and the promotion and protection of life.
- 2.3.3.2 Major responsibilities of the office of Family and Life:
- 2.3.3.2.1 To promote the pastoral care of marriage and family according to the Church's Magisterium.
- 2.3.3.2.2 To ensure that rights and duties of spouses and of families in the Church are recognised and promoted.
- 2.3.3.2.3 To support development and sharing of models for transmitting Christian faith within families.
- 2.3.3.2.4 To assist the Catechetical office in marriage curriculum and syllabi development.
- 2.3.3.2.5 To investigate and analyse major causes of crises within marriages and families paying particular attention to various experiences of those involved in marital breakdowns.
- 2.3.3.2.6 To encourage parents to take up their roles in building up society and Church.
- 2.3.3.2.7 To study and propose different models of pastoral accompaniment, formation of conscience and integration for the divorced and civilly remarried and also for those in certain cultures who live in situations of polygamy.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 2.3.3.2.8 To support initiatives in favour of responsible procreation, protection of human life from conception to its natural end.
- 2.3.3.2.9 To collaborate with various organizations that assist families to safeguard the gift of life, especially the case of difficult pregnancies, and prevent recourse to abortion.
- 2.3.3.2.10 To work with the Pontifical John Paul II Theological Institute for Matrimonial and family life in the promotion of common direction on marriage, family and life.

3. DEPARTMENT FOR FINANCE AND INVESTMENT

- 3.1. Mandate of the Department for Finance and Investment
The Department for Finance and Investment is at the service of the Commission for Finance and Investment, and assists it in managing the finances of the Secretariat and analyse investment plans, annual budgets and Catholic Secretariat consolidated financial statements before presenting them to the Conference.
- 3.2. Functions of the Department for Finance and Investment:

The Department of Finance and Investment shall assist the Commission for Finance in;
- 3.2.1. Implementing long-term finance and investment strategies and objectives drawn from the Zambia Conference of the Catholic Bishop's Strategic Plan.
- 3.2.2. Guiding all related Departments and Institutions of the Bishops Conference to follow best financial practices that are recognized in the field of public finance and administration.
- 3.2.3. Ensuring that management of finances at the Catholic Secretariat and its institutions is both ethical and efficient.
- 3.2.4. Studying and recommending for approval to the Commission proposed annual budget and consolidated financial statements of the Catholic Secretariat and its related institutions.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 3.2.5 Carrying out an annual risk assessment of the financial situation of the Conference and submit it to the Commission.
- 3.2.6 Ensuring that guidelines, policies and procedures concerning procurement are properly and rightly implemented.
- 3.2.7 Superintending over finance and investment activities of the Catholic Secretariat.
- 3.2.8 Issuing sundries on financial matters of the Catholic Secretariat in compliance with the operational plans and approved programs.
- 3.2.9 Monitoring financial activities of the Catholic Secretariat and all institutions entrusted to its oversight.
- 3.2.10 Monitoring the economic and financial matters with regard to properties and estates of the ZCCB.
- 3.2.11 Ensuring that there is suitable information technology so that financial management is effective and transparent, and in accordance with approved norms and procedures.
- 3.2.12 Managing real estate and movable assets of the ZCCB.

3.3 OPERATIONAL OFFICES OF THE DEPARTMENT FOR FINANCE AND INVESTMENT

3.3.1 FINANCE AND ACCOUNTING OFFICE

- 3.3.1.1 Mandate of the Office of Finance and Accounting
The Finance and Accounting Office belongs to the Department for Finance and Investment, and shall operate under the Commission for Finance and Investment. Its core mandate is to ensure that the

integrity of the finance and investment portfolios of the Catholic Secretariat promoted and maintained. It shall work closely with all the Departments of the Catholic Secretariat, offices and institutions in the management of all financial transactions.

