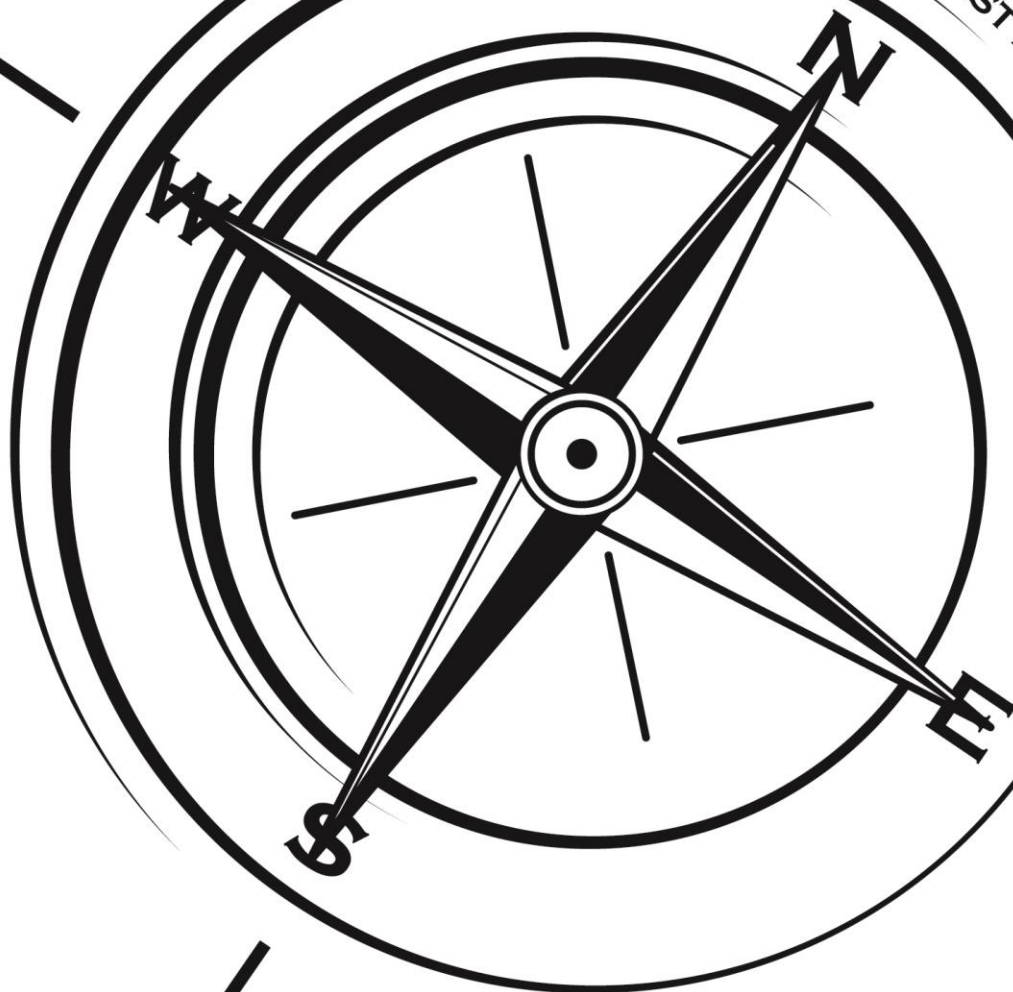


# Parish, Vicariate and Archdiocesan Councils **HANDBOOK**

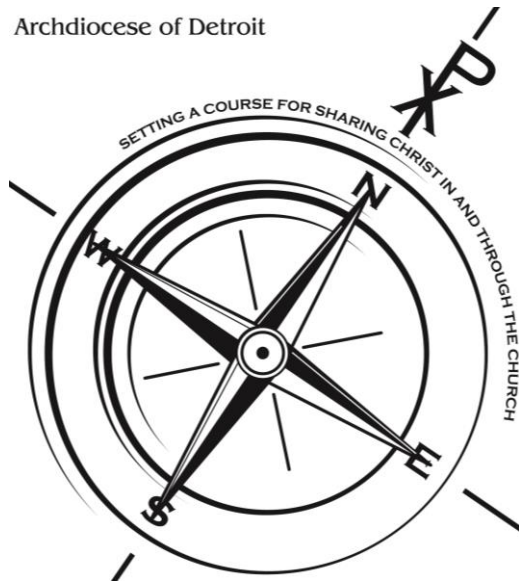
Archdiocese of Detroit

SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH

XP



Archdiocese of Detroit



## **PARISH, VICARIATE AND ARCHDIOCESAN COUNCILS HANDBOOK**

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**WE DEDICATE THIS 2011 EDITION OF THE PARISH,  
VICARIATE AND ARCHDIOCESAN COUNCILS HANDBOOK**

**To**

**CATHERINE WAGNER**

**HER FORTY PLUS YEARS OF SERVICES TO THE  
ARCHDIOCESE OF DETROIT AND HER TIRELESS DEDICATION  
TO THE DEVELOPMENT AND FORMATION OF PARISH  
PASTORAL COUNCILS HAS SERVED TO STRENGTHEN THE  
PARISHES OF THIS ARCHDIOCESE.**

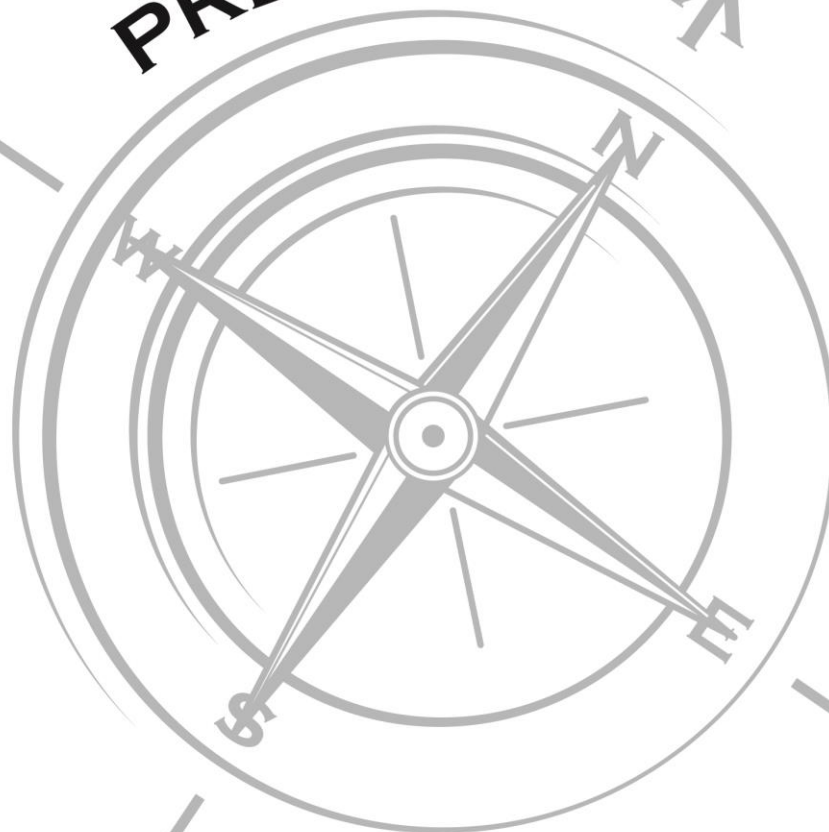
**WE ARE GRATEFUL FOR HER LEADERSHIP, SERVICE AND  
HER COMMITMENT TO SERVING THE CHURCH OF DETROIT**

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# PREFACE

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# PREFACE

## *Mission and Structure of the Church*

The Church, established by Christ and continually sanctified through the Holy Spirit, “has been seen as a people made one with the unity of the Father, the Son, and the Holy Spirit.” (*Lumen Gentium*, 4) Through our baptism, we are called to bear witness to Christ’s presence in our world. It is through the parish communion that we come to know the Lord and discern our call to proclaim Christ to the world.

The Scriptures do not give us explicit instructions on how to organize Parish Pastoral Councils, commissions and committees, although they do give us a clear idea of the Church’s mission. Proclamation of the Word, serving at table and taking care of the needs of the people were carried out by the Twelve and by those appointed by the Apostles to serve the disciples within the community (Acts 6). While all are not called to the ministry of the ordained, “All of the faithful are called in various ways to

share in the Church’s mission of announcing the reign of God and transforming the world in the light of Christ” (*Co-workers in the Vineyard*).

Evangelization, the heart of Jesus’ earthly mission, which continues through the Church today, is an integral part of the work of the parish and must be infused throughout all aspects of parish life. Evangelizing is, in fact, the grace and vocation proper to the Church, her deepest identity. “She exists in order to evangelize...” (*Evangelii Nuntiandi*, 14). Parishes, communities of worship within the Archdiocese of Detroit, who in turn are part of the Universal Church, are called to this mission of proclaiming the Good News of Salvation to all. Parish Pastoral Councils, commissions, and committees within the parish structure assist pastors in parish planning, so the communion of faith may carry on the work of the Church.

## *Background and History of Pastoral Councils*

The very word “parish” comes from a Greek word, which refers to a dwelling for aliens living in a foreign land. The early Christians saw themselves as pilgrim people sojourning in the midst of this world. In this sense, “Parish” is a theological reality pointing beyond itself to the Reign of God.

Each of our parishes is, in turn, part of a larger whole, the communion of this Archdiocese of Detroit, which, in turn, is part of the Church Universal. The Second Vatican

Council has explained this universal communion as follows:

**...“Among all the nations of earth there is but one people of God which takes its citizens from every race, making them citizens of a kingdom which is a heavenly and not an earthly nature. For all the faithful scattered throughout the world are in communion with each other in the Holy Spirit...”**

The Second Vatican Council (Vatican II) made a deliberate choice to refer to the Church as “communion” rather than simply

“community.” While a “community” refers to independent persons working toward a common goal, “communion” conveys a much deeper reality — persons sharing one same life. Our communion is literally a “sharing of gifts” as brothers and sisters of the one same Jesus Christ whose Spirit brings us into unity not only with God, but also with each other.

Sacramentally or symbolically, we manifest the mystery of the divine communion of the Trinity. Modeling on their communion in love, as a Church, we have been called to live together in unity for the sake of a Mission. As a Church, we are born out of the Paschal Mystery, i.e., Jesus Christ’s Life, Passion, Death-Resurrection, Ascension and Pentecost. As members of the Church we experience and celebrate these mysteries of Christ’s life in and through the Sacraments, especially Baptism, Confirmation, and Holy Eucharist.

All of this means that a parish is not simply a “human” creation; it is God’s work. God’s Spirit calls us into being, and bonds us together in communion and mission with God and

each other.

The Archdiocese of Detroit is composed of more than 270 parishes and missions, each of them with its own unique history, gifts and needs. We have much to give and receive from each other in our parishes, in our Archdiocese as a whole, and from our brothers and sisters of other dioceses throughout the world, as well as from brothers and sisters of other faiths. City, suburban and rural, cooperating with God’s grace, we have built on a tradition of faith that dates back to 1833. Our greatest resource is the generous faith and love of the people of the Archdiocese itself. By using the gifts we have received, we build up the Body of Christ, the Church, so that the Reign of God may be manifest.

Vatican II began a major shift involving the renewed interest in the structure of the early Church as a model for responding to the needs of the Church in the modern age. The bishops at the Council stressed the reality of the early Church as a communion of faith where all the baptized bear responsibility for placing their individual gifts at the service of all.

---

***“In dioceses, insofar as possible, there should be councils which assist the apostolic work of the Church either in the field of evangelization and sanctification or in the charitable, social, or other spheres, and here it is fitting that the clergy and Religious should cooperate with the laity. While preserving the proper character and autonomy of each organization, these councils will be able to promote the mutual coordination of various lay associations and enterprises.”***

***“Councils of this type should be established as far as possible also on the parochial, interparochial, and interdiocesan level as well as in the national or international sphere.”***

*(Apostolicam Actuositatem: The Decree on the Apostolate of the Laity, 26)*

---

In 1969, the Archdiocese of Detroit, under the leadership of Most Reverend John F. Dearden, then Archbishop of Detroit, assembled Synod 69. One of the outcomes of the Synod

was a call for pastoral councils to be established at the parish, vicariate, and Archdiocesan levels within the Archdiocese of Detroit, allowing laity to “share in the responsibility of making



decisions that affect the life of the parish community.” (Synod 69, p 20) With the promulgation of Synod 69, the establishment of these councils became particular law for the Archdiocese of Detroit.

In 1983, with the promulgation of The New Code of Canon Law, specific references to the establishment of diocesan councils (Canons 511-514), parish councils (Canon 536) and explicit references to the establishment of finance councils in every parish (Canon 537) were mandated.

In 1994, the Archdiocesan Council of Vicars, along with the Archdiocesan Pastoral Council, chose to make Vicariate Pastoral Planning one of its highest priorities. It was seen as a healthy channel to ensure planning would happen from the parish and vicariate levels, and not just from “the top down.”

In 2001, the Together in Faith process began, with thousands of people across the Archdiocese taking part in parish, school and vicariate discussions. There also were special focus groups from the Presbyteral Council, the Council of Vicars, the Archdiocesan Pastoral Council, and the Advisory Board of Catholic Education, each of which addressed questions of

growth, decline, development, and the realignment of human and material resources from their particular perspective.

With the conclusion of the original five-year plan of the Together in Faith process, Archbishop Allen Vigneron recognized the fruits of this initial process and pledged to continue the good works begun under this process and the foresight of Cardinal Adam Maida.

***...”The value of consultation with all the people of God, within our regions, vicariates and parishes has indeed brought forth a wellspring of insight and a renewed focus of energies and giftedness in the Spirit to continue our Archdiocesan mission of building up the Kingdom of God, by sharing Christ, in and through the Church.”***

(Archbishop Allen H. Vigneron)

Today, the Parish Pastoral Council, along with the Vicariate Pastoral Council and the Archdiocesan Pastoral Council, continues to be an indispensable avenue of drawing together the privileged ministry, which is ours, a sharing in the very work of Christ who is our priest, prophet, and king.

---

***“After the diocesan Bishop has listened to the presbyteral council and if he judges it opportune, a Pastoral Council is to be established in each parish; the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish by virtue of their office give their help in fostering pastoral activity. The Pastoral Council possesses a consultative vote only and is governed by norms determined by the diocesan Bishop.”***

(Canon 536)

---

In as much as the Archdiocesan Pastoral Council or the Vicariate Pastoral Council is a consultative body to the Archbishop and the Vicar, respectively, the Parish Pastoral Council remains an invaluable consultative body

to the local parish pastor, whose purpose is to discern and articulate the mission or vision of the parish. The council does not manage parish operations, nor does it dictate program needs, but rather can be the means to achieving the full

participation of the whole parish in its mission by giving all a voice in supporting, guiding and directing the various aspects of parish life. The Parish Pastoral Council also coordinates with its commissions and assists the pastor in implementing the parish goals and objectives flowing out of the parish mission statement, providing a framework for parish planning, within the structure of vicariate and diocesan priorities.

Since the parish mission statement, goals and objectives affect all aspects of parish life, all existing groups, organizations, societies, clubs

and committees within a parish community relate directly, or indirectly, to the Parish Pastoral Council because it serves as the coordinating and unifying body of the parish. The council is not to see itself as simply one more group within the parish, responsible for carrying out only certain activities. The council's concern is always for the welfare of the whole parish. It is at the commission level that the council's decisions are worked out. The overarching umbrella of all work done within the parish is evangelization, as it is through evangelization that the mission of the Church is carried out.

## ***Council Relationships***

### ***The Parish Pastoral Council and the Parish Finance Council***

The Parish Pastoral Council (PPC) and the Parish Finance Council (PFC) serve as consultative bodies to the pastor in the administration of parish finances, budget, parish facilities and long-range financial development.

The pastor appoints members of the finance council based on their expertise in the areas of finance, civil law, accounting, property management, budgeting, and personnel management. The finance council consists of three to nine members.

Although independent bodies, the Parish Pastoral Council and the Parish Finance Council

must be collaborative in their efforts regarding parish leadership. Essentially, their dialogue with one another should foster mutual respect and support as to the unique role they each play in carrying out the parish vision. While the Pastoral Council needs an understanding of the parish finances, its expertise is not in financial matters. Likewise, the Finance Council is administrative in nature, and not responsible for the pastoral planning or long-range visioning of the parish, other than the financial resources necessary to support such planning.

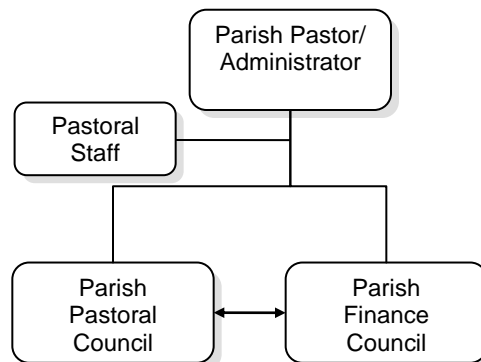
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## Parish Pastoral Council

**Collaborates** with the pastor to discern and articulate the mission / vision of the parish and to establish the pastoral priorities of the parish.

**Coordinates** and assists the pastor in the implementation of the parish pastoral priorities.

**Does not** manage parish operations, ministries nor dictates program needs but facilitates the participation of the whole parish community in its mission.



## Parish Finance Council

**Assists** the pastor in being an effective administrator of the parish temporal goods in order to accomplish the mission and goals of the parish.

**Collaborates** with the Parish Pastoral Council in the accomplishment of the pastoral priorities.

**Does not** oversee the daily administration of the parish goods, but assists the pastor in his responsibilities.

---

## *The Parish Pastoral Council and the Vicariate Pastoral Council*

Every vicariate has a Vicariate Pastoral Council, headed by the Vicar, who has been appointed by the Archbishop and is a member of the Presbyteral Council. Additionally, in 2009, Archbishop Vigneron reconfigured the existing regional boundaries to create four stable regions with four vicariates in each region, reducing the number of vicariates from 18 to 16, as originally planned in Together in Faith Phase 1.

An Auxiliary Bishop or Episcopal Vicar also has been assigned to each region serving as its regional moderator, having certain administrative responsibilities involving the assignment of priests, installation of pastors, reviewing and approving Parish Pastoral Council

operational procedures, reviewing and approving parish goals, objectives, and budget.

Working from a vicariate mission statement, in conjunction with the Together in Faith plan, parishes are to send representatives to the Vicariate Pastoral Council. Two members of the Parish Pastoral Council should be chosen to represent the parish on this council, being the reporting liaisons between the two bodies. The Vicariate Pastoral Council members should be included on the agenda of the Parish Pastoral Council meetings and the meetings of the appropriate commissions. Depending on the activities of the Vicariate Pastoral Council, additional members of the parish may be asked to serve on committees within this council.

## *The Parish Pastoral Council and the Archdiocesan Pastoral Council*

The Archdiocesan Pastoral Council (APC) is the principal lay consultative body in the Archdiocese. The mission of the Archdiocesan Pastoral Council is to provide a forum for an ongoing dialogue between the Archbishop and the people he shepherds so that he may better

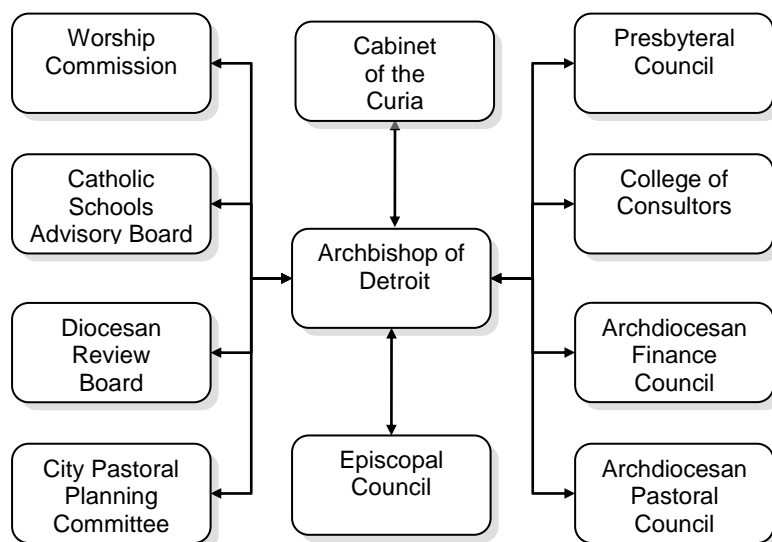
know and understand their needs and concerns. The Archbishop selects one or two representatives from each vicariate, who have been previously endorsed by the Vicar or a parish pastor.

It is through the Parish Pastoral Council representatives on the Vicariate Pastoral Council that they are informed about the issues being discussed by the Archdiocesan Pastoral Council

and, when pertinent, provide input to the discussions through their Vicariate Pastoral Council representatives.

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## Consultative Bodies to the Archbishop

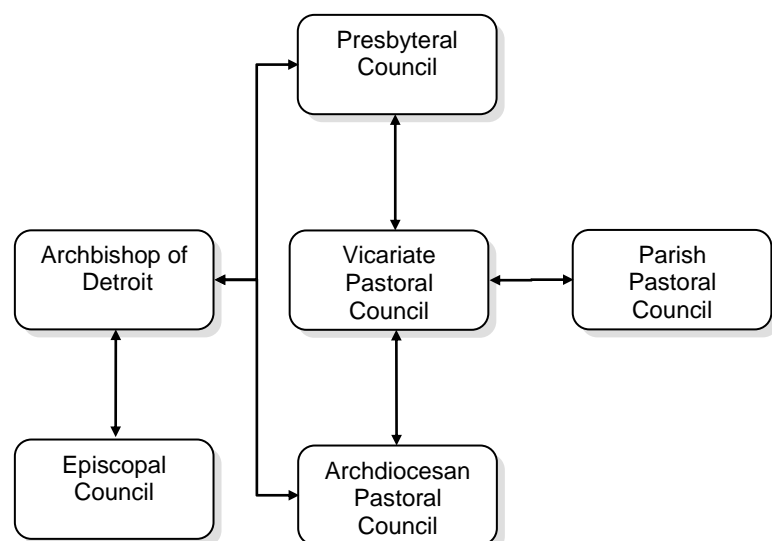


**The Archdiocesan Pastoral Council**, together with these other collegial bodies provides the lay faithful the opportunity, in consultation with the Archbishop, “to ponder pastoral challenges within the archdiocese, vicariate or parishes and propose practical solutions.” (Canon 511)

**The Archdiocesan Pastoral Council** is composed of one or two representatives selected from each vicariate and endorsed by their pastor or the vicar.

---

## Vicariate and Parish Consultative Bodies in Relationship



**The Vicariate Pastoral Council** serves as a representative, collaborative and consultative body to parishes, Catholic Schools, institutions and agencies, in the ministry of education, service, worship, and stewardship providing continuity of the Archdiocesan mission between its members.

**The Vicariate Pastoral Council** is composed of two representatives from each parish and institution within the vicariate boundaries.

### ***Presbyteral Council***

The Presbyteral Council is a primary consultative body and comprises approximately 35 priests who assist the Archbishop in his pastoral care and governance of the Archdiocese. It includes the Vicars, at least one representative from each Vicariate, religious order priests, senior priests, associate pastors, and priests focused in specialized ministry. About half the council is elected by the

presbyterate and the Archbishop appoints the other half. The Presbyteral Council is consultative in nature, considering pastoral matters affecting the entire Archdiocese, as well as the well-being of the presbyterate. The council meets nine times a year.

The Presbyteral Council is a required body in the diocese (Canon 495).

### ***Archdiocesan Pastoral Council***

The Archdiocesan Pastoral Council is a primary consultative body and comprises approximately 30 members of the faithful (a mix of clerics and laity, including members of religious orders), who assist the Archbishop in his pastoral care to the Archdiocese. Where the Presbyteral Council provides a forum for him to hear from priests on matters of pastoral

importance, the Archdiocesan Pastoral Council provides a forum for him to hear from a representation of the faithful in the Archdiocese. The members are appointed by the Archbishop. The council has traditionally met two times a year.

The Archdiocesan Pastoral Council is a required body in the diocese (Canon 511).

### ***College of Consultors***

The College of Consultors is a consultative body of approximately 10 priests drawn from the Presbyteral Council who act as advisors to the Archbishop on matters of the administration of the archdiocesan and parish goods. The Archbishop is required to seek consultation from this group on certain matters, and in some

circumstances needs the college's consent to act. All members are appointed for five-year terms.

Unless the Holy See has instructed otherwise, this body also elects a diocesan administrator if, for whatever reason, the archdiocese has lost its Archbishop and becomes vacant.

The College of Consultors is a required body in the diocese (Canon 502).

### ***Archdiocesan Finance Council***

The Archdiocesan Finance Council is a consultative body of approximately 10 individuals who have expertise in areas of finance, administration or law. The Archdiocesan Finance Council assists the Archbishop on matters of administration of the archdiocesan and parish goods. The Archbishop

is required to seek consultation from this council on certain matters, and in some circumstances needs the council's consent to act. All members are appointed for five-year terms.

The Archdiocesan Finance Council is a required body in the diocese (c. 492).

## ***Other Archdiocesan Consultative Groups Used for Regular Consultation***

### ***Worship Commission***

The Worship Commission is a consultative body to the Archbishop for liturgical matters affecting the entire Archdiocese. The commission's function is to support the Archbishop as chief liturgist and promoter of the Church's liturgical life within the Archdiocese of Detroit. The commission

may formulate and recommend policies and programs, as well as study certain questions put to it by the Archbishop. Membership is by appointment from the Archbishop.

The Worship Commission is a required body for the dioceses. (*Sacrosanctum Concilium*).

### ***Catholic Schools Advisory Board***

The Catholic Schools Advisory Board is a consultative body to the Archbishop for matters relating to the mission and operation of Catholic schools within the Archdiocese. The members assist in analyzing and recommending how Catholic schools can best serve the faithful within the available resources.

The Catholic Schools Advisory Board comprises a balanced representation of the four regions, who have prior experience with

the Archdiocesan School Board/Committee, strategic planning background, financial skills and expertise, theological expertise, and/or are currently working within the school system. The Archbishop appoints the members.

The Catholic Schools Advisory Board serves at the discretion of the Archbishop.

### ***Diocesan Review Board***

The Archdiocesan Review Board serves as an advisory body to review and make recommendations concerning allegations of sexual abuse of minors involving a priest, deacon or other church personnel. The six-member appointed board comprises a majority of laypersons, with clergy representation appointed by the Archbishop as his Delegate for Protecting God's Children.

The Archdiocesan Review Board is required for dioceses in the United States by virtue of the approved United States Conference of Catholic Bishops *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests and Deacons*.

