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**AMMR TOOLKIT**

**VOL 2**

**2020**

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**Ensuring a place at the  
table of life for all**

**ARCHDIOCESAN  
MINISTRY FOR  
MIGRANTS AND  
REFUGEES (AMMR) –  
Dedicated to Our Lady of  
the Wayside**



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## **Introduction from the Chair and Coordinator of the AMMR**

Brothers and Sisters,

The Archdiocese's Ministry for Migrants and Refugees (AMMR) shares with you Volume 2 of our Toolkit which will be of use to you in your Ministry. As you know, in 2018, Archbishop Jason Gordon asked me, in my capacity as Chair of the Catholic Commission for Social Justice (CCSJ), to lead AMMR in the archdiocese and to assist parishes and religious communities in establishing and operationalising this important ministry. AMMR, therefore, forms an integral part of CCSJ's work.

AMMR comprises: Rhonda Maingot, Founder and Director of Living Water Community (LWC); Rochelle Nakhid, Coordinator of LWC's Migrant and Refugee Ministry; Fr Simon Peter Ango, and me. Simone Francois-Whittier, an Attorney-at-Law by Profession, is AMMR's Coordinator. His Grace asked all parishes to establish Parish Ministries for Migrants and Refugees (PMMRs), and today a number of parishes have thriving PMMRs. We have been working diligently with various local and international partners to meet the varied needs of migrants and refugees who come to our shores seeking peace.

This Toolkit (Volume 2) is offered as a resource to support PMMRs, the Faithful, and all people of goodwill who embrace the concept of the Golden Rule – “Do unto others as you would have others do unto you.” It is a rule of ethical conduct referring to Matthew 7:12 and Luke 6:31.

As disciples of Christ, we are called to practise solidarity. We are called to break down barriers and stop building walls in God's Kingdom. Let us all commit to stand in solidarity with migrants and refugees and to promote their human rights. Let us pray and act to ensure that there is a place at the table of life for all.

In T&T there are migrants and refugees from over 20 countries, including Cuba, Venezuela, Syria, Bangladesh, Jamaica, Colombia, Nigeria, Pakistan, Congo, Mali, Sudan

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and Uganda. There are many children among the men and women seeking refuge here from these and other countries.

While we must do what is right to meet the needs of our own citizens; we must also show compassion and hospitality and ensure that migrants and refugees in need of protection and support are treated according to international standards.

Pope Francis reminds us that the earth is our common home and we are a universal family. He says that providing aid to migrants and refugees is a “great responsibility, which the Church intends to share with all believers and men and women of good will, who are called to respond to the many challenges of contemporary migration with generosity, promptness, wisdom and foresight, each according to their own abilities...I would like to ask you all to see a ray of hope as well in the eyes and hearts of refugees and for those who have been forcibly displaced.”

He has rightly stated that Migrants and Refugees are “our brothers and sisters in search of a better life, far away from poverty, hunger, exploitation and the unjust distribution of the planet’s resources which are meant to be equitably shared by all...Migrants and Refugees are not pawns on the chessboard of humanity...they do not only represent a problem to be solved, but are brothers and sisters to be welcomed, respected and loved”.

The Theme of his Message for the 106<sup>th</sup> World Day of Migrants and Refugees 2020 which will be observed on 27 September 2020 is: *Like Jesus Christ, forced to flee. Welcoming, protecting, promoting and integrating internally displaced persons.* As the Holy See’s Press Office stated: “The reflection begins with the experience of the young Jesus and his family as displaced persons and refugees. This provides a Christological grounding for the Christian action of welcome or hospitality.” The Pope noted that conflict, violence and disasters continue to uproot millions of people from their homes every year. He said the severity of the global crisis caused by the pandemic has ‘relegated to the bottom of national political agendas those urgent international efforts essential to saving lives.’

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Christians are called to see the face of Christ in the faces of those who suffer. He urges us to respond to this pastoral challenge with the four verbs indicated in his 2018 Message: welcome, protect, promote and integrate.

Please join us in our journey to build God's Kingdom of justice, peace, truth, love and freedom by welcoming the stranger.

May God bless our efforts to live the Gospel by demonstrating our love for our neighbour.

God bless

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# Catholic Church on Mission to Migrants and Refugees

A central and essential element of our Faith is that every human being is created in the image of God and is therefore entitled to dignity and respect. We view assisting those in need as a fundamental Christian duty that is derived directly from the life of Christ, who Himself was a migrant and a child of refugees.

As Christians, we are called to welcome our brothers and sisters with the same love and compassion we would want ourselves to be shown, particularly in a time of persecution/disaster. We are also called to provide support and care for refugees overseas who remain in tenuous situations.

In 2017 the Holy Father asked us to articulate our shared response to the vicissitudes of contemporary migration by: Welcoming, Protecting, Promoting and Integrating the migrants and refugees in our midst.<sup>1</sup>

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<sup>1</sup> ADDRESS OF HIS HOLINESS POPE FRANCIS  
TO PARTICIPANTS IN THE INTERNATIONAL FORUM ON "MIGRATION AND PEACE"  
Tuesday, 21 February 2017

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In His World Day of Migrants and Refugees 2020 Message, His Holiness added 6 pairs of verbs which outline practical actions which may be taken:

- to know in order to understand
- to be close in order to serve
- to be reconciled, we need to listen
- to grow, it is necessary to share
- to be involved in order to promote
- to cooperate in order to build



The following paragraphs outline how we have been able to action the first Four Verbs – Welcome, Protect, Promote and Integrate. These examples may inspire you as you develop your PMMRs.

## ● Welcome

**“...welcoming means, above all, offering broader options for migrants and refugees to enter destination countries safely and legally.”**



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The Parishes continue to lead the ‘welcoming of migrants’ efforts across the island. The PMMRs have been continually collecting and distributing food, clothing and other items to the migrants on an ongoing basis involving members of the migrant community in the process. Spanish and integrated Spanish/English Masses have been held on an increasing basis as well as the inclusion of some Spanish hymns during the Mass in some parishes.



