

遠近皆顧 Caring Near and Far

明愛不僅服務弱小的兄弟姊妹，也透過餐飲、住宿、營地和地區事務等服務，廣泛及全面為普羅大眾提供各個不同的需要，與大家分享上主無限的慈愛。

Caritas not only serves the less privileged brothers and sisters, but also provides the general public with various needs through services such as catering, accommodation, camps and regional affairs, and shares the infinite love of God with everyone.

相關部門 Related Divisions

社會工作服務部 Social Work Services Division

社區及其他服務 Community & Other Services



所以，我親愛的弟兄，你們要堅定不移，在主的工程上該時常發憤勉力，因為你們知道，你們的勤勞在主內決不會落空。

(格林多前書15:58)

Therefore, my beloved brethren, be ye steadfast and unmoveable; always abounding in the work of the Lord, knowing that your labour is not in vain in the Lord.

(1 Corinthians 15:58)



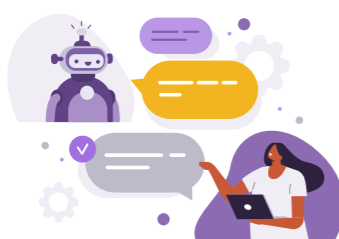
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社會工作服務部 Social Work Services Division



推行資訊科技的應用以優化服務

為了使我們所提供的服務能夠與時並進，切合社會大時代趨勢，我們致力推行資訊科技於各項訓練、照顧及服務管理層面上的應用，其中包括服務數據的深層分析、引入人工智能聊天機器人、虛擬實境和擴增實境等。透過這些資訊科技的應用，我們期望能夠為服務使用者提供更高效能和更有效率的服務。



Using Information Technology to Optimize Services

To keep our services abreast of the times that meet the needs of the new era, we are committed to promoting the application of information technology in our training, care and service management. These applications include in-depth analysis of service data, introduction of artificial intelligence chat robots, virtual reality and augmented reality. Through these applications, we hope to provide more efficient and effective services to our service users.

堂區社會服務 Parish Social Service

社會工作服務部聯同堂區和天主教團體，在堂區推動有關公民教育和關心社會的項目，為青少年、家庭、長者和弱勢社群舉辦教育講座和安排義工服務。我們社會工作服務部的同事亦積極參與教區不同的工作小組，其中包括教區婚姻與家庭牧民委員會、生命倫理小組和堂區關社支援小組，為有需要人士提供適切的協助。

Our Social Work Services Division collaborates with the parishes and Catholic groups on programmes to promote civic education and social concern in the parishes by organizing educational talks and volunteer services for youths, families, the elderly and the underprivileged. Colleagues of Social Work Services Division also actively participate in various working groups of the Diocese, including the Diocesan Pastoral Commission for Marriage and the Family, Diocesan Committee for Bioethics and Parish Social Concern Support Group, to provide appropriate assistance to those in need.



與堂區的合作項目 Cooperation Projects with Parishes

1. 為居住東九龍的劏房家庭提供援助

於2022/2023，聖若翰堂和耶穌復活堂繼續開放堂區場地予區內的劏房家庭使用，同時，在十多位教友的協助下，因應他們的實際需要舉辦功課輔導班、興趣小組、運動訓練班以及烹飪活動等，這一連串項目一共約有130戶劏房家庭受惠。

1. Assistance to Families Living in Sub-divided Units in East Kowloon

This year, St John the Baptist Church and Resurrection Church continued to open their parish venues for the use of families living in sub-divided units in their area. With the assistance of a dozen parishioners, different classes were organized according to the actual needs of these families, such as homework remedial, interest group, sports and cooking classes. These programmes benefited about 130 sub-divided households in total.

與堂區的合作項目 Cooperation Projects with Parishes

2. 婚前培育課程 - 基督徒的婚姻觀及自然家庭計劃

在天主教聖堂進行婚姻註冊的夫婦，均會獲邀參加以小組工作坊或個人輔導形式舉辦的婚前培育課程或婚姻補禮課程。這些課程內容包括由神父、執事或公教夫婦主講的基督徒婚姻觀、家庭服務認證導師教授自然家庭計劃 - 比林斯排卵法，以及有關親密關係的講座。

過去一年，明愛家庭服務一共為163對夫婦開辦了10個婚前培育課程(包括實體和線上形式)、6個婚姻補禮課程以及5場基督徒婚姻觀的講座。其中包括有80對夫婦參加婚前培育工作坊、38對夫婦接受婚前輔導、41對夫婦出席婚姻補禮課程，以及4對夫婦接受婚姻補禮輔導。

2. Pre-Marital Course - Christian View on Marriage and Natural Family

Couples whose marriages are registered in the Catholic Church are invited to attend a pre-marital course or a marriage convalidation course either in a group workshop or by individual counselling. The content of these courses includes a seminar on the Christian view on marriage delivered by a priest, a deacon, or a Catholic couple; a briefing on natural family planning by the Billings Ovulation Method given by a certified family planning instructor; and a talk on intimacy.