## ***Episcopal Council***

The Episcopal Council comprises those who share in the Archbishop's executive authority in the Archdiocese, namely, Vicars General and Episcopal Vicars. The Regional Moderators all

possess this executive authority and are part of the Episcopal Council. They also act as collaborators to the Archbishop overseeing the pastoral concerns of their assigned regions.

## ***Cabinet of the Curia***

The Cabinet of the Curia is the central consultative body to the Archbishop and is composed of all archdiocesan department directors. The Cabinet is convened by the Moderator of the Curia and provides

another mechanism through which the Archbishop can consult and receive feedback on matters facing the Archdiocese.

## ***City Pastoral Planning Committee***

The City Pastoral Planning Committee is a consultative body to the Archbishop and comprises 16 members, including the Central Region's Moderator, vicars and a mix of other clerics and laity. Their purpose is to assist the Archbishop in developing a comprehensive, strategic, pastoral plan for the City of Detroit

parishes, in conjunction with city leaders and their planning efforts. The plan will relate to the central themes of Together in Faith II, as developed by the planning of the Archdiocesan Pastoral Council.

The City Planning Committee serves at the discretion of the Archbishop.

	<b>For the Bishop</b>	<b>For the Pastor</b>
<b>For Pastoral Matters</b>	Episcopal Council Presbyteral Council Archdiocesan Pastoral Council Worship Commission Catholic Schools Advisory Board Cabinet (Department directors for Central Services)	<i>Parish Pastoral Council</i>  <b>For Pastors of a Vicariate</b> -Vicar -Vicariate Pastoral Council
<b>For Administrative Matters</b>	College of Consultors Archdiocesan Finance Council Archdiocesan Review Board Cabinet (Department directors for Central Services)	Parish Finance Council







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# PART ONE

SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH

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**PARISH RELATED COUNCILS**

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# CHAPTER 1

## *Overview of the Parish Pastoral and Finance Councils*

Councils are the primary consultative bodies to the parish pastor or administrator, working directly with him in the areas of pastoral planning and financial matters. Each parish in the Archdiocese of Detroit is to have both an active Parish Pastoral Council and an active Parish Finance Council.

The Pastoral Council is the primary visioning

body of the parish, assisting the pastor in determining the overall mission of the parish.

The Finance Council assists the pastor in the proper administration of the finances and material assets of the parish, especially in regard to any strategic planning brought forth by the Pastoral Council.

### *The Parish Pastoral Council Overview*

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**If the diocesan bishop judges it opportune after he has heard the presbyteral council, a pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity.**

(Canon 536)

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As the primary visioning body of the parish, the Parish Pastoral Council assists the pastor in:

- Soliciting the wisdom of the parish community on pastoral matters.
- Forming a consensus about pastoral planning, which addresses the needs of the parish.
- Communicating that pastoral vision to the parish as a whole.
- Involving the parish commissions in implementing the vision.

Parish Pastoral Council membership is through a process of election/selection. How to establish a Pastoral Council, create operational guidelines for its work, and begin the work of parish visioning are detailed in Chapters 2 and 4.

An essential aspect of such visioning is the work of evangelization. Evangelization invites all people to a full and active life of faith, sharing in the mission of the Church. The work of evangelization is not something done “in addition to” everything else. Evangelization is to inspire all that a parish does and is to be the foundation of its very identity.

For that reason, evangelization is at the heart of all a Parish Pastoral Council does. It is to be a priority in any pastoral planning and is to be at the forefront of the work of all parish groups and activities. To help the importance of evangelization to become a reality, the Parish Pastoral Council is to have an Evangelization Committee as a direct subcommittee to the Pastoral Council.

Chapter 5 describes in more detail the purpose and function of the Evangelization Committee. It is not an oversight committee. Rather, its task is to inspire the parish, including the Parish Pastoral Council, the Parish Finance Council, Commissions and Committees, to keep the work of evangelization in the forefront of everything that the parish does.

The Parish Pastoral Council is not the body that implements the programs and activities to carry out the strategic plan for the parish. That is the work of parish Commissions. Parishes vary greatly in size, resources and needs, and the Pastoral Council needs to keep in mind what will best help its own parish achieve the vision that is set out. In doing so, there must be commissions to represent the following four major areas of parish life and activity:

- Christian Worship
- Christian Education/Formation
- Christian Service
- Christian Stewardship

Commissions try to involve a wider circle of parish members using their particular gifts in each area. Commissions create concrete objectives to carry out the goals established by the Pastoral Council, and recommend to the Pastoral Council policies that might aid in furthering the parish's vision.

Where appropriate, commissions establish ad hoc or standing committees to further delegate the work of the commission. Chapter 6 offers a template for how a parish might focus the work and membership of these Commissions. Given the diversity of parishes, each parish will need to find its own way to best involve its members in carrying out the work of the commissions.

All parish commissions and their committees operate under the leadership of the Parish Pastoral Council. Through the Pastoral Council, they are to communicate with each other on a regular basis so that the overall implementation of a parish's vision is a collaborative effort. The coordinating work of the pastor and pastoral staff can be a significant help in maintaining the overall vision and the collaborative spirit.

## *The Parish Finance Council Overview*

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**The pastor (or parish administrator) is responsible for the administration of all goods belonging to the parish (Canon 1282). In each parish, there is to be a Parish Finance Council, (a consultative group distinct from the Parish Pastoral Council, to assist the pastor with these responsibilities) (Canons 532, 537, and 1280). The Finance Council does not oversee the administration of the parish goods, but assists the pastor in his responsibilities.**

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The Parish Finance Council will now be constituted as a stand alone council, distinct and separate from the Parish Pastoral Council and its Commissions. The Parish Pastoral Council's Stewardship Commission will continue to focus on helping parish members discern and use their talents and gifts for the building up of the community.

Finance Council members are to have a clear understanding of the parish's mission, goals, structure and demographics. **The Finance Council does not set the pastoral priorities for the parish – this is the essential work of the Pastoral Council.** The Finance Council is to help facilitate the accomplishment of the pastoral priorities identified by the pastor and Pastoral Council. In this regard, the Pastoral Council helps the pastor to be a good shepherd to the people of the parish and the Finance Council helps him to be a good administrator of the parish goods to accomplish the parish goals.

It is a requirement of the pastor to consult with the Finance Council. Moreover, the pastor may be asked to provide confirmation that such consultation has occurred, ordinarily through minutes produced subsequent to meetings. Since it was formerly a practice in some parishes to consult the Parish Pastoral Council on matters involving the administration of parish goods, the pastor may consult with the Pastoral Council, in addition to the Finance Council.

### *Key Elements of Finance Council*

**Establishment:** While Canon Law requires a parish to have a Finance Council, good management practice provides ample testimony to the benefits of having an active Finance Council. Parish Finance Council membership is by appointment of the pastor/ administrator.

**Written legal norms:** Clearly define the duties, authority, and responsibility of the Finance Council in documented written norms.

**Regular meetings:** It is recommended that the Finance Council meet monthly, but must meet at least quarterly to review and discuss the management of income and expenditures. The Finance Council is consulted or may be asked to give its consent on acts of administration involving parish goods.

**Record of meetings:** Minutes of Finance Council meetings are maintained and kept on file in the parish office, and include the main topics reviewed and results of votes taken.

**Role of Finance Council member:** The Parish Finance Council will have a minimum of three, and a maximum of nine voting members, who possess expertise in the areas of finance, civil law, accounting, property management, budgeting and personnel management.

While parish staff, such as a business manager or school principal, may be regular attendees at parish Finance Council meetings, their role is as resource to the council and do not participate in the consensus decision making nor the voting of the council.

**Communication of Financial Results:**

Communicate regularly, but not less than annually, the financial condition of the parish, including sources and amounts of income, parish

debt, unpaid bills, and parish savings and investments. The annual report is provided first to the Parish Pastoral Council, which communicates the information to the parish, and then to the Archbishop through the Department of Finance and Administration. A comprehensive report is an important element of accountability and transparency. Accountability completes the circle of stewardship and directly impacts parishioners' willingness to give of their time, talents and treasures.



# *Commonalities Between Both Councils*

## *The Role of the Pastor*

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**The pastor is the proper shepherd of the parish entrusted to him, exercising pastoral care in the community entrusted to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share; in accord with the norm of law he carries out for his community the duties of teaching, sanctifying and governing, with the cooperation of other presbyters or deacons and the assistance of lay members of the Christian faithful.**

(Canon 519)

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The pastor is appointed by the Archbishop to be responsible for the overall welfare of all registered parishioners and those living within the parish territorial boundaries or registered to a national parish. He is responsible directly to the Archbishop.

While the pastor collaborates with the Pastoral Council and the Finance Council in reaching decisions, it is fundamentally his responsibility to ratify the recommendations once a consensus has been reached regarding plans and policies for the parish, except where dictated otherwise by Finance Council statutes, Church law, theology of the Church, or Archdiocesan policy. It also is his responsibility to oversee the implementation of the councils' recommendations by the pastoral staff and other parish groups.

During a vacancy in the office of pastor, the Pastoral and Finance Councils continue to serve the parish community and can be convened by the parish priest administrator. In this case, the Pastoral and Finance Councils act as a consultative body to the priest administrator.

## *The Role of the Pastoral Staff*

Pastoral Staff, whether paid or volunteer, bring a wealth of valuable skills and talents to

the mission and ministry of the parish. With the pastor's coordination, the staff takes on essential roles in the pastoral care of the parish. The Pastoral Staff is integral in promoting and implementing the goals and objectives the pastor and councils have developed, working collaboratively with council, commission, and committee members, as well as with laity from the faith communion, in bringing the established goals and objectives to fruition.

## *The Role of the Parish Community as a Whole*

Every parish member has a role to play in promoting and supporting strong, effective Pastoral and Finance Councils. Each member prays and discerns whether they might be someone who the Lord is calling to use their gifts and talents on one of these councils. Each parishioner looks for fellow parish members who are qualified for working on such councils, and encourages them to use their gifts in those areas. When the time for nominations arise each year, all parish members need to take seriously their responsibility to nominate good men and women and, if voting occurs, to vote for those who will best serve the parish in those roles.

The names of Pastoral and Finance Council members are to be publicized in some way through the use of parish bulletins and/or the parish website. Contact information should also be provided, if the council members so choose.

### ***Inter-Parish Roles/Relationships/Communication***

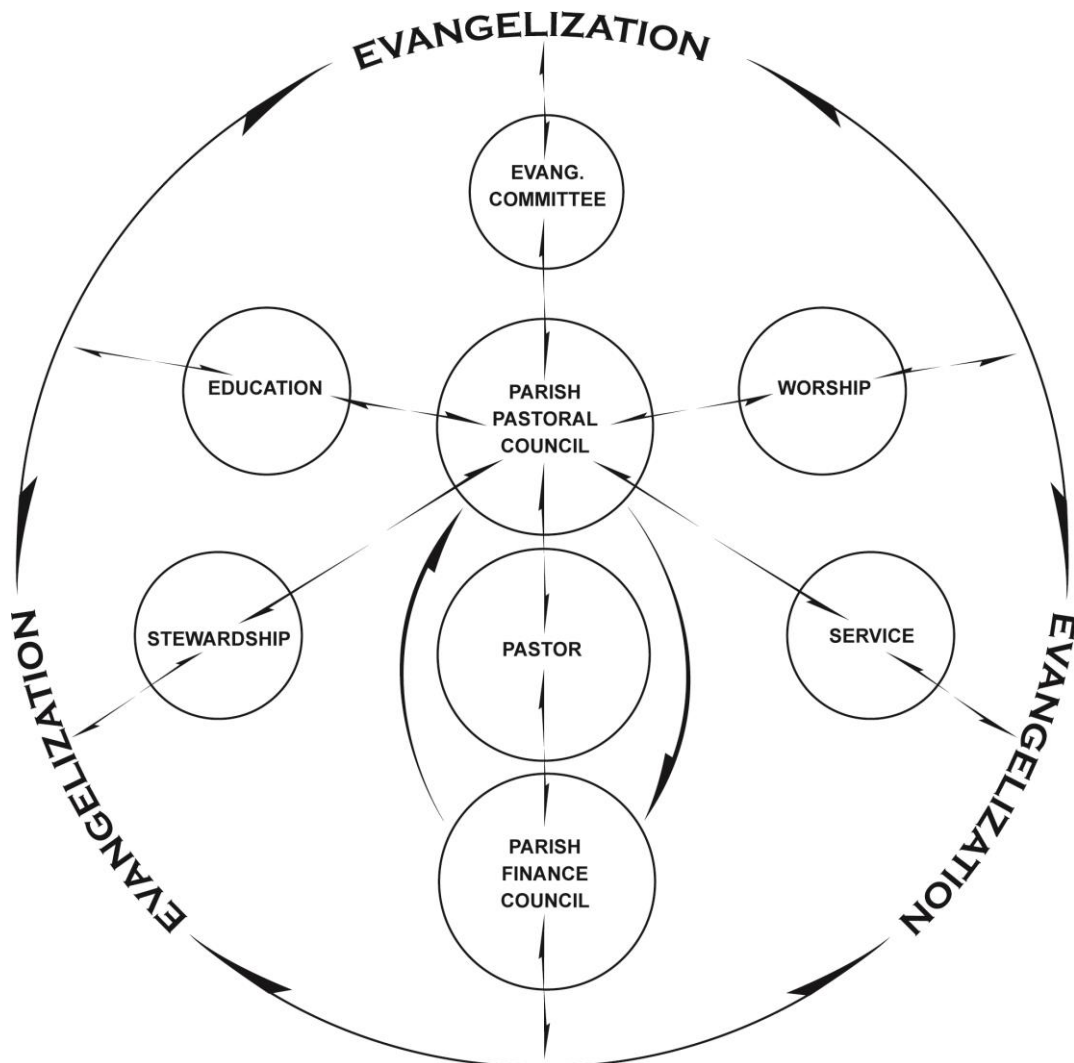
While the pastor stands as the head of the local parish and oversees the work of both councils, each council must work together in order to build a healthy, sustainable and vibrant communion of disciples. Although Pastoral and

Finance Councils are separate bodies, their interdependence and communication with one another must be recognized as essential in order to carry out the overall mission of the parish. To ensure this cooperation, a member of the Parish Finance Council shall serve on the Parish Pastoral Council as a non-voting member.

In summary, the interrelationships of the Parish Pastoral Council, Parish Finance Council, and commissions, and the centrality of the work of evangelization in all of them, can be visualized in the following diagrams.

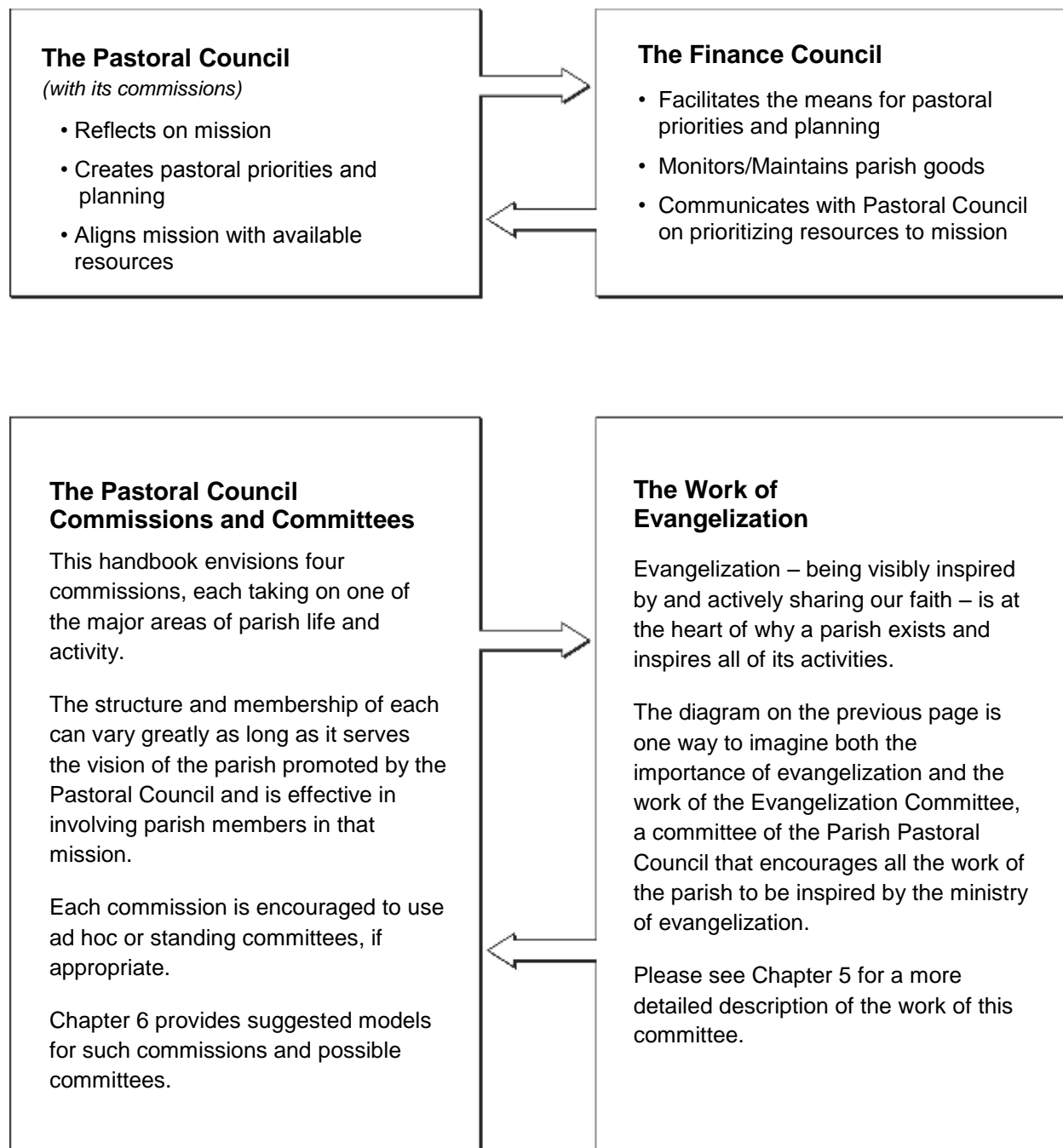
## **PARISH RELATED COUNCILS - STRUCTURAL DIAGRAM**

### **Communication and Interaction**



# PARISH ORGANIZATIONS— SUMMARY OF PURPOSE

The diagrams below demonstrate the intent for each parish organization, their basic purpose and the dynamics of their interrelationships.



The table below should help to further define and clarify the structural relationships within the parish, and how they are intended to work with each other.

	<b>*Parish Administration</b>	<b>Pastoral Council</b>	<b>Finance Council</b>
<b>Pastor's Role</b>	Oversees daily operations, including schools	Presides over	Presides over
<b>Membership</b>	Hired or appointed	Selected or elected	Appointed by pastor
<b>Focus</b>	Day-to-day ministry	Long-range pastoral planning	Annual budget, long-range financial planning
<b>Areas of Responsibility</b>	Matters falling within job description	Matters pertaining to pastoral needs of the parish	Matters pertaining to budget, finance and development
<b>Relationship to Parish Pastoral Plan</b>	Assists as a resource	Develops, monitors and evaluates plan	Assists as a resource
<b>Relationship to Pastor</b>	Accountable to pastor	Consultative to pastor	Consultative to pastor
<b>Method of Decision Making</b>	By consensus, when appropriate	By consensus	By consensus, when appropriate

*\* Includes associate pastor and parish staff*

## CHAPTER 2

### *Establishing the Parish Pastoral Council*

There are two possible procedures for determining Parish Pastoral Council membership: **Selection** (by lot) and **election**, which will be outlined below. Regardless of which method is used, individuals in consideration for service shall meet the following requirements.

#### *Eligibility*

Ordinarily, Parish Pastoral Council members should meet the following criteria.

- Fully initiated, active, practicing Catholic in good standing and a parish member.
- Equipped with the gifts or charisms necessary for serving in this capacity, with a reputation for integrity.
- Able to work in groups.
- Prayerful with an awareness of God being active in one's life.
- Open to the Spirit, to spiritual growth, and being formed in the evangelizing mission of the Church.
- Capable of relating to people from varied social, economic and ethnic backgrounds, with an ability to listen to the needs of the people.
- At least 16 years old.
- Not a member of parish staff.
- If a potential council member is related to the pastor, associate pastor(s), assigned parish deacons(s) or parish staff, this information is to be publicly acknowledged and discussed by the current Pastoral Council membership

before selection/election/appointment takes place.

#### *Explanation of Procedures for Selecting New Members*

Parishes may want to host days of discernment prior to the selection or election of new members to help people clarify their understanding of the role of a lay leader (whether it be on council, commission or committee); to pray with people to help them discern their gifts and talents and how these qualities may be used for the good of the parish; and help them determine whether they have an understanding of Church that flows from the Second Vatican Council.

The councils, commissions, and committees should represent the diversity of the parish, including age, ethnicity, gender, economic conditions, education and philosophy.

#### *Parish Pastoral Council Formation and Orientation Sessions*

Before individuals are selected or elected to the Parish Pastoral Council, they must have an understanding of the parish mission statement and be open to ongoing formation. The Archdiocese of Detroit's Department of Parish Life and Services hosts Parish Pastoral Council orientation sessions for those serving on councils and commissions. These helpful gatherings should be required for all those serving in any capacity of parish lay leadership. Parishes are notified of all upcoming workshops, and should encourage members to attend.

## METHODS FOR SELECTING/ELECTING MEMBERS

Process	Selection	Election
<b>Nomination</b>	A period of time is established for nomination of potential candidates. Any parishioner eligible for a seat can make nominations. A committee is appointed to receive, or seek, candidates for each open position. Parishioners are asked to suggest names of fellow parishioners they feel are particularly well suited to serve as a Parish Pastoral Council member. Parishioners also may nominate themselves.	Same as selection.
<b>Invitation</b>	Those nominated for selection are invited, usually by parish members or a council committee, to consider being candidates for council membership. Prior to making this decision, they are asked to participate in one or more "orientation" sessions to help them understand the role for which they are being nominated. Only then do they need to declare their willingness to be considered a candidate for selection. In the meantime, they are asked to prayerfully consider whether they are being called to a position of parish leadership.	Same as selection.
<b>Prayer and Reflection</b>	The parish communion is informed that the nomination process has been completed and invited to pray for guidance as those nominated are considering membership. Appropriate petitions in the general intercessions at weekend Masses should be included during this time.	Once a "slate" of candidates is determined, information should be published for all parish members who are eligible to vote. If possible, candidates' photos could also be published. This should be done prior to the election day, so there is sufficient time for voting parishioners to reflect and make choices.

## METHODS FOR SELECTING/ELECTING MEMBERS (CONT'D.)

Process	Selection	Election
<b>Commissioning</b>	An appropriate public setting is determined for the selection procedure. This may be done in the context of the weekend Mass, keeping in mind appropriate liturgical norms.	On an appropriate day, ballots are made available to all who are eligible to exercise a vote. The ballot might ask the person voting to make a statement of eligibility, i.e., assuring they are parish members and of appropriate age.
	A special day, such as Feast of Christ the King in fall, or Pentecost Sunday in spring, might be chosen. If this is not deemed appropriate, a special prayer service might be planned for the occasion. In any case, the parish communion should be present for the selection event.	The committee should be responsible for tabulating the ballots, informing those elected, as well as those not elected, in a timely manner, and publishing the results to the parish. Great care must be taken to ensure that all involved are treated fairly and equitably.
	In the context of public prayer, the community is invited to invoke the guidance of the Holy Spirit in calling these parishioners to positions of leadership in the parish. A litany-type prayer, or a hymn such as "Come, Holy Ghost," is most appropriately used.	
	A brief explanation of how these parishioners came to be candidates might be shared, and following the prayer to the Holy Spirit, the appropriate number of names are drawn to select those who are called to serve. If different categories of membership are open, this selection procedure may be repeated for each category.	
	Subsequent to the public selection, other names might be drawn and recorded to determine the order in which people might be approached to fill a vacancy, if necessary.	

# ***Pastoral Council, Commissions, and Committees; a Framework***

*The purpose of this section is to provide a broad framework under which Councils, Commissions and Committees operate. They are guidelines, and as such should be used to begin the process of understanding the inner workings of the parish structure. While there are varying models that exist regarding council structures, many of which have proven to be effective, this summary articulates the **typical requirements** expected to be observed within each parish community. The next chapter provides*

*additional models of operational procedures that will provide the user with different perspectives as to the possibilities and variability of Parish Pastoral Council structure and operation. A parish that is forming or revising its Pastoral Council is encouraged to take these typical requirements and use the questions from Chapter 3 “Operational Procedures” to shape its particular Pastoral Council in a way that is most effective for their parish.*

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## ***Membership***

The size of the Parish Pastoral Council should be between six to 12 members, consisting of:

- The pastor and associate pastor(s) (parochial vicars).
- A parish deacon may also serve at the discretion of the pastor.
- Members nominated from the selection/election process.
- A spokesperson from each commission, and the Evangelization Committee, may also be considered for a seat on the Parish Pastoral Council, but a council comprised of at-large members, can be equally effective.

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## ***Commission Membership***

The optimal number of members of a commission is between six and 12 people.

- The appropriate pastoral staff are to be resources to the commissions and, as necessary or helpful, its committees; staff members may not function as commission or committee chairpersons.
- Spokespersons from the various committees are to be members of the commission.
- The commission may choose one member to represent that commission on the Parish Pastoral Council, provided that model of operation has been adopted by the council. It is further suggested under this model, that the representative be someone other than the commission chairperson so as not to overwork the chairperson and thus prevent burn out and stagnation. More importantly, this will empower others by creating more opportunities for leadership.



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### ***Terms of Membership***

- The pastor and associate pastor(s) (parochial vicar(s)) serve for the duration of their assignment.
- Full-time staff members will serve as a resource for the duration of employment by the parish.
- The length of term on the Parish Pastoral Council is recommended to be two or three years, with the exception of the youth representative, who will serve for one year.
- Council members may not serve for more than two consecutive terms, and must take a one-year leave before accepting nomination again.
- Terms are to be staggered so that one-third of the Council is turned over each year.
- Terms of newly selected members are to commence on the first day of July following their selection and continue until the last day of June of the appropriate year.

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### ***Attendance***

- Members of the Council must attend all regular and special meetings.
- If a member is absent from three regular meetings in a year, the Council officers will approach that member about his/her intention and ability to serve. If the Council cannot receive assurances pertaining to regular attendance, the Council will have the discretion to declare that a vacancy is automatically created.
- In the case of behavior that results in public scandal, the pastor may remove a member, after first consulting with the Regional Moderator.