- 3.3.1.2 Major Responsibilities of the office of Finance and Accounting:
 - 3.3.1.2.1 Controlling all financial resources of the Catholic Secretariat.
 - 3.3.1.2.2 Making payments and other financial transactions assigned to it.
 - 3.3.1.2.3 Recording all receipts of payment.
 - 3.3.1.2.4 Processing all incoming payments.
 - 3.3.1.2.5 Managing payrolls for workers and making payments when they are due.
 - 3.3.1.2.6 Preparing monthly and annual financial reports.
 - 3.3.1.2.7 Assisting in the preparation of budgets and financial statements.
 - 3.3.1.2.8 Keeping account of all transactions in the Catholic Secretariat.
- 3.3.2 **INVESTMENT OFFICE**
 - 3.3.2.1 Mandate of the Office of Investment
The Investment Office belongs to the Department for Finance and Investment and shall operate under the Commission for Finance and Investment. Its core mandate is to generate income for the Catholic Secretariat.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 3.3.2.2 Major Responsibilities of the Office of Investment:
- 3.3.2.2.1 Managing assets of the Catholic Secretariat with the view of maximising wealth through careful administration of the real estate, hospitality, and other income generating activities (IGAs).
 - 3.3.2.2.2 Ensuring that properties make best performance in the generation of income.
 - 3.3.2.2.3 Liaising with various stakeholders in the financial market, syndrome.
 - 3.3.2.2.4 Assessing properties and business enterprises of the Catholic Secretariat in order to appreciate their real - time financial performance.
 - 3.3.2.2.5 Assisting Catholic Secretariat in analysing and providing financial advice in so far as market trends and other financial metrics are concerned.
 - 3.3.2.2.6 Building strong and viable relationship with clientele.
 - 3.3.2.2.7 Working with clients to resolve any possible disputes.
 - 3.3.2.2.8 Providing relevant financial analysis in order to inform strategic financial decisions.

3.3.3 **PROJECTS AND RESOURCE MOBILIZATION OFFICE**

- 3.3.3.1 Mandate of the Projects and Resource Mobilization office **The Projects and Resource Mobilization Office belongs to** the Department for Finance and Investment and shall operate under the Commission for Finance and Investment. Its core mandate is to identify programs and projects aimed at mobilizing resources for the development of the Catholic Secretariat. It will be **responsible for building an increasingly, diversified**

network of supporters including institutional, banking, corporate, academia, policy-makers, donors/partners as

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

well as individuals who believe in the work of Catholic Secretariat and provide funds, technical support and other forms of collaboration to meet the current and future needs of all Departments under the Catholic Secretariat.

- 3.3.3.2 Major Responsibilities of the Office Projects and Resource Mobilization:
 - 3.3.3.2.1 Initiating and maintaining relevant contacts with donors and benefactors for the mission of the Catholic Secretariat.
 - 3.3.3.2.2 Carrying out and managing projects, programs and resource mobilization activities of the Catholic Secretariat.
 - 3.3.3.2.3 Supporting the sustainability of the Catholic Secretariat through proposal development across Statutory, Corporate, Trusts and Foundations for purposes of fundraising.
 - 3.3.3.2.4 Helping Catholic Secretariat raise locally-led, regional and global funding through business development support including better donor identification, engagement and positioning, high-quality funding proposal development.
 - 3.3.3.2.5 Supporting departments at Catholic Secretariat in donor relationship building and intelligence gathering to enhance relationships with donors outside of specific calls.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 3.3.3.2.6 Promoting ZCCB profile, and deepening understanding of the thematic areas and priorities that and potentially influence all developments.
- 3.3.3.2.7 Assisting the Catholic Secretariat to be alert to trends in donor funding as well as philanthropy and domestic resource mobilization, and further provide updates to Catholic Secretariat Management.
- 3.3.3.2.8 Coordinating with Catholic Secretariat Management Team to ensure effective collaborative business development.
- 3.3.3.2.9 Supporting Catholic Secretariat Departments with strategy development and implementation particularly aligning fundraising objectives to programme needs and bringing a national context to ZCCB core business areas.