CLOTHING DISTRIBUTION







## • Protect

***“protecting – may be understood as a series of steps intended to defend the rights and dignity of migrants and refugees, independent of their legal status”.***

A number of Child Friendly Spaces have been established across the Archdiocese. The Archdiocese has partnered with the Children’s Authority to ensure that separated and unaccompanied minors were housed while alternatives were sourced. The AMMR has also received training in Human Trafficking from the Counter Trafficking Unit as well as training in Child Protection and Children’s Rights from the Children’s Authority and UNICEF. The PMMRs have received training in Gender Based Violence from the Gender Based Violence Unit of the Trinidad and Tobago Police Service.

In order to ensure that the migrants in the PMMR network receive adequate assistance the AMMR has compiled the following guidelines to assist PMMRs in their work.



**CHILDREN IN THE PENAL PARISH CHILD FRIENDLY SPACE**

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## COVID-19

The Year 2020 has seen a rise of a global Pandemic in the form of the COVID-19 virus. To ensure that the Parishes receive adequate support and guidance, the AMMR enlisted the assistance of the Archdiocese's HSE Committee to prepare "Guidelines for Best Practices when preparing and delivering food and aid to migrants and refugees". This may be found at the following link:

**<https://catholictt.org/wp-content/uploads/2020/04/Bulletin-4-Guidelines-for-Best-Practices-for-Parish-Ministries-for-Migrants-and-Refugees-.pdf>**



### PPE DISTRIBUTION TO PMMR REPS



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## Data privacy guidelines

The International Organization for Migration's (IOM) guidelines on Data protection state that the protection of persons' personal data is of paramount importance in order to, inter alia, "*respect the right to privacy, human dignity and well-being of migrants; Ensure their safety and non-discrimination....*"

Similarly, the United Nations High Commissioner for Refugees (UNHCR) sees data protection as one of its longstanding priorities. It is part and parcel of refugee protection. Only limited numbers of persons in each parish, preferably 2 persons from its PMMR should be allowed to have access to the Migrants' personal data. Such information should not be shared outside of the Parish Migrant Ministry or AMMR network, and unauthorized persons should not have sight of or access this data without seeking the approval in writing of the PMMR/AMMR and the persons whose data they want to access.

The Trinidad and Tobago Data Protection Act, 2011 (partially proclaimed: Part I, Part II ss7 to 18, 22, 25, 25 (1), 26, 28) section 1 (2) defines "personal information", section 6 outlines, the General Privacy Principles applicable to Trinidad and Tobago, it states, inter alia, that,

*"(b) the purpose for which personal information is collected shall be identified by the organisation before or at the time of collection;*

*(c) knowledge and consent of the individual are required for the collection, use or disclosure of personal information;*

*(d) collection of personal information shall be legally undertaken and be limited to what is necessary in accordance with the purpose identified by the organisation;"*

*In light of the foregoing please note the following guidance:*

1. Please note that the PMMRs can keep databases/lists of more detailed information about those migrants they serve, this may include but is not limited to, persons names, addresses, identification information.

a. This information should not be shared outside of the PMMR network of the individual parish and should be available upon demand to the Chair and Coordinator of the AMMR. The purpose for the collection of this information must be disclosed to these persons before or at the time of collection, in keeping with domestic law.

b. The PMMRs are also requested to advise the Coordinator of the AMMR of the names of the persons who have access to this database. Written notice shall be given to



the Chair and Coordinator of the AMMR of any changes to this list of persons within 48 hours of this change taking place.

c. This list/database should be kept up to date at all times and the information therein shall not be divulged to any third party without said party submitting a written request and justification to the PMMR in question, copied to the respective Parish Priest. The PMMR shall then forward these requests for access, with their written opinion on same, to the Chair of the AMMR for final consideration and determination within 72 hours of receipt of same. A third-party is defined simply as someone/ an organization outside of the PMMR/AMMR network.

2. The PMMRs are asked to have all members of their respective groupings agree to and sign the attached Confidentiality Agreement, if they have not signed a similar document prior to receiving this letter.

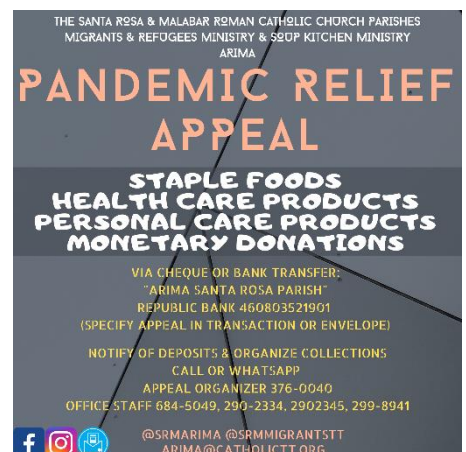
The resource bank at the end of the toolkit has a template for a Confidentiality Agreement that may be used.



**Mayaro Parish Child Friendly Space**



## Flyer for Arima's Health and Well-being Fair



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## La Romain Parish Dental Clinic



### ● Promote

**“Promoting essentially means a determined effort to ensure that all migrants and refugees – as well as the communities which welcome them – are empowered to achieve their potential as human beings, in all the dimensions which constitute the humanity intended by the Creator.”**

A number of training initiatives have been undertaken within the PMMRs to empower them to fulfil and achieve their potential as human beings. Along with UNICEF the AMMR hosted a Return to Happiness training workshop to enable the parish workers to appropriately engage with the children of migrant families and give them much needed support and care. The parishes that offer language learning programmes have been very intentional in involving migrants themselves in the work of the ministries. These English classes strive to equip the migrants with the functional language skills they need to function and thrive in a country that does not speak their native language. Other parishes engage in skills training exercises such as cooking or craft making classes. The PMMRs have each involved migrants in all areas of their work. These persons are key contact persons for members of the migrant community and provide key networking assistance.



## Adolescent Language Classes – Arima



La Romain Cooking Class



Return to Happiness Training Workshop with PMMR reps





WORLD REFUGEE DAY 2020 ONLINE RETREAT PARTICIPANTS



## • Integrate

***“integrating – concerns the opportunities for intercultural enrichment brought about by the presence of migrants and refugees. Integration is not “an assimilation that leads migrants to suppress or to forget their own cultural identity.”***

The PMMRs have been actively pursuing the integration of the migrants and refugees. This is being done by actively involving them in the life of the Parishes. Members of the migrant community have joined the choir and they use overhead projectors with the Mass hymns shown in both Spanish and English. Masses in some communities are held in Spanish and in others there are bi-lingual Masses.