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### ***Vacancies in Membership***

A member loses his or her seat on the Parish Pastoral Council by resignation in writing, withdrawing from parish membership, incurring an ecclesiastical censure or penalty, or committing a civil offense, which necessitates the loss of membership.

- Whenever a vacancy exists, the Parish Pastoral Council vice-chairperson will contact the remaining candidates who were not selected from the last selection draw, in order of their finish, to determine if that person is still eligible, willing and qualified to fill the Parish Council vacancy and if so, that person will be appointed by the Parish Pastoral Council to fill the remainder of the term of the vacant seat on the Parish Pastoral Council.
- If none of the remaining candidates are eligible or willing to act, then, as the first order of business at the next regular meeting, the Parish Pastoral Council will accept nominations to serve out the unexpired term. A full consensus of the Parish Pastoral Council is necessary to designate the new Parish Council member.
- If the vacancy concerns a commission representative, the appropriate commission is to designate the replacement.

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### ***Ending Council Membership***

A full consensus is required to remove any member or officer of the Parish Pastoral Council, commission, or committee, only after every pastoral effort has been made to resolve

the conflict, and the person being removed has been given an opportunity to be heard, if they so desire.

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### ***Disputes and Mediation***

Every parish communion will from time-to-time experience disagreement, conflict or disharmony among its members and/or its clergy. Oftentimes, these challenges present opportunities for personal growth and introspection. The dignity of the person and protection of personal rights and freedoms have long been intrinsic components of the Church's mission as true witness to the spirit of the Gospel. It is hoped that within this spirit, any disputes would normally be resolved through mediation or conciliation. People of goodwill, who are committed to the Gospel spirit of reconciliation, can usually resolve problems through open, honest and sincere face-to-face

dialogue, or with the help of a third person committed to that same spirit.

It is with this in mind, that should a serious and irresolvable disagreement occur within the parish communion and with full consensus and support of the Parish Pastoral Council, the Department of Parish Life and Services be contacted by the Parish Pastoral Council chairperson and/or the pastor. This office, working through the Regional Moderator, will offer assistance in the resolution of such conflicts in accordance with the "Conciliation and Arbitration" procedures of the Archdiocese of Detroit.

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### ***Dissolution of the Parish Council***

It remains within the prerogative of the parish pastor/administrator, after he has sought the approval of the Regional Moderator and exhausted all efforts in working with the existing Parish Pastoral Council, to either disband the council or remove a member, if in his best judgment it is pastorally necessary for the good of the parish or the good of the council.

- Further, in the case of an existing Parish Pastoral Council's dissolution, the pastor shall within 30 to 45 days , begin the process

of reconstituting a parish council, through the process of discernment and formation, selection/election. The new council shall be reconstituted no later than 90 days after the existing council has been dissolved.

- The Department of Parish Life and Services must also be consulted by the pastor to assist in the establishment/formation of a new council.

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## ***Organizational Structure within Councils and Commissions***

The Parish Pastoral Council is moderated by the pastor. Each commission may also have a moderator assigned by the pastor, who is part of the pastoral staff or clergy. These moderators are for consultation and should not facilitate

meetings. The council and commissions should have a chairperson, vice-chairperson, and secretary for ease of administration. Decisions will be reached by consensus, not by voting or any other method.

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## ***Choosing the Chairperson, Vice-Chairperson and Secretary***

The choice of the chairperson, vice-chairperson and secretary is to be done in a spirit of prayer so as to discern the persons with the gifts needed to carry out the responsibilities of

each role. Positions can be changed annually as new membership is established.

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## ***Role of the Pastoral Council Chairperson***

The chairperson will work with the pastor to enliven the council and assist council members to actively collaborate for the mission of the Church. The chairperson tends to the organizational aspects of the council and facilitates all meetings of the council. The chairperson needs to have an understanding of group process and have facilitating skills in order to fulfill this role. The suggested duties may include:

- Provide significant time for prayer and reflection to ground each meeting in a climate of faith.
- Preside at the Agenda Setting Committee meeting.
- Preside at all regular and special Parish Pastoral Council meetings.
- Monitor the timeframe for each agenda item.
- Encourage all council members to participate actively and express ideas freely.
- Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by council members.
- Clarify council procedures.
- Schedule periodic parish surveys or assessments in order to update parish plan and vision, minimally every five to six years and after a new pastor is assigned.
- Establish processes for evaluation of council's and parish's effectiveness in meeting of goals and objectives formulated from parish assessment.
- Encourage and support communications between the Parish Pastoral Council and the parishioners, such as publishing short notes in the bulletin on the activities of the council and commissions, publishing the names of council members in the bulletin, etc.
- Encourage and support communications between the Parish Pastoral Council and the commissions and their committees, especially when setting the annual budget, goals, objectives, and action steps.

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### ***Role of the Vice-Chairperson***

- The Vice-Chairperson performs the duties of the chairperson in the latter's absence, and serves as an aide to the chairperson in conducting the council's work.
- The Vice-Chairperson serves on the Agenda Setting Committee.
- The Vice-Chairperson will succeed to the office of Chairperson should the Chairperson be unable to continue in office or if the office becomes vacant. In the event this occurs, a new Vice-Chairperson will then be elected for the remainder of the term.

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### ***Role of the Secretary***

For the smooth functioning of the group, a secretary is selected or elected. The suggested duties are to:

- Provide a record of the minutes of the regular and special meetings. (Recording of minutes during the meeting may limit the secretary's ability to participate in discussion. Therefore, a person who is not a council member may be requested to perform this service for the council).
- Maintain a roster of the members and records of attendance.
- Notify the chairperson of those members with chronic absenteeism (ex: missing three regular meetings in a 12-month period).
- Arrange for the necessary physical requirements (halls, rooms, tables, chairs, etc.) for the regular and special meetings, and activities of the council.
- Update council documents.
- Distribute information and correspondence to council members as directed and care for the necessary correspondence in the following manner:
  - Receive and file all council business correspondence.
  - Make known all council correspondence under the proper meeting procedure.
  - Attend to correspondence as delegated by the council chairperson.
- Keep on file careful records of the council's history, development, minutes, decisions, and names of leaders

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### ***Meetings of the Council***

Parish Pastoral Council and commission meetings should occur monthly, but no less than eight times per year. A thoughtfully prepared agenda should facilitate the ongoing formation of the Parish Pastoral Council through prayer, study/reflection, sharing, business, and evaluation. Meetings should not exceed two hours.

The Parish Pastoral Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous,

agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it have had their chance to influence the discussion. For additional information on consensus decision-making, see Addendum E.

The pastor must ratify the decisions of the Parish Pastoral Council before they become final. He will not do so when Church Law, the theology of the Church, or known policy of the

Archbishop is violated. The Parish Pastoral Council may appeal the pastor's ruling by contacting the Department of Parish Life or the

Regional Moderator and then following the recommended diocesan procedures.

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### ***Agenda Setting Committee***

Each Parish Pastoral Council forms an Agenda Setting Committee. This committee typically consists of the pastor and the council

chairperson, vice-chairperson and secretary, who prepare the council agenda, plan the meeting and prepare processes to accomplish the agenda.

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### ***Commission Agendas***

Commission agendas are composed by the chairperson, secretary and moderator (pastoral staff assigned to the commission). Space should

be provided on the agenda for a report from the Parish Pastoral Council representative, as well as significant time for prayer and formation.

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### ***Developing an Agenda***

Agendas are critical for keeping meetings flowing and operating within the time limits for the meeting. Every meeting should include time for prayer and formation, focusing on Church teachings, Scripture, or articles that pertain to the work of the council or commission. These two elements, prayer and formation, are key to successful ministry. The prayer and formation

segment of the meeting should be at least 15 minutes in length to allow adequate time for reflection, processing and discussion.

A sample agenda, which may be adapted to the needs of the parish group, can be found on the following page.

## SAMPLE AGENDA FORMAT

- 1. Opening Prayer:** This should include invoking the assistance of the Holy Spirit, a reading from Scripture, time for reflection, prayers focusing on their respective ministry that the group may say together, and a brief time for members to bring forth special prayer intentions. Suggested time: 15 minutes.
- 2. Introduction of Members/Attendance**
- 3. Formation:** The group should place formation of its members in the area relative to the practice of the faith as it pertains to the work of the council or commission as a priority, along with prayer. Please see Addendum C of this publication for prayer, formation, and reflection suggestions or contact the Archdiocese of Detroit, Department of Parish Life and Services for other suggestions. Suggested Time: 10-20 minutes.
- 4. Vicariate or Archdiocesan Pastoral Council report:** The representative from the Vicariate Pastoral Council or Archdiocesan Pastoral Council reports on the work being done within those groups.
- 5. Commission Reports:** A representative from each commission should be prepared to give an update on the work of the commission and its committees. (If this is the model currently in use for the Parish Pastoral Council.)
- 6. Old Business:** This time is dedicated to the discussion of any unfinished areas of committee/commission work from the previous meeting(s).
- 7. New Business:** Discussion of upcoming events, programs and future projects. This is also a time for calendar planning.
- 8. Event Promotion:** This includes discussion of promotion for all upcoming events, including the development of timelines, assignment of duties for promotion, and distribution of materials.
- 9. Assessment:** Review the work of the council, commissions, or committees in the parish against the backdrop of the parish mission statement, goals, and objectives, as stated in the parish plan.
- 10. Closing Prayer:** This should include a prayer of thanksgiving for members and for guidance from the Holy Spirit as the parish moves forward in its goals and objectives.

## CHAPTER 3

### *Operational Procedures of the Parish Pastoral Council*

The purpose of this chapter is to provide the basic format and discernment questions for developing Parish Pastoral Council Operational Procedures. Operational procedures are to be established for every functioning Parish Pastoral Council within the Archdiocese of Detroit. They are to represent the procedures by which each established parish organization (i.e. Pastoral Council and commissions) will operate. Unlike the Parish Finance Council statutes or bylaws utilized by many civic or other secular organizations, these operational procedures do not provide legal norms like a constitution or statutes would provide, but rather the opportunity for individual parishes to craft a unique document with instructions on how it will operate.

Operational Procedures should be short and definitive in nature. They are not intended to address every nuance and detail, but should represent a broad framework by which the

councils and commissions operate, addressing purpose, function, policy, and structure. The essential elements are included in the following example.

Deviation from the recommendations provided in the preceding chapter should be made with care and discernment, as they flow out of the development of best practices in pastoral council leadership over the past 20 years both within the Archdiocese of Detroit and other dioceses in the United States.

Additionally, some of the provisions within these guidelines are mandated by particular law for the Archdiocese of Detroit, and cannot be deviated from.

Parish Name, CATHOLIC CHURCH  
Parish City, MICHIGAN

Parish Name, PARISH PASTORAL COUNCIL  
OPERATIONAL PROCEDURES

## MISSION STATEMENT:

Parish Mission Statement here

## NAME:

These operational procedures guide the Parish Pastoral Council for the parish community of Parish Name, Catholic Church, City, Michigan.

## *Purpose and Responsibilities of the Parish Pastoral Council*

*The purpose of the Parish Pastoral Council is to provide a structure, which will enable:*

### *Questions for Discernment*

- *Why does our Parish Pastoral Council exist?*
- *What will be the motivation and driving force?*
- *What is the commitment to our parishioners and the larger community?*
- *How will the council move from maintenance, a “Council of Ministries”, to mission, a “Council of Vision and Planning”?*

*The responsibilities of the Parish Pastoral Council*

### *Questions for Discernment*

- *What does the Parish Pastoral Council wish to achieve?*
- *What obligations must be fulfilled to our pastor and parishioners?*
- *How will the council lead?*
- *How will the council interact/support the region and vicariate?*
- *What formation opportunities will be provided to parish members?*



# *Structure of the Parish Pastoral Council*

## **ELIGIBILITY**

### *Questions for Discernment*

- *Who is eligible to serve on the Parish Pastoral Council or its commissions?*
- *What types of requirements should potential members meet?*

### **Required Statements**

- If a potential council member is related to the pastor, associate pastor(s), assigned parish deacon(s) or parish staff, this information is to be publically acknowledged and discussed by the current Pastoral Council membership before selection/election/ appointment takes place.
- Potential members serving on the same council or commission should not be related by blood or marriage, if so, this information is to be publically acknowledged and discussed by the current Pastoral Council membership before selection/election/ appointment takes place.
- Not a member of parish staff.
- Before individuals are selected for the Parish Pastoral Council, they must experience an orientation to the role of the council, have an understanding of the parish mission statement, and be open to ongoing formation.

## **MEMBERSHIP**

### **Required Statement**

- The pastor and associate pastor(s) (parochial vicars) serve on the Parish Pastoral Council. A parish deacon may also serve as a non-voting member at the discretion of the pastor.

### *Questions for Discernment*

- *How many seats will exist on the Parish Pastoral Council?*
- *Will the council have representation from the four commissions, or will the Parish Pastoral Council be comprised of members-at-large, or both?*
- *How will the various age groups of the parish be represented?*
- *Will the Vicariate Pastoral Council representative have a seat on council?*

## **TERMS OF MEMBERSHIP**

### **Required Statements**

- The pastor and associate pastor(s) (parochial vicars) assigned to the parish serve for the duration of their diocesan appointment(s). The deacon serves at the discretion of the pastor.
- Full-time staff members will serve as a resource for the duration of employment by the parish.

### ***Questions for Discernment***

- *What will be the term of office?*
- *In what month do the terms of office begin and end?*
- *What term limits will be imposed before a break in service is required?*

## **SELECTION OF PARISH PASTORAL COUNCIL MEMBERS**

### ***Questions for Discernment***

- *How will the Parish Pastoral Council members be selected? Will it be the process of selection or election?*
- *When will members be selected for service (Pentecost or other)?*
- *When will the Parish Pastoral Council be commissioned (What Sunday of the year)?*

## **ATTENDANCE**

### ***Questions for Discernment***

- *What is the Parish Pastoral Council's attendance policy?*
- *How many meetings may a member be absent before action of the council?*
- *What happens if a member misses three regular or special meetings of the Council? Misses four meetings?*
- *What action will the council take regarding absences?*

## **VACANCIES**

### ***Question for Discernment***

- *How are vacancies on the Parish Pastoral Council to be filled?*

## **ENDING MEMBERSHIP**

### **Required Statement**

- Every effort should be made to resolve conflicts in a manner that shows respect and consideration for all concerned. In the unlikely event that such efforts meet with failure, a full consensus of the Parish Pastoral Council is required to remove any member or officer of the council, or any commission or committees. The person is to be given an opportunity to be heard, if they so desire.
- A member loses his or her seat on the Parish Pastoral Council by resignation in writing, withdrawing from parish membership, by incurring an ecclesiastical censure or penalty, or committing a civil offense, which necessitates the loss of membership.

## **LEADERSHIP OF THE PARISH PASTORAL COUNCIL**

### **Required Statement**

- The Parish Pastoral Council will select from among its members the following:
- Chairperson
- Vice-Chairperson
- Secretary

### ***Questions for Discernment***

- *When will the election of officers take place?*
- *What will be the length of terms for council officers?*
- *How many terms may an officer of the council serve?*
- *What officers will serve on the Agenda Setting Committee?*

## **RESPONSIBILITIES OF THE PARISH PASTORAL LEADERSHIP**

### ***Questions for Discernment***

- **Chairperson:**
  - *Define the role of the chairperson.*
  - *What duties will the chairperson fulfill?*
- **Vice-Chairperson:**
  - *Define the role of the vice-chairperson,*
  - *What duties will the vice-chairperson fulfill?*
- **Secretary:**
  - *Define the role of the secretary.*

### **Required Statements**

- Maintaining a permanent record of all proposals presented to the Parish Pastoral Council, and recording the ultimate disposal of such proposals.
- Ensuring that the records of council activities are maintained on file in the Parish Offices.
- Being responsible for maintaining a current copy of the Parish Pastoral Council Operational Procedures.

### ***Question for Discernment***

- *What other duties shall the secretary fulfill?*

## **MEETINGS OF THE PARISH PASTORAL COUNCIL**

### ***Questions for Discernment***

- *How often will the council meet throughout the year?*
- *On what dates will the council meet?*
- *How and by whom will special meetings of the council be called?*
- *Will council meetings be open to all parishioners? If yes, what topics would require a closed meeting?*
- *How are items to be added to the agenda? What is the deadline for submitting topics for the agenda?*
- *What is the required number of members necessary for a quorum?*

### **Required Statement**

- All decisions of the council shall be reached by consensus of the quorum present.
- Decisions of the council will be final, only by consent and approval of the pastor.

## **COMMISSIONS**

### **Names**

#### ***Question for Discernment***

- *What commissions and committees will exist to accomplish the goals set forth by the Parish Pastoral Council?*

### **Functions**

#### ***Question for Discernment***

- *What will be the duties of the parish commissions?*

### **Eligibility**

#### ***Question for Discernment***

- *Who is eligible to serve on the commissions?*
- *What types of requirements should potential members meet?*

## **MEMBERSHIP OF COMMISSIONS**

### **Required Statement**

- The pastor or his delegate.

#### ***Questions for Discernment***

- *How many seats will exist on the commission?*
- *Will each committee be represented on the commission?*

## **TERMS OF MEMBERSHIP ON THE COMMISSIONS**

### **Required Statement**

- The pastor or his delegate will serve for the duration of their diocesan appointment(s).
- Full-time staff members will serve for the duration of employment by the parish.

### ***Questions for Discernment***

- *What will be the term of office?*
- *In what month do the terms of office begin and end?*
- *What term limits will be imposed before a break in service is required?*

## **LEADERSHIP**

### **Required Statement**

- Each parish commission will select from among its members the following:
- Chairperson
- Vice-Chairperson
- Secretary

### ***Questions for Discernment***

- *When will the election of officers take place?*
- *What will be the length of terms for commission officers?*
- *How many terms may an officer of a commission serve?*

## **MEETINGS OF THE COMMISSIONS**

### ***Questions for Discernment***

- *How often will the commission meet throughout the year?*
- *On what dates will the Commission meet?*
- *How and by whom will special meetings of the commission be called?*
- *Will commission meetings be open to all parishioners? If yes, what topics would require a closed meeting?*
- *How are items to be added to the agenda? How long before a commission meeting must an item be submitted to be included on the agenda?*
- *What is the required number of members necessary for a quorum?*

## **SPECIAL COMMITTEES**

### ***Questions for Discernment***

- *Is the chairperson given authority to appoint/create special committees?*
- *Under what circumstances would a special committee be appointed?*

## **AMENDMENTS**

### ***Questions for Discernment***

- *By what process are these operating procedures to be amended?*
- *Who may sponsor an amendment to the operating procedures?*
- *Will all parishioners be informed that an amendment to these procedures is being considered?*

# CHAPTER 4

## *Parish Planning and the Pastoral Council*

*The following guidelines on planning and operation will assist parishes to:*

- Understand the role of the Parish Pastoral Council within the parish, vicariate, and Archdiocese.
- Develop a parish vision and mission statement, goals and accompanying objectives to meet the needs of the parish and give vision to its growth.
- Discern how to call forth people with the gifts necessary to serve on the council, commissions and committees.
- Facilitate council, commission and committee meetings.

Departments within the Archdiocese of Detroit are available to assist parishes with every aspect of parish planning. A list of contact information can be found at the back of this book, and online at [www.aodonline.org](http://www.aodonline.org)

## *The Work of the Parish Pastoral Council: Getting Started*

### *Developing a Parish Mission Statement*

Parish Pastoral Councils are integral to assisting the parish as a whole, under the leadership of the pastor, in developing a parish mission statement and establishing goals for the faith communion to fulfill the mission statement. The Parish Pastoral Council also oversees the

work of the commissions, who through prayer and discernment, develop objectives that will bring to fruition the goals established by the collaborative efforts of the pastor, parish staff and pastoral council.

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**“Every group needs a definitive mission to survive. Mission statements are not generic or interchangeable. They are statements of identity and direction describing the present and future. They are philosophical, value-oriented, long-term declarations of fundamental purpose. The mission statement of each parish indicates the unique aspects of its history, tradition, and composition, as well as its particular vision for fulfilling the mission of Jesus Christ.”**

(Revisioning the Parish Pastoral Council: A Workbook, Paulist Press, p 95)

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Prayer, and the understanding of the evangelizing mission of the Church, are the pillars for forming a Christian community (prayer and worship, service, stewardship and

formation) and should lay the foundation for the parish mission statement to fulfill Christ’s command. The mission statement must be firmly rooted in the Gospel, in Catholic tradition

and belief, and in the priorities and life of the local Archdiocesan church. No parish exists only to serve itself, or solely its own active members.

The mission statement provides in concise form the parish's identity and direction in a given time situation. Once adopted, it is the starting point of other planning. It should be given frequent publicity, and referred to often in the setting of goals and objectives. The mission statement is a faith statement and should answer questions such as:

- Why do we exist?
- Who are we?
- Whom do we serve?

- How do we serve or hope to serve?
- Why do we want people to be a part of our communion of faith?
- What image do we want people to have of our parish?
- What is our parish known for in the larger community?
- What part of the mission of the universal Church do we hope to emphasize?
- How is our parish a beacon of light and hope to the larger community in which we live?
- How do we participate in the evangelizing mission of Jesus and the Church?

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### ***Writing the Mission Statement***

In developing and writing a mission statement, the Parish Pastoral Council gathers together the visions, hopes and needs of the parish communion, reflects upon them until a consensus is reached, and translates this consensus into a parish mission statement. From this, the Parish Pastoral Council establishes the goals while its commissions establish the objectives that will determine the future direction and vision of the parish. The mission

statement is a vision for the parish communion. It should not simply be a statement of the existing programs or conditions, but more distinctly articulate what the faith communion is striving to accomplish or represent on behalf of Jesus Christ.

A mission statement should be fairly concise, no more than a couple of brief paragraphs.

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### ***Parish Planning***

Parish planning is one of the most important functions of the Parish Pastoral Council and its commissions. Local parish planning cannot occur in a vacuum, without a mind to the vision and direction of the Archdiocese. Upon his appointment to the Archdiocese of Detroit, Archbishop Vigneron clearly articulated his overarching mission, "...to share Christ in and through the Church." Locally, it is the parishes' responsibility to support this vision and plan in such a manner that our parish communion is vibrantly sharing Christ with each other.

Additionally, the Archbishop has expressed his priorities for the Archdiocese as follows: 1.) Strengthening the priesthood; 2.) Catholic schools and; 3.) City parishes. To the extent possible, within our parishes and local circumstances, he said we should also strive to keep in mind the needs of the Archdiocesan Church in southeast Michigan and work together in solving timely issues facing the region.

Parish planning must be a joint effort and in collaboration with the appropriate members of the parish staff. Planning must always occur



within the framework of available parish data, resources and facts through surveys and questionnaires, and not perceptions, hearsay or unfounded opinions. Evangelization must also be the cornerstone of all planning; it is why the

Church exists, and therefore, must play a foundational role in all planning exercises.

The material below identifies the essential components of parish planning, as well as suggestions about approaches to this vital function.

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## ***Planning Components***

*The following components should be included in the parish planning process:*

- Mission statement: Reviewed periodically; minimally when there is a change of pastor.
- Parish goals: Reviewed annually; new goals should be adopted every two or three years.
- Objectives: Usually formulated at the commission level and approved by Parish Pastoral Council; should be adopted prior to, or with, the budget setting process each year
- It is also the responsibility of the Parish Pastoral Council to review the objectives of each commission during the year, either quarterly or semiannually. Such accountability is necessary if the objectives are to have any practical significance.

An integral part of parish planning is the vision that the Parish Pastoral Council has for itself and its commissions. The work of the Parish Pastoral Council is essentially one of vision, not administration or organization, and should be viewed as such. The following table illustrates the difference between these three models.

## MODELS FOR PARISH PASTORAL COUNCILS

Another way of looking at the integral role the Parish Pastoral Council can play in the mission of the Church is seen by comparing three different models of Parish Pastoral Council operation and their orientation.

<b>Parish Pastoral Councils of:</b>	<b>Emphasis on:</b>
<b>Maintenance</b> Keeping things going and even adding a few new programs. Mainly concerned with the material needs of the parish, such as the parking lots, office furniture, snow removal.	<b>Administration</b>
<b>Ministries</b> Looking at the major ministries, evaluating them and improving upon them.	<b>Organization</b>
<b>Mission</b> Reflecting on the mission of Jesus and all the spiritual and pastoral needs of the parish, with emphasis on the New Evangelization.	<b>Vision</b>

Clearly, each of these models has played a role in the development of the most effective strategies for parish leadership, and while emphasis on administration and organization continue to be important subject areas, it is ultimately the emphasis on vision that most clearly reflects how a parish integrates time, talents and treasure toward the mission of Jesus' call to discipleship and building the Church through evangelization.

## MOVEMENTS OF EMPHASIS

FROM	TO
Parish Council	<b>Parish Pastoral Council</b>
Board of Directors	<b>Spiritual Directors</b>
Representatives of Organizations	<b>A Visioning Body</b>
Coordinating Ministries	<b>Articulating the Mission</b>
Crisis Management	<b>Pastoral Planning and Goals</b>
Doing Activities	<b>Empowering Parishioners</b>
Business and Politics	<b>Prayer and Discernment</b>
Competition	<b>Collaboration</b>
Voting on Issues	<b>Building Consensus</b>
Committee Reporting	<b>Active Listening</b>
Elected by Popularity	<b>Selected by Gifts and Charisms</b>
Constitutions and Bylaws	<b>Guidelines</b>

*From Revisoning the Parish Council*

## *Assessing Parish Needs and Wants*

Parish assessment is key to discerning the needs of the community, and Parish Pastoral Councils may be given the task of organizing such efforts. There are various ways to determine the condition of the parish and its greatest areas of need. Listed below are ideas on how to assess parish needs:

- Conduct parish surveys.
- Host parish assemblies that focus on parish successes and concerns.
- Complete a parish history.
- Assess strengths, weaknesses, and opportunities of the parish.

- Create focus groups.
- Any combination of the above.

The key to obtaining useful data is seeking input that represents the broad scope and width of the parish, including men and women, teens, young adults, married couples, singles, retirees, ethnic diversity, ministries within the communion, school staff and families, religious formation and home school groups. If a parish merger is imminent, or if a parish is clustered, it is important to make sure both faith communities are equally represented.

Following are some thoughts to consider as you begin the task:

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### Begin with Prayer

The planning process, particularly the setting of the mission statement and goals, should always be accompanied by prayer. The role of those drafting the mission statement and/or goals is to discern the call of the Holy Spirit, as well as to identify the needs and concerns of the local community. As the parish

begins the assessment process, perhaps as a way to involve the entire worshipping communion, a special Mass or evening of reflection could be held as a way to lift the voices of the communion upward in prayer, invoking the Holy Spirit to lead the communion as it moves forward in this endeavor.