This year, Caritas Family Service conducted 10 pre-marital courses (both physical and online), 6 marriage convalidation courses and 5 seminars on the Christian view on marriage, serving a total of 163 couples. Among them, 80 couples participated in pre-marital courses, 38 couples received pre-marital counselling, 41 couples attended marriage convalidation courses, and 4 couples received marriage convalidation counselling.

3. 「綿羊舞曲」

本年度，寧安服務計劃出版了《四道人生》及《知命樂天》兩組教材套，讓長者能夠以積極的態度及早規劃晚晴生活，並向業界和有興趣認識生命關顧的團體介紹教材套的內容，並舉辦有關工作坊，為長者作最好的準備。

此外，寧安服務計劃先後與天主教香港教區轄下的10個堂區（包括聖家堂、聖博德堂、進教之友堂、九龍灣聖約瑟堂、聖依納爵堂、聖伯多祿聖保祿堂、聖十字架堂、聖文德堂和聖約翰堂）合作，透過四道（道愛、道謝、道歉和道別），教導一眾教友從死看生，為生命作好身前和身後規劃，例如預設醫療指示、持久授權、平安書及善終規劃等。這項計劃已先後在堂區舉行了11場講座、3場義工培訓，以及2場知命樂天小組教材套的應用培訓，共接觸了590位教友。

3. "Waltz in Love"

This year, the Ning An Scheme published two sets of life and death psychoeducation kits to help the elderly plan their end of life early with a positive attitude. The two kits were also introduced to the social service sector and other organizations interested in understanding life care.

Further, the Scheme cooperated with 10 parishes or churches under the Catholic Diocese of Hong Kong to organize various activities on end-of-life planning. The participating parishes or churches included the Holy Family Parish, St Patrick's Parish, Mary Help of Christians Parish, St Joseph's Church - Kowloon Bay, St. Ignatius Chapel, Ss Peter and Paul Church, Holy Cross Church, St Bonaventure Church and St. John The Baptist Parish. Through these activities, the faithful were advised to look at life from the perspective of death, and to plan and make decisions about their death by making advance healthcare directives, enduring power of attorney, will letter and hospice planning. The scheme held 11 talks, 3 volunteer training sessions, and 2 application training sessions in the parishes, reaching out to a total of 590 parishioners.

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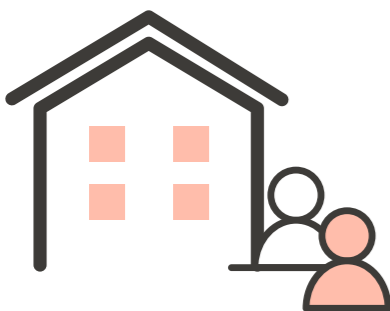
社區及其他服務 Community & Other Services - 地區事務 Local Services



中心管理

由於2019冠狀病毒病疫情於上半年度仍然嚴峻，故此中心管理仍然集中在防疫及清潔兩大方向；因應「疫苗通行證」的推行，中心同事亦陸續按政府要求接種疫苗。自第三季開始，隨著疫情漸趨緩和以及政府防疫措施逐步放寬，我們在疫情期間未能對外開放予公眾的服務亦得以逐步恢復正常。

為了響應政府就可再生能源的倡議，達致環保、節能及減排的目標，我們轄下數個地區服務中心，包括明愛堅道服務中心、明愛荃灣服務中心、明愛油麻地服務中心和明愛賽馬會香港仔服務中心，均於本年度完成太陽能發電系統的安裝，並已進行啟用。此外，我們位於九龍的服務中心亦計劃於下年度第二季進行有關安裝工程。



公眾會堂管理

政府防疫措施解除亦帶動了大眾對公眾會堂的需求，令其使用率於第四季度普遍錄得明顯增長；而本年度明愛賽馬會香港仔服務中心公眾會堂的使用人次，與去年相比則錄得跌幅，乃由於去年曾經提供予政府作為選舉投票站，令去年的使用人次上升所致。

公眾會堂地點 Location of Community Hall	使用人次 No. of Users Served 2022 / 2023	使用人次 No. of Users Served 2021 / 2022	增減 Change (%)
明愛堅道服務中心 (持牌會堂) Caritas Caine Road Social Centre (licensed hall)	8,053	6,892	+16.8
明愛九龍服務中心 (持牌會堂) Caritas Kowloon Social Centre (licensed hall)	6,845	5,184	+32.0
明愛賽馬會香港仔服務中心 (一般會堂) Caritas Jockey Club Aberdeen Social Centre (ordinary hall)	950	3,185	-70.2
明愛牛頭角服務中心 (一般會堂) Caritas Ngau Tau Kok Social Centre (ordinary hall)	41,796	26,540	+57.5

Centre Management

As COVID-19 was still severe in the first half of the year, centre management focused on two main areas, namely pandemic prevention and cleaning. In response to the implementation of the Vaccine Pass, our colleagues in every centre received vaccination according to the government requirements. The epidemic situation had been gradually brought under control; consequently, the anti-epidemic measures had relaxed gradually in phases starting from the third quarter, and the suspension of our non-core public services during the epidemic have gradually resumed to normal.