4. DEPARTMENT FOR EDUCATION AND CULTURE

- 4.1. Mandate of the Department for Education and Culture
The Department for Education and Culture is at the service of the Commission for Education and Culture. The Department's core mandate is to assist the Commission in enhancing integral human development and the spreading of the gospel through provision of quality education as well as the promotion and preservation of cultural values and heritage.
- 4.2. Functions of the Department for Education and Culture
The Department of Education and Culture assist the Commission for Education and Culture in;
- 4.2.1. Implementing long-term education and cultural strategies and objectives drawn from the Zambia Conference of the Catholic Bishops Strategic Plan.
- 4.2.2. Promoting human values in the context of Christian anthropology to contribute to the full realization of Christian discipleship.
- 4.2.3. Ensuring that the integrity of the Catholic faith and ethos are safeguarded in Catholic institutions of learning.
- 4.2.4. Providing leadership on emerging education challenges and facilitate collaboration, representation, lobbying and advocacy of government ministries and directorates for resource allocation.
- 4.2.5. Putting in place policies that will enhance pastoral care in Catholic Institutions as part of evangelization.
- 4.2.6. Promoting the teaching of religious education in Catholic schools.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 4.2.7. Providing policy guidance on the Catholic ethos in Catholic Institutions of learning.
- 4.2.8. Facilitating registration and granting of aided status of Catholic learning institutions.
- 4.2.9. Ensuring close collaboration between the Diocesan Education Commissions and the Bishops' Conference.
- 4.2.10. Providing policy guidance on how the Catholic institutions of learning shall promote and preserve the cultural values and heritage in Zambia.
- 4.2.11. Acting as liaison between the Ministry of Education and Ministry of Technology and Science and the Church on all matters related to policy affecting Catholic Institutions of learning.
- 4.2.12. Keeping all Catholic education stakeholders informed of new developments in education.
- 4.2.13. Coordinating the Church's commitment to providing quality education based on gospel values and Social Teaching of the Church.

4.3. OPERATIONAL OFFICES OF THE DEPARTMENT FOR EDUCATION AND CULTURE

4.3.1. OFFICE OF CULTURE

4.3.1.1. Mandate of the Office of Culture
The office of culture shall fall under the Department for Education and culture and assist the Commission for Education and Culture in the promotion of cultural heritage.

4.3.1.2. Major Responsibilities of the Office of Culture:

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 4.3.1.2.1. To promote culture, pastoral charity and enhancement of cultural heritage.
- 4.3.1.2.2. To ensure that different cultures are more open to the gospel
- 4.3.1.2.3. To ensure that lovers of arts, literature, and sciences, technology and sport know and feel recognised by the Local Churches.
- 4.3.1.2.4. To promote the preservation of historical heritage, particularly documents and juridical instruments concerning and attesting to the life and pastoral care of ecclesial entities and their artistic and cultural heritage.
- 4.3.1.2.5. To promote and encourage dialogue between diverse cultures within the church thus fostering mutual enrichment.
- 4.3.1.2.6. To enhance and protect local cultures with their heritage of wisdom and spirituality as a resource for the whole human family.
- 4.3.1.2.7. To participate in conferences local and international, aimed at the promotion of culture and enhancement of cultural patrimony.

4.3.2. OFFICE OF EDUCATION

4.3.2.1. Mandate of the Office of Education

The Office of Education shall fall under the Department for Education and culture. The office's core mandate shall be that of assisting the Commission for Education and Culture in the promotion of integral education, Catholic faith as well as the mission of evangelization in schools.

4.3.2.2. Major Responsibilities of the Office of Education:

- 4.3.2.2.1. To cooperate with the Conference and Diocesan Education Offices in ensuring that the fundamental

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

principles of Catholic education are welcomed, understood, promoted and implemented in Catholic Schools.

- 4.3.2.2.2. To support Catholic Schools, directly and/or through Diocesan education offices to promote Catholic identity of schools and institutes of higher education.
- 4.3.2.2.3. To ensure that the integrity of the Catholic faith is safeguarded and practiced in Catholic Schools.
- 4.3.2.2.4. To establish norms and guidelines and procedures which must be followed by all Catholic schools for purposes of pastoral care, evangelization mission and integral education.
- 4.3.2.2.5. To promote the teaching of Catholic faith in schools especially through Religious Education, which shall be taught in all Catholic schools in Zambia.
- 4.3.2.2.6. To promote establishment and development of Catholic schools, from early childhood to higher education where scientific studies and human sciences can be deepened and fostered.