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### Parish Participation

Careful consideration must be given to those who are invited to participate in the process of drafting the mission statement and goals. Certainly, Parish Pastoral Council and commission members should play the primary role. Parish staff members should participate as well, with careful attention given to facilitating, rather than dominating, the process. Interested

parishioners should also be given the opportunity to take part, working to maximize the input of members, assuring all facets of the parish are considered. It is particularly inappropriate for anyone to come in with a single issue in mind, state their concern, and then leave.

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## Facilitation

Consideration should be given to arranging for an independent person to facilitate the drafting of the mission statement and/or setting the goals. This will make time spent more productive and assures the facilitator is objective and impartial to all issues and participants. The

Department of Parish Life and Services can provide materials for parishes directing their planning processes, develop reliable parish surveys, or provide facilitators to walk through the process with a parish.

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## Time

The planning process demands that participants with different concerns and perspectives on issues be heard. Adequate time and proper space must be set aside for the process. The refining process will require sufficient time to determine what components will be part of the mission statement. Parish planning on all levels will only be perceived as

credible if interested parishioners are offered the opportunity to express their concerns—this also creates ‘buy in’ when implementing parish programs and activities, especially when a change of direction is to take place. It is not uncommon for the assessment phase to take upwards of a year to complete.

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## Space

Attention must be paid to physical space and to hospitality provided during the experience. The arrangement of chairs, tables and the

comfort of the surroundings will promote an atmosphere of fellowship, concern and enthusiasm.

## *Establishing Parish Goals*

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**Goals are descriptive statements of achievements to be attained within three to five years. A goal should be an explicit statement, results-oriented, clearly defined, and capable of being supported by related objectives. Goals deal with strengthening existing programs or charting new programs, not merely with continuing existing activities.**

(Revisoning the Parish Pastoral Council: A Workbook, Paulist Press, p. 95)

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Goals flow from the parish mission statement, are unique to each parish and describe what the parish would like to accomplish over the next three to five years. When developing goals, the question should be asked: "What are our parish's priorities over the next three to five years, based on the information collected from the parish needs assessment and in the light of the parish mission statement?" It again bears

repeating that the mission of evangelization must be the primary purpose from which parish goals are developed.

Goals are not specific to each commission, but are overarching in nature. Each commission will discern and compose objectives that attempt to fulfill goals set forth by the Parish Pastoral Council.

### *Formulating Objectives from the Goals*

Objectives are the response to the question "How do we reach our determined goals?" Objectives are S.M.A.R.T.:

- **Specific**
- **Motivating / Measurable**
- **Attainable**
- **Relevant / Realistic**
- **Time oriented /Trackable**

Objectives should be measurable and easy to understand. Objectives also should include plans for implementation, with assignment of responsibilities whenever possible, and are proposed by the individual commissions of the Parish Pastoral Council. Each commission, therefore, approaches the implementation of the goals from its own perspective. Below is a sample of what this may look like:

## SAMPLE PARISH PASTORAL COUNCIL GOAL:

*“Call families to a more active life in the Church.”*

Commission	Objective
Worship Commission	<ul style="list-style-type: none"><li>• Host a Mass once a month geared to families.</li><li>• With the start of a new liturgical year, incorporate music into the liturgy that is easy to sing for young children.</li><li>• Hold a Mass of Explanation annually for families to learn about the history and importance of the liturgy in their faith lives.</li></ul>
Education Commission	<ul style="list-style-type: none"><li>• Host seasonal family nights, with food, songs, prayer, and activities for children of all ages that focus on the history and traditions of the Catholic faith.</li><li>• Host a parent workshop each September on children’s faith development.</li><li>• Write a weekly article for the bulletin, reflecting on how the Sunday readings may be applied to family life.</li></ul>
Christian Service Commission	<ul style="list-style-type: none"><li>• Host an annual family-centered Christian Service event, such as making rosaries for the missions.</li><li>• Host a monthly family movie night, featuring the life of a saint known for social justice.</li><li>• Host a family-centered soup supper, with activity booths focusing on mission work, legislative issues, and parish Christian Service activities that encourage family participation.</li></ul>
Stewardship Commission	<ul style="list-style-type: none"><li>• Host an evening twice a year for parents on how to help their children discern their gifts and talents.</li><li>• During the Lenten season, initiate an envelope system for children to instill a sense of responsibility toward support of the parish community. “Donations” may be monetary or prayer.</li></ul>

Commission	Objective
Stewardship Commission cont'd	<ul style="list-style-type: none"> <li>• Each April, host a Catholic Services Appeal Discovery Night, showcasing all of the ministries and resources available for families through the Archdiocese of Detroit.</li> </ul>
Evangelization Committee	<ul style="list-style-type: none"> <li>• Educate the parish staff, council and parishioners on the definition and urgency of evangelization.</li> <li>• Assist in coordinating efforts at establishing new evangelization initiatives, prayer experiences, retreats and missions for the parish, and help cultivate small groups by providing training and resources.</li> <li>• Assist the Worship, Education, Christian Service and Stewardship Commissions at keeping evangelization at the forefront of their discussions and decisions.</li> </ul>

Objectives are not a statement of what this commission would *like* to do, but rather of what it *will* do during the year. Each commission should be prepared to provide a report to the Parish Pastoral Council about the status of each objective, when requested. The Parish Pastoral Council is free to suggest additional objectives if

it does not deem the objectives appropriate, clear or possible in the timeframe specified. Close collaboration with appropriate members of the parish staff is important in setting objectives. Objectives beyond what the parish can accomplish, due to budget or personnel restraints, or local conditions, should be avoided.



# CHAPTER 5

## *Integrating the Work of Evangelization into All Areas of Parish Life: The Work of the Evangelization Committee*

The purpose of this chapter is to provide the necessary framework from which to integrate the work of evangelization within each of our parish communions. The format of this chapter is slightly different from the others in order to provide greater emphasis on the purpose, discernment, function and structure of the Evangelization Committee with specific reflection questions designed to assist each parish with its unique identity and role in the mission of evangelization.

### *Introduction*

**Pope Paul VI wrote, “evangelizing is in fact the grace and vocation proper to the Church, her deepest identity. She exists in order to evangelize...” (*Evangelii Nuntiandi*, 14).** Thus the work of evangelization is central to the mission of every parish and every member of the parish. For that reason, it needs to be kept at the heart of all parish visioning and planning, which means the Parish Pastoral Council has to find a way to keep a focus on evangelization in all that the Parish Pastoral Council does.

These guidelines show the expectation of the Archdiocese: That every Parish Pastoral Council will create some type of Evangelization Committee as a direct subcommittee. The Parish may also consider, if suitable, hiring a Parish Coordinator of Evangelization. In turn, the Evangelization Committee will find ways to keep the work of evangelization, and training for

that work, connected to the Parish Pastoral Council’s pastoral vision, which then flows to the work of all parish commissions, committees and groups.

The Evangelization Committee is not an oversight committee to which the Pastoral Council or other groups have to answer. Rather, it is a committee that serves as a resource for the work of the Parish Pastoral Council, and tries to energize all groups within the parish for the work of evangelization.

One member of the Evangelization Committee will be represented on the Parish Pastoral Council. Each parish is encouraged to shape the membership and work of this committee in a way that will best serve the particular parish, using the guidelines and questions found in this chapter.

# *Pastoral Council Committee on Evangelization*

## **DEFINITION**

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### **What is Evangelization?**

**According to the U.S. Bishops, “Evangelizing means bringing the Good News of Jesus into every human situation and seeking to convert individuals and society by the divine power of the Gospel itself. At its essence are the proclamation of salvation in Jesus Christ and the response of a person in faith, which are both works of the Spirit of God” (*Go and Make Disciples*, 10; cf. *Evangelii Nuntiandi*, 18).**

It is important to recognize that there is both a precise and broad understanding of the term *evangelization*. In its precise biblical sense, the word *evangelization* comes from the Greek verb *euaggelizō* which means “to proclaim good news” (see Mt 11:5 or Lk 2:10). The Greek noun *euaggelion* is normally translated “gospel” or “good news” (see Mk 1:1). And in the New Testament the word *gospel* is sometimes synonymous with the word *kerygma*, which means *proclamation* (see Rom 16:25).

In its broad sense evangelization is a single but complex reality of interrelated ecclesial activities encompassing the entire prophetic ministry of the Church, that includes for example, a systematic catechetical instruction (cf. *EN*, 44).

### **What is the New Evangelization?**

**The phrase “new evangelization” made popular by Pope John Paul II refers to a new effort at a comprehensive proclamation of the Gospel to the baptized that, “have lost a living sense of the faith, or even no longer consider themselves members of the Church, and live a life far removed from Christ and his Gospel” (*Redemptoris Missio*, 33).**

### **Why does Your Parish Exist? To Evangelize!**

**The Son of Man came to seek and save what was lost (cf. Lk 19:10). And before ascending into Heaven, Jesus commanded us to do the same when He said, “Go into all the world and preach the gospel to the whole creation. He who believes and is baptized will be saved; but he who does not believe will be condemned” (Mk 16:15-16).**

The U.S. Bishops document *Go and Make Disciples* explains “The Lord commanded us to evangelize because salvation is offered to every person in him... In him and him alone, is the promise of resurrection and new life.” (GMD, 29). “We evangelize because people must be brought to the salvation that Jesus the Lord offers in and through the Church. We evangelize so that the salvation of Christ Jesus, which transforms our human lives even now, will bring as many as possible to the promised life of unending happiness in heaven.” (GMD, 30). “Finally, the Lord gave us yet another reason to evangelize: our love for every person, whatever his or her situation, language, physical, mental, or social condition. Because we have experienced the love of Christ we want to share it” (GMD, 33).

### ***Questions for Discernment***

- *Does the parish currently have an Evangelization Committee? If so, how is it being used? What are its pastoral priorities?*
- *Does the parish have the resources to hire a Parish Coordinator of Evangelization?*

- *In light of the definitions above, what does evangelization mean to the parish community?*
- *Is the parish aware of its responsibility and the necessity of evangelization?*

## **PURPOSE** \_\_\_\_\_

John Paul II stated to a group of U.S. Bishops, “The parish will necessarily be the center of the new evangelization, and thus parish life must be renewed in all its dimensions” (‘Ad limina visit’, Bishops of United States, 25 March 1998).

The Evangelization Committee serves as a catalyst for the total evangelizing effort in the parish. The committee works directly with the pastor, pastoral staff, Parish Pastoral Council, and the parish commissions to ensure that evangelization is the parish priority and is integrated into all areas of parish life.

### ***Questions for Discernment***

- *How will the parish begin the movement towards greater emphasis on evangelization?*
- *How is the Parish Pastoral Council utilizing the Evangelization Committee in establishing pastoral priorities and goals?*
- *How are the Parish Commissions utilizing the Evangelization Committee in establishing objectives?*
- *Has the Archdiocesan Office of Evangelization and Catechesis been contacted for assistance?*

## **DISCERNMENT** \_\_\_\_\_

### **Discerning who should be on the Evangelization Committee?**

The Pastor should take a very active role in this discernment since he will be working closely with them. The committee should be big enough to get the job done, normally anywhere from 4-12 people. In selecting people for the committee, it is best to invite people personally.

Initially, unless the parish has members with a clear charism for evangelization, it might be better to not form a committee, but to ask the parish staff or the leaders of different ministries to assist in a new evangelization initiative. Once your evangelization ministry gets started, gifted leaders will naturally surface within the parish. It is then that you can establish an evangelization committee based on their unique charisms. In general, the following are some qualities to look for in a parish evangelization committee member:

- Active and committed Catholic with a real enthusiasm for their faith
- Some with a manifest love for Jesus Christ and can invite others to the Catholic way of life
- Capable of relating to people from varied social, economic, and racial backgrounds with an ability to listen to the needs of the people
- A person who has discerned the personal charism of evangelization and/or other complementary charisms
- Flexible, creative, and open to inspirations from the Spirit and new ways of thinking and doing
- Open to formation
- Someone who has had a conversion experience
- Someone with experience with inactive Catholics or the unchurched

- Someone with experience in retreats or in small Christian communities
- Not overly committed already

Note: For assistance in forming your evangelization committee, please contact the *Archdiocesan Office of Evangelization and Catechesis*.

### **Discerning a Parish Coordinator of Evangelization**

- Since the church “exists to evangelize” and because evangelization is the “essential mission” of the Church, it is highly recommended that the parish make every effort possible to invest in finding a Parish Coordinator of Evangelization.
- A Parish Coordinator of Evangelization accelerates the work of evangelization, keeps it at the forefront of the parish’s agenda, greatly increases the probability of evangelistic success and helps mainstream evangelization to make it a natural and normal part of Catholic parish life.
- It is absolutely important to employ a process of prayer and discernment to find the right Parish Coordinator of Evangelization. He or she should have some real-life experience in evangelization.
- Note: For further assistance please contact the Archdiocesan Office of Evangelization and Catechesis.

## **FUNCTION** \_\_\_\_\_

### **Intercession and Mission**

- An initial function of the Evangelization Committee can be to organize intercessors for the pastor, the staff and the parishioners of the parish.
- Assist the parish council in defining an evangelistic mission.

### ***Questions for Discernment***

- *Is there a parish intercessory group?*
- *Do we have a mission statement, and if so is it focused on evangelization.*

### **Education, Formation and Service**

- To form themselves into an evangelizing group through prayer, reflection and study.
- To have a basic familiarity with some of the documents of the Church regarding evangelization such as: *Ad gentes*, *Evangelii Nuntiandi*, *The Catechism of the Catholic Church*, *Redemptoris Missio*, *Ecclesia in America*, and *Go and Make Disciples*.
- To develop goals and objectives that coincides with the parish mission statement and “Go and Make Disciples.”
- To educate the parish staff, council and parishioners on the definition and urgency of evangelization.
- To collaborate with the parish staff and council and educate them on the new evangelization.

- To assist the Worship Commission in establishing and training a hospitality team for the Sunday Liturgies.
- To assist the Education Commission in coordinating a year-round inquiry process, with a special emphasis on personal encounter with Christ.
- To assist the Christian Service Commission in helping their ministers to discover best practices in sharing the faith while meeting the physical needs of those whom they serve.
- To assist the Stewardship Commission in promoting an awareness that stewardship is not only about finances but primarily about the discernment and calling forth of our natural talents and spiritual gifts and placing them at the service of God for the building up of the Kingdom.
- To evaluate, and hold accountable, the overall evangelistic effort of the parish and give reports to the Parish Pastoral Council.
- To write bulletin articles on Evangelization.
- To discern and propose evangelization strategies and programs for the parish, in conjunction with the parish commissions/committees.
- Assist in coordinating efforts at establishing new evangelization initiatives, prayer experiences, retreats and missions for the parish, and help cultivate small groups by providing training and resources.
- To collaborate with the Archdiocesan Office of Evangelization and Catechesis to provide training of parish evangelization teams.

### ***Questions for Discernment***

- *How are formative and educational opportunities to the Parish Pastoral Council, the parish commissions and parish currently being provided?*
- *Are vicariate or archdiocesan resources being consulted and reviewed on a regular basis?*
- *Is the Evangelization Committee rooted in prayer, reflection and personal formation?*
- *Have committee members read at least one of the documents of the Church regarding evangelization?*
- *Has the Evangelization Committee identified how parishioners might integrate the evangelizing mission of the Church, into their own lives?*
- *Evaluate the Church's roadside signs, bulletin boards, directional signs, and the grounds in general to make sure they are appealing and welcoming, especially to visitors.*

### **Assessing the State of the Parish**

- The evangelization committee can help ascertain the geographic, demographic, and cultural characteristics of the local community.
- They can assist the parish council in assessing the parish's growth based on Mass counts.
- Identify and implement a parish self-assessment tool to ascertain the strengths and weakness of the parish.

Note: For assistance and more specific criteria in parish assessments, please contact the *Archdiocesan Office of Evangelization and Catechesis*

### ***Questions for Discernment***

- *Is the parish's average weekly attendance more, less or about the same as this year as the previous year?*
- *Are your parish signs and grounds welcoming?*

### **A Parish Pastoral Model for Evangelization**

- The evangelization committee should strive to design a parish model or process in stages that guarantees the comprehensive implementation of every aspect of the new evangelization.
- There are many creative models, yet a parish model for evangelization should incorporate in some way the following seven components:
  - (1) Pre-evangelization efforts (initial Christian witness)
  - (2) Kerygmatic encounters with Christ (evangelization courses or retreats)
  - (3) Community building through prayer and fellowship
  - (4) Faith formation and catechesis
  - (5) Discipleship training
  - (6) Ministry and outreach
  - (7) Transformation of culture

Note: For examples of best practices in each of these seven elements please contact the *Archdiocesan Office of Evangelization and Catechesis*

### **Evaluation**

- To periodically evaluate the effectiveness and progress of the committee, and report its evaluation to the Parish Pastoral Council.

### ***Question for Discernment***

- *Has the Evangelization Committee promoted and supported within the parish, on going evangelization efforts of the vicariate, archdiocese? If so, how often...which programs?*

### **Budget**

- The Evangelization Committee should propose a yearly budget to the Parish Pastoral Council for the overall evangelization needs of the parish that are not already covered by a commission.
- Money wisely invested in an effective evangelization ministry will pay for itself in due time. "Moreover, God is able to make every grace abundant for you, so that in all things, always having all you need, you may have an abundance for every good work." (2 Cor. 9:8, NAB)

### ***Question for Discernment***

- *Does the parish budget reflect the pastoral priorities of the Evangelization Committee?*

- *Is the Parish Finance Council aware of the required resources necessary to become an evangelizing parish?*

## STRUCTURE

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- The Evangelization Committee is encouraged to have a representative on each of the four commissions (Worship, Education, Stewardship and Service) or provide some other means for interaction and input.
- The Evangelization Committee is at the service of all the evangelizing efforts of the parish.
- The committee should strive to be representative of the constituency of the parish according to gender, age, ethnic diversity, and state of life. Yet, the first priority is the charisms and calling forth of the individuals by the complementarity of their giftedness.
- Consider inviting the newly baptized or returning Catholics, in order to incorporate their unique personal experience.
- The committee should have a coordinator, who if possible is a paid Parish Coordinator of Evangelization, experienced in evangelization and educated in the Church's teaching on the New Evangelization.

### *Question for Discernment*

- *How many of the Parish Pastoral Council members should sit on this committee?*
- *Who else in the parish would bring valuable gifts to this committee?*
- *Are there already existing members active in the different commissions who would be ideal to interact with this committee?*

**Final Exhortation:** Pope John Paul II wrote, "I sense that the moment has come to commit all of the Church's energies to a *new evangelization* and to the mission *ad gentes*. No believer in Christ, no institution of the Church can avoid this supreme duty: to proclaim Christ to all peoples" (*Redemptoris Missio*, 3).

# CHAPTER 6

## *Implementing the Vision of the Parish Pastoral Councils: Parish Commissions and Committees*

### *Introduction*

The vision of the Parish Pastoral Council is integrated into the parish's ongoing activities through various key areas of parish life. Where possible, every parish is encouraged to form at least four major commissions: Education, Service, Worship and Stewardship. This chapter briefly describes each commission's purpose, function, and possible structure, along with types of committees that can further a commission's work.

### *Commissions at work*

- Develop concrete objectives flowing from the parish mission statement and any goals established by the Parish Pastoral Council.
- Integrate the work of evangelization into all of its activities.
- Participate in formation opportunities both within its own meetings and those offered at the vicariate, regional and Archdiocesan levels.
- Establish ways to gain feedback from parish members.
- Report regularly, and provide annual evaluations on objectives, to the Parish Pastoral Council.

Commissions are encouraged to establish committees to help carry out their work and as a way to involve more members of the parish community in the work of the commission.

Committee members do not have to be members of the commission. Both ad hoc and standing committees can be useful. Ad hoc committees can be of any size, are focused on a specific task, and usually have a definite completion date. Standing committees can have more stable membership and take on some of the larger, ongoing tasks of commissions.

Because parishes differ greatly in size and resources, the number and type of committees needs to be adapted to each parish. Those listed under each commission below are offered as examples of some committees that might prove useful to the ongoing work of each commission. A more detailed description of each of the suggested possible committees is provided in the Addenda.



# ***Christian Education/Formation Commission***

## **PURPOSE** \_\_\_\_\_

The Education Commission assists, promotes and supports parishioners in understanding that the entire parish communion has responsibility for participating in the evangelization and teaching mission of Jesus entrusted to the Church. The commission's responsibilities include developing, promoting and evaluating programs that address all aspects of education and evangelization, in cooperation with archdiocesan and parish staffs.

## **FUNCTION** \_\_\_\_\_

The Education Commission is responsible for seeing that the parish communion's teaching mission is addressed in ways that assist each individual to grow in faith throughout their life. Through the commission's committees, it determines programs that promote and support total parish education and formation. The commission supports the parish professional staff in working toward that goal.

### **The Commission's educational responsibilities are to:**

- Discern the parish's formational/educational needs at all levels.
- Assist in providing an array of informational and formational opportunities for people at every stage of life.
- Ensure compliance with educational directives, guidelines, norms, and policies of the parish, Archdiocese and universal Church.

### **The Commission's formational responsibilities are to:**

- Assist commission and committee members in their understanding of Church catechetical documents and best practices, emphasizing the lifelong aspects of Catholic formation in its broadest sense.
- Support the continuing education and formation of all educational ministers according to Archdiocesan directives, guidelines, norms and policies.

### **The Commission's administrative responsibilities are to:**

- Annually establish and recommend objectives to the Parish Pastoral Council. Objectives should flow from the parish vision, mission statement and goals, and address the educational and formational needs in the areas of Adult Faith Formation, Catholic Schools, Family Ministry, Faith Formation/Catechetics, Vocations, Youth Ministry, and Campus Ministry/Young Adults.
- Quarterly review and evaluate the progress of the commission's objectives.
- Promote and support the Archdiocesan policies of the Department of Evangelization, Catechesis and Schools, as they pertain to the parish.

## STRUCTURE

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The Education Commission will include interested parishioners and appropriate pastoral staff. The commission chooses one of its members to become a member of the Vicariate Education Commission.

The structure of this commission can differ greatly from parish to parish. However, whatever structure is adopted, if successful, will find a way to extend the Parish Pastoral Council's vision for parish Christian education and formation out to the whole parish.

The Education Commission will adopt written procedures regarding conduct of meetings, length of terms members will serve, reporting responsibilities and similar matters necessary for efficient operation.

Some of the following committees might prove helpful in putting into effect the parish vision for Christian education:

- **Adult Faith Formation Committee**
- **Catholic School Committee**
- **Family Ministry Committee**
- **Faith Formation/Catechetics Committee**
- **Youth Ministry Committee**
- **Vocation Committee**
- **Campus Ministry and Young Adult Committee**

A more detailed description of the purpose, function, and possible structure for each of these committees is given in the Addenda.

# ***Worship Commission***

## **PURPOSE**

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The Worship Commission is responsible for guiding the continuing liturgical renewal of the parish, which is a communion centered on the Eucharist. It serves the parish by providing opportunities for liturgical education, by preparing the liturgical celebrations, and through mystagogical reflection evaluating these celebrations.

The Worship Commission participates in the call for evangelization by its witness of sharing Christ with others through liturgical worship.

In addition, it serves as the liaison for relations with other Christian and non-Christian churches and religious bodies.

## **FUNCTION**

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Since the liturgy is the “source and summit” (*SC 11*) of Christian life, the Worship Commission needs to be actively and directly connected and concerned with all aspects of parish life, including ecumenism.

The Worship Commission collaborates with the Parish Pastoral Council, other parish commissions, the Vicariate Worship Commission, and the Archdiocesan Office for Christian Worship. It develops and establishes objectives to realize and accomplish parish and

Archdiocesan goals and ecclesiastical norms in the area of liturgy and parish worship. It proposes and submits its priorities and budget to the Parish Pastoral Council and develops and oversees a program of evaluation of its own work as well as that of parish liturgical life. The primary task of the Worship Commission is in the areas of liturgy and ecumenism. This work includes educational, worship and administrative responsibilities.

### **The Commission’s education responsibilities are to:**

- Update its members with the knowledge, understanding and expertise needed to function effectively.
- Oversee the continuing education and formation of the parish in liturgical matters.
- Support the continuing education and formation of all liturgical ministers according to Archdiocesan directives, guidelines, norms and policies.

### **The Commission’s worship responsibilities are to:**

- Discern the parish’s worship/liturgical/prayer needs.
- Assist in providing quality liturgical celebrations and prayer services through involvement in the preparation and evaluation of these.
- Plan and prepare liturgical events and celebrations.
- Ensure compliance with liturgical directives, guidelines, norms and policies of the parish, Archdiocese, and universal Church.

- Collaborate on liturgical aspects of the Rite of Christian Initiation of Adults (RCIA), infant baptism, sacramental preparation, marriage preparation, Eucharist to the hospitalized and homebound, funeral celebrations and ministry to the bereaved and with those parish committees and other groups specifically charged with work in these and related areas.
- Foster an atmosphere of hospitality and harmony in all aspects of its work.

### **The Commission's administrative responsibilities are to:**

- Make recommendations to the Parish Pastoral Council regarding the priorities, policies, guidelines, and directives of the parish, Archdiocese and universal Church which should be considered in the planning and carrying out of the worship life of the parish.
- Coordinate the preparation of the liturgical celebrations for all seasonal and special feasts.
- Coordinate and oversee the preparation, functioning and evaluation of all liturgical ministries in the parish, i.e., lectors, extraordinary ministers of Holy Communion, musicians, servers, ushers, and/or ministers of hospitality, sacristans, artists, etc.
- Provide appropriate scheduling of celebrations and prayer services throughout the liturgical year.

## **STRUCTURE**

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The Worship Commission will include members of the pastoral staff as resources, members from the parish, and a spokesperson from each committee. Staff might include the priests and deacons of the parish, worship or liturgy coordinator, RCIA director/coordinator, music minister, the persons who train lectors and extraordinary ministers of Holy Communion. In addition, the commission should include members who speak to the concerns and needs of significant groups within the parish, e.g., persons with disabilities, youth, young adults, seniors, and unemployed persons.

The structure of this commission can differ greatly from parish to parish. However, whatever structure is adopted, if successful, will find a way to extend the Parish Pastoral Council's vision for parish worship out to the whole parish.

The Commission will adopt written procedures regarding conduct of meetings, length of terms members will serve, reporting responsibilities and similar matters necessary for efficient operation.

Some of the following committees might prove helpful in putting into effect the parish vision for Worship:

- **Leaders of Prayer**
- **Initiation**
- **Liturgical Ministers**
- **Liturgy Preparation**
- **Ecumenical Awareness**

A more detailed description of the purpose, function, and possible structure for each of these committees is given in the Addenda.