Some PMMRs also host sharing events after Mass to encourage integration amongst the parishioners and wider community. At these events the migrants and host communities come together to share food, music and customs.



Games/movies night – Arima

Some Parishes, even host birthday parties for the children celebrating birthdays. Other parishes host games/movie-nights as well.



Birthday Parties



Penal Parish



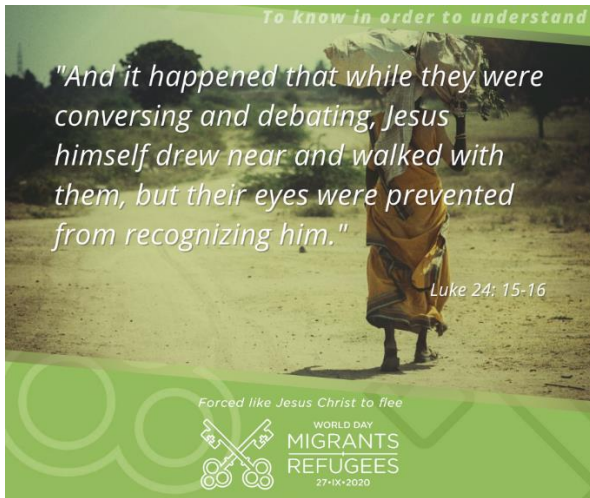
The 2020 Carnival Season saw the participation of Migrants in the national carnival celebrations.

**Arima, hosted a Carnival Family Day.**



# The way forward:

*The POPE's 6 new pairs of verbs from his 2020 Message for the World Day of Migrants and Refugees on 27 September 2020*



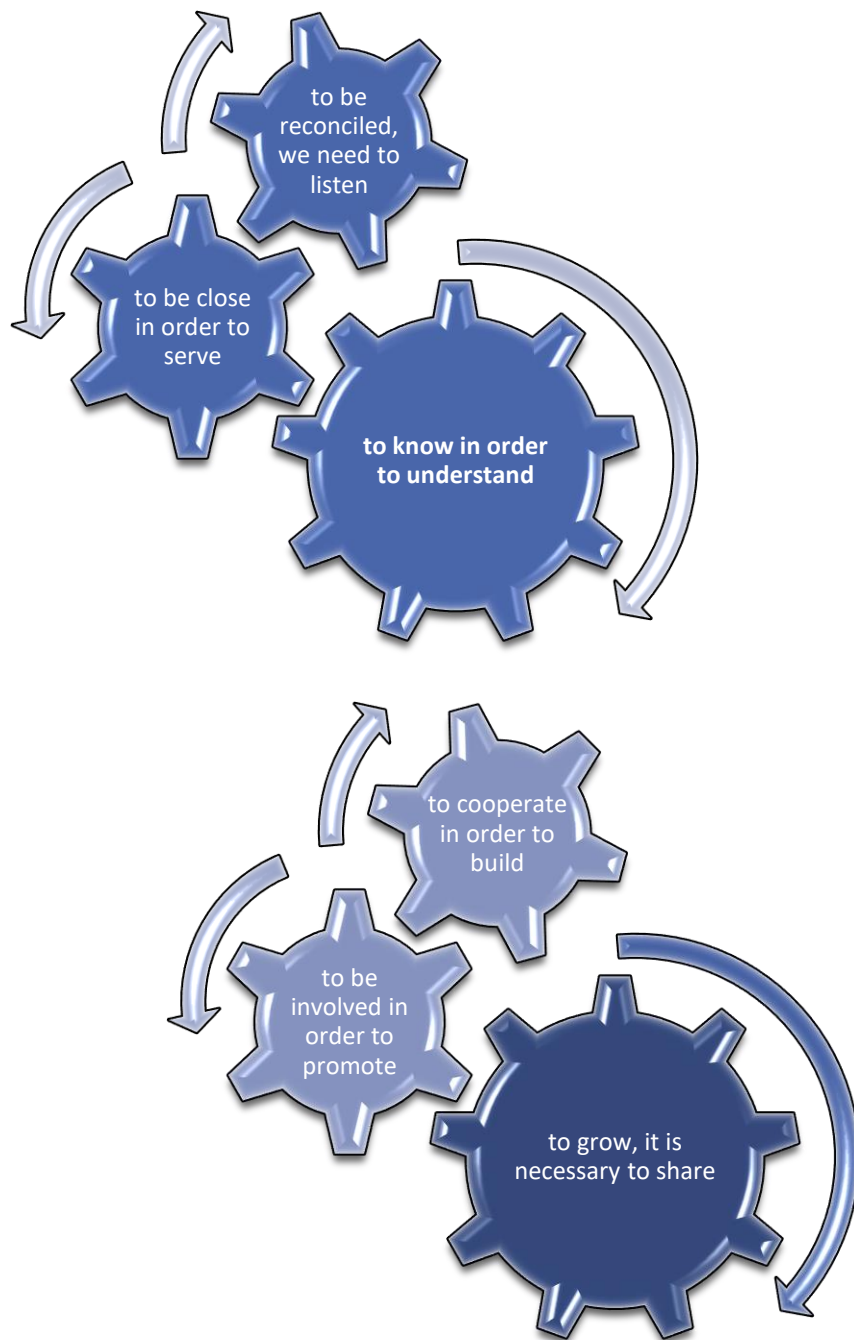
to grow, it  
is  
necessary  
to share

to be involved  
in order to  
promote

to cooperate in  
order to build



## The Pope's six new pairs of verbs!



### Engagement ideas!

#### What you can do:

- ✓ Host Sensitization sessions with migrant and host communities, in person and virtually
- ✓ Perform home visits, invite migrants to participate in parish activities, host youth nights and involve young people from the community
- ✓ Host sessions in the parishes to teach both host and migrant communities about each other's culture, festivals, food and traditions
- ✓ Host sharing sessions and community meals after Masses
- ✓ Host bilingual virtual chat sessions on shared topics of interest
- ✓ Invite migrants to contribute to various parish or community initiatives e.g. Upkeep of the parish hall or church, assisting elderly neighbours by cleaning their yards or taking them to the grocery
- ✓ Involve members of the migrant community in all activities and key decisions related to their well-being and development
- ✓ Encourage both host and migrant communities to share their stories, create book clubs, cooking clubs, for a where they could come together in community.