5. DEPARTMENT FOR HEALTH

- 5.1. Mandate of the Department for Health
The Department for Health shall be at the service of the Commission for Health, assisting the Commission in ensuring that Catholic Ethos and human values are implemented in all Catholic Health Institutions.
- 5.2. Functions of the Department for Health
The Department for Health shall assist the Commission for Health in;
- 5.2.1. Implementing long-term healthcare strategies and objectives drawn from the Zambia Conference of the Catholic Bishops Strategic Plan.
- 5.2.2. Promoting and encouraging just and integral healthcare through Catholic Health institutions.
- 5.2.3. Implementing policies and mechanisms for coordinating health care services in the church.
- 5.2.4. Ensuring that ethical guidelines and Code of Conduct for all health workers in Catholic Health Institutions are implemented.
- 5.2.5. Providing leadership on emerging health challenges and facilitate collaboration, representation, lobbying and advocacy of government agencies for equitable resource mobilization and distribution.
- 5.2.6. Undertaking ongoing monitoring and evaluation of the performance of the department and promote sustainability of programs.
- 5.2.7. Ensuring that spiritual and professional renewal programs for healthcare workers are put in place.

- 5.2.8. Receiving and studying **review** reports from CAMH and Catholic affiliated organizations like CHAZ, Access to Health - Zambia.
- 5.2.9. Facilitating the implementation of the major projects of the ZCCB such as mission for essential drugs and supplies.
- 5.2.10. Facilitating registration and licensing of health facilities and health service providers.
- 5.2.11. Ensuring close collaboration between the Health Commission and the Bishops' Conference.

5.3. OPERATIONAL OFFICES OF THE DEPARTMENT FOR HEALTH

5.3.1. HEALTH PROGRAMS OFFICE

5.3.1.1. Mandate of Health Programs Office

The Health Programs Office shall operate under the Department for Health assisting in the implementation of policies and directives of the Commission for Health. The core mandate of the office shall be that of promoting and facilitating programs aimed at supporting integral health care as guided by the Commission.

5.3.1.2. Major Responsibilities of the Health Programs Office:

- 5.3.1.2.1. Promoting and encouraging just and integral healthcare through Catholic health institutions.
- 5.3.1.2.2. Coordinating healthcare services within the church.
- 5.3.1.2.3. Providing leadership on emerging health challenges.

5.3.1.2.4. Offering policy guidance for health program implementation at all levels.

5.3.2. **PHARMACEUTICALS AND LOGISTICS (MEDICAL SUPPLIES AND EQUIPMENT) OFFICE**

5.3.2.1. Mandate of Pharmaceuticals and Logistics (Medical supplies and equipment) Office

The Office of Pharmaceuticals and Logistics shall operate under the guidance of the Department for Health, serving the Commission for Health. The core mandate of **the office shall be that of assisting in the provision of the essential medical supplies and equipment** as guided by the Commission through the Department for Health.

5.3.2.2. Major Responsibilities of the Pharmaceuticals and Logistics office:

5.3.2.2.1. **To fFacilitate ing** the mission for essential drugs and supplies.

5.3.2.2.2. **To eEnsure timely ing** the registration and licensing of health facilities and service providers.

5.3.2.2.3. To ensure ~~and~~ secure **and** punctual transportation of pharmaceuticals, medical equipment, and other healthcare-related items.

5.3.2.2.4. **To fFacilitate** logistical arrangements for acquiring, storing, and distributing medications and medical supplies.

5.3.3. **RESEARCH AND PROJECTS (PLANNING AND DEVELOPMENT) OFFICE**

- 5.3.3.1. Mandate of the Research and Projects Office
The Office of Research and Projects shall operate under the Department for Health assisting the Commission for Health to propose and implement major strategic objectives and plans for the development of health care in the Catholic health institutions.
- 5.3.3.2. Major responsibilities of the Research and Projects Office:
- 5.3.3.2.1. Developing long-term strategies based on the ZCCB's strategic plan.
 - 5.3.3.2.2. Providing policy guidance for health program implementation at all levels.
 - 5.3.3.2.3. Continuously monitoring and evaluating the department's performance and ensuring program sustainability.
 - 5.3.3.2.4. ~~Fe~~ **Offering** technical support and coordination services in furtherance of the ZCCB Health Program.
 - 5.3.3.2.5. Responsible for the planning, oversight, coordination, capacity building, and execution of activities pertaining to pharmaceutical logistics management within Catholic Health institutions.