# *Christian Service Commission*

## **PURPOSE**

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The Christian Service Commission exists as a model and resource of Catholic social teaching to enable the entire parish communion to put the social teaching of the Church into action. The Commission empowers the members of the parish to fulfill the Church's mission of love, justice, freedom and peace under the mantle of

evangelization by communally responding, in an organized way, to societal and individual needs. The commission creates and/or promotes programs that strive to address human needs and achieve justice whether locally or in the broader communities of vicariate, region, Archdiocese, state, nation and world.

## **FUNCTION**

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The Christian Service Commission actualizes the social teaching of the Church by fulfilling specific, educational and ministerial, administrative responsibilities.

### **The Commission's educational responsibilities include:**

- Educate the members of the commission regarding Catholic social teaching.
- Gather and share accurate information about human needs in the parish and total community.
- Gather and share accurate information about service and service providers in the area.
- Evaluate and report on Christian service in response to changing communion needs.
- Bring the parish communion to an awareness of action needed to resolve human needs and achieve justice and human dignity.
- Provide information to the parish and staff concerning opportunities that address justice and life issues.

### **The Commission's ministerial responsibilities include:**

- Maintain effective communication and strong working relationships with the pastoral staff, Parish Pastoral Council commissions and the Archdiocesan Offices.
- Continually increase the number and variety of parishioners involved directly with Christian service.
- Work with the parish pastoral leadership in discerning how to respond to the needs of the poor and vulnerable throughout the area and, especially, within the parish boundaries.
- Support existing social ministry programs that adequately meet the needs of the parish and community, linking with other parishes and/or community groups whenever possible.
- Develop and implement parish social ministry programs to address needs not met by parish or community programs.
- Develop and help implement, in concert with community service providers, necessary programs that are beyond the resources of the individual parish.

- Provide training for volunteers in social ministry activities.
- Develop new social ministry leadership among lay people of the parish communion.

### **The Commission's administrative responsibilities include:**

- Maintain a close working relationship with, and coordinate the efforts of, all parish social ministry organizations to maintain the strength of individual organizations within the effectiveness of the whole.
- Engage Catholic Charities of Southeast Michigan and other Archdiocesan charities, organizations and institutions, as well as other local community resources when appropriate and, when necessary, after consultation with pastor/vicar.
- Coordinate parish response to national Catholic action for justice programs, e.g., Catholic Relief Services, Catholic Campaign for Human Development and others designated by the Archdiocesan Department of Parish Life and Services.
- Provide within the Christian service budget a model of good stewardship and, within the social ministry goals and objectives, a functional model that takes into account parish, community and global outreach.

## **STRUCTURE**

Membership criteria for the commission should model inclusivity, solidarity, and collaboration to give witness to Gospel values. The commission will include pastoral staff person(s) as resource, interested members of the parish and a spokesperson from each committee. Members from various ethnic, cultural, socioeconomic and minority groups present in the parish communion should comprise the membership of the Commission.

The structure of this commission can differ greatly from parish to parish. However, whatever structure is adopted, if successful, will find a way to extend the Parish Pastoral Council's vision for parish Christian service out to the whole parish.

The Commission will adopt written procedures regarding conduct of meetings, length of terms members will serve, reporting responsibilities and similar matters necessary for efficient operation.

Some of the following committees might prove helpful in putting into effect the parish vision for Christian Service:

- **Justice and Peace**
- **Disability Concerns**
- **Life Issues**
- **Parish Service**
- **Health Advocacy**
- **Legislative Advocacy**

A more detailed description of the purpose, function, and possible structure for each of these committees is given in the Addenda.

# ***Stewardship Commission***

## **PURPOSE**

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The Stewardship Commission is concerned with the promotion of Christian stewardship as a way of life, and how living out our call to discipleship in service to the Church and her members provides a living example by which the spirit of evangelization is witnessed. (See, *Stewardship: A Disciple's Response*. U.S. Conference of Catholic Bishops 1992)

## **FUNCTION**

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### **The Commission's education responsibilities are to:**

- Foster a parish environment in which Christian stewardship as a way of life is understood, accepted and practiced.
- Develop programs that allow parishioners to discern their God-given skills and talents and how they may be put to use in the ministries of the Church.
- Develop family finance study programs based on Scripture and The Catechism of the Catholic Church.
- Encourage parishioners' endowment gifts through distribution of planned giving newsletters, wills awareness seminars and other materials.

### **The Commission's stewardship responsibilities are to:**

- Coordinate the process for encouraging parishioners to share their time, talents and treasure in parish ministries, activities and support.
- Plan, recommend, and with Parish Pastoral Council and Parish Finance Council approval, implement actions for the most effective use of parish resources; these resources include parishioners' time, skills and talents, and offered funds.

### **The Commission's administrative responsibilities are to:**

- Coordinate the annual parish Catholic Services Appeal (CSA) campaign following guidelines in the Archdiocese of Detroit manual, *Catholic Services Appeal: Steps to Success*.
- Coordinate all parish fundraising programs and activities in accordance with Pastoral Council and Finance Council approval and in line with overall parish priorities and objectives.

## STRUCTURE

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The Stewardship Commission ideally should consist of six to 10 parishioners and include members of the pastoral staff as resources. Considering the purposes of the commission, parishioners who are familiar with the principles of Christian stewardship and have the ability to identify and call forth those in the parish communion with the gifts and talents necessary to build parish programs, should serve on the commission.

The structure of this commission can differ greatly from parish to parish. However, whatever structure is adopted, if successful, will find a way to extend the Parish Pastoral Council's vision for parish Stewardship out to the whole parish.

Some of the following committees might prove helpful in putting into effect the parish vision for Stewardship:

- **Christian Stewardship Education and Formation Committee**
- **Development Committee**
- **Gifts and Talents Committee**

The Commission will adopt written procedures regarding conduct of meetings, length of terms members will serve, reporting responsibilities and similar matters necessary for efficient operation.

A more detailed description of the purpose, function, and possible structure for each of these committees is given in the Addendum **B**.



# CHAPTER 7

## *Establishing the Parish Finance Council*

(These statutes were approved and promulgated by Detroit Archbishop Allen H. Vigneron on January 21, 2011.)

### *Introduction*

A Parish Finance Council is required in every parish and these statutes are issued pursuant to canon 1281 of the Code of Canon Law. Because there are certain actions that such a council must perform according to Canon law, the statutes that follow have more of a legal tone to them. An effective Parish Finance Council will find ways to always see its work and act in such a way that the pastoral good of the parish is furthered. For that reason, nothing that follows is in any way to lessen the necessity and importance of the work of the Parish Pastoral Council.

### *Preamble*

The Parish Finance Council is an essential consultative body of the parish that “assists the pastor in the administration of the goods” of [Parish Name] (Canon 537). In certain cases indicated in these statutes, the consultation or consent of the Parish Finance Council must be sought and received by the pastor before he can act validly. In all cases, the work of the Parish Finance Council is to be seen as a necessary element of the pastor’s responsibility to administer the material resources of the parish efficiently, transparently and productively.

## **PART I: THE CONSTITUTION OF THE PARISH FINANCE COUNCIL**

### **Article 1:** \_\_\_\_\_

The title of this parish consultative body is the Parish Finance Council of *[Parish Name]*.

### **Article 2: Membership** \_\_\_\_\_

**Section 1:** The pastor and associate pastors (*parochial vicars*) serve as non-voting members. A parish deacon may also serve as a non-voting member at the discretion of the pastor.

**Section 2:** The Parish Finance Council will have a minimum of three and maximum of nine voting members, reflective of the size and needs of the parish.

#### **Section 3: Qualifications of Members**

- Fully initiated, active, practicing Catholic in good standing, and a member of the parish.

- Equipped with the expertise or experience in the areas of accounting, finance, administration, budgeting, property management, Human Resources or civil law.
- Outstanding in integrity.
- Able to work in groups.
- Prayerful with an awareness of God being active in one’s life.

- Open to the Spirit, to spiritual growth, and being formed in the evangelizing mission of the Church
  - Capable of relating to people from varied social, economic and ethnic backgrounds with an ability to listen to the needs of the people.
  - At least 18 years of age.
- Not related by blood or marriage to the pastor, associate pastor(s), assigned deacons, paid staff, or volunteers performing financial and/or administrative duties; specifically, parents, children, brothers, sisters, nephews, nieces, uncles, aunts and their spouses. Exceptions to this qualification may be made with agreement of the Regional Moderator.

**Section 4:** Paid parish staff and volunteers performing financial and/or administrative duties are ineligible for membership. They may serve, however, as consultants and resource people at the pastor's discretion. The pastor reviews the experience/expertise of potential Parish Finance Council members through consultation with current members.

**Section 5:** Selected members of the Parish Finance Council are appointed in writing by the pastor via an appointment letter for specific terms of two to four years, renewable up to two times at the pastor's discretion. Additional terms may be served upon the pastor's consultation with the Regional Moderator, and subsequent Parish Finance Council agreement, which shall be documented in the meeting minutes. It is highly recommended to coordinate terms such that members rotate out in different years.

Individuals appointed to the Parish Finance Council must have an understanding of the parish mission statement and be open to ongoing formation. The Archdiocese of Detroit Department of Finance and Administration hosts Parish Finance Council orientation and other training for members. These helpful sessions should be required for all Parish Finance Council members. Parishes are notified of all upcoming workshops and should encourage members to attend. In addition, members are to familiarize themselves with these statutes and the Financial

Policies and Procedures Manual for Parishes of the Archdiocese of Detroit.

**Section 6:** A member loses his or her seat on the Parish Finance Council in one of the following ways, after confirmation by the council at a meeting and written notification to the member by the pastor:

- By resignation in writing.
  - Withdrawing from parish membership.
  - By incurring an ecclesiastical censure or penalty.
  - By absence from three regular meetings in a year.
  - Upon conviction of a criminal offense other than a traffic ordinance violation. If the pastor judges the criminal offense would not impair the member's ability to serve
- Objectively and effectively and pastor wishes to retain the member on the Parish Finance Council, he must first consult with the other members to obtain their agreement and then that of the Regional Moderator.
  - Or in the case of behavior that results in public scandal or other exceptional circumstance, the pastor may remove a member or members, including the establishment of an entirely new council, with agreement of the Regional Moderator.

**Section 7:** If a vacancy occurs and the membership has fewer than three members (*not including non-voting members*), the pastor will appoint a new member to complete the term of the former member. The pastor may appoint or leave vacant a seat on the Parish Finance Council if the membership has at least three voting members.

**Section 8:** Upon appointment of a new pastor, he must maintain the existing membership of the Parish Finance Council, and allow membership terms to run their course, except as stated in Section 6 of this article, including the establishment of an entirely new council with the agreement of the Regional Moderator, and Part III of these statutes.

### Article 3: Officers

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**Section 1:** The officers of the Parish Finance Council shall be the president, chairperson, vice chairperson and secretary.

**Section 2:** The pastor is the president ex officio, and does not vote on matters put to the council.

**Section 3:** The chairperson, vice chairperson and secretary are elected by Parish Finance Council members for a term of one or two years, renewable once.

**Section 4:** The chairperson (*or his/her designated Parish Finance Council member*) will attend all Parish Pastoral Council meetings and provide written reports about Parish Finance Council activity.

### Article 4: Meetings

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**Section 1:** It is recommended that the Parish Finance Council meet monthly, but must meet at least quarterly. If needed, special meetings may be called by the pastor or at the request of at least three members, one of whom is to be an officer of the council.

**Section 9:** Any officer of the Parish Pastoral Council may attend Parish Finance Council meetings.

The Finance Council chairperson will make sure that the Pastoral Council has access to Finance Council minutes.

**Section 5:** The vice chairperson is responsible for fulfilling the chairperson's role if the chairperson is unable to fulfill his/her duties.

**Section 6:** The secretary is responsible for scheduling the meetings, notifying the members of the meetings, preparing and distributing the meeting materials to members, tracking attendance, producing and distributing the minutes to members, and archiving the minutes in the parish office.

**Section 2:** All members must be notified of meetings at least 10 days in advance of the meeting, except for emergency meetings. A quorum<sup>1</sup> is required for all meetings, including emergency meetings, that shall consist of the presence of a majority of the total voting members of the Parish

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<sup>1</sup> Quorum is defined as more than 50% of voting members.

Finance Council along with the pastor or, in his absence, an associate pastor.

**Section 3:** The pastor must be present when consultation or consent of the Parish Finance Council is required.

**Section 4:** For consultation, a consensus of the council is sufficient. The pastor or chairperson may choose to have a consultative vote as well. If so, the majority vote defines the disposition of the council, and a record of the vote is to be included in the meeting minutes.

**Section 5:** In order to express consent, a vote is required. The members vote individually, which, in the majority, defines the decision of the council. The vote is to take place by anonymous written ballot, in order to allow the members the

freedom to vote without peer pressure or concern for reprisal. The ballots will be tallied by the secretary reading aloud the result of each ballot, and recorded in the minutes.

**Section 6:** A record of every meeting of the Parish Finance Council is kept in the minutes, which will include who was present and absent at the meeting, a synopsis of the major points of discussion of agenda items, and the details of any consensus or votes. More detailed minutes should be kept for agenda items which require the council's consultation or consent, because a copy of the minutes will have to be forwarded with requests when the Archbishop's approval is also required to carry out an act of administration. Copies of minutes are to be archived in the parish office.

## Article 5: Committees

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**Section 1:** As needed and with the approval of the pastor, the Parish Finance Council may establish standing or ad hoc committees to advise the council on matters (*see Appendix F for examples*).

**Section 2:** The committee chairperson is chosen from among the members of the Parish

Finance Council by the chairperson and with the approval of the pastor.

**Section 3:** Membership on a committee may include persons who are not on the Parish Finance Council but possess the gifts or skills necessary for the committee.

## Article 6: Pastor Vancancy

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During a vacancy in the office of pastor or administrator the Parish Finance Council continues to exist and is to be convened by the administrator appointed by the Archbishop of Detroit.

The administrator has the same responsibilities and prerogatives as the pastor in consulting, obtaining consent from, or changing the council membership.

## Article 7: Indemnification

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No member of the Parish Finance Council shall be personally liable to the parish or Archdiocese of Detroit for monetary damages for a breach of duty. However, this provision shall not eliminate or limit the liability of a member for any of the following:

- A breach of any civil law duty of loyalty of the member to the parish or Archdiocese of Detroit.
- Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law.
- A transaction from which the member derived an improper personal benefit.

- An act or omission that is grossly negligent.

The parish or Archdiocese of Detroit shall assume all liability for all acts or omissions of a Parish Finance Council member, if all of the following are met:

- The member was acting or reasonably believed he or she was acting within the scope of his or her authority.
- The member was acting in good faith.
- The member's conduct did not amount to gross negligence or willful and wanton misconduct.

- The member's conduct was not an intentional tort, and
- The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the Insurance Code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

## PART II. THE WORK OF THE PARISH FINANCE COUNCIL

### Article 1: \_\_\_\_\_

The parish has the right to acquire, administer, and alienate (i.e. dispose of or change the purpose of) parish goods. The pastor is the administrator of the goods belonging to the parish. Unless and to the extent that it is to its own advantage, the parish is not bound to acts invalidly placed by the pastor.

### Article 2: \_\_\_\_\_

Three levels of administration must be observed in actions that affect the parish - acts of ordinary administration, acts of greater importance, and acts of extraordinary administration. Each level requires a different standard of consultation and/or the consent of the Parish Finance Council for an action of the pastor to be valid.

**Section 1: Acts of ordinary administration** - These acts include everything not specified as either acts of greater importance or acts of extraordinary administration in the articles below or given special qualification in any official Archdiocesan policy. Within the limits of ordinary administration, the pastor acts validly on his own initiative, although he is encouraged to consult regularly with the Parish Finance Council on any matters pertaining to finances, buildings, maintenance, personnel, and those responsibilities listed in Part II, Article 5. As a general rule spending or restricting parish funds in an amount up to \$10,000 (in the aggregate for a project) constitutes ordinary administration.

**Section 2: Acts of greater importance** - These are acts that require that the pastor consults the Parish Finance Council and as stated in Subsection 2 of this section, may also require written approval from the Archbishop (or his delegate). As a general rule, spending or restricting parish funds between \$10,000.01 and \$100,000 (in the aggregate for a project) constitutes an act of greater importance. For transactions between \$10,000.01 and \$25,000 (in the aggregate for a project), the pastor must consult the Parish Finance Council prior to acting, and record the consultation in the meeting minutes, but is not required to report the transaction to the Archdiocese of Detroit. For transactions between \$25,000.01 and \$100,000 (in the aggregate for a project), the pastor must consult the Parish Finance Council prior to acting, record the consultation in the meeting minutes, and have the transaction approved by the Archdiocese of Detroit by submitting to the Chancellor's Office an Expenditure Approval Request Form (Appendix H) with a copy of the meeting minutes showing consultation took place. Approval of the Expenditure Approval Request Form is necessary before making any commitment to spend such funds.

**Subsection 1:** The following are acts of greater importance which only require consultation with the Parish Finance Council<sup>1</sup>

- Review and accept the annual parish budget according to Archdiocesan requirements and format (see Part III, Article 3 , before being submitted to the Archdiocesan Department of Finance and Administration by May 15 prior to the budget year.
- Annual inventory review of parish property (see Part II, Article 4.

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<sup>1</sup> Simply report in the Parish Finance Council meeting minutes that the consultation has occurred with an explanation of the content of the consultation.

- Review of the monthly financial report, according to Archdiocesan requirements and format. (see Appendix A).
- Review of the annual financial report according to Archdiocesan requirements and format, to be submitted to the Archdiocesan Department of Finance and Administration by August 15 after the end of the fiscal year.
- Review of any/all financial audits, facility audits and loss prevention reports.

**Subsection 2:** The following are also acts of greater importance that require consultation with the Parish Finance Council and then written approval from the Archbishop (or his delegate) to act<sup>2</sup>:

- Making repairs to parish structures when the cost is more than \$25,000 and less than \$100,000.
- <sup>3</sup> Purchasing real estate for the parish when the market value is at least \$25,000 but less than \$100,000.
- Selling parish property that is not part of the stable patrimony<sup>4</sup> when the market value is at least \$25,000 but less than \$100,000.
- Constructing or tearing down a building when the market value is at least \$25,000 but less than \$100,000.
- Placing real estate that belongs to the parish, on the market for sale.
- Selling parish real estate or property that is part of the stable patrimony of the parish when the market value is less than \$25,000.
- Leasing parish real estate when the market value of property is less than \$100,000 and the lease is for less than one year.
- Entering a lease of real estate with a lessee.
- Entering operational or management agreements when the annual fees are at least \$25,000 but less than \$100,000.
- Seeking a loan from the Loan Deposit Program.
- Beginning a parish-based capital and/or debt reduction campaign.
- Accepting an offering made to the pastor or parish with an unusual condition attached.
- Making significant alterations to a church.
- Making unbudgeted charitable donations in excess of a cumulative amount of at least \$10,000 up to \$100,000 in 12 consecutive months.
- Closing the parish school (after prior consultation with the Office for Catholic Schools and the Parish Pastoral Council).

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<sup>2</sup> For these acts of greater administration, since the Archbishop's approval is required, the pastor is to write a letter to the Archbishop seeking the required permission (Appendix I), enclosing a copy of the Parish Finance Council minutes showing the details of the consultation.

<sup>3</sup> Stable patrimony refers to the material resources of the parish that provide a stable financial foundation for the parish; including, but not limited to property, buildings, restricted investments such as endowments or precious works of art. Expendable material resources such as office and maintenance equipment, savings account balances or furniture are not part of the stable patrimony.

**Section 3: Acts of Extraordinary Administration** - These actions require that the pastor first receive the consent of the Parish Finance Council and then written approval from the Archbishop (or his delegate) to act<sup>4</sup>. As a general rule spending or restricting parish funds over \$100,000 (in the aggregate for a project) constitutes an act of extraordinary administration.

**Subsection 1:** In addition, the following are also acts of extraordinary administration:

- Making repairs to parish structures when the cost is more than \$100,000.
- 
- Purchasing real estate for the parish with a market value of \$100,000 or more.
- Selling parish property that is not part of its stable patrimony<sup>4</sup> and is valued at \$100,000 or more.
- Constructing or tearing down a building, the market value of which is \$100,000 or more.
- Leasing parish real estate or personal property when the market value of goods exceeds \$100,000 or the lease is for more than one year.
- Entering a lease of real estate as a lessee when the lease is more than one year or the annual rent is \$100,000 or more.
- Establishing or suppressing a parish or school establishment that involves commerce, partnerships, joint ventures or legal alliances with any entity or person.
- Establishing or augmenting endowments or foundations in the Loan Deposit Program with parish funds for the benefit of the parish, Archdiocese or other entity under the Archbishop's care.
- Making unbudgeted charitable donations in excess of a cumulative amount of \$100,000 or more in 12 consecutive months.

**Subsection 2:** Alienation (i.e. disposal or changing the purpose) of parish goods that form the stable patrimony or acts that can worsen the condition of the parish are treated as acts of extraordinary administration as follows:

- Transferring title of parish property, when the market value exceeds \$25,000, as well as any act of preparation of such transfer (e.g., accepting a purchase offer).
- Spending parish money, investments, securities or its equivalent for purposes other than for what they were designated.
- Establishing endowments, foundations, or trusts with parish funds, when the beneficiary is not the parish, Archdiocese, or other entity under the Archbishop's care.
- Selling precious works of art or transferring notable relics.

## **Article 3. Preparing an Annual Budget** \_\_\_\_\_

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<sup>4</sup> This is the so-called "Consultors Approval" since the routine practice has been to put these matters to the College of Consultors for review, advice, and, in some cases, consent when the matter involves alienation of parish goods. For acts of extraordinary administration, the pastor is to write a letter to the Archbishop (Appendix I), seeking his written approval, enclosing a copy of the Parish Finance Council minutes showing consent was obtained.



**Section 1:**

The Parish Finance Council will assist the pastor in preparing an annual budget of receipts and expenditures for the parish, after receiving input from the Parish Pastoral Council concerning pastoral priorities and strategic planning. The Parish Finance Council is to take the preparation of a balanced annual budget as one of its chief priorities.

**Section 2:**

The budget is to be signed by the pastor and Parish Finance Council chairperson before submission to the Archdiocesan Department of Finance and Administration. The Parish Finance Council Chair (or its delegate) will present and review the budget with the Parish

Pastoral Council to aid in the understanding of the parish budget and confirm it reflects the pastoral initiatives and priorities of the parish. The Parish Pastoral Council minutes will reflect the budget was reviewed and acknowledged as reflecting the pastoral initiatives and priorities of the parish.

**Section 3:**

If the Parish Finance Council does not participate in the preparation of a budget for a regional school in which the parish participates with a subsidy, the Parish Finance Council has the prerogative of reviewing and commenting to the priest delegate and/or principal on the school budget before it is submitted to the Department of Finance and Administration.

**Article 4:** \_\_\_\_\_

The Parish Finance Council will assist the pastor in preparing a full, accurate, and clear inventory of immovable property, movable objects, with their description and estimated value. The inventory is to be archived in the parish office, and a copy provided to the Archdiocesan Office of Buildings (a video inventory with audio commentary is preferable). This inventory is to be updated annually.

## Article 5:

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The pastor has a number of administrative responsibilities and is responsible for making sure they are fulfilled. However, the Parish Finance Council can be of great help to the pastor in assisting him where possible with the following:

- Offerings given to the pastor are given to the parish, unless the contrary intent of the donor is clearly established.
- No gifts are accepted from elected officials, candidates running for political office, or legal entities directly or indirectly controlled by them.
- Offerings given by the faithful for a certain purpose are accounted for in an accurate and timely manner and applied only for that same purpose.
- Monies raised in the name of the parish are never held by a private individual or other legal entity.
- The parish maintains a proper archive of financial documents and records.
- The parish ownership of ecclesiastical goods is protected by civilly valid means and all appropriate civil laws are observed, including those related to employment of workers.
- Bills and taxes (See Appendix B) are paid in a timely manner and well organized books of parish receipts and expenditures are kept.
- Interest due on mortgages and loans is paid on time and the principal of the debt is repaid in a timely manner.
- The parish checking account holds an amount to cover one to two months of operating expenses and monies in excess of this amount are to be deposited in the Loan Deposit Program.
- The Parish does not have investments, savings, or loans outside of the Loan Deposit Program.
- The Parish budget and Parish financial report are submitted annually to the Archdiocese and an annual financial summary of these results is reported to the people of the Parish.
- Participation in the annual Catholic Services Appeal and other Archdiocesan campaigns is in accord with Archdiocesan policy and procedure.
- The parish complies with Archdiocesan financial and facility audits and loss prevention reports and reviews and accepts the plan of action.
- The parish follows the policies stated in all Parish and Archdiocesan financial and administrative policy manuals (e.g. “Financial Policies & Procedures for Parishes of the Archdiocese of Detroit”, “Personnel Administration Manual and Parish Employee Handbook for Parishes and Schools in the Archdiocese of Detroit”, “Policies and Procedures of the College of Consultors Archdiocese of Detroit”, etc.).

## **PART III: MERGERS OF PARISHES**

### **Article 1:** \_\_\_\_\_

Because of the unique needs of a merger, if two or more parishes are merged the Parish Finance Councils of the respective parishes shall also be merged and shall act as one for the new entity for one year. The maximum number of members outlined in Part I, Article 2, Section 2 may be exceeded in the one-year period following the merger. After one year, the pastor will reduce the membership in such a way that all the former parishes are proportionately represented in accordance with Part I, Article 2.

## **PART IV: DISPUTES AND MEDIATION**

### **Article 1:** \_\_\_\_\_

Each member of the Parish Finance Council has a responsibility to the parish as a whole, not simply the pastor. Each member of the Parish Finance Council has the responsibility of bringing to the Parish Finance Council any matter covered by these statutes that he or she believes is not being observed. If a majority of the Parish Finance Council members agree on a course of correction, the matter and the proposed correction is to be brought to the attention of the pastor in writing, allowing a period of 10 days for a response.

### **Article 2:** \_\_\_\_\_

If the pastor is not willing or is not able to make the correction and a majority of the Parish Finance Council members believe the administration of the parish is being negatively affected, the chairperson is to write the Regional Moderator on the matter, signed by all who concur with the action. A copy of the written statement is to be given to the pastor. The Regional Moderator will respond within 30 days.

## **PART V: AMENDMENT PROCESS**

### **Article 1:** \_\_\_\_\_

The Archbishop of Detroit may at any time amend or replace these statutes on his own initiative in accord with the Code of Canon Law and/or particular law.