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### **More Engagement Ideas!**

- **Become Active in Your Local Parish Migrant Ministry.**
  - **Celebrate a Mass or prayer service in your local parish on or around World Refugee Day. Focus on migration in the readings and in the intentions of the prayers of the faithful.**
  - **Hold an information session or speaker panel with a refugee or immigrant member of your parish.**
  - **Present on Catholic Social Teaching and Migration to youth and church groups.**
  - **Volunteer to teach English to newcomers.**
  - **Post on social media using our materials, post pictures of your event on social media, share to the CCSJ face book page or AMMR Instagram account.**
  - **Pray for protection for refugees as well as for personal transformation as we face the needs of refugees everywhere.**
  - **Send a message of hope and solidarity by writing a postcard or letter or even a text message to a refugee.**
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# PRAYER-BANK

## **Prayer For Those Who Have Died After Leaving Their Homelands in Search of a Better Life**

Merciful God, we pray to you for all the men, women and children who have died after leaving their homelands in search of a better life.

Though many of their graves bear no name, to you each one is known, loved and cherished.

May we never forget them, but honour their sacrifice with deeds more than words.

We entrust to you all those who have made this journey, enduring fear, uncertainty and humiliation, in order to reach a place of safety and hope.

Just as you never abandoned your Son as he was brought to a safe place by Mary and Joseph, so now be close to these, your sons and daughters, through our tenderness and protection.

In caring for them may we seek a world where none are forced to leave their home and where all can live in freedom, dignity and peace.

Merciful God and Father of all, wake us from the slumber of indifference, open our eyes to their suffering, and free us from the insensitivity born of worldly comfort and self-centredness.

Inspire us, as nations, communities and individuals, to see that those who come to our shores are our brothers and sisters.

May we share with them the blessings we have received from your hand, and recognize that together, as one human family, we are all migrants, journeying in hope to you, our true home, where every tear will be wiped away, where we will be at peace and safe in your embrace.

-by Pope Francis

Prayer at the Port of Lesbos, 4/16/16

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**PRAYER FROM THE MESSAGE OF HIS HOLINESS POPE FRANCIS  
FOR THE 106th WORLD DAY OF MIGRANTS AND REFUGEES 2020**

**Like Jesus Christ, forced to flee.  
Welcoming, protecting, promoting and integrating  
internally displaced persons**

[http://www.vatican.va/content/francesco/en/messages/migration/documents/papa-francesco\\_20200513\\_world-migrants-day-2020.html](http://www.vatican.va/content/francesco/en/messages/migration/documents/papa-francesco_20200513_world-migrants-day-2020.html)

Father, you entrusted to Saint Joseph what you held most precious: the child Jesus and his Mother, in order to protect them from the dangers and threats of the wicked.

Grant that we may experience his protection and help. May he, who shared in the sufferings of those who flee from the hatred of the powerful, console and protect all our brothers and sisters driven by war, poverty and necessity to leave their homes and their lands to set out as refugees for safer places.

Help them, through the intercession of Saint Joseph, to find the strength to persevere, give them comfort in sorrows and courage amid their trials.

Grant to those who welcome them some of the tender love of this just and wise father, who loved Jesus as a true son and sustained Mary at every step of the way.

May he, who earned his bread by the work of his hands, watch over those who have seen everything in life taken away and obtain for them the dignity of a job and the serenity of a home.

We ask this through Jesus Christ, your Son, whom Saint Joseph saved by fleeing to Egypt, and trusting in the intercession of the Virgin Mary, whom he loved as a faithful husband in accordance with your will. Amen.

(Rome, Saint John Lateran, 13 May 2020, Memorial of the Blessed Virgin Mary of Fatima).



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## PRAYER FOR MIGRANTS AND REFUGEES

### (US CONFERENCE OF CATHOLIC BISHOPS)

Lord Jesus, when you multiplied the loaves and fishes, you provided more than food for the body, you offered us the gift of yourself, the gift which satisfies every hunger and quenches every thirst! Your disciples were filled with fear and doubt, but you poured out your love and compassion on the migrant crowd, welcoming them as brothers and sisters.

Lord Jesus, today you call us to welcome the members of God's family who come to our land to escape oppression, poverty, persecution, violence, and war. Like your disciples, we too are filled with fear and doubt and even suspicion. We build barriers in our hearts and in our minds.

Lord Jesus, help us by your grace,

♣ To banish fear from our hearts, that we may embrace each of your children as our own brother and sister;

♣ To welcome migrants and refugees with joy and generosity, while responding to their many needs;

♣ To realize that you call all people to your holy mountain to learn the ways of peace and justice; ♣ To share of our abundance as you spread a banquet before us;

♣ To give witness to your love for all people, as we celebrate the many gifts they bring.

We praise you and give you thanks for the family you have called together from so many people. We see in this human family a reflection of the divine unity of the one Most Holy Trinity in whom we make our prayer: Father, Son, and Holy Spirit. Amen

**Links to other resources/prayers for Migrants and Refugees:**

<https://www.usccb.org/prayer-and-worship/prayers-and-devotions/prayers/prayer-for-migrants-and-refugees>

[https://leodehonlibrary.libguides.com/ld.php?content\\_id=50857647](https://leodehonlibrary.libguides.com/ld.php?content_id=50857647)

<https://leodehonlibrary.libguides.com/c.php?g=958138&p=7040663>

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# CODE OF CONDUCT

## CORE VALUES AND GUIDING PRINCIPLES

### WORKING WITH MIGRANTS AND REFUGEES

As stakeholders, we are committed to the following fundamental values and principles: As stakeholders working with migrants and refugees, we will ensure that our conduct is consistent with and reflects the values enshrined in the social teachings of the Catholic Church, the Charter of the United Nations, and the Universal Declaration of Human Rights: respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women. We will assist all stakeholders to actively promote adherence to the principles of international refugee law, international human rights law and international humanitarian law. We will be guided by the core values of the UN system, including professionalism, integrity and respect for diversity, and will maintain an international perspective at all times.