**6. DEPARTMENT FOR INTEGRAL HUMAN DEVELOPMENT
(IHD) - CARITAS ZAMBIA**

- 6.1. Mandate of the Department for Integral Human Development
The Department for Integral Human Development shall be at the service of the Commission for Integral Human Development (Caritas Zambia). It shall assist the Commission in spreading the Social Teaching of the Church, and ensuring a holistic development of the human person, in the light of the gospel of Christ.
- 6.2. Functions of the Department for Integral Human Development
The Department for Integral Human Development shall assist the Commission for IHD in:
- 6.2.1. Implementing long-term integral human development strategies and objectives drawn from the Zambia Conference of the Catholic Bishops Strategic Plan.
- 6.2.2. Implementing policy guidelines and oversight on the matters of Governance, Justice and Peace as well as Integral Human Development and safeguarding of creation in the light of the Gospel.
- 6.2.3. Implementing systems of promoting dialogue and synergies as a way of resolving conflict.
- 6.2.4. Providing the necessary mechanisms for identifying causes of conflict among people and ways of prevention and resolution of conflicts.
- 6.2.5. Examining and spreading the Social Teaching of the Church on integral human development in the light of the gospel.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

- 6.2.6. Supporting Dioceses in the country in the area of integral human promotion.
- 6.2.7. Cooperating with representatives of civil society, regional and international organizations in the promotion of integral human development.
- 6.2.8. Defending and promoting human dignity and fundamental rights of human persons as well as their social, economic and political rights.
- 6.2.9. Working for the promotion of initiatives against human trafficking, forced prostitution, exploitation of minors and vulnerable individuals and various forms of slavery and torture.
- 6.2.10. Working to ensure that society is attentive and sensitive to the issue of the treatment of prisoners and their living conditions.
- 6.2.11. Working for the promotion and provision of more appropriate pastoral care to migrants and refugees, displaced persons and other persons in need of specific pastoral care.
- 6.2.12. ~~Te~~ Studying and carrying out research on issues affecting the political and socio-economic welfare of the country for the purposes of informing the operations of the ZCCB.

6.3. OPERATIONAL OFFICES OF THE DEPARTMENT FOR INTEGRAL HUMAN DEVELOPMENT

6.3.1. **JUSTICE AND PEACE OFFICE**

The Office of Justice and Peace shall operate under the Department for the Integral Human Development and with several programs under it.

6.3.1.1. ECONOMIC AND SOCIAL ACCOUNTABILITY PROGRAM

6.3.1.1.1. Mandate of the Program

The Economic and Social Accountability program **operates under the Office of Justice and Peace** with the core mandate to assist the Department for Integral Human Development in research and oversight provision in areas such as management of natural resources and taxation, social accountability, debt and trade and community voices.

6.3.1.1.2. Major Responsibilities of the Program

6.3.1.1.2.1. Natural Resources Governance and Taxation

This program focuses on contributing towards ensuring **that natural resources benefit the country through** taxation, infrastructure development and an empowered extractive host community through research, community mobilization, and advocacy on policy and legal reforms.

6.3.1.1.2.2. Social Accountability

The program focuses on public finance scrutiny so as to contribute to resolving the accountability failures in Policy and Practice by government departments resulting in increased inequality in the communities.

6.3.1.1.2.3. Trade and Debt

The program focuses on advocating for legal reform process around debt contraction and application mechanisms for a sustainable contraction and management. In addition, the program will advocate for supported policies aimed at raising domestic private

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

savings and foreign direct investment consequently **promote the diversification of local production.**

6.3.1.1.2.4. Community Voices

The Economic and Social Accountability program seeks to mobilize communities through its community voices thematic area, towards enhancing their ability to voice out concerns on prevailing issues affecting them through conscientization; sensitization, awareness raising.