### **Article 2:** \_\_\_\_\_

Amendments to these statutes may be proposed in writing to the Archbishop of Detroit by the pastor after he has consulted with the Parish Finance Council and Parish Pastoral Council. Such proposals will be taken under advisement; with the understanding their introduction to the statutes will have a global influence; that is, be required of all parishes of the Archdiocese if introduced.

These statutes constitute particular law for the Archdiocese of Detroit and are subject to the provisions stated in the Code of Canon Law and other universal law, as well as particular law promulgated by the United States Conference of Catholic Bishops.

## **APPENDICES**

*Appendix A* - Elements of Required Monthly Financial Report for Parish Finance Council Members

*Appendix B* - Calendar of Significant Parish Financial Events

*Appendix C* - Sample Letter of Appointment to Parish Finance Council

*Appendix D* - Sample Parish Finance Council Meeting Agenda

*Appendix E* - Sample Parish Finance Council Meeting Minutes

*Appendix F* - Examples of Possible Committees

*Appendix G* - Some Examples of the Various Acts of Administration

*Appendix H* - Expenditure Approval Request Form

*Appendix I* - Sample Letter to the Archbishop to carry out an act of Parish Administration requiring his Consent

*Appendix J* - A Guide for Church Stewards

*Appendix K* - Pertinent Canon Law in the Administration of Goods

## **APPENDIX A**

### ***Elements of Required Monthly Financial Report for Parish Finance Council Members***

The following financial information is to be part of the required monthly financial reporting to the Parish Finance Council:

- Parish mission objectives and future planning provided by Parish Pastoral Council.
- Most recent parish Loan Deposit Program statement reflecting savings and loan accounts and activity.
- List of unpaid bills owed to the Archdiocese, Michigan Catholic Conference and other vendors. When available this should include statements from AOD, MCC and vendors.
- List of needed major repairs and capital improvements, with estimated cost if available.
- Current month-end Balance Sheet reflecting cash in checking account and payroll liabilities.
- Current month-end Budget vs. Actual Financial Report reflecting both budgeted and actual receipts and expenditures for current month and year-to-date
- Most recent bank statement and detailed bank reconciliation.
- Most recent payroll tax returns for federal, state (and city, if applicable)
- Most recent reconciliation of Diocesan Collections and Even Exchange accounts.

## APPENDIX B - Calendar of Significant Parish Financial Events

	Due To	Due Date
<b>Financial Reports</b>		
Parish Financial Status & Reports	Parish Finance Council	Monthly
Parish Budget Report	Archdiocese of Detroit	May 15
Parish Financial Report	Archdiocese of Detroit	August 15
Annual Financial Report to Parishioners	Parishioners	September
Quarterly Wage Report	Michigan Catholic Conference	January 31, April 30, July 31, October 31
<b>Tax Forms:</b>		
Form 941 Employer's Quarterly Federal Tax Return	IRS	Last day of month after calendar quarter (January 31, April 30, July 31, October 31)
Form W-2 Wage & Tax Statement	Employees	January 31
Form 1099-MISC Miscellaneous Income	Contractors	January 31
Form W-2G Certain Gambling Winnings	Winner	January 31
Form 945 Annual Return of Federal Withheld Income Tax (for Withholding Reported on Forms 1099 or W-2G)	IRS	January 31
Form W-2 Wage & Tax Statement	Federal/State/City Gov't	February 28
Form W-3 Transmittal of Wage & Tax Statements (with W-2's)	Federal/State/City Gov't	February 28
Form 1099-MISC Miscellaneous Income	Federal/State/City Gov't	February 28
Form 1096 Annual Summary & Transmittal of U.S. Information Returns (with 1099's)	Federal/State/City Gov't	February 28
Form W-2G Certain Gambling Winnings	Federal/State/City Gov't	February 28
Form 1096 Annual Summary & Transmittal of U.S. Information Returns (with W-2G's)	Federal/State/City Gov't	February 28
Form 165 (Michigan) Annual Return for Sales, Use & Withholding Taxes	Michigan Dept of Treasury	February 28
<b>Tax and Other Payments</b>		
403(b) Remittance for Contributions Deducted from Paychecks	Archdiocese of Detroit	10th of month after payroll deduction
Federal Payroll Taxes (Federal Withholding, Social Security, Medicare)	IRS	Monthly, quarterly or three days after payroll, as instructed by IRS
State Payroll Taxes (State Withholding, Sales Tax)	Michigan Dept of Treasury	Monthly (15th day following month end) or quarterly (15th day following calendar quarter), as instructed by State
<b>City Payroll Taxes</b> (Detroit, Hamtramck, Highland Park, Lapeer, Pontiac, Port Huron)	City Treasurer	As instructed per City

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## **APPENDIX B** - *Calendar of Significant Parish Financial Events (cont'd.)*

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### **Diocesan Collections:**

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<b>Aid to the Church in Eastern Europe</b> (Collection Weekend – 3rd weekend in February)	Archdiocese of Detroit	March 15
<b>Catholic Relief Services (CRS)</b> (Collection Weekend – 2 <sup>nd</sup> weekend in March)	Archdiocese of Detroit	April 15
<b>Annual Catholic Services Appeal (CSA)</b> (Collection – May 1 thru May 31 following year)	Archdiocese of Detroit	Weekly
<b>Peter's Pence</b> (Collection Weekend - Last weekend in June)	Archdiocese of Detroit	July 15
<b>World Mission Sunday</b> (Collection Weekend – 4th weekend in October)	Archdiocese of Detroit (payable to "Propagation of the Faith")	November 15
<b>Campaign for Human Development (CHD)</b> (Collection Weekend – 3rd weekend in November)	Archdiocese of Detroit	December 15
<b>Retirement Fund for Religious</b> (Collection Weekend – 2nd weekend in December)	Archdiocese of Detroit	December 31

## APPENDIX C

### *Sample Letter of Appointment to Parish Finance Council*

Date

Mr. John Smith  
11223 Forest Blvd  
Detroit, MI 48226

Dear John,

This is to confirm your appointment as a Parish Finance Council member, ad nutum, of \_\_\_\_\_ parish, effective \_\_\_\_\_ (date). The term of your appointment is \_\_\_\_ years, which is renewable up to two times at the discretion of the pastor, and your mutual agreement.

The Finance Council is an essential consultative body of the parish that assists the pastor in the administration of the goods of the parish. This body helps the pastor accomplish the mission and ministry of the parish and is a requirement under Canons 532 and 537. To aid you in understanding your role as a Parish Finance Council member, enclosed are Chapters 1 and 7 of the Parish, Vicariate and Archdiocesan Councils Handbook. Chapter 1 provides an overview of the Parish Pastoral and Finance Councils and how they relate to each other. Chapter 7 specifies the Parish Finance Council statutes.

Thank you for your commitment to serve as a Parish Finance Council member. Asking God's blessing upon you, I am

Sincerely Yours in Christ,

Reverend Patrick Olson  
Pastor



## APPENDIX D

### *Sample Parish Finance Council Meeting Agenda Format*

1. **Opening Prayer:** This should include invoking the assistance of the Holy Spirit and either a reading from scripture or prayers focusing on the ministry of the group.
2. **Introduction of Members/ Attendance**
3. **Approval of Prior Meeting Minutes:** This is a formal approval of the prior meeting minutes.
4. **Review Financial Reports:** This time is dedicated to reviewing the financial health of the parish and an assessment of whether the parish is meeting its parish mission, goals and objectives as stated in its parish plan, by reviewing:
  - a. Monthly financial reports and information supplied by the parish business manager or bookkeeper
  - b. Recent financial audits, facilities audits, loss prevention reports, when applicable
  - c. Annual inventory
  - d. Proposed capital projects, including requests for proposal (RFP), quotes, etc.
  - e. Annual parish budget report, prior to submission to the Archdiocese of Detroit
  - f. Annual parish financial report prior to submission to the Archdiocese of Detroit
  - g. Other related financial information (see Chapter 7, Part II and Appendix A)
5. **Old Business:** This time is dedicated to the discussion of any unfinished areas of the Parish Finance Council's work from previous meetings, assessing each item against the parish mission, goals and objectives.
6. **Committee Reports:** A representative from each committee should be prepared to give an update on the work of its committee.
7. **New Business:** Discussion of upcoming events, future projects, or new issues, assessing each item against the parish mission, goals and objectives.
8. **Closing Prayer:** A prayer of thanksgiving for members and request for guidance from the Holy Spirit as the parish moves forward in its goals and objectives.

## APPENDIX E

### *Sample Parish Finance Council Meeting Minutes*

#### **Our Lady of the Snows Parish Finance Council Meeting Minutes for March 1, 20XX**

**Present:** Fr John Edwards, Sue Smith (Chair), Dave Jones (Vice-Chair), Susie Saffron (PFC Secretary), Mary Brown, Frank King, Carol Joseph. Debbie Pelc (Business Manager) was available as a resource.

**Absent:** Mark Mills

The meeting began at 7:01 PM with an opening prayer led by Dave Jones.

1. Minutes of meeting on February 5, 20XX were reviewed. Mary made a motion to accept the minutes as stated, and Dave seconded the motion. The minutes were approved unanimously as stated.

#### **2. Financial Reports Review:**

- a. The Finance Council reviewed financial reports and data and made the following observations:
  - i. Budget vs. Actual Financial Report, Balance Sheet, and LDP statement. The parish is financially healthy. There is a slight Net Surplus to date. There are no unpaid bills. The parish savings of \$685K is more than sufficient to cover upcoming capital projects and retain a sizeable reserve for future projects and unforeseen needs.
  - ii. The bank statement was reviewed against the bank reconciliation and found to be in order.
  - iii. Payroll tax withholdings and payments were reviewed and payroll tax payments appear to be paid timely and accurately. The quarterly Form 941 will be reviewed at the April meeting.
  - iv. Diocesan Collections Receipts exceed Diocesan Collections Remitted by \$100 due to a CSA donation received at the parish on 2/28. This will be remitted in March.
  - v. Even Exchange Receipts exceed Even Exchange Disbursements by \$500. Per Debbie, this was due to a designated donation for a new statue recorded in Even Exchange Receipts. Debbie will reclassify the receipt to account 0503 Bequests & Donations.
  - vi. A previously prioritized list of capital projects was reviewed. The first two projects will be completed within the next several months (see Buildings & Grounds Committee report below). The other projects are on hold for now.

#### **3. Old Business:**

- a. The Finance Council reviewed the monthly bank fees for the past year and decided to check whether other banks charge less. Frank agreed to investigate and bring information back to the next meeting.
- b. **Lease of School Building:** Fr John received additional information regarding the proposed lease of the closed school building to ABC Charter School. ABC Charter School wishes to lease the building for 3 or more years. The lease rate is expected to be \$20K - \$25K per month or \$240K - \$300K per year. The lease rate will be based on actual student enrollment with a minimum stated lease rate. The parish has been working with Archdiocesan Properties Office regarding this lease. The lessee will be responsible for their portion of the utilities, snow removal, lawn maintenance and janitorial services. The decision to lease is an Act of Extraordinary Administration so Fr. John sought the consent of the Finance Council to proceed. The ballot vote resulted in 6 members in favor of and no

members opposed to this lease arrangement. Fr. John has the consent of the Finance Council to seek written approval from the Archbishop.

#### 4. Committee Reports:

- a. **Budget Committee:** Carol reported that the budget committee met in early February with Fr. John and the Business Manager to obtain information regarding the budget due to the Archdiocese by May 15th. The committee will present a draft budget for review at the next Finance Council meeting.
- b. **Buildings and Grounds Committee:**
  - i. The Buildings and Grounds Committee presented three bids, ranging from \$18K to \$22K, to replace aging windows in the rectory. Each of the bids contained the same brand of window, with exact specifications and warranties. The difference in the bids related to installation costs. Committee Chair, Dave, recommended selecting the lowest bid. The type of expenditure and cost makes the project an Act of Greater Importance, so Fr. John asked for the advice of the Finance Council, and it was their unanimous consensus by informal vote to proceed with the \$18K bid.
  - ii. The committee presented three bids to replace/repair a portion of the church building roof. The three bids ranged from \$82K to \$95K. The Committee Chair, Dave, stated that the Committee recommended that the bid from ABC Construction for \$91K be accepted because they are a reputable firm that the parish has dealt with before and their pricing was reasonable based on the other two bids. Dave reported that even though the project wasn't required to be reviewed by the AOD because it wasn't \$100K or more, he reviewed the bids with Frank McDonnell, AOD Buildings Director to get his perspective and make sure there weren't any concerns with any of the contractors/bids. The bid from ABC Construction addresses all of the roofing issues. This type of expenditure and cost makes the project an Act of Greater Importance, so Fr John asked for a consultative vote. The Finance Council, by a vote of 5 in favor and 1 opposed, voted that the bid from ABC be accepted. The 1 opposing vote was in favor of selecting the lowest bidder. Fr. John will submit an Expenditure Approval Request form and a letter to the Archbishop seeking approval to proceed. The funds for the project will be withdrawn from the CLT Reimbursement LDP account.

#### 5. New Business:

- a. Fr John announced that the Music Minister will be retiring as of June 30, XX. A search for a replacement should begin as soon as possible, and will be referred to the Human Resources Committee for action.
- b. The Finance Council read the recent audit report and realized the parish does not have a physical inventory. Carol has agreed to do a video inventory with another staff member sometime in May.

The meeting ended with a closing prayer led by Fr. John, then adjourned at 8:02 PM.

Respectfully Submitted by: \_\_\_\_\_  
Susie Saffron, Finance Council Secretary Date

Approved by: \_\_\_\_\_  
Fr. John Edwards, Pastor Date

## APPENDIX F

### *Examples of Possible Committees*

The following committees are optional, but may prove to be helpful to the Parish Finance Council. They may be set up as either standing or ad hoc committees. The Parish Finance

Council may modify the purpose or function of these committees, or add other committees, in a way that is most beneficial to its work.

#### ***Budget Committee***

##### **PURPOSE**

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The Budget Committee helps the Parish Finance Council create a realistic and balanced budget each year, based on the priorities decided

by the Parish Pastoral Council, and provides financial analysis and recommendations based on parish financial trends and needs.

##### **FUNCTION**

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- Work with the pastor, business manager, and/or bookkeeper to have timely, easy to understand financial data.
- Perform research/review as necessary to assist the pastor in creating a realistic and balanced budget to present to the Parish Finance Council by March of each year.
- Review monthly actual vs. budget financial reports to highlight issues and make recommendations for the Parish Finance Council to review/address.
- Review cash handling and financial recording procedures, and make recommendations to the Parish Finance Council for improvements related to internal controls, and adherence to accounting standards, Archdiocesan and Parish policies, and government regulations.
- Review the annual financial report to be submitted to the Archdiocese of Detroit and offer financial analysis and recommendations to the Parish Finance Council related to the parish's financial situation.

##### **STRUCTURE**

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Three to five members who meet as needed. Committee members should have a background in accounting, budgeting or financial management.

# ***Building and Grounds Committee***

## **PURPOSE**

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The Buildings and Grounds Committee assists the Parish Finance Council in maintaining an accurate understanding of the condition and maintenance needs of the parish's

facilities (buildings, grounds and equipment), and makes recommendations to properly maintain and improve the condition of these facilities.

## **FUNCTION**

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- Assist the pastor and business manager in maintaining an accurate, annual inventory of all parish property.
- Provide at least a semi-annual inspection of all buildings, grounds and major equipment (boilers, furnaces, HVAC, etc.). Make recommendations on current and future maintenance and improvements needs, considering potential liability issues, funding and budgeting requirements, and available current and future funds.
- Assist in reviewing potential contractors and proposals related to buildings and grounds, as well as maintenance and improvements.
- Review policies and procedures for storage and use of chemicals on property, scheduling of routine maintenance, and other buildings and grounds related items.
- Review all equipment lease and maintenance agreements annually.

## **STRUCTURE**

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Two to four members who meet four to five times per year. Committee members should have a background in plant management, maintenance, architecture, building construction, or engineering.

# ***Human Resources Committee***

## **PURPOSE**

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The Human Resources Committee advises the pastor and Parish Finance Council on matters related to hiring, discipline and termination of

employment, benefit policies, and governmental regulations regarding compensation, payroll taxes, and labor laws.

## **FUNCTION**

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- Assist in documenting parish human resource policies that are different from Archdiocesan policy.
- Annually review parish human resource policies handbook, to ensure compliance with Archdiocesan and parish policies, governmental regulations, and civil and labor laws.
- Advise on matters of hiring, discipline and termination of employment, in conjunction with the Archdiocesan Director of Human Resources.
- Assist in developing job descriptions, as necessary.
- Review and/or assist with implementing an annual performance evaluation process.
- Serve as a resource on matters of governmental regulations regarding compensation, payroll taxes, and labor laws.
- Serve as a resource on matters concerning employee benefits

## **STRUCTURE**

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Two to four members who meet as needed, but at least twice per year. Committee members should have a background in human resources, management, and employment law or school administration.

# *Hiring Committee*

## **PURPOSE** \_\_\_\_\_

The Hiring Committee assists the pastor and parish directors with hiring parish staff.

## **FUNCTION** \_\_\_\_\_

- Develop best practices guidelines for hiring.
- Review job description and qualifications of candidates.
- Develop employment ads and make recommendations regarding where ads may be placed to attract qualified candidates
- Develop interview questions and pre-interview tests for applicants.
- Review resumes and select applicants that meet job requirements.
- Determine criteria to rate applicants who are interviewed.
- Coordinate interview times for selected applicants.
- Ensure selected applicants complete employment application (supplied by Archdiocese), and take pre-interview test.
- Grade/review results of pre-interview tests.
- Interview qualified candidates.
- Make hiring recommendation to pastor and/or appropriate parish director(s).
- Once pastor/parish director makes hiring decision, verify credentials (work experience, degrees, etc.) and contact references of selected candidate. Report results to pastor/parish director.

## **STRUCTURE** \_\_\_\_\_

Three to four members who meet as needed. Committee members should have a background in the area of the position being filled, human resources, or management.

## APPENDIX G

### *Some Examples of the Various Acts of Administration*

#### **Acts of Greater Importance<sup>5</sup>**

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(requiring consultation with the Parish Finance Council and then written approval of the Archbishop or his delegate)

#### **Part II, Article 2, Section 2, Subsection 2**

##### **Activity:**

- **Purchasing real estate, selling parish property that is not part of the stable patrimony of the parish, making repairs to parish structures, building or tearing down a building, when the market value is more than \$25,000 and less than \$100,000.**

##### **Examples:**

- There is strong interest in the parish and the pastor wants to purchase a ½-acre vacant lot, adjacent to the parish property listed for \$27,000.
- A condominium accepted by the parish as part of an estate was appraised for approximately \$98,000, and should be sold.
- The pastor sees no further use of the parish dump truck, backhoe, and trailer, and would like to sell the outfit for \$35,000.

##### **Activity:**

- **Selling parish real estate or property that is part of the stable patrimony of the parish when the market value is less than \$25,000.**

##### **Example:**

- The school principal advises that the extra athletic field be sold since the cost of upkeep is putting a strain on the school budget. The anticipated market value is \$9,500.

##### **Activity:**

- **Leasing parish real estate where the market value of property is less than \$100,000 and the lease is for less than one year.**

##### **Example:**

- A local Scout troop would like to lease two classrooms and the gymnasium in the parish school, one night a week from September to May.

---

<sup>5</sup> Please note the overarching general rule for acts of greater importance (see Part II, Article 2, Section 2).



**Activity:**

- **Seeking a loan from the Loan Deposit Program.**

**Example:**

- The parish needs \$67,000 to meet payroll obligations.

**Activity:**

- **Beginning a parish-based capital and/or debt reduction campaign.**

**Example:**

- The parish is not making progress on paying down its loan through the Loan Deposit Program; in fact, it is only able to cover the interest charged on the loan. The pastor thinks it is time to begin a parish-based campaign to rid the parish of this burden.

**Activity:**

- **Accepting an offering made to the pastor or parish with an unusual condition attached.**

**Example:**

- Mr. Jones wants to donate \$50,000 to the parish, provided a plaque will be placed in the sanctuary in memory of his parents, who were founding parishioners.

**Activity:**

- **Making unbudgeted charitable donations in excess of a cumulative amount of \$10,000 or more in 12 consecutive months.**

**Example:**

- The pastor has a generous heart, and wants to donate \$12,000 more than was budgeted.

**Activity:**

- **Closing the parish school (with prior consultation with the Office for Catholic Schools and the Parish Pastoral Council).**

**Example:**

- The pastor is considering closing the parish school because of the large subsidy that is draining the parish finances.

## **Acts of Extraordinary Administration<sup>6</sup>**

(requiring consent of the Parish Finance Council and then written approval of the Archbishop or his delegate)

### **Part II, Article 2, Section 3, Subsection 1**

#### **Activity:**

- **Leasing parish real estate or personal property when the market value of goods exceeds \$100,000 or the lease is for more than one year.**

#### **Examples:**

- A charter school would like to rent the vacant parish school building for three years, with three one-year renewal options.
- An offer has been received from a police department to lease the vacant parish convent as a satellite office, where the market value of the lease is \$125,000.
- An organization would like to lease space for the next three years, where the market value of the lease is \$50,000.

#### **Activity:**

- **Purchasing parish real estate, selling parish property that is not part of the stable patrimony of the parish, making repairs to parish structures, or building or tearing down a building, when the market value or purchase price is greater than \$100,000.**

#### **Examples:**

- The Men's Club has asked the parish to build a social hall, which will be a simple pole barn structure to cost approximately \$175,000.
- The pastor, frustrated with the rats on the property, wants to tear down the vacant school building, with a market appraisal of approximately \$125,000.
- The Building Committee would like to refurbish the convent into offices over the next three years in three phases, for a total cost of \$167,000.

#### **Activity:**

- **Establishing or suppressing a parish or school establishment that involves commerce, partnerships, joint ventures, or legal alliances with any entity or person.**

#### **Examples:**

- The Christian service religious article store is not having any success breaking even, and would like to close.
- The pastor would like to enter into an agreement with the neighboring Methodist Church to provide a pregnancy crisis center in the town.

---

<sup>6</sup>Please note the overarching general rule for acts of extraordinary administration (see Part II, Article 2, Section 3).

- The school would like to start a bookstore to sell spirit-wear and other items.

**Activity:**

- **Establishing endowments or foundations in the Loan Deposit Program with parish funds for the benefit of the parish, Archdiocese, or other entity under the Archbishop's care.**

**Examples:**

- The pastor would like to use \$50,000 from parish savings to establish an endowment for tuition assistance for parish students to attend any Catholic school within the Archdiocese.
- In an effort to ensure preservation of their 125-year old neo-Gothic church, many parishioners would like to establish a foundation to pay for future repairs.

**Alienation** (*i.e. disposal or changing the purpose*) of Parish Goods

**Part II, Article 2, Section 3, Subsection 2**

**Activity:**

- **Transferring title of parish property, when the market value exceeds \$25,000, as well as any act of preparation of such transfer (e.g., accepting a purchase offer).**

**Examples:**

- A community initiative would like to purchase the vacant parish convent (estimated market value of \$150,000) to provide an ESL school for neighborhood residents.
- The pastor would prefer to live in an apartment and wants to sell the rectory (estimated market value of \$95,000).

**Activity:**

- **Spending parish money, investments, securities or its equivalent for purposes other than for what they were designated.**

**Examples:**

- A bequest from Mrs. Tillie Smith specified in her will that the donation was to be used for repairs to the church building; however, the parish needs to use the funds to replace the boiler in the school.
- An account in the Loan Deposit Program that was established for tuition assistance is no longer necessary since there are no Catholic schools in the area. The money is now needed for adult faith formation programs.

**Activity:**

- **Establishing endowments, foundations, or trusts with parish funds, when the beneficiary is not the parish, Archdiocese, or other entity under the Archbishop's care.**

**Examples:**

- The generous gift that many Dominican Sisters provided as teachers in the now-closed parish school, allowed for parish savings to grow over many decades. The pastor would now like to create a foundation to help these aging sisters in the Dominican Province.
- The parish has been asked to contribute funds to a trust that will support ecumenical initiatives in Monroe County.

**Activity:**

- **Selling precious works of art or transferring notable relics.**

**Examples:**

- After renovating the church, the existing Stations of the Cross do not fit the new architecture. The parish would like to sell the collection, designed and manufactured in Europe by a famous German sculptor, to a parish in another diocese.
- As a gift to St. Mary Parish, on its creation in 1850, Bishop Jones gave the parish a first-class relic of St. Isaac Jogues. St. Isaac Jogues Parish would now like to have this relic for its church.

# APPENDIX H

## Expenditure Approval Request Form

(See footnote #1 in the statutes)

### Archdiocese of Detroit EXPENDITURE APPROVAL REQUEST OF \$25,000-\$100,000

Parish/School \_\_\_\_\_

City \_\_\_\_\_

**Prior to making a commitment to spend \$25,000 - \$100,000 of parish funds submit this form to the Office of the Chancellor for review and approval. Enclose vendor quotes if the request is for a capital expenditure.\***

Requests permission to spend \$ \_\_\_\_\_ for the following purposes (itemize):

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total \$ \_\_\_\_\_

Are expenditures included in the current budget?

Yes \_\_\_\_\_

No \_\_\_\_\_

Expenditures will be funded as follows:

From current operations \$ \_\_\_\_\_  
Withdrawal from Savings \_\_\_\_\_  
Loan required \_\_\_\_\_

Total \$ \_\_\_\_\_

#### Financial Information

Present Balances:

Checking Account: \$ \_\_\_\_\_ Loans: \$ \_\_\_\_\_ Savings: \$ \_\_\_\_\_

Budgetary Information - Current Year:

*Parish Operating Receipts* (Row 5, Total Parish column on Parish Budget Report Summary) \$ \_\_\_\_\_

*Parish Operating Expenses* (Row 21, Total Parish column on Parish Budget Report Summary) \$ \_\_\_\_\_

Net Operating Surplus/(Deficit) (Operating Receipts less Operating Expenses) \$ \_\_\_\_\_

*Parish Capital Expenditures* (Row 41, Total Parish column on Parish Budget Report Summary) \$ \_\_\_\_\_

Net Surplus/(Deficit) (Net Operating Surplus/(Deficit) less Capital Expenditures) \$ \_\_\_\_\_

Current Year Loan-Deposit activity:

	BUDGETED	ACTUAL
5010 - Interest paid on loan	\$ _____	\$ _____
5981.1 - Payments on debt	\$ _____	\$ _____
5981.2 - Transfers to Savings	\$ _____	\$ _____
0593.1 - Loan Proceeds	\$ _____	\$ _____
0593.3 - Withdrawal from Savings	\$ _____	\$ _____

☐ Parish Finance Council minutes are attached, reporting that the required consultation has taken place.