To respond to the government's renewable energy initiative for achieving environmental protection, energy conservation and emission reduction, some of our social centres in different locations, including Caritas Caine Road Social Centre, Caritas Tsuen Wan Social Centre, Caritas Yaumatei Social Centre and Caritas Jockey Club Aberdeen Social Centre, have completed the installation of solar power generation systems and they were all in operation this year. Further, our social centres in Kowloon will carry out relevant installation works in the second quarter of next year.

Hall Management

The lifting of the government's anti-epidemic measures stimulated the public's demand for using the community halls, resulting in a significant increase in the utilization in the fourth quarter.

This year, a decrease was recorded in the usage of the community hall at Caritas Jockey Club Aberdeen Social Centre compared to last year for the hall was used by the government as a polling station that resulted in an increase in usage last year.

明愛青衣活動中心

受2019冠狀病毒病疫情持續影響，中心全年共接待了60人次，較上年度的數字略為減少。我們於本年度第二季度及第三季度，分別接待了滯留本港的菲律賓籍團體、出現短期住屋困難的人士，以及就讀明愛屯門馬登基金中學的跨境學生，為他們解決短暫的住宿需要。



位於門仔塘的明愛青衣活動中心
Caritas Tsing Yi Activity Centre in Mun Tsai Tong

與堂區之聯絡及行政支援

地區事務的其中一項核心工作，是與各堂區和天主教學校保持聯繫。本年度，我們致力加強與堂區的合作，其中包括「綿羊舞曲」服務推廣、招募及培訓堂區義工接觸基層人士和籌辦社區服務等活動。

Caritas Tsing Yi Activity Centre

Affected by the continuous impact of COVID-19, the centre received a total of 60 visitors throughout the year, a slight decrease from the previous year. The centre received a Filipino group stranded in Hong Kong, some people with short-term housing difficulties, and some cross-border students studying at Caritas Tuen Mun Marden Foundation Secondary School during the second and third quarters, solving their short-term accommodation needs.

Parish Liaison and Collaboration Work

One of the core functions of Local Services is to maintain liaison with the parishes and Catholic schools. This year, we were committed to strengthening the collaboration with the parishes through the service promotion of Legacy Giving "Waltz in Love", the recruitment and training of volunteers from parishes to reach out to the grassroots and to organize activities and services to the community.

由地區事務舉辦的會議 / 探訪 / 活動數目 Number of meetings / visits / activities conducted by Local Services	總數 Total 2022 / 2023	總數 Total 2021 / 2022
1. 與堂區神父和牧職人員進行溝通；安排探訪區內各明愛服務單位；主動拜訪新任的堂區神父 Communicating with parish priests and clergy; arranging visits to various Caritas service units at district levels; paying visits to newly arrived parish priests	135	132
2. 定期參與聯席或堂區牧民議會常務會議、堂區與明愛聯絡委員會會議及鐸區會議等 Attending regular meetings of joint or individual parish pastoral councils, Steering Group on Cooperation between Caritas and Parishes, and meetings at deanery levels, etc.	76	66
3. 與堂區、天主教學校及團體，就有關籌款活動（如：慈善賣物會、慈善獎券售賣、聖誕曲奇義賣等），進行會議、安排拜訪及活動 Arranging meetings, visits or activities at parishes, Catholic schools and organizations for fundraising events (e.g. charity bazaars, charity raffle sales, Christmas cookie sales, etc.)	94	152
4. 探討並促進各堂區、明愛服務單位和其他天主教組織之間的合作機會（如：福傳運動） Exploring and promoting collaborative activities among parishes, Caritas service units and other Catholic units (e.g. evangelization events)	70	45

遠近皆顧 Caring Near and Far

社區及其他服務 Community & Other Services
- 地區事務 Local Services



籌款活動

過去幾年，機構的傳統大型慈善賣物會受制於疫情而一直未能舉辦；幸而疫情於下半年逐步緩和，同時亦承蒙多間天主教學校及聖堂提供場地，大型慈善賣物會最終得以順利復辦，讓各堂區、學校、天主教團體及服務單位再次聚首一堂，為慈善出一分力。



林櫻兒童古箏藝術團和聖保祿學校(中學部)中國舞蹈團獲邀擔任港島區慈善賣物會表演嘉賓，並與主禮嘉賓們一同合照
Guest performers from Eugenia Lam Zheng Ensemble and St. Paul's Convent School (Secondary Section) Chinese Dance Troupe take a group photo with the officiating guests at the bazaar venue in Hong Kong Island

Fundraising Activities

In the past few years, Caritas was unable to hold its traditional large-scale charity bazaars due to COVID-19. Fortunately, the pandemic gradually eased in the second half of the year. With several Catholic schools and churches lending out their premises as venues, large-scale charity bazaars resumed, allowing various parishes, schools, Catholic communities and service units joining together again to contribute to charity.