6.3.1.2. CHILD PROTECTION AND PEACE BUILDING PROGRAM

6.3.1.2.1. Mandate of the Program

The Child Protection and Peace Building program falls under the **office of Justice and Peace** and seeks to implement the mission of the Department for Integral Human Development. **The core mandate of the office** shall be that of creating access to justice and land, **and** to assist the community in building equal systems in society.

6.3.1.2.2. Major Responsibilities of the Program

6.3.1.2.2.1. Access to Justice

Creating access to justice for the local people and giving arbitration. **Child Protection and Peace Building Office** would want to ensure that the locals have access to **paralegal officers for free legal advice and arbitration.** The paralegals are also expected to refer citizens to other relevant institutions for cases they are unable to handle.

6.3.1.2.2.2. Access to Land

Creating awareness on the approved land policy as well as ensuring equitable access to land for all. **The citizens**

should also be made aware of their land rights and the **processes of land acquisition. Paralegal officers are also expected to handle conflicts related to land.**

Commented [LN9]: No need for this space

6.3.1.2.2.3. Church and Society

Child Protection and Peace Building Office wants to see that the church becomes active and self-conscious to **influence the state to do more for the society. The office** has formation programs called Training for Transformation and Justice and Peace Formation. It wants to see that the voice of the church leaders is active on social justice.

6.3.1.2.2.4. Gender Equity and Equality

Child Protection and Peace Building Office continues to create awareness on issues to deal with gender-based violence and the mainstreaming of gender in all programs.

6.3.1.2.2.5. Revival of Diocesan Justice and Peace Commissions

The revival of the commissions should be prioritized. Effort should be made to enhance formation trainings in all Dioceses and Parishes as well as Training for Transformation for staff.

6.3.1.2.2.6. Child Protection

Child Protection and Peace Building Office, working in conjunction with the Department of Evangelization's **safeguarding office, will continue to ensure that National laws and policies that protect children will be fulfilled by** networking with all key stakeholders to establish mechanisms and structures at all levels.

6.3.1.2.2.7. Peace Building

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

Peacebuilding is a multifaceted and ongoing process that aims to transform conflict, promote sustainable peace, and foster a culture of peace. It involves a range of activities, strategies, and interventions designed to:

- a) Address the root causes of conflict.
- b) Promote reconciliation and healing.
- c) Strengthen institutions and governance.
- d) Empower local communities and Civil Society.

6.3.1.3. DEMOCRACY AND GOVERNANCE PROGRAM

6.3.1.3.1. Mandate of the program

The program falls under the Office of Justice and Peace with the core mandate to assist the Department for Integral Human Development. The program is to contribute to the Zambian society to uphold tenets of democracy for effective citizen participation in governance processes such as the electoral process, rule of law, respect of human rights and the holding elected leaders accountable.

6.3.1.3.2. Major Responsibilities of the Program

6.3.1.3.2.1. Elections

The program will continue building the capacities of Diocesan partners and other interest groups on electoral for the purposes of them conducting effective civic and voter education.

6.3.1.3.2.2. Decentralization

The program will focus on conducting advocacy on the full implementation of the Decentralization Policy in line

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

with vision 2030 and other policy frameworks. It will further promote effective citizen engagement, capacity building of Diocesan partners and Sub-district structures for the purposes of contributing to the achievement of the decentralization policy objectives, effective citizen engagement and local governance processes.

6.3.1.3.2.3. Constitutionalism:

The program's strategy will premise on advocating for the non-partisan but inclusive and participatory processes on constitutional and legal reforms, promotion of citizens' rights and key stakeholders' engagement on constitutional reforms.

6.3.1.3.2.4. Parliamentary Liaison:

The program will continue to engage the National Assembly of Zambia through its established Parliamentary Select Committees on issues pertaining to parliamentary reforms, monitoring of parliamentary debates, promoting effective citizen participation in legislative formulation at all levels. It will also create interactive platforms between the elected leaders and electorate for the purposes of holding them accountable.