Signed:

Chair of the Parish Finance Council

Date

Signed:

Pastor

Date

Approved:

Moderator of the Curia or Chancellor

Date

\*If a transaction exceeds \$100,000, the pastor must first contact the Office of the Chancellor.

## APPENDIX I

### *Sample Letter to the Archbishop*

(See subsection 2 on page 63 (when the Expenditure Approval Request Form is not applicable) and section 3 on page 64.)

**This document is provided as a sample that conveys the minimum contents of a request authorization to carry out acts of greater importance, extraordinary administration, or alienation in accord with the Parish Finance Council Statutes. You may adapt the letter and its contents to suit your style.**

[DATE]

His Excellency  
Archbishop Allen H. Vigneron  
Archbishop of Detroit  
1234 Washington Boulevard  
Detroit, Michigan 48226

Your Excellency,

By this letter, I am seeking your approval to:

[EXPLAIN THE ACT OF ADMINISTRATION. YOU CAN GO INTO AS MUCH DETAIL AS YOU DEEM APPROPRIATE BUT KEEP IN MIND THAT CENTRAL SERVICES STAFF WILL BE IN TOUCH WITH YOU TO GATHER ANY AND ALL REQUIRED DETAILS RELATED TO THE REQUEST]

The Parish Finance Council has been engaged on this matter as confirmed in the attached meeting minutes.

[ANYTHING ELSE YOU MIGHT WANT TO ADD, INCLUDING WHETHER OR NOT THIS MATTER WAS ALSO BROUGHT TO THE PASTORAL COUNCIL.]

[LETTER ENDING]

[SIGNATURE]

Enclosures [MINUTES/OTHER DOCUMENTS YOU DEEM APPROPRIATE]

**Mail the letter (with enclosures) to Archbishop Vigneron and fax a copy (with enclosures) to the Chancellor (313) 237-4643, especially if the matter will need to be prepared for a College of Consultors meeting.**

CANON LAW

## A GUIDE FOR CHURCH STEWARDS

In a recent column, “Administering Church Goods,” *Health Progress* 90, no. 4 (July-August 2009): 11-13, I spelled out some of the general canonical norms governing various forms of administration that we find in Catholic Church-related institutions. Now let’s examine some of the very practical points that canon law gives to assist administrators in carrying out their stewardship responsibilities at all levels.



**FR. FRANCIS G.  
MORRISEY**

Canon 1284.2, one of the longest canons in the *Code of Canon Law*, lists nine particular responsibilities of administrators. We can examine these in turn. But first it would be good to note this canon reminds all administrators, no matter what their responsibilities may be, that they are to perform their duties with

diligence of a good householder. While individuals do not own church goods, if they have accepted responsibility for their proper administration, they should deal with these goods in the same way they would their own property.

1. The first duty is **vigilance against damage**, arranging suitable insurance contracts. Such insurance policies could, if possible, cover the replacement value of church goods when buildings, etc., are being insured. However, because sometimes administrators would not wish to replace existing structures, canon law does not prescribe a particular type of insurance; it simply outlines the principle. Experience shows clearly that old insurance policies should never be discarded. Claims can come up many years after a policy has expired, but the incident leading to the claim may have arisen during the period coverage.

2. The second duty is to **see to civil protection** for church property. The way in which this obligation is carried out will depend on the existing civil legislation in the country. In North

America, civil incorporation is the most common vehicle. At times, particularly in the context of frequent litigation, it is appropriate to have more than one civil corporation. Each time church goods are incorporated separately, it is important to make certain that appropriate reserved powers have been foreseen so that the canonical stewards can also exercise their responsibilities over the assets. However, when more than one corporation is established, the temptation is to wish to keep as much control as possible over additional corporations. We should keep in mind that the greater the control, the less the protection arising from separate incorporations. The wording of this second duty implies that no matter which form of civil protection is used, the goods are still considered to be ecclesiastical goods, remaining subject to canonical norms.

3. The canon also reminds administrators that they must **observe both canon and civil law**, as well as respect the intentions of donors. In particular, administrators are to take special care that damage will not be suffered by the church through the non-observance of civil law. The code does not refer to the type of damage – it could be material, it could also be otherwise; for instance, loss of reputation. Thus, if administrators did not observe labor laws, did not pay the required taxes, gave false tax donation receipts, etc., difficulties could arise. These are some awkward situations to be faced when administrators (and superiors) consider certain provisions of the secular law to be unjust (for example, regarding the hiring of

undocumented aliens), but the presumption is that

4. Administrators are also to **take care of income and produce arising from goods**. If, for instance, the donors have given a sum of money to be invested, the proceeds of which are to be used for a given purpose then the administrator is to see to it that such intentions are observed. The norm of this section of the canon could also be applied by investing the funds in accounts that produce a good rate of interest – avoiding schemes and risky transactions that promise great returns.

5. A further obligation is to **take care of loans**, paying interest on debts and repaying capital. Usually a debt that is not repaid within 20-25 years is considered to be a very long-term debt, and special provisions should be made to guarantee available funds as long as the debt remains. In general, the church does not like operating on borrowed funds, although it is often necessary to do so, especially when new buildings are being constructed.

6. The sixth obligation is to see to the **proper investment of surplus funds**. The consent of the diocesan bishop is required for the “investment” of funds which are considered surplus. Investment is generally considered to be the conversion of resources from an unproductive form to a productive one. It is not simply placing money in the bank or credit union, but usually entails the purchasing of stocks, bonds and the like, or investment in land for future development. In the strict sense, it is a relatively permanent conversion of money into other goods, either movable or immovable, which will be preserved as stable capital and will produce additional goods. In the broader sense, however, it means depositing money in a bank or in other appropriate instruments to protect money and receive appropriate interest. This latter form of “investment” does not require the diocesan bishop’s permission.

7. While it seems obvious, the canon repeats a principle of sound administration: **Keep proper accounts**. This would mean keeping honest accounts, not having various sets of books! Because of charity and government reporting laws applicable in North

such laws are just unless proven otherwise.

America, we usually have not had too much trouble with this norm. Yet recent cases of embezzlement of church funds have shown that the temptation is still there on occasion for persons to falsify the books.

8. As part of accountability procedures, administrators are to **prepare an annual report or financial statement**. This statement, which is usually made public to those concerned, is subject to prior review by the appropriate finance committee or by some other church body. Canon 1287.2 provides that administrators are to render accounts to the faithful concerning goods which the faithful have given to the church.

9. The final specific obligation is to **keep suitable archives**, not necessarily in the place itself. Safety deposit boxes could be used, diocesan archives or the archives of the sponsoring religious institute, and so forth. If satisfactory security is not available (if, for instance, the juridical person does not have a secure vault), arrangements can be made to place such archives in trust elsewhere.

Paragraph 3 of canon 1284 adds further obligation, but, this time in the form of a “strong recommendation”: In addition to preparing and presenting the annual report noted above, administrators are also to draw up each year a budget of income and expenditures and work within the limits of the approved budget. However, the canon notes that it is left to particular law to make this an obligation and to determine more precisely how it is to be presented, i.e., according to accepted accounting and business practices. There is a very little in this canon that would not be found already in sound accounting and business management practices. Yet, the canon serves as a reminder to all those who are entrusted with the administration of church goods that they also have an additional responsibility: that of acting a good steward in the name of the church.

**FR. FRANCIS G. MORRISEY, OMI, PH.D., J.C.D.**, is professor, canon law, Saint Paul University, Ottawa, Canada.

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## APPENDIX K

### *Pertinent Canon Law in the Administration of Goods*

Select Canons from the 1983 Code of Canon Law<sup>1</sup> concerning the parish, the finance council and the administration of parish goods

**Please note** that the parenthetical notes provided in the following canons are not in the canons of the Code of Canon Law, but were added to aid in understanding the Archdiocese of Detroit Parish Finance Council Statutes to which this document is attached.

---

#### *The Nature of the Parish*

- CANON 515**      §1. A parish is a certain community of the Christian faithful stably constituted in a particular church, whose pastoral care is entrusted to a pastor as its proper pastor under the authority of the diocesan bishop.
- 
- §2. It is only for the diocesan bishop to erect, suppress, or alter parishes. He is neither to erect, suppress, nor alter notably parishes, unless he has heard the presbyteral council.
- 
- §3. A legitimately erected parish possesses juridic personality by the law itself.
- 

#### *Representation of the Parish*

- CANON 532**      In all juridic affairs (*i.e., business matters*) the pastor represents the parish according to the norm of law. He is to take care that the goods of the parish are administered according to the norm of canons 1281-1288.
- 
- CANON 1279**    §1. The administration of ecclesiastical goods pertains to the one (*i.e., pastor (or priest administrator)*) who immediately governs the person (*i.e., parish*) to which the goods belong unless particular law, statutes, or legitimate custom determine otherwise and without prejudice to the right of the ordinary (*i.e., archbishop or regional moderator*) to intervene in case of negligence by an administrator.
- 
- §2. In the administration of the goods of a public juridic person (*i.e., parish*) which does not have its own administrators by law (*i.e., pastor*), the charter of the foundation, or its own statutes, the ordinary to whom it is subject is to appoint suitable persons for three years; the same persons can be reappointed by the ordinary.
- 

#### *Parish Finance Councils*

- CANON 537**      In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the pastor in the administration of the goods of the parish, without prejudice to the prescript of canon 532.
- 
- CANON 1280**    Each juridic person (*i.e., parish*) is to have its own finance council or at least two counselors who, according to the norm of the statutes, are to assist the administrator (*i.e., pastor*) in function.
- 

<sup>1</sup> *Codex iuris canonici auctoritate Ioannis Pauli PP. II promulgatus, Libreria editrice Vaticana, 1983, in Acta Apostolicae Sedis, 75 (1983), p. xx. English-language translation from Code of Canon Law – Latin-English Edition, New English Translation, Canon Law Society of America, Washington, DC, 1999, 751 pp.*

---

## *The Administration of Parish Goods*

**CANON 1276** §1. It is for the ordinary (*i.e., archbishop*) to exercise careful vigilance over the administration of all the goods which belong to public juridic persons subject to him, without prejudice to legitimate titles which attribute more significant rights to him.

§2. With due regard for rights, legitimate customs, and circumstances, ordinaries are to take care of the ordering of the entire matter of the administration of ecclesiastical goods by issuing special instructions within the limits of universal and particular law.

---

**CANON 1277** The diocesan bishop must hear the finance council and college of consultors to place acts of administration which are more important in light of the economic condition of the diocese. In addition to the cases specially expressed in universal law or the charter of a foundation, however, he needs the consent of the finance council and of the college of consultors to place acts of extraordinary administration. It is for the conference of bishops to define which acts are to be considered of extraordinary administration.

---

**CANON 1281** §1. Without prejudice to the prescripts of the statutes, administrators (*i.e., pastors*) invalidly place acts which exceed the limits and manner of ordinary administration unless they have first obtained a written faculty from the ordinary (*i.e., archbishop*).

§2. The statutes are to define the acts which exceed the limit and manner of ordinary administration; if the statutes are silent in this regard, however, the diocesan bishop is competent to determine such acts for the persons subject to him, after having heard the finance council.

§3. Unless and to the extent that it is to its own advantage, a juridic person (*i.e., parish*) is not bound to answer for acts invalidly placed by its administrators. A juridic person itself, however, will answer for acts illegitimately but validly placed by its administrators, without prejudice to its right of action or recourse against the administrators who have damaged it.

---

**CANON 1282.** All clerics or lay persons who take part in the administration of ecclesiastical goods by a legitimate title are bound to fulfill their functions in the name of the Church according to the norm of law.

---

**CANON 1283.** Before administrators (*i.e., pastors*) begin their function:

1°. they must take an oath before the ordinary or his delegate that they will administer well and faithfully;

2°. they are to prepare and sign an accurate and clear inventory of immovable property, movable objects, whether precious or of some cultural value, or other goods, with their description and appraisal; any inventory already done is to be reviewed;

3°. one copy of this inventory is to be preserved in the archive of the administration and another in the archive of the curia; any change which the patrimony happens to undergo is to be noted in each copy.

---

**CANON 1284** §1. All administrators (*i.e., pastors*) are bound to fulfill their function with the diligence of a good householder.

§2. Consequently they must:

- 1°. exercise vigilance so that the goods entrusted to their care are in no way lost or damaged, taking out insurance policies for this purpose insofar as necessary;
  - 2°. take care that the ownership of ecclesiastical goods is protected by civilly valid methods;
  - 3°. observe the prescripts of both canon and civil law or those imposed by a founder, a donor, or legitimate authority, and especially be on guard so that no damage comes to the Church from the non-observance of civil laws;
  - 4°. collect the return of goods and the income accurately and on time, protect what is collected, and use them according to the intention of the founder or legitimate norms;
  - 5°. pay at the stated time the interest due on a loan or mortgage and take care that the capital debt itself is repaid in a timely manner;
  - 6°. with the consent of the ordinary, invest the money which is left over after expenses and can be usefully set aside for the purposes of the juridic person;
  - 7°. keep well organized books of receipts and expenditures;
  - 8°. draw up a report of the administration at the end of each year;
  - 9°. organize correctly and protect in a suitable and proper archive the documents and records on which the property rights of the Church or the institute are based, and deposit authentic copies of them in the archive of the curia when it can be done conveniently.
- §3. It is strongly recommended that administrators prepare budgets of incomes and expenditures each year; it is left to particular law (i.e., archdiocesan policies set forth by the archbishop), however, to require them and to determine more precisely the ways in which they are to be presented.

---

**CANON 1285.** Within the limits of ordinary administration only, administrators are permitted to make donations for purposes of piety or Christian charity from movable goods which do not belong to the stable patrimony.

---

**CANON 1286. Administrators (i.e., pastors) of goods:**

- 1°. in the employment of workers are to observe meticulously also the civil laws concerning labor and social policy, according to the principles handed on by the Church;
  - 2°. are to pay a just and decent wage to employees so that they are able to provide fittingly for their own needs and those of their dependents.
- 

**CANON 1287 §1.** Both clerical and lay administrators of any ecclesiastical goods whatever which have not been legitimately exempted from the power of governance of the diocesan bishop are bound by their office to present an annual report to the local ordinary who is to present it for examination by the finance council; any contrary custom is reprobated.

---

§2. According to norms to be determined by particular law, administrators are to render an account to the faithful concerning the goods offered by the faithful to the Church.

**CANON 1288.** Administrators are neither to initiate nor to contest litigation in a civil forum in the name of a public juridic person unless they have obtained the written permission of their own ordinary.

---

**CANON 1289.** Even if not bound to administration by the title of an ecclesiastical office, administrators cannot relinquish their function on their own initiative; if the Church is harmed from an arbitrary withdrawal, moreover, they are bound to restitution.



Archdiocese of Detroit  
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# PART II

SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH

XP



VICARIATE COUNCILS

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# ***The Archdiocesan Vicariate Structure***

## ***I. The Vicariate***

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The Archdiocesan Vicariate is a geographical area consisting of a grouping of parishes, Catholic Schools, Institutions and Agencies where support, pastoral planning and resources can be identified and shared for the benefit of the faithful within its boundaries. The Archdiocese of Detroit has four stable regions, each containing four vicariates. Each region is cared for by a Regional Moderator, who is a local ordinary appointed by the Archbishop.

## ***II. The Vicariate Leadership and Its Structures***

### ***A. The Authority of the Vicar Forane<sup>1</sup> (Vicar)***

---

- |   |  |
|---|--|
| 1. The vicar is a priest appointed by the Archbishop to share in the pastoral leadership of the Archbishop within the boundaries of a specific vicariate to which he is already assigned. | 2. The vicar has whatever responsibilities the Archbishop has given to him via particular law and canon law (cc. 553-555). |
|---|--|

### ***B. General Responsibilities of the Vicar***

---

- |  |   |
|--|---|
| 1. Voices the appropriate concerns of the priest and people of his vicariate at the Presbyteral Council and likewise brings the concerns of the Archbishop back to the priests and people of his vicariate.  | Further, he is to encourage open communication, collaboration and accountability within the parishes, schools and institutions of his vicariate.  |
| 2. Attends all Presbyteral Council meetings, ad-hoc committee meetings and meetings with the Regional Moderator. To this end, he is to offer both his personal wisdom and that wisdom gained from consultation with those of his vicariate.  | 4. Provides pastoral care and support for the priests in his vicariate and seeks to promote priestly fraternity.  |
| 3. On the vicariate level, he is to give pastoral direction to the Vicariate Pastoral Council, which is to meet regularly and act as a representative body of the people in his vicariate for the continuous monitoring, further development and, implementation of all Together in Faith Pastoral Planning. | 5. The Vicar shall maintain, if appropriate, the vicariate budget and checking account. Any bank account specifically for the intended use of the Vicariate shall be maintained at the parish in which the vicar is assigned. |
|  | 6. The Vicar shall maintain record copies of all meeting, meetings minutes, budgets and agenda's.   |

---

<sup>1</sup> *Forane* referred to rural or outlying areas around Rome.  
The vicars *forane* were the Pope's representatives in these areas.

### ***C. Vicariate Issues***

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1. When a serious concern or situation of conflict arises within the vicariate, the vicar will act as a resource for handling that conflict or area of concern by:
  - a. Listening to the concern and initially bringing it to the priest for clarification and consultation.
  - b. Bringing the concern or conflict to the attention of the Regional Moderator. Further involvement should be at the discretion of the Regional Moderator.
  - c. Making himself available for consultation with priests, parish staffs and members of the faithful in his vicariate.
2. The vicar may also grant, on an emergency basis:
  - a. Permission to witness the marriage of a Catholic and a baptized non-Catholic (or a Catholic who has left the Church by formal act).
  - b. Grant the dispensation from certain impediments to marriage.

### ***D. Designating a Vicar***

---

1. As the title suggests, a vicar represents another person; that is, the Archbishop, who freely appoints vicars for the vicariates of the Archdiocese. The Presbyteral Council is structured so that each vicariate is represented on the council by at least one elected member. The vicariate nominates priests who could be elected from the vicariate, and who, after election, may be designated by the Archbishop to serve as vicar.
2. Should a vacancy of an elected member be anticipated on June 30 of that year, the vicar will commence a process of nomination in April. The nomination process can be carried out by the vicar, respecting past practices and involving participation of clergy and laity of the vicariate. The vicar is required to submit the names of at least two nominees to the Office of Chancellor on or before May 31.
3. Under the auspices of the Presbyteral Council Chairperson and another member designated by the membership of the Council, the Office of the Chancellor will then facilitate the Archdiocesan-wide election of members by the presbyterate. The election process will be completed by June 30.
4. The Archbishop will then consider appointing the elected members to the role of vicar in the vicariate from which they serve, were nominated and elected by the presbyterate.

### ***E. Term of Vicar***

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The vicar's term shall be flexible and shall reflect the needs of the Archdiocese and the vicariate, as so deemed by the Archbishop.

In general, the term shall be a two-year period of time with the possibility of an additional two-year term.



### ***III. The Vicariate Pastoral Council (VPC)***

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The purpose of a Vicariate Pastoral Council is to serve as a representative, collaborative and consultative body to the parishes, Catholic schools, institutions and agencies, in the ministries of education, service, worship, and stewardship relative to these key groups as they carry out the mission of the Church in the Archdiocese of Detroit, and to assist in ensuring the growth of the Catholic community in their respective geographical areas. This takes place through a process of discernment.

#### ***A. General Function***

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1. Provides assistances to the Vicar for the continuous monitoring, further development and, coordination of all Together in Faith Pastoral Planning, regarding the seven Pastoral Priorities of, Evangelization and Catechesis, Christian Service and Outreach, Youth and Young Adults, Lay Leadership, Stewardship and Administration, Catholic Schools, and Vocations.
2. Encourage maximum and most effective use of existing and potential resources available to the vicariate and its parish members.
3. Implement appropriate communications at the vicariate level to ensure that all Catholics and others are aware of the opportunities to participate in education, worship, service and stewardship activities that build up the faith community.
4. Serve as a source of feedback to the Archbishop and assist the Archdiocesan Pastoral Council in carrying out the mission of the Church in the Archdiocese of Detroit.
5. Present candidates to serve on the Archdiocesan Pastoral Council from its vicariate, with the vicar's endorsement.
6. Create a functional budget to financially support the implementation of the Pastoral Priorities from the Together in Faith Planning Process and other Vicariate initiatives.
7. Pursue personal growth as vicariate leaders and stewards by:
  - a. Attending as many vicariate functions as possible, especially those not previously attended.
  - b. Enrolling in training/growth opportunities.

#### ***A.1 Function Regarding Together in Faith Pastoral Planning***

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1. The Vicariate Pastoral Council (VPC) in regards to the Together in Faith (TIF) initiatives plays a vital role in the flow of communication as to the implementation progress of the plan. The communication flow for monthly / bi-monthly updates will be as follows.
  - a. Parish plans regarding the Pastoral Priorities further refined and developed by Parishes as called for in the Archbishops letter.
  - b. Parish plans and progress discussed at VPC meetings.
  - c. Vicars bring concerns / progress updates to the Regional Moderator meetings for

- consultation and review.
- d. Status information provided to the Archdiocesan Pastoral Council (APC).
  2. The Vicar and the VPC in conjunction with the Regional Moderator is tasked with the coordination, implementation, and tracking progress of the Together in Faith pastoral initiatives.
  3. VPC will provide for the creation of seven Pastoral Planning groups reflective of the Archbishop's pastoral priorities, as articulated in his pastoral letter.
  4. Each VPC planning group will be responsible for the continuing development and oversight of the implementation one of these pastoral priorities within the VPC, and member parishes.
  5. One recommendation is for the VPC planning groups to meet at least bi-monthly, alternating with bi-monthly vicariate meetings, at which the full membership of the VPC can be given a status, update and receive feedback regarding the pastoral priorities. Equally effective could be monthly VPC meetings with bi-monthly break-out sessions for the pastoral planning groups
  6. Progress will be reported from the Vicar to the Regional Moderator at the Regional Moderator Meetings.
  7. The VPC representatives (two from each parish) will serve as the liaison between parish and vicariate providing updates where necessary as to a parish's / vicariate progress.
  8. The Vicar through the VPC Chairperson will moderate the ongoing planning sessions with assistance from an AOD Regional Coordinator.

## ***B. Role of the Vicariate Pastoral Council Members*** \_\_\_\_\_

1. Attend the Vicariate Pastoral Council meetings on a regular basis and actively participate.
2. Assure ongoing communication between the Vicariate Pastoral Council and the entities they represent, i.e. parish councils, pastoral ministers, Archdiocesan Pastoral Council, clergy.
3. Provide on going feedback to the vicariate council regarding the implementation of the TIF pastoral plan and its progress / impact on the different communities.
4. Participate actively upon request in standing and/or ad hoc committees of the Vicariate Pastoral Council.
5. Read council emails, announcements and minutes to stay informed.

## ***C. Discernment Process*** \_\_\_\_\_

1. For the discernment process to succeed there must be a desire and freedom to follow the Spirit's guidance (which includes the good of all) no matter what the outcome of discernment. There also must be continual intercessory prayer for divine guidance, trust in God to lead us to right decisions, trust in others as persons of intelligence and good will and a willingness to share. There must be agreement that:

- a. Members will work as institution(s), parish(s) or vicariate(s) to keep the focus on the Spirit's guidance and to seek the overall good of all involved.
- b. Members will pray continually for the guidance of the Spirit
- c. Members will trust that God reveals through their own experience, as well as the experience of others
- d. Members will trust each other in the discernment and will not judge or condemn them.
- e. Thoughts and feelings will be openly shared so that there is no "private agenda," and so that discernment may benefit from all viewpoints.

#### ***D. General Recommendations*** \_\_\_\_\_

In establishing a Vicariate Pastoral Council, it is recommended that the following guidelines be kept in mind:

- 1. Annually, each vicariate will establish the most appropriate representative council structure to meet its needs, as well as the needs of the vicariate.
- 2. Each vicariate is to include in its membership, the vicar and Archdiocesan Pastoral Council representatives. They will be involved in coordinating the affairs of the Vicariate Pastoral Council, which is to include, but not be limited to:
  - a. Every effort is to be made to ensure the continuity and continuation of the Vicariate Pastoral Council, regardless of personnel changes that may occasionally occur.
  - b. The Vicariate Pastoral Council meets on a regular basis, at minimum every two months, September through June of each year. Additional meetings may be held as necessary.

#### ***E. Composition of the Vicariate Pastoral Council*** \_\_\_\_\_

- 1. The Vicariate Pastoral Council will include the vicar, the Archdiocesan Pastoral Council representatives, and a representative from each institution within the boundaries of the vicariate. In addition, the council should include two lay persons who are members (or who become members) of the Parish Pastoral Councils from each parish to ensure continuity, since turnover is a challenge for Vicariate Pastoral Councils. Clustered parishes will each have representatives.
  - pastoral minister, one religious education director, one principal, one Christian service coordinator, one youth minister, one music director, one business administrator, one deacon, and one religious from the vicariate. There also will be one priest representative, who is assigned within the vicariate but is not the vicar.
- 2. Additional members are to be chosen by their peers in their ministerial groups that meet regularly, i.e. one
- 3. The majority of members of the Vicariate Pastoral Council are to be laity (non-staff), as a means for laity to relate their needs to the Archbishop. If a vicariate does not currently provide for this participation/representation, changes are to be made

in the existing format to provide for this lay participation.

4. The Vicariate Pastoral Council should be free to constitute itself according to each vicariate's needs, but in doing so,

must ensure that service, stewardship, worship, education and youth ministries are represented.

## ***F. Vicariate Pastoral Council Executive Committee*** \_\_\_\_\_

The Vicariate Pastoral Council Executive Committee responsibilities are as follows:

### **1. Vicar**

- a. Provides leadership and support to the council and executive committee in the implementation of the mission, vision, values and goals as well as the objectives, strategies and tactics.
- b. Communicates key issues between the Council of Vicars and the Vicariate Pastoral Council.
- c. Maintains a good working relationship with the Archdiocese of Detroit.

### **2. Chairperson**

- a. Conducts Vicariate Pastoral Council and Executive Committee meetings.
- b. Assists the vicar in conducting the council's work as directed.

### **3. Vice-Chairperson**

- a. Conducts the Vicariate Pastoral Council and Executive Committee meetings in the absence of the chairperson.
- b. Assists the chairperson in the discharge of his/her duties
- c. Assists the vicar in conducting the councils work as directed.

### **4. Treasurer (optional)**

- a. Assists in the development of the vicariate budget.

- b. Maintains vicariate financial records.

### **5. Archdiocesan Pastoral Council Representative**

- a. Attends all Archdiocesan Pastoral Council meetings
- b. Communicates key issues between the Archdiocesan Pastoral Council and the Vicariate Pastoral Council.
- c. Assists the vicar in conducting the council's work as directed.