As stakeholders, our primary commitment is to ensure the protection of and assistance to migrants, refugees and other persons of concern. We are committed to supporting the fullest possible participation of migrants, refugees and other persons of concern – as individuals, families and communities – in decisions that affect their lives.

We will respect the dignity and worth of every individual, will promote and practice understanding, respect, compassion and tolerance, and will demonstrate discretion and maintain confidentiality as required. We will aim to build constructive and respectful working relations with our humanitarian partners and all stakeholders, will continuously seek to improve our performance, and will foster a climate that encourages learning, supports positive change, and applies the lessons learned from our experience.

We will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socioeconomic status, disability, political conviction, or any other distinguishing feature. We will strive to remove all barriers to equality.

We will respect the cultures, customs and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context. However, when the tradition or practice is considered to be directly contrary to an international human rights instrument or standard, we will be guided by the applicable human rights instrument or standard.

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# RESOURCE-BANK

## *Resources for Migrants and Refugees:*

AMMR: <http://rcsocialjusticett.org/2.0/ammr/>

Archdiocese of Port of Spain Guidelines on COVID 19 for Parish Migrant Ministries  
<https://catholictt.org/wp-content/uploads/2020/04/Bulletin-4-Guidelines-for-Best-Practices-for-Parish-Ministries-for-Migrants-and-Refugees-.pdf>

Pope Francis' 2018 Message for the celebration of the 51st World Day of Peace (1 Jan 2018), entitled: Migrants and refugees: men and women in search of peace and 20 Pastoral Action Points:  
<http://www.rcsocialjusticett.org/downloads/parishlinkmay2018.pdf>

Pope Francis' Message for the 105th World Day of Migrants and Refugees 2019 - on the theme: It is not just about migrants.  
<http://www.rcsocialjusticett.org/downloads/parishlinkjun2019.pdf>

Pope Francis' Message for the 106th World Day of Migrants and Refugees 2020 – on the theme: Like Jesus Christ, forced to flee. Welcoming, protecting, promoting and integrating internally displaced persons  
[http://www.vatican.va/content/francesco/en/messages/migration/documents/papa-francesco\\_20200513\\_world-migrants-day-2020.html](http://www.vatican.va/content/francesco/en/messages/migration/documents/papa-francesco_20200513_world-migrants-day-2020.html)

Catholic.org , Catholic Prayers in Spanish  
<https://www.catholic.org/prayers/prayer.php?s=56>

Catholic Resources, The Mass in Spanish <http://catholic-resources.org/ChurchDocs/MassTexts-English-Spanish-booklet-withLoH.pdf>

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International Organization for Migration <https://www.iom.int/>

Ministry of Health of Trinidad and Tobago <http://www.health.gov.tt/>

UNHCR Trinidad and Tobago <https://www.unhcr.org/trinidad-and-tobago.html>

Vatican Ministry for Migrants and Refugees document centre <https://migrants-refugees.va/resource-center/documents/>

Vatican Ministry for Migrants and Refugees <https://migrants-refugees.va/>

Vatican Ministry for Migrants and Refugees video - "Forced like Jesus Christ to flee": To share in order to grow"

[https://www.youtube.com/watch?v=LEV7id9Y\\_Y4&feature=youtu.be](https://www.youtube.com/watch?v=LEV7id9Y_Y4&feature=youtu.be)

Vatican News - Migrants and Refugees

<https://www.vaticannews.va/en/taglist.cultura-e-societa.Flussi-migratori.html>

Vatican – Catechism of the Catholic Church (multiple languages)

<https://www.vatican.va/archive/ccc/index.htm>

Virtus Programme (Catholic guidelines on Child Protection)

<https://virtusonline.org/virtus/>

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## *Resources for pregnant women*

Ministry of Health of Trinidad and Tobago listing of District Health institutions

<http://www.health.gov.tt/sitepages/default.aspx?id=6>

Ministry of Health Trinidad and Tobago – Notice on World Breastfeeding week

<http://www.health.gov.tt/news/newsitem.aspx?id=1059>

WHO Improving the health care of pregnant refugee and migrant women and newborn children

[https://www.euro.who.int/\\_data/assets/pdf\\_file/0003/388362/tc-mother-eng.pdf?ua=1](https://www.euro.who.int/_data/assets/pdf_file/0003/388362/tc-mother-eng.pdf?ua=1)

## *Resources for Youths*

Catholic Youth Commission Face book page <https://www.facebook.com/rcyctt/>

Catholic Youth Commission Trinidad and Tobago

<https://www.localprayers.com/TT/Port-of-Spain/1513249355620353/Catholic-Youth-Commission---T%26T>

Catholic Youth Network <http://catholicyouthwork.com/all-resources/>

Information for Catholic teens in Spanish and English

Life teen resources <https://lifeteen.com/cym/>

Loyola Press Catholic Teen resources <https://www.loyolapress.com/catholic-resources/family/catholic-teens/>

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Ministry of Education of Trinidad and Tobago Learning Platform (English)  
<https://learn.moe.gov.tt/?lang=en>

Ministry of Education of Trinidad and Tobago Learning Platform (Spanish)  
[https://learn.moe.gov.tt/?lang=es\\_ve](https://learn.moe.gov.tt/?lang=es_ve)

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## World Day of Refugees Messages

On June 20, 2020, the AMMR held its first World Refugee Day online retreat, with the theme, “*Collaboration: Moving the Ministry forward together*”.

His Grace, the Archbishop sent greetings and Fr Robert Stark, the Regional Coordinator for American and the Caribbean in the Vatican’s Ministry for Migrants and Refugees delivered a Message.

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### Greetings from His Grace Archbishop Charles Jason Gordon

Dear brothers and sisters in Christ,

My prayers are with you during your retreat and always. Retreats are important as they provide us with an opportunity for spiritual renewal for our journey, and to deepen our relationship with God as we pray and contemplate.