港島區慈善賣物會會場內人頭湧湧
Crowds gather at the bazaar venue in Hong Kong Island

為了配合政府最新的防疫措施及指引，本年度的慈善賣物會採取了一系列相應措施，包括在場內設置防疫站、禁止在場人士用膳或出售小食等。

同時，本年度大會更特別設計及印製了一批環保袋，供入場人士憑券免費換領，以表謝意，同時亦希望能吸引更多市民參加。除此以外，為了鼓勵各個單位能夠積極投入活動，本年度更特別在六區設有不同組別的最高籌款獎項，以茲表揚。



九龍區慈善賣物會亮燈儀式在嘉諾撒聖瑪利書院進行
The lighting ceremony of the bazaar was held in Kowloon at St Mary's Canossian College

To comply with the government's latest epidemic prevention measures and guidelines, this year's charity bazaars adopted a series of corresponding actions, including setting up epidemic prevention stations at the venues and prohibiting from eating or selling food on-site.

This year, a batch of reusable bags were specially designed and produced for free redemption by visitors with coupons as a token of gratitude and as a way to attract more visitors. To encourage the units to actively participate in the activities, prizes for the highest amount of funds raised in all the six districts under different categories were awarded as an appreciation for their effort.

感謝各界人士的參與，各場慈善賣物會均反應踴躍，一眾校友亦特意重返母校支持打氣，會場內人流絡繹不絕，場面十分熱鬧，將過去3年因疫情而積聚的悶氣一掃而空。由參與活動的單位到入場支持的公眾人士，皆盡興而歸。

在各方通力合作下，衛生及人流管制措施控制得宜，令場內秩序井然；而本年度六區慈善賣物會更合共籌得近473萬善款，成績令人鼓舞。

We thanked all those who had participated in the charity bazaars which received enthusiastic responses. Many alumni returned to support and cheer for their schools. Driven by the liveliness of visitor flows, the dullness caused by the pandemic over the past three years swept away. The participating units and visitors all enjoyed happily and joyfully.

With concerted efforts, sanitation and crowd control measures were properly implemented, keeping the venues in good order. This year, the charity bazaars in the six districts raised a total of \$4.73 million, a very encouraging result indeed.

	2022 / 2023 六區傳統慈善賣物會 Traditional charity bazaars in six districts	2021 / 2022 小型賣物會及相關活動 Mini-bazaars and related activities	增減 Change (%)
參加單位數目 Number of participating units	212	150	+ 41.3
堂區籌款額 Funds raised by parishes	\$1,390,192	\$1,333,010	+ 4.3
籌款總額 Total amount of funds raised	\$4,722,495	\$3,708,915 (不包括「網上SHOW愛心」 Excluding the Online SHOW)	+ 27.3
		\$6,127,989 (包括「網上SHOW愛心」籌募之善款 Including the donations from the Online SHOW)	- 22.9

本年度，我們地區事務特別邀請了總裁及助理總裁多次到訪不同堂區，以推廣慈善獎券銷售和聖誕曲奇義賣，並且向堂區教友介紹我們機構的服務，得到堂區教友熱烈支持。

We invited our Chief Executive and Assistant Chief Executive to visit several parishes for raffle tickets and Christmas cookies sales promotions and to introduce Caritas services to the parishioners that enthusiastic support was received during these visits.



明愛柴灣馬登基金中學師生陪同總裁到訪海星堂，推廣慈善獎券銷售
Teachers and students from Caritas Chai Wan Marden Foundation Secondary School accompany our Chief Executive to the Star of the Sea Church for raffle ticket sale promotion

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社區及其他服務 Community & Other Services - 賓館及餐飲服務 Hospitality Services

賓館及餐飲服務

社區服務

我們於本年度續辦「愛傳遞、傳遞愛」活動，幫助受2019冠狀病毒病疫情影響的人士。除了為他們提供冷凍食品包、水果以及飯盒等食品外；在聖誕節和農曆新年期間，我們更預備了時令食品，如海味和臘腸，連同福袋一同送予長者、低收入家庭和露宿者，讓他們在節日當中能夠倍感溫暖和備受關懷。



派發食品包予有需要人士
Distributing food packs to those in need

明愛賣物會

在2022年11月舉行之明愛賣物會，我們分別在3個不同場地向在場人士售賣美食福袋，整體銷售成績亦算理想。



九龍華仁書院賣物會攤位
Caritas Bazaar in Wah Yan College (Kowloon)

自家製產品

在節日期間，我們精心製作、推廣和銷售自家製產品，如新年禮籃、「新年撈起」以及健康飲品等。



Hospitality Services

Serving the Community

This year, we continued to hold the "Action in Love" charity campaign by distributing frozen food packs, fruits and meal boxes to help those affected by COVID-19. During Christmas and Chinese New Year, we also distributed seasonal food, such as dried seafood and sausages, together with lucky bags to the elderly, low-income families and homeless people for them to feel the warmth and care during the festive days.



向有需要家庭提供食物和生果包
Food and fruit packs are distributed to the needy families

Caritas Charity Bazaars

In the Caritas charity bazaars held in November 2022, we sold gourmet lucky bags to visitors at three different venues, and the overall sales results were satisfactory.