6.3.2. **DEVELOPMENT AND ECOLOGY OFFICE**

The Office of Development and Ecology shall operate under the Department for the Integral Human Development, and with several programs under it.

6.3.2.1. LIVELIHOODS AND CLIMATE CHANGE PROGRAM

6.3.2.1.1. Mandate of the Program

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The program shall operate under the Office of Development and Ecology with the core mandate to assist the Department in the implementation of matters concerning human needs and climate change.

6.3.2.1.2. Major Responsibilities of the Program

- 6.3.2.1.2.1. Promoting equitable access to food and safe water for the poor and vulnerable through empowerment of communities by Diocesan Caritas teams to enable them challenge attitudes, systems and institutions that impoverish them.
- 6.3.2.1.2.2. Empowering Dioceses with skills to engage in climate change adaptation and mitigation initiatives that will assist the communities to build resilience so as to reduce vulnerability and contribution to reduced negative impact of climate change. Further, the program will enhance the efforts of Dioceses to promote sustainable livelihoods, increased food and nutrition, income security and ultimately contribute to the national goal of poverty eradication.
- 6.3.2.1.2.3. Promoting entrepreneurship skills development, income generating activities, increased access to literacy programs in targeted communities especially among women.
- 6.3.2.1.2.4. Promoting sustainable farming methods such as conservation and organic farming, promoting farming as a business, improving access to irrigation water and

technologies and promoting pro-poor agriculture policies.

Commented [LN11]: No need for this space

6.3.2.1.2.5. Promoting disaster risk reduction and climate change adaptation strategies in all the Dioceses.

6.3.2.2. ORGANISATION DEVELOPMENT PROGRAM (ODP)

6.3.2.2.1. Mandate of the Program

The Organization Development Program (ODP) falls **under the Office of Development and Ecology with the** core mandate of providing support to all the programs in the **D**epartment.

6.3.2.2.2. Major Responsibilities of the Program

6.3.2.2.2.1. Ensuring that IHD Department has a strong institutional framework that facilitates effective and efficient implementation of programs at national and Diocesan level.

6.3.2.2.2.2. Broadening the resource base of the Department, strengthening of planning and monitoring systems, providing support to all programs to enhance the mainstreaming of cross cutting issues, strengthening the partnership and collaboration with Dioceses and funding partners. Providing capacity building and strengthening of Justice and Peace and Development Commissions and ensuring that IHD and Diocesan Caritas/Social Ministries' staff are effective and efficient in the implementation of their programs.

6.3.2.2.2.3. Building the capacities of the IHD and Diocesan staff **by** enhancing their skills and knowledge as well as

ensuring that they have all the necessary equipment and logistical support.

Commented [LN12]: Space not necessary

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

6.3.2.2.4. Ensuring that the works of IHD are recognized and appreciated at national and international levels.

6.3.2.2.5. Maintaining the resource centre, social media platform, website, and active participation of IHD in ecclesiastical networks.

7 DEPARTMENT FOR COMMUNICATIONS

- 7.1 **Mandate of the Department for Communications**
The Department for Communication shall be at the service of the Commission for Communication. Its core mandate shall be that of implementing policy guidelines and communication for effective and proper usage of communication tools for the proclamation of the gospel.
- 7.2 **Functions of the Department for Communications**
The Department for Communication shall assist the Commission for Communications in:
 - 7.2.1 Implementing long-term communication strategies and objectives drawn from the Zambia Conference of the Catholic Bishops Strategic Plan.
 - 7.2.2 Providing oversight on the use of communication tools in the proclamation of the gospel.
 - 7.2.3 Guaranteeing the generation of policy framework on responsible use of the media.
 - 7.2.4 Promoting the use of technological innovations and forms of communication available in the country to carry out the Church's mission of evangelization.
 - 7.2.5 Ensuring that theological and pastoral aspects of the Church are developed and deepened through the training of its members so that communication is not reduced to purely technological and instrumental concepts.