I thank you for your selfless commitment as members of your Parish Ministry for Migrants and Refugees. I encourage you to continue to respond lovingly to Pope Francis’ mandate that the Faithful and all people of goodwill welcome, protect, promote and integrate migrants and refugees who have come to our shores seeking peace, and to live their lives in dignity.

World Refugee Day started in the year 2000 when the United Nations General Assembly in Resolution 55/76 decided on December 4, 2000 that June 20 would be marked as World Refugee Day. On June 20 annually we join the international community to raise awareness about the plight of millions of refugees and internally displaced persons worldwide who have been forced to flee their homes due to war, conflict, and persecution.

This year, at the heart of UNHCR’s World Refugee Day campaign is the theme: Every Action Counts. This is a reminder to the world that everyone, including refugees and migrants, can contribute to society and is of worth in the eyes of God. Providentially, the UN theme echoes the theme of Pope Francis’ message for the 106th World day of Migrants and Refugees 2020 which will be celebrated by the Church internationally on 27 September 2020. In addition to welcoming, protecting, promoting, and integrating, the Holy Father



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outlines six verbs that deal with practical actions that will assist us in responding to issues concerning refugees and migrants. He indicates that we must, “know in order to understand”, “to be close in order to serve”, “to be reconciled, we need to listen”, “to grow it is necessary to share”, “to be involved in order to promote”, “to cooperate in order to build”. It is the last phrase with which today’s retreat is particularly concerned.

Today’s theme, “Collaboration – Moving the Ministry forward together” is directly linked to the concept of cooperating to build. Pope Francis, quotes 1 Cor 1:10 which states, “I appeal to you, brethren, by the name of our Lord Jesus Christ, that all of you agree and that there be no dissensions among you, but that you be united in the same mind and the same judgement”.

Pope Francis admonishes us to learn to cooperate without yielding to the temptation of jealousy, discord or division. We simply must collaborate and cooperate to move forward. The challenges faced are shared by all. The COVID-19 pandemic is certainly no respecter of persons, social status, or race; nor are the factors that cause persons to flee their homes discriminatory. These hardships and persecutions are faced by millions of persons all over the world. Therefore, we must ensure that as the local Church, we do as the scriptures and the Holy Father has asked us to do, which is commit ourselves in solidarity to preserve our common home and to make it conform to God’s original plan.

I wish you God’s abundant blessings as you begin your retreat, and I pray that you are strengthened and renewed by today’s proceedings and messages so that you can truly move the Ministry for Migrants and Refugees forward, together. Remember that we do not journey alone, ‘The love of Christ urges us on’ (2 Cor 5:14). Draw close to Him and He will sustain you. God bless and protect you all.

Most Reverend Charles Jason Gordon  
Archbishop of Port of Spain  
June 20, 2020

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## Message from Fr. Robert Stark for World Refugee Day 2020

On behalf of the Migrants & Refugees Section in the Vatican, I bring you greetings of our solidarity with the Archdiocesan Ministry for Migrants and Refugees during your World Refugee Day 2020 Online Retreat. Your commitment to encounter God with vulnerable persons forcibly on the move is inspiring.

Your retreat theme of “Collaboration: moving the Ministry forward together” echoes this year’s Message for World Day for Migrants and Refugees when Pope Francis says, “It is necessary to cooperate in order to build” Your theme actually builds on several verbs within the Papal message for that day. Therefore perhaps the best way to express our solidarity with you is to share more of Pope Francis’s message which hopefully helps you experience being connected with others around the world in reflecting and acting on your theme of collaboration --moving the ministry forward together.

As our Holy Father said in his “Urbi et Orbi” message to the world this March “The crisis we are facing should not make us forget the many other crises that bring suffering to so many people.” Pope Francis encourages us to “embrace all those who are experiencing situations of precariousness, abandonment, marginalization and rejection as a result of COVID-19.”

Coronavirus has infected more than 9 million and killed more than 500,000 worldwide, many of them persons forcibly on the move. But our Holy Father always emphasizes “it is not about statistics, it is about real people! If we encounter them, we will get to know more about them. And knowing their stories, we will be able to understand them. We will be able to understand, for example, that the precariousness that we have come to experience as a result of this pandemic is a constant in the lives of displaced people.” Pope Francis message underscores “It is necessary to be close in order to serve.” Let us begin this retreat together by pausing to remember the images of the migrants and refugees we know, those we have been blessed to encounter...and in our hearts remember their faces, their names and their stories, draw closer to them so we can better minister and serve with them.

Our Holy Father’s message reminds us “Fears and prejudices keep us distant from others and often prevent us from becoming neighbors to them and serving them with love. Drawing close to others often means being willing to take risks. This readiness to draw

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near and serve goes beyond a mere sense of duty.” Let us pray for the readiness to draw near to all those with whom we are called to minister.

Pope Francis says Christ calls us to ministry that is reconciling. “Yet it is only through humble and attentive listening that we can truly be reconciled.” Listening gives us an opportunity to be reconciled with our neighbor, with all those who have been “discarded”, with ourselves and with God, who never tires of offering us his mercy.” Let us pray that our collaborative ministry grows in the grace of listening.

Our Holy Father message emphasizes that “In order to grow, it is necessary to share. We have to learn to share in order to grow together, leaving no one behind. As the Pope pointed out, the pandemic proves we are all in the same boat. “Realizing that we have the same concerns and fears has shown us once more that no one can be saved alone. To grow truly, we must grow together, sharing what we have”.

Pope Francis warns us that “Sometimes the impulse to serve others prevents us from seeing their real riches. If we really want to promote those whom we assist, we must involve them and make them agents in their own redemption. The pandemic has reminded us of how essential co-responsibility is, and that only with the contribution of everyone – especially those so often underestimated – can we face this crisis. We are all called to create together with migrants and refugees new forms of hospitality, fraternity and solidarity”.

All these elements of this Papal message bring us to your central online retreat theme of building through collaboration. Here our Holy Father’s words are directly addressed to all of us today and in the days to come. “It is necessary to cooperate in order to build. Building the Kingdom of God is a duty common to all Christians, and for this reason it is necessary that we learn to cooperate. To preserve our common home, we must commit ourselves to ensuring international cooperation, global solidarity and local commitment, leaving no one excluded.” Therefore, we pray today for the amazing grace of collaboration to move our ministry forward together.