香港聖保祿學校賣物會攤位
Caritas Bazaar in St Paul's Convent School

Home-made Products

During the festive seasons, we made, promoted and sold Caritas brand home-made products such as Chinese New Year hampers, Chinese New Year 'Lo Hei' dishes, and health drinks.

賓館及餐飲服務

與明愛其他服務單位合作

我們與康復服務合作，為明愛樂務綜合職業訓練中心的學生提供在職培訓的機會，讓同學們對餐飲、賓館以及宿舍的實際工作能夠有所認識，從而為其將來投身職場裝備自己。



安排樂務學員參觀賓館環境
Arrange "Lok Mo" students to visit the lodge room

賓館去年整體表現

隨著2019冠狀病毒病疫情的緩和，社會正逐步回復正常，再加上對外恢復通關等有利因素，我們展望賓館於來年度的表現會較2022/2023年更為理想。本年度，兩所賓館的總入住人數均錄得增長，其中以明愛張奧偉國際賓館最為顯著。

宿舍全年的平均入住率保持在71.3%的水平。餐飲服務方面，則維持平均每天接待224位客人。

Hospitality Services

Collaboration with other Caritas Services

We provided on-the-job training to the students of Caritas Lok Mo Integrated Vocational Training Centre to get them acquainted with the actual work of the hospitality industry and to equip them for their future careers.



賓館同工向學生們講解作為房務員的職責和各項工作須知事宜
Our lodge colleague explains the responsibilities as housekeeper and job duties to the students

Performance of the Lodges

With the easing of COVID-19, our community returned to normal gradually. Coupled with favourable factors such as the resumption of traveller clearance with the outside world, we expected that the performance of our lodges in the coming year would be better than that of 2022/2023. This year, the total number of guests served by our two lodges both recorded growth, of which the Caritas Oswald Cheung International House was the most notable.

The average occupancy of our hostels throughout the year was maintained at 71.3%, whereas for F&B services, a daily average of 224 guests were served.

賓館 Lodge	2022 / 2023	2021 / 2022	增減 Change (%)
明愛白英奇賓館 Caritas Bianchi Lodge	48,725	48,381	+0.7
明愛張奧偉國際賓館 Caritas Oswald Cheung International House	59,585	42,562	+40.0
總服務賓客人數 Total number of guests served	108,310	90,943	+19.1

遠近皆顧 Caring Near and Far

社區及其他服務 Community & Other Services
- 營地服務 Camp Services



營地服務

戶外教育日營計劃

由於去年新冠疫情肆虐，大部分營地活動均已暫停。有鑑於此，我們主動為學生籌辦了不同外展及校內活動，例如野外定向、領袖培訓及團隊建立活動等。此外，我們亦透過各種生態及文化活動鼓勵學生探索周邊環境。

於2022年5月，我們與明愛陳震夏郊野學園合辦並推出到校天文活動試驗計劃，共有14所學校、631名學生參加。



同學們對觀星活動表現出濃厚興趣
Students showed great interest during the star gazing activity

Camp Services

Outdoor Education Day Camp Programme

Due to the prevalence of COVID-19 in last year, most of our original camp activities were suspended. In view of this, we took the initiative to organize different outreach and in-school programmes for students such as orienteering, leadership training, and team building. Further, we also encouraged the students to explore their surroundings through various eco and cultural activities.

Co-organizing with Caritas Chan Chun Ha Field Studies Centre, a trial programme with a content of in-school astronomy was launched in May 2022. There were a total of 14 schools with 631 students participated the programme.



學生們急不及待體驗由明愛陳震夏郊野學園設計的虛擬實境觀星活動
Students could not wait to experience the star gazing with virtual reality which was designed by Caritas Chan Chun Ha Field Studies Centre

營地服務

特殊學校到校活動計劃

為改善特殊學校學生的身體協調能力及加強他們與家人的溝通，我們於2022年7月推出另一項試驗計劃，對象為來自匡智晨樂學校的學生及家長。最終有42名學生及家長參加了此項試驗計劃，並給予我們許多正面反饋。

Camp Services

In-school Programme for Special School

To improve the physical coordination of special schools' students and strengthen their family bonds, another trial programme of in-school service was launched in July 2022 for the students and parents coming from Hong Chi Morningjoy School. As a result, 42 parents and children participated in this trial programme and gave us a lot of positive feedbacks.



家長和學生合作無間地完成各項任務
Parents and students were cooperating faultlessly in completing different tasks

戶外教育營

自2023年初恢復戶外教育營計劃後，我們更獲得來自20所小學共1,964名學生及來自3所中學共174名學生參加此項計劃，足見學校反應十分踴躍。

此外，來自49所學校共1,549名學生亦參加了不同的郊野考察課程，當中部份課程與明愛陳震夏郊野學園合辦。

Outdoor Education Camp

After the resumption of Outdoor Education Camp Scheme in early 2023, we received positive responses from schools that 1,964 students from 20 primary schools and 174 students from 3 secondary schools had participated the Scheme.