7.3 OPERATIONAL OFFICES OF THE DEPARTMENT FOR COMMUNICATIONS

7.3.1 COMMUNICATIONS OFFICE

7.3.1.1 Mandate of the Communications Office

The Communications Office shall function under the Department for Communications and assist the Commission for Communications in the mission of evangelization of the Church through various media programs. The core mandate of the office is to support the communication activities of the Catholic Secretariat, manage information flow from the Catholic Secretariat to Dioceses and beyond.

7.3.1.2 Major Responsibilities of the Office

- 7.3.1.2.1 To support all internal and external information flows at the Catholic Secretariat.
- 7.3.1.2.2 To create, write and disseminate publicity materials for the purposes of evangelization and human development.
- 7.3.1.2.3 To assist the Catholic Secretariat in responding to some of the external demands for information.
- 7.3.1.2.4 To create, manage, coordinate and implement all communications' strategies of the Catholic Secretariat.
- 7.3.1.2.5 To support all communication initiatives of the Catholic Secretariat.
- 7.3.1.2.6 To promote and support the celebration of World Communications Day at national and local levels.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

7.3.1.2.7 To spearhead constant revision and publication of the Catholic Directory.

7.3.1.2.8 Management of social media platforms (Website, Facebook, etc).

7.3.2 INFORMATION, COMMUNICATION AND TECHNOLOGY OFFICE

7.3.2.1 Mandate of the Office

The Office of Information, Communication, and Technology (ICT) is mandated to leverage technology to advance the Church's mission. This includes disseminating the Gospel message through digital platforms, providing technical support, and safeguarding sensitive data of the Catholic Secretariat.

7.3.2.2 Major responsibilities of the office

7.3.2.2.1 Designing, implementing, and maintaining the ZCCB's network infrastructure, including hardware and software, and ensuring network security and reliability.

7.3.2.2.2 Providing ICT technical support to ZCCB offices and affiliated institutions, troubleshooting hardware and software issues, and installing and configuring computer systems. Developing and implementing data management strategies, ensuring data security and privacy, and create backups for critical data.

7.3.2.2.3 Monitoring cyber threats and implementing security measures to protect the ZCCB's IT infrastructure.

7.3.2.2.4 Organizing and conducting training programs for ZCCB staff on ICT skills and digital literacy.

Catholic Secretariat Departments and Offices: Mandate, Functions and Responsibilities

7.3.2.5 To collaborate with other departments to identify training needs and develop appropriate training programs.

7.3.3 LUMEN TV ZAMBIA

7.3.3.1 Mandate of Lumen TV Zambia

The LUMEN TV Zambia shall function under the guidance of the Board of Management appointed by the Zambia Conference of Catholic Bishops, and accountable to it. It shall assist in the mission of evangelization of the Church through various Television programs.

7.3.3.2 Major Responsibilities of the Lumen TV Zambia

7.3.3.2.1 EVANGELISATION:

- 7.3.3.2.1.1 Broadcasting Mass and other religious programs: Providing platform for viewers to participate in religious ceremonies.
- 7.3.3.2.1.2 Religious programming: Producing and airing content that promotes Catholic teachings, values, and beliefs. This includes documentaries and talk shows.
- 7.3.3.2.1.3 Witness testimonies: Sharing personal stories of faith and conversion to inspire viewers.
- 7.3.3.2.1.4 Ecumenism: ~~to~~ interacting with people of other faiths in order to promote ecumenism among Christians.

7.3.3.2.1.5 Sensitisation:

- *Social issues*: Raising awareness about social issues such as poverty, inequality, and environmental concerns.
- *Health and education*: Promoting public health and education initiatives, especially in underserved communities.
- *Civic engagement*: Encouraging viewers to be active citizens and participate in community development.

7.3.3.2.1.6 Community Engagement:

- *Local news and events*: Covering local news and events to keep viewers informed and connected to their communities.
- *Community programs*: Supporting community programs and initiatives.
- *Viewer interaction*: Providing opportunities for viewers to interact with the station through social media, phone calls, and emails.

7.3.3.2.1.7 Information Dissemination:

- *News and current affairs*: Providing accurate and unbiased news coverage.
- *Government information*: Disseminating information from the government and other relevant organizations.
- *Public service announcements*: Broadcasting public service announcements on important issues.