Gracias a Dios.

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## HOTLINES and CONTACT INFORMATION

Domestic Violence Abuse Hotline.....	(868) 800-SAVE
Police.....	999
Rape Crisis Hotline.....	(868) 627-7273
Legal Aid.....	(868) 625-0454
The Children’s Authority Hotline Numbers.....	996 / (868) 800-2014
Counter Trafficking Unit .....	800-4288
Gender Based Violence Unit .....	622-6966
Victim and Witness Support.....	(868) 624-8853
Child Guidance Clinic.....	(868) 726-1324
National Family Services Division.....	(868) 624-8218 or 627-1163
Families in Action.....	(868) 622-6952/622-5365/628-2333
Children's Authority.....	996 or (868) 800-2014
ChildLine.....	(869) 800-4321
Fire.....	990
Police.....	999
Ambulance.....	811
ODPM.....	511; 640 1285
Tobago Emergency Relief.....	211

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## **Additional Resources**

### **Trinidad and Tobago Police Service (TTPS)**

#### **Gender Based Violence unit**

The Gender-Based Violence Unit of the Trinidad and Tobago Police Service was launched on Tuesday 21st January 2020. It focuses heavily on domestic violence cases and breaches of restraining orders. The new unit is operated by specially trained officers who would more effectively serve victims of domestic violence.

### **GBVU Locations: 9 Police Divisions**

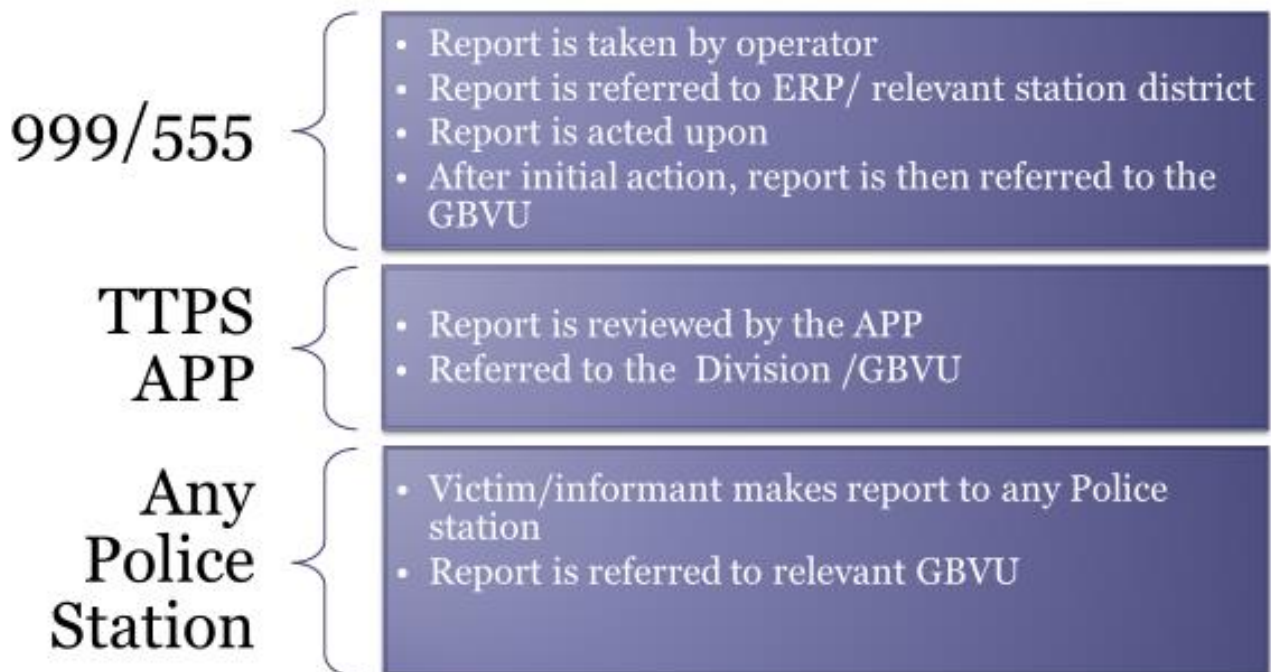
<b>DIVISION</b>	<b>STATION GBVU OFFICES</b>
Northern Division	Maloney Police Station
Port of Spain Division	Besson Street Police Station
North Eastern Division	Besson Street Police Station
Eastern Division	Sangre Grande Police Station
Western Division	Maraval Police Station
Central Division	Chaguanas Police Station
Southern Division	Monrepos Police Station
South Western Division	Labrea Police Station & Point Fortin Police Station
Tobago Division	Scarborough Police Station

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## Reporting process of instances of Gender Based Violence<sup>2</sup>

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### Reporting Methods



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<sup>2</sup> Source: Presentation on the Gender Based Violence Unit by Ms. Samantha Griffith, June 12, 2020

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## Child protection units within the TTPS :

The Child Protection Unit (CPU) is the arm of the Police Service which was formed to specifically address child protection issues. CPU officers are attached to each Police Division throughout Trinidad and Tobago.