Meanwhile, 1,549 students from 49 schools also participated in various field studies courses while some of them were co-organized with Caritas Chan Chun Ha Field Studies Centre in Cheung Chau.

遠近皆顧 Caring Near and Far

社區及其他服務 Community & Other Services - 營地服務 Camp Services

營地服務

與香港浸會大學合作

自2022年5月起，我們與香港浸會大學合作於營地舉辦實習計劃，為修讀體育及康樂管理課程的學生提供了一個在教練和營地運作上的學習平台。



兩名實習學生正在帶領破冰活動
Two intern students were leading the ice-breaking

設施改善

在康樂及文化事務署2022/2023年度非經常帳整體撥款計劃下，明愛賽馬會明輝營及明愛賽馬會小塘營分別獲撥款835,590元及869,400元進行防水工程。

社區及其他服務 Community & Other Services - 庶務服務 Janitorial Service

庶務服務

在2019冠狀病毒病疫情期間，我們庶務服務雖然曾經一度出現人手短缺的情況，導致同事需要應付額外的工作量，但他們仍然緊守崗位，使各個中心得以繼續保持潔淨舒適的環境。隨著疫情逐步緩和，同事們的工作壓力相對減輕，因應防疫需求而帶來的額外工作亦得以作出調整。

於2022年11月，機構於各區復辦大型慈善賣物會，庶務服務的同事又馬不停蹄地提供協助，包括點算、分發及運送物資到不同場地等，可謂勞苦功高。過去一年，儘管堂區對於庶務服務的需求有所增減，本年度我們庶務服務仍然能夠實現自給自足，達至收支平衡。



庶務服務的同事在服務中心內努力整理慈善賣物會結束後的剩餘物資，並仔細進行分類
Janitorial colleagues work hard in sorting and organizing the returned goods from bazaar venues at the social centre after the event

Camp Services

Collaboration with Hong Kong Baptist University

We have been working together with Hong Kong Baptist University to organize an internship programme at our camp sites since May 2022. The internship programme offered a platform to students studying in Sports and Recreation Management on coaching and camp operation.

Facility Improvement

Under LCSD's Capital Accounts Block Vote Scheme 2022/2023, the amounts of \$835,590 and \$869,400 were granted for the waterproofing works of Caritas Jockey Club Ming Fai Camp and Caritas Jockey Club Siu Tong Camp respectively.

Janitorial Service

During the COVID-19 pandemic, our Janitorial Service team once faced a shortage of hands, causing additional workload for our colleagues. Nevertheless, they were dedicated to maintaining our service centres in a clean and comfortable environment. With the easing of the epidemic situation, the extra work brought about by epidemic prevention requirements was adjusted, therefore reducing the work pressure on our colleagues.

In November 2022, the Agency resumed its large-scale charity bazaars in various locations, and our janitorial colleagues provided continuous support on manual works, such as counting, distributing, and delivering supplies to different venues untiringly. Despite the demand for our janitorial service in the parishes might fluctuate, our services were able to achieve break-even over the year.

社區及其他服務 Community & Other Services - 國內服務 Mainland Services

能力建設 與伙伴機構共同成長

Competency Building – Growing Together with Our Partners

致力協助國內伙伴機構進行能力建設，藉此提升他們的管理能力和服務素質，是我們國內服務計劃辦公室的其中一項主要工作。

在國內，社會服務這一範疇的發展起步較遲。社會服務或公益機構在2013年以後，才能夠直接在民政部進行登記及註冊，從而取得合法經營的身份。2020年以後，民政部對社會服務機構的監管力度增加，同時，亦對機構管理及其專業服務能力有很高的要求。如有關機構的整體表現未如理想，便有機會被有關當局勒令暫停營運。然而，國內一般的社會服務機構，在機構管理、財務管理、籌募資源和服務素質管理等方面較為參差，對有關的慈善法規認識不足。

有見及此，我們自2018年起，推行一項名為「同伴成長計劃」的能力建設項目。透過陝西仁愛兒童服務中心（下稱「陝西仁愛」），為內地中西部社會服務經驗較淺的兒童服務機構，提供能力建設的服務。計劃至今已踏入第五個年頭，整體成績十分理想：

One of the main tasks of our Mainland Service Desk is to assist our partners in the Mainland in competency building to improve their management capabilities and service quality.

In China, the development of social services started relatively late. Only after 2013 can social service or public welfare organizations be able to directly register with the Ministry of Civil Affairs ("MCA"), thereby obtaining legal operating status. After 2020, the MCA increases its supervision of social service agencies. At the same time, it also has high requirements for organizational management and professional service capabilities. If the overall performance of these agencies is not satisfactory, they may be ordered by the relevant authority to suspend operations. However, the capabilities of ordinary social service agencies in China vary in terms of organizational management, financial management, fundraising resources and service quality management. They also lack sufficient understanding of the relevant charity laws and regulations.

Given this, we implemented a competency-building project called the "Partner Development Programme" in 2018. Through the Shaanxi Renai Children's Aid Centre ("Shaanxi Renai"), we provide competency-building services for less experienced children's service organizations in central and western China. The programme has now entered its fifth year, and the overall results are very satisfactory:

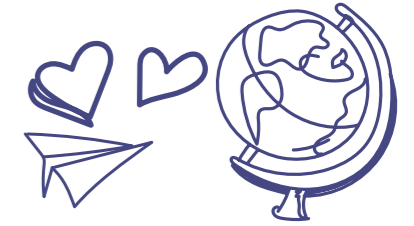
1) 來自陝西、內蒙、山西、甘肅、遼寧、河南、天津和廣西八個省份，共92個兒童及社區類服務機構，建立了一個名為「陝西聯合公益網絡群」的微信平台。這個平台用作公益政策分享、公益技術經驗交流和資源資訊共享等。在過去一年，在群組內共享的資訊更包括兒童保護與強制報告制度、網絡籌款推廣技術與實踐、基金會項目資源資訊，以及災害管理等，題材內容甚為廣泛和實用。

A total of 92 children and community service organizations from Shaanxi, Inner Mongolia, Shanxi, Gansu, Liaoning, Henan, Tianjin and Guangxi provinces had jointly established a WeChat platform called the "Shaanxi United Public Welfare Network Group". This platform is used for sharing and exchanging public welfare policies, resource information and technical experiences. This year, extensive and practical information was shared in the group such as children protection and mandatory reporting system, online fundraising promotion techniques and practices, funding project resource information, and disaster management.



遠近皆顧 Caring Near and Far

社區及其他服務 Community & Other Services
- 國內服務 Mainland Services



2) 每年舉辦不同的專題培訓，以提升機構在服務和管理上的能力。於2022年5月，在西安舉辦了為期3天的「兒童福利主任課程暨聯合籌款培訓」，並由救助兒童會高級項目經理李娟老師主講。是次培訓反應熱烈，得到30個公益機構共50名代表出席及參與。當中，向參加者講解了民政部近年在農村大力推廣的一個新設崗位 - 兒童福利主任，以增強他們日後對擔任這個崗位的信心，同時亦為他們繼續從事農村兒童福利工作奠定良好基礎。



Different themed training courses were held every year to enhance the agencies' service and management capabilities. In May 2022, a three-day "Child Welfare Director Course cum Joint Fundraising Training" was held in Xi'an, with Ms Li Juan, Senior Project Manager of Save the Children as the speaker. The training received an overwhelming response, with a total of 50 representatives from 30 public welfare organizations attending the activity. During the training, the participants were reminded to take note of a new position, i.e. the Child Welfare Director that the MCA had vigorously promoted in rural China in recent years. The purpose was to enhance their confidence in taking up this position in the future, and at the same time lay a good foundation for them to continue engaging in rural children welfare work.

3) 教導參與的機構透過互聯網進行聯合籌款。在2022年，陝西仁愛以「一對一」的方式，走訪了5個公益組織，並在線協助29間機構，教導他們如何進行眾籌。及後，陝西仁愛透過「95慈善日」、「99公益日」和騰訊公益網絡等配捐機會，教導來自10個省共34個公益組織，以5個項目進行聯合籌款，一共籌得人民幣2,993,183元。

Participating organizations were taught to conduct joint fundraising through the Internet. In 2022, Shaanxi Renai visited 5 public welfare organizations and assisted 29 organizations online, teaching them about crowdfunding on a one-on-one basis. Afterwards, through donation matching such as the "95 Charity Day", "99 Giving Day" and Tencent Charity Network, Shaanxi Renai taught 34 public welfare organizations from ten provinces to jointly raise a total of RMB 2,993,183 through five projects.



大連步行籌款活動
Dalian Walkathon
Fundraising Campaign

籌款項目 Fundraising Projects	籌款金額 Fund Amount 人民幣 RMB
明愛種子基金 Seed fund from Caritas	10,000
陝西仁愛激勵獎金 Incentive fund from Shaanxi Renai	13,966
34 個公益組織的自籌項目 Public welfare organizations	1,656,740
騰訊公益基金會 Matching donation from Tencent Charity Foundation	1,312,477
聯合籌款金額 Total fund raised	2,993,183

4) 過去有數個以困境兒童為服務對象的修會團體，一直向我們申請服務經費以應付團體的日常開支。這些團體自從參與這個培訓計劃之後，由於籌募成績相當理想，現時已不再需要向我們申請服務經費，達致自給自足的目標。

In the past, several religious organizations serving impoverished children have been applying to us for service funds to meet their operating expenses. After participating in this training programme, these organizations no longer needed to apply for service funds from us and became self-sustainable due to their excellent fundraising results.



教導困境兒童
Teaching the impoverished children

5) 在伙伴機構督導方面，陝西仁愛於去年協助4家機構在民政部完成註冊程序。另外，亦輔導了另外4家機構在財務、稅務和機構管理上進行優化，使他們的營運和服務水平得以不斷提升。

In the supervision of our partners, Shaanxi Renai assisted four organizations to complete their registration process with the MCA last year. It also coached four other organizations in optimizing their financial, taxation and organizational management, continuously enhancing their operation and services.