POS Division - 621-0135

Eastern Division - 668-2939

Central Division - 679-0407

Northern Division - 663-1264

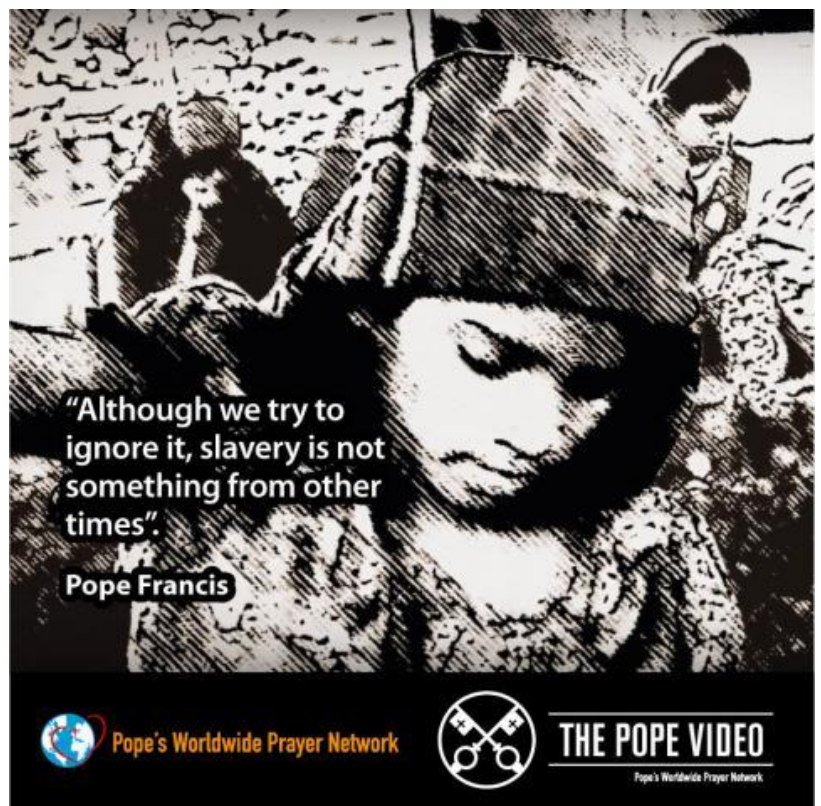
North Eastern Division - 621-2509

Southern / South western Division - 677-6951

Tobago - 639-8246

Western Division - 629- 0141

Check out the TTPS' Facebook page @PoliceServiceTT





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# Children's Authority of Trinidad and Tobago

The Children's Authority of Trinidad and Tobago is a specialised agency with the responsibility for the care and protection of children, especially those who are at risk or have been victims of abuse or neglect.

The Authority advocates for the rights of children and encourages and supports them to enjoy their childhood.<sup>3</sup>

## Report Child Abuse

### How to report concerns

Call the Children's Authority Hotline: **996 or 800-2014**

Send a fax: **625-4986**

Email a report: [Registry@ttchildren.org](mailto:Registry@ttchildren.org)

Mail a report: **35A Wrightson Road, Port-of-Spain, Trinidad**

### What happens when you make a report?

When you make a report to the Children's Authority, the information is taken by one of our Children's Services Associates, who will obtain as much information as possible on the child.

The Children's Services Associate receiving the report will enter the data into a highly secure and confidential database.

Reporters will be given an identification number, which can be used to receive a brief update on the stage at which the report has reached. Details will not be provided on any case because of the child's right to privacy.

The level of urgency will be determined and an investigation will follow.

Source: <https://ttchildren.org/>

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<sup>3</sup> Source: Children's Authority of Trinidad and Tobago website, <https://ttchildren.org/about-us/who-we-are>; accessed August 14, 2020

# TEMPLATES PARISH MINISTRY FOR MIGRANTS AND REFUGEES

PARISH NAME, ADDRESS ETC

## PMMR REPORT

REPORT DATE	PREPARED BY
Date	Name

### STATUS SUMMARY – STATE REPORTING PERIOD

SUMMARY OF AREAS OF WORK

#### AREAS OF WORK/THEMATIC AREAS OF OPERATION

ACTIVITIES	DATES	DETAILS, NUMBERS OF PERSONS ASSISTED ETC	NOTES – SPECIFIC DETAILS OF ASSISTANCE GIVEN
FOOD & CLOTHING			
EDUCATION INITIATIVES			
EMPLOYMENT ASSISTANCE			
HOUSING ASSISTANCE			
MEDICAL ASSISTANCE			
PASTORAL CARE			

#### BUDGET

DETAILS	SPENT	NOTES

#### UPCOMING ACTIVITIES

DETAILS	NOTES

#### CHALLENGES

ISSUE

#### CONCLUSIONS/RECOMMENDATIONS

# DRAFT CONFIDENTIALITY AGREEMENT

## CONFIDENTIALITY AGREEMENT

1. I \_\_\_\_\_ hereby acknowledge that in my capacity as a member of the \_\_\_\_\_ Parish Ministry for Migrants and Refugees (hereafter referred to as the PMMR) I will have access to confidential personal data relating to its beneficiaries. I understand that I am bound by a duty of confidentiality in relation to the personal data the PMMR may be in receipt of from its beneficiaries and members. The personal data shall always remain confidential between the PMMR and the individual, and shall not be disclosed to third parties, without the prior consent of the data subject.

2. I shall comply with the data privacy policy of the Archdiocesan Ministry for Migrants and Refugees' (hereafter referred to as the AMMR) in the performance my duties as part of the PMMR.

3. I hereby agree to treat all personal and other data to which I have access with the utmost care and confidentiality in keeping with all relevant international legal instruments, policies and practices and more particularly the Data Protection Act, 2011 of the Republic of Trinidad and Tobago.

4. I hereby declare that:

- i. I understand and agree to maintain the anonymity of the PMMR beneficiaries and maintain the confidentiality of the personal data disclosed to me.
- ii. I understand and agree that I shall not disclose any confidential personal data relating to any of the activities of the Ministry without the authorization of the Chair of the AMMR or the Chairperson of the PMMR who has been delegated the authority to disclose by the Chair of the AMMR.
- iii. I understand and agree that during or after my service with the PMMR I shall not disclose any confidential personal data relating to the PMMR to any unauthorized person or third-party.
- iv. I understand and agree that I cannot discuss any PMMR related information or details with the Media unless I am instructed to do so by the Chair of the AMMR or the Chairperson of the PMMR who has been delegated the authority to grant this permission by the Chair of the AMMR.
- v. I agree to notify the Chairperson of the PMMR of any breach of my obligations or conflict of interest under this confidentiality agreement.
- vi. I understand that a willful violation of this confidentiality agreement will result in appropriate action being taken against me by the AMMR.
- vii. I understand and agree that my obligation to comply with this confidentiality agreement shall survive the termination of my service with the PMMR.

5. By signing and returning a copy of this confidentiality agreement to the Chairperson of the PMMR or his/her designate, I confirm my understanding and acceptance of the above-mentioned clauses and declare that I will comply with the contents of this agreement.

Signed at (place) \_\_\_\_\_ on (date) \_\_\_\_\_

By (NAME BLOCK LETTERS) \_\_\_\_\_

(Signature) \_\_\_\_\_