本年度因為2019冠狀病毒所引起的疫情，陝西省以外的機構未能到西安出席專題培訓。同時，陝西仁愛派員到個別機構進行督導時，亦受到了不少限制和挑戰。幸而，在各方努力下，以上困難終能一一解決，並取得美滿成果。

Due to COVID-19, organizations outside Shaanxi Province were unable to attend the themed training in Xi'an this year. At the same time, Shaanxi Renai encountered many restrictions and challenges when it dispatched its personnel to supervise individual organizations. Fortunately, with the efforts of all parties, these difficulties were satisfactorily resolved.

遠近皆顧 Caring Near and Far

社區及其他服務 Community & Other Services
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其他資助項目 Other Funding Projects

在過去一年，國內服務計劃辦公室的資助項目，主要有以下7大類別：
During the year, the Mainland Service Desk assisted in the following seven types of funding projects:

項目類別 Project Nature	項目數量 / 受益人數 Number of Projects / Beneficiaries
1) 為貧困中、小學生及大專生提供助學金 Scholarships for impoverished primary, secondary and tertiary students	203名中、小學生及174名大專生 203 primary and secondary students and 174 tertiary students
2) 能力建設 Competency building	395名社會服務人員 395 social service workers
3) 改善設施 Improvement of facilities	1所特殊學校、3間老人院舍、 1間修院及1間診所 1 special school, 3 elderly homes, 1 convent and 1 clinic
4) 助養殘疾兒童及被遺棄嬰兒 Foster Parents Programme for deprived/disabled children and abandoned babies	36名兒童 36 children
5) 為年老無依的長者及殘疾人士提供生活津貼 Living Allowance for the elderly and the disabled	64名長者 / 殘疾人士 64 elderly/disabled persons
6) 資助流動兒童、留守兒童及有特殊需要的人士服務 Support services for migrant children, left-behind children and people with special needs	5 個項目 5 projects
7) 家庭關顧服務 Home care services	7 個項目 7 projects



社區及其他服務 Community & Other Services
- 明愛資訊科技創建中心 Caritas Information Technology Advancement Centre

明愛資訊科技創建中心 Caritas Information Technology Advancement Centre

中心於2001年成立，是一個自負盈虧的單位，為香港明愛、香港天主教教區及本地社區提供資訊科技相關服務，包括軟件開發、技術支援、網頁寄存、培訓及銷售相關產品。

Caritas Information Technology Advancement Centre ("CITAC") is a self-financed unit founded in 2001 to provide IT related services to Caritas - Hong Kong, Hong Kong Diocese and the Hong Kong community at large. It provides a wide range of IT services that includes but not limited to software development, technical support, hosting, training and sales of IT products.

資訊科技辦公室 Information Technology Office

資訊科技辦公室於2021年1月成立，致力輔助其他辦公室，例如人力資源辦公室及財務辦公室，共同構成總部的中央服務部。資訊科技在任何機構均發揮重要作用，是明愛中心服務部不可或缺的一部分。Information Technology Office ("ITO") was established in January 2021. ITO complements other offices such as Human Resources Office and Finance Office to make up the Central Services at Headquarters. Information Technology plays an important role in any organization and it is not an exaggeration that ITO is the missing piece of the Central Services puzzle for Caritas.

職責

Mandate

- 提升軟件開發、基礎設施管理、系統維護、系統保安及控制
- 推動與香港明愛願景、使命及價值觀一致的資訊科技規劃及治理
- Enable IT advancement in software development, infrastructure management, system maintenance, system security and control
- IT strategic planning and governance in alignment to the visions, missions, and values of Caritas-Hong Kong

資訊科技辦公室人手精簡，由資訊科技創建中心負責人領導。資訊科技辦公室僅有1.5名員工，並須利用資訊科技創建中心的技術專長及服務來完成其全部職責。自成立以來，資訊科技辦公室在資訊科技創建中心的協助下，已完成以下項目：

ITO is a lean office. It is headed by Head of CITAC. Only 1.5 head counts have been recruited to join the office. ITO has to draw on the technical expertise and services of CITAC to complete its repertoire of services. Since its inception, ITO, with the help of CITAC, has delivered the following projects:

機構層面 Agency Level

- 頒布十項保安政策並錄製相關培訓影片
- 網上捐款系統 (eDMS)
- 網上醫療報銷系統 (eMRS)
- 適用於受資助及非受資助服務的電子收據系統 eVoucher (eVPS)
- 網上獎券管理系統 eRaffle (eRTS)
- Promulgation of 10 security policies and recording of associated training videos
- eDonation System (eDMS)
- eMedical Reimbursement System (eMRS)
- eVoucher System for both subvented and non-subvented services (eVPS)
- eRaffle Tickets Management System (eRTS)

總部層面 Headquarters Level

- 在總部設立中央WiFi系統
- 在總部建造一個伺服器機房，供各中央辦公室使用
- Setup of central WiFi system at Headquarters
- Construction of a server room at Headquarters to serve the central offices