### **6. Vicar's Administrative Assistant**

- a. Handles all administrative tasks as directed by the vicar.
- b. Manages all Vicariate Pastoral Council communications and may serve as Webmaster.
- c. Prepares and distributes council minutes within one week of the meeting.
- d. Serves as editor of the vicariate newsletter.

### **Role of the Executive Committee**

- a. Prepares the agenda for each council meeting
- b. Ensures good communication among council members.
- c. Meets with other groups, i.e. pastoral team members, upon request, or as appropriate.

- d. Coordinate the replacement of  
Vicariate Pastoral Council members

created by vacancies on the council.

### ***G. Ad Hoc Committees***

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The Vicariate Pastoral Council may appoint ad hoc committees to serve and advise the council. The membership of these committees is not restricted to those who are members of the council. The chairperson of an ad hoc committee, upon the discretion of the vicar, may be any member of the vicariate. The vicar shall be an ex officio member of all committees.

### ***H. Attendance and Vacancy on the Vicariate Pastoral Council***

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1. Vicariate Pastoral Council members are expected to attend every meeting. In case of excused absence, the council member who missed a meeting will make very effort to be informed of the results of the missed meeting. Any member absent from two consecutive meetings, without prior notification to the vicar or council chairpersons, may be asked to resign from the council.
2. In the event a parish representative resigns from the council, it will be that parish's responsibility to replace the representative. In the case of other member vacancies, the Executive Committee will be responsible for replacements. The administrative assistant will coordinate each of these issues as directed by the vicar.

### ***I. Vicars, Archdiocesan Pastoral Council Representatives and the Vicariate Pastoral Councils***

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1. The roles of vicars and Archdiocesan Pastoral Council representatives are to be conveners and listeners within the Vicariate Pastoral Council.
2. The emphasis within the Vicariate Pastoral Councils is to be one of collaboration, representation and consultation, so that consensus can be reached through a process of discernment.



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# PART III

XP  
SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH



ARCHDIOCESAN PASTORAL COUNCIL

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# ***The Archdiocesan Pastoral Council- STATUTES***

*(These statutes were approved and promulgated by Detroit Archbishop Allen H Vigneron on February 26, 2013)*

## **ARTICLE 1: *Name*** \_\_\_\_\_

The name of this organization shall be the Archdiocesan Pastoral Council (“APC”)

## **ARTICLE 2: *Nature and Purpose*** \_\_\_\_\_

### **Section 1 - Nature and General Purpose**

The APC is a representative body of Catholics within the Archdiocese that the Archbishop utilizes to seek counsel and insight on pastoral initiatives and planning impacting the Archdiocese.

### **Section 2 – Mission**

The APC<sup>1</sup> is to be advisor and counselor to the Archbishop. It does not in itself contain the final decision-making power, but together with the Archbishop and his vision engages in the process toward a decision. As advisor, the APC recommends courses of action. As counsel, it supports the courses of action in an atmosphere of mutual trust and confidence. The APC aspires not to lose sight of the needs of the faithful when it deliberates to set direction.

In every diocese<sup>2</sup> and to the extent that pastoral circumstances suggest it, a pastoral council is to be constituted which under the authority of the bishop investigates, considers, and proposes practical conclusions about those things which pertain to pastoral works in the diocese.

A pastoral council consists of members of the Christian faithful who are in full communion with the Catholic Church—clerics, members of institutes of consecrated life, and especially laity—who are designated in a manner determined by the diocesan bishop.

The Christian faithful who are designated to a

pastoral council are to be selected in such a way that they truly reflect the entire portion of the people of God which constitutes the diocese, with consideration given to the different areas of the diocese, social conditions and professions, and the role which they have in the apostolate whether individually or joined with others.

No one except members of the Christian faithful outstanding in firm faith, good morals, and prudence is to be designated to a pastoral council.

A pastoral council is constituted for a period of time according to the prescripts of the statutes which are issued by the bishop. When the see is vacant, a pastoral council ceases.

A pastoral council possesses only a consultative vote. It belongs to the diocesan bishop alone to convoke it according to the needs of the apostolate and to preside over it; it also belongs to him alone to make public what has been done in the council. The pastoral council is to be convoked at least once a year.

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<sup>1</sup> Excerpted and adapted from *The Archdiocese of Detroit, A Primer for the Council Member*, 1974.

<sup>2</sup> Excerpts from the canons of the 1983 Code of Canon Law.

## ARTICLE 3: *Memership of the APC*

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### Section 1 - Composition

The members of the APC shall be appointed or removed by the Archbishop and include:

- a. The Archbishop or his designated representative as President;
- b. A representative from each Vicariate;
- c. A representative from religious institutes or societies of apostolic life, a permanent deacon of the Archdiocese, and a member of the Presbyteral Council; and
- d. Up to ten additional members.

### Section 2 - Qualification

Members must be:

- a. Fully initiated, active, practicing Latin Catholics in good standing, and domiciled in the Archdiocese of Detroit;
- b. Open to the Spirit, to spiritual growth and being formed in the evangelizing mission of the Church;
- c. Capable of relating to people from varied social, economic and ethnic

backgrounds with an ability to listen to the needs of the people and work together; and

- d. At least 18 years of age.

### Section 3 - Term of Membership

- a. The term of membership shall be three years, beginning July 1.
- b. A member can serve for no more than two consecutive terms, eligible again after a two-year absence.
- c. Vacancies are filled for the balance of the current term, eligible for two terms.
- d. Where possible, new members will be invited to attend the final meeting of the meeting year.

## ARTICLE 4: *Officers*

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### Section 1 - President

The Archbishop shall serve as the President of the APC.

### Section 2 - Elected Officers

- a. The officers of the APC shall be the Chair, Vice-Chair, and Secretary.
- b. The officers are selected by the Archbishop from at least three nominees (who accept their nomination) from the members for each office.
- c. Chair must have served on the APC for at least one full three-year term.

### Section 3 - Term of Office

- a. The appointed officers shall serve a two-year term beginning July 1.
- b. The officers may serve for two consecutive terms, eligible again after a two-year absence.
- c. In the event of an officer vacancy a *pro tem* officer may be immediately appointed by the President, until the end of that meeting year.

## ARTICLE 5: *Duties of the APC Officers*

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### Section 1 - President

The Archbishop, as principal officer, shall direct APC activities. The Archbishop may delegate some responsibilities to his administrative staff, the Chair and/or to the Coordinating Committee.

### Section 2 - Chair

The Chair shall:

- a. Provide coordinating services to the APC not only by chairing its plenary meetings but also chairing the Coordinating Committee;
- b. Work with the Coordinating Committee on the preparation of agendas for meetings of the APC;
- c. Conduct all APC meetings in accordance with the approved agenda and the wishes of the President and the APC;
- d. Be responsible for maintaining a sufficient number of members on all committees;
- e. Not chair any other committees even though serving on each of them as an *ex officio* member without a vote when deemed necessary;
- f. Present an annual report concerning the activities of the APC during his/her term of office and have the report, or at least a synopsis of it, published electronically on the Archdiocesan website; and
- g. Serve *ex officio* on the Coordinating Committee during the term of his/her successor.

### Section 3 - Vice-Chair

The Vice-Chair shall:

- a. Assist the Chair in his/her duties and responsibilities, and assume Chair role in his/her absence;
- b. Fulfill any responsibilities designated by the Chair;

- c. Conduct meetings of the APC and the Coordinating Committee in the absence of the Chair;
- d. Assist the Chair at regular and special meetings of the APC and of the Coordinating Committee by advising him/her on procedures, timing, and appropriate actions; and
- e. Serve as Vice-Chair of the Coordinating Committee.

### Section 4 – Secretary

The Secretary shall:

- a. Ensure proper communications with the members and others who relate with the APC, through the assistance of the Chancellor's Office;
- b. See that correspondence directed to the APC is answered appropriately and in a timely manner. When necessary, the Secretary should consult with relevant officers and/or other Archdiocesan personnel;
- c. Through the Office of the Chancellor, monitor the APC attendance and inform appropriate persons in the event of two consecutive unexcused absences; and
- d. Serve as the recording secretary of the Coordinating Committee.
- e. The Chancellor or delegate takes the plenary meeting minutes and is responsible for their preparation and distribution. The Chancellor will retain the office archive of the APC at the Chancery.

## ARTICLE 6: *APC Meetings*

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### Section 1 – Initiative to Meet

- a. Meetings of the APC shall be convened by the Archbishop or his delegate.
- b. The Archbishop or his delegate shall preside at all meetings.

### Section 2 - Quarterly Meetings

- a. Without prejudice to section 1 of this article, the APC shall endeavor to hold quarterly meetings.
- b. The meetings shall normally be held at Sacred Heart Major Seminary.
- c. A written notice of each regular meeting shall be made to members by the Chancellor at least one month prior to the meeting. Written notice of special meetings shall be made to members at least one week prior to the meeting.
- d. The meeting materials for a regular meeting shall be distributed to members at least one week prior to the meeting. The meeting materials for a special meeting may be distributed at the meeting.
- e. The APC has a consultative vote, which may be requested by the President; otherwise, the APC shall strive toward consensus and other modes of Christian decision-making with the due regard for

the provisions of Canon Law in specific cases.

### Section 3 – Quorum

At all regular and special meetings of the APC, a quorum shall consist of the Archbishop or his delegate and one more than 50% of the members. A quorum is required for the transaction of official business in the name of the APC.

### Section 4 - Observers

Given the nature of the APC as a consultative body directly aiding the Archbishop, and that from time to time the integrity of the APC requires an environment in which the members may need to speak frankly on a topic, the Chair has the authority to restrict access to any and all people who are not members of the APC for an entire meeting or a portion thereof.

### Section 5 - Executive Sessions

The APC may go into an executive session within a regular or special meeting during which only members of the APC and, when appropriate, designated resource persons may be present. A decision to go into an executive session may be made by the Archbishop alone or by consensus of the APC.

## ARTICLE 7: *Coordinating Committee*

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### Section 1 - Composition

Membership shall include:

- a. the Chair, Vice-Chair, and Secretary;
- b. two members selected by the APC membership at the spring meeting to serve a two-year term with the possibility of a second term;
- c. the Chancellor, as advisor; and
- d. any staff as designated by the Archbishop.

### Section 2 – Functions

The chief functions of the Coordinating Committee may include:

- i. Coordinating and planning activities based on initiatives of the Archbishop and his staff;
- ii. Reviewing possible items for inclusion on the agendas of APC meetings and suggesting appropriate responses - subject to the approval of the President;
- iii. Soliciting members for standing and *ad hoc* committees;

- iv. Evaluating the function of the APC, and of standing and *ad hoc* committee activities;
- v. Soliciting and reviewing nominations of persons to serve as members of the APC;
- vi. Through the assistance of the Secretary, disseminating information regarding the APC to the other Archdiocesan consultative bodies, Curia

- departments/offices, and The Michigan Catholic, as deemed necessary; and
- vii. Following directives of the APC regarding decisions made at meetings.

## ARTICLE 8: *Committees*

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### Section 1 - Types

- a. Standing committees may be created by the APC, with input from the Coordinating Committee, to ensure continuing activity in areas deemed important to ongoing programs of the APC. These committees treat matters that are recurring or need attention year over year.
- b. *Ad hoc* committees may be created by the APC, with input from the Coordinating Committee, to address matters requiring short or long term study and recommendation. Once the final report is given to the APC, the *ad hoc* committee is presumed to be dissolved.

### Section 2 - Membership

- a. The standing or *ad hoc* committee will define the committee tasks and scope of work, as well as a suggested number of members, subject to approval of the Coordinating Committee.
- b. The standing or *ad hoc* committee will designate the committee Chair and Vice-Chair, who each must be a member of the APC.
- c. With the approval of the Coordinating Committee, non-APC members may be included on standing and *ad hoc*

committees who bring knowledge and expertise to the issue at hand.

- d. The members of standing and *ad hoc* committees shall serve as long as they are members of the APC.
- e. Committee members may be removed from committee membership by the committee Chair, in consultation with the Coordinating Committee.

### Section 3 - Meetings

The standing or *ad hoc* committee will define its meeting schedule and frequency of meetings to complete the assigned tasks.

### Section 4 -Reports

- a. The Coordinating Committee shall request that committee updates be given to the APC.
- b. Prior to an APC meeting, a committee Chair or Vice Chair, as well as an APC member, may request of the APC Chair that a committee report be provided at the meeting.
- c. When the members of an *ad hoc* committee have completed their task, the Committee Chair shall prepare a written report for submission to the APC.

## **ARTICLE 9: *Attendance***

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### **Section 1 – Regular and Special Meeting Attendance**

- a. Members are expected to attend all regular and special meetings.
- b. When an APC member cannot attend, the member shall contact an officer or the Chancellor, seeking to be excused from the meeting.
- c. A member may not substitute a representative in his or her absence.

### **Section 2 –Committee Meeting Attendance**

- a. Members of the Coordinating Committee and other committees should always contact the Chair or the Chair's designate to report an upcoming committee meeting absence.
- b.** The committee will determine under which conditions absence of the member hampers committee work and shall take appropriate action if removal of membership is necessary.

### **Section 3 – Loss of Membership**

- a. The following will prompt loss of membership on the APC:
  - i. Two consecutive unexcused regular or special meeting absences; or
  - ii. Four excused regular meeting absences over the span of one calendar year.
- b. The member will be notified in writing of the loss of membership. Without this written notification, membership may continue to be presumed.
- c. In the event the APC member who loses membership represents a Vicariate, a copy of the loss of membership letter is to be sent to the Vicar with a request that a new representative be presented for appointment by the Archbishop.
- d. Loss of committee membership can be made in writing by the committee Chair, after conferring with the APC Chair. The Coordinating Committee can fill the vacancy, if requested by the committee to do so.

## ARTICLE 10: *Amendments*

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- a. Upon the approval of the Archbishop, these statutes shall take effect.
- b. The Archbishop may dispense any directive of these statutes.
- c. These statutes may be amended by a vote of two-thirds of the members of the APC, provided that, prior to the voting, the amendment has been **submitted in writing** at a prior meeting of the APC and published in the minutes. To take effect, any amendment must be approved by the Archbishop.



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# PART IV

SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH

XP

**RESOURCE MANUAL FOR PARISH RESTRUCTURING**



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# ***1. History of Planning in the Archdiocese of Detroit***

Since its establishment as a diocese March 8, 1833, the Archdiocese has faced continual change within the Church and the wider civic society. A steady stream of immigrants from various European, Hispanic, Mid Eastern and Asian cultures, as well as urban sprawl have all greatly impacted the Archdiocese.

Due to shifting populations, in 1989, 31 parishes closed. Immigrants continued to arrive, and urban sprawl continued as city and ring suburban populations moved to outlying areas.

In 1994, the Council of Vicars and the Archdiocesan Pastoral Council made Vicariate Pastoral Planning one of our highest priorities. It was seen as a healthy channel to ensure planning would happen from the parish and vicariate level and not just from “the top down.”

In 2004, the *Together in Faith* process was designed with three major focus areas: (1) parishes and schools were asked to be **Mission-Minded** as they planned for ministry responding to the needs of all spectrums of the population. (2) **Developing Leadership**, both ordained and lay. (3) **Christian Stewardship**, a comprehensive plan to fully and fairly utilize human resources, talents and treasures.

In early 2011, the *Together in Faith: Phase II* was initiated with about 1,500 lay Catholics representing their own parishes as part of the process. These parishioners, chosen by their respective pastors, met regionally within their Vicariates throughout the year with parishioners from neighboring parishes. Together, they reviewed and discussed information relating to their parish and their communities, including parish outreach and worship activities, area demographic profiles and trends, sacramental trends (such as the number of baptisms a parish averages versus the number of funerals), church attendance records,

and parish financial information.

The planning process put great emphasis on the local level—the parishes and their groupings as vicariates; from that local input, recommendations and timetables were formulated which respected the data.

In the fall of 2011, these parish representatives finalized their initial planning, and submitted their plans to the Archdiocesan Pastoral Council (APC), a board comprised of mostly laypeople who provide consultation to the archbishop based on areas of their professional expertise. After review by the APC, these parish plans were submitted, along with their own suggestions, to Archbishop Vigneron in November 2011.

Upon reviewing the plans, Archbishop Vigneron issued his pastoral letter on the process and on the future of the Archdiocese of Detroit, *Forward in Hope to Share Christ*. With this letter, he provided strategic and pastoral directives for church clustering, merging or suppression as well as his seven pastoral priorities for the church of Detroit.

Since February 2012, representatives of parishes have continued meeting to focus on the strategic initiatives but primarily on the seven Pastoral Priorities that were highlighted in the pastoral letter. Parishes have been exploring the many ways the mission of the Church can be strengthened through, Evangelization and Catechesis, Christian Service and Outreach, Youth and Young Adults, Lay Leadership, Stewardship and Administration, Catholic Schools, and Vocations. These meetings involve much prayer and discernment as they review, revise and implement plans that will help the Church grow, thereby creating a more vibrant and viable Catholic presence in the Archdiocese of Detroit.

## II. *The Processes for Parish Restructuring*

The *Together in Faith* process requires parishes and schools to assess their current and future status and to identify parishes that could change through clustering, merging, consolidating, suppression or building.

### *Theology of Change*

Change is an unavoidable part of life; at times, we welcome it and at other moments, we fear it. *Together in Faith* has challenged us to come to terms with change on many levels – in our hearts, in our families, in our communities of faith and in the civic arena. For people of faith, openness to change is a vital part of hearing the Good News and living as disciples of Christ Jesus.

When facing change the first challenge is *discernment of God's will*. *Discernment* requires us to ask whether the change is good and necessary. Some things, such as Church doctrine and teaching cannot change. Other things, such as Church discipline and some structures, may change depending upon the circumstances and situations. Discernment, study, and honest dialogue are necessary whenever we face potential change in the Church. After we have gone through *discernment* about any potential change, the second challenge is *openness to implementing necessary changes*.

Many of our pastors, clergy, lay professional ministers, support staffs, and lay leadership will experience new configurations of parish life in the future. The key components for facilitating change in the structure of a parish community are prayer, vision and leadership. The pastoral letter, “*The Journey Before Us*,” confirms that:

- Since change is ongoing, for the health and well-being of the Church, we need to be discerning and open in a spirit of prayer.

To provide as much guidance and support as possible, the Archdiocese of Detroit has put together procedures to assist parish leadership as they move through this process.

- No one parish or school can function apart from the rest of the Archdiocese. Each of our parishes and schools has gifts to offer and needs the support and expertise of other parishes and schools. No parish – no matter how large or financially strong – is exempt from the process.
- Well-trained, competent leadership—clergy, religious, and lay—is a critical building block for the Church of the future.
- Growth and diminishment, change and transformation make sense only against the backdrop of the Death-Resurrection of Jesus Christ, which we experience and celebrate daily in the Holy Eucharist.
- The Church is a spiritual reality, a communion for the sake of mission, which has visible expression in and through parishes, schools, and institutions. Changes of external structures help to build up, sustain, and renew our enduring commitment to share together in Christ's three-fold mission as priest, prophet and king.

Change in the organizational structure of the current parish may be clustering, merging, and/or closure (suppression) of parishes or opening (erection) of new parishes. Please note the sequence or order of these terms and their meaning:

- Clustering—two or more parishes, remaining somewhat independent, share a pastor—

a first step in a process which may lead to a merger of parishes as one entity with one site (or with multiple locations with outreach centers and/or chapels for special/occasional purposes). Eventually, according to financial circumstances and appropriate ways to ensure pastoral care, there could even be reason to move toward the actual closing of a Church building or suppression of a parish.

- Conversely, two large parishes could share a priest pastor for a specific length of time if individual pastors were unavailable. Staff and leadership would remain separate, but seek areas for collaboration. Once a priest

became available, each parish would be assigned its own pastor and the cluster would be dissolved.

- Finally, a vicariate may discern a need for a new parish to ease overcrowding of existing parishes, and/or in response to projected demographics. In this instance parishes work together to form a new community with the ultimate goal of erecting new church buildings.

## ***Key Elements of Restructuring***

The restructuring of parish communities should be “mission driven”, not “survival driven.” A mission driven process is grounded in prayerful discernment, trusting in the guidance of the Holy Spirit. It embraces resistance, anxiety and potential barriers by recognizing the giftedness and difference in each other. No parish, cluster, merger, closing or opening is identical. Every parish community has its own individual personality that reflects the history, ethnicity, mission, values, and liturgical style of the members who share a common faith tradition. Restructuring identifies the best practices of each parish to develop something new by combining the ways of each. The Center for Applied Research in the Apostolate identifies eight key elements for restructuring:

- ***Set Goals*** It is important to clearly distinguish between goals and strategies, between mission and structure. Develop a list of elements of a Sacramental, Strategic and Sustainable parish so that pastoral care, not priest availability, becomes the basis for making decisions.
- ***Provide Leadership*** Effective reorganization requires leadership of the Archbishop and his staff. Then it extends to active lead-

ership at the parish levels. Support and training for those involved in planning and implementing parish change is essential.

- ***Adequate Preparation*** Sometimes described as “planning to plan,” this step includes the work of gathering information, consulting on the design of the process, establishing procedures and criteria, and setting a timeline.
- ***Educate the People*** Provide information to help parishioners understand the need for reorganization: data about priests and parish life and facilities, a “theology of mission,” the role of lay leadership and ministry, and the parameters for what is possible.
- ***Collaborate and Consult*** The word most commonly used in advice about parish reorganization is “involve.” This process should include parishioners and the presbyterate as active and cooperative participants.
- ***Move at a Deliberate Pace*** There should be sufficient time for meaningful participation before making the final decisions and for the process of transition when changes are implemented.

- ***Prepare for Emotional Difficulty*** Every transition requires a parish letting go of something that is cherished, and this involves pain.
- ***Remember the Importance of Prayer*** For both bishops and parishioners, prayer is vital!

*These are suggested ways to build dialogue, develop a plan and lead a community to new life through restructuring. Leadership is encouraged to adapt their own practices which reflect the communities which are transitioning together.*

## ***How to Use This Parish Restructuring Manual***

This Parish Restructuring Manual is designed to serve as a step by step guide for the clustering, merging, closing or opening of parishes within the Archdiocese of Detroit. Pastors, clergy, religious, and lay leadership will find valua-

ble resources within each section of the manual. Within it also can be found the authorized procedures for clustering, merging, closing, and opening new parishes.

## ***Archdiocesan Contacts and Resources***

The Archdiocese of Detroit provides support and resources for pastors, religious, and lay leadership in clustering, merging, closing, and opening new parishes. In the last addendum, you will find the names, phone numbers, and web addresses of Archdiocesan contacts who can answer questions regarding established processes, time frames, etc. The contact persons are available as support and are committed to making the transition processes within your parish successful.

If a parish that is going through a restructuring (clustering, merging, opening or closing) has a school, leadership should contact the Department of Evangelization, Catechesis and Schools for assistance.

## ***Other Resources***

The Archdiocese of Detroit offers workshops and seminars to support parishes that may be experiencing change due to the transitions of pastoral leadership, or the forming of new parish structures through clustering, merging, closing or opening. Available workshops and/or seminars are staff development, pastoral planning, leadership training and conflict management at the parish and vicariate levels.

## ***Communication***

Open and honest communication is a key component for any transition to be successful. Throughout this process, whether the end result will be a new cluster, merger, suppression or erection of a new parish, the following should be implemented at every step:

- Ongoing parish communication between the pastor, staff, parish pastoral council, the vicariate pastoral council and the Archdiocese of Detroit;
- A special communication committee for the process;
- In addition to bulletin inserts, the pastor sends regular (monthly, quarterly) update letters to registered parishioners;
- Reinforce information at every step through communication at weekend liturgies; Send copies of all written communications to the Archdiocese of Detroit, Department of Parish Life and Services.

## ***Preparation***

When a decision has been made as to whether parishes are going to transition, it is important that the *Together in Faith* information be reviewed at the parish level. This step includes three very important activities which are designed to provide leadership an opportunity to complete intensive pastoral planning. Checklists and worksheets to guide you through these steps are available in the Addenda.

**Step One - Facilitated discussion** to study and discuss the need for change. The parishes study the available data, including the Parish Evaluation Inventories and *Together in Faith II* plans, Archdiocesan demographics and sacramental data, financial information, building audits, priest retirement ages and availability, etc.

**Education** of, and **Communication** with, staff and parishioners at every step is critical.

**Step Two - Develop the Plan** regarding possible changes for parishes. This includes developing different scenarios to respond to challenges or opportunities facing parishes.

If a cluster or merger has been identified, each parish should complete a parish profile and share the results with each other.

Again, **Education** of, and **Communication** with, staff and parishioners at every step is critical.

## ***Implementation***

**Step Three Pastoral planning continues in Step Three.** This step is designed to put into motion the recommendations from Step Two. The following sections detail possible models for restructuring, along with implementation steps.

A complete outline, worksheets, and checklists to assist in the successful completion of Step Three are available from the Department of Parish Life and Services

### ***III. Clustering Two or More Parishes***

When the recommendation in Step Two is to cluster two or more parishes, the following procedures are to be followed. These procedures are designed to ensure a successful cluster.

#### ***Definition of a Clustered Parish***

Clustered Parishes share one priest pastor. The priest may live within the boundary of only one parish and serve one or more parish communities as pastor of each. Each community has its own Finance Council and may or may not have geographic boundaries. In addition, according to Particular Law, each parish may retain their own Parish Pastoral Council but it may also be appropriate to consider a joint Parish Pastoral Council. *(See Synod 69 Statute I, Canons 526, 518, 533, 536).*

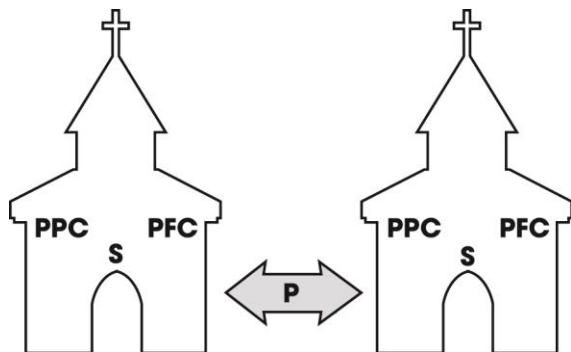
#### ***Goal***

The clustering of parishes allows the identity of each parish to be respected and maintained; finances also remain separate. Through good stewardship of resources by coordinating ministerial activities, the sharing of staff, program expenses and capital resources, parishes can sustain vibrant and life-giving communities.

#### ***Parish Clustering Considerations***

- All parishes within the vicariate boundaries will consider ways to share liturgical celebrations, resources and /or to develop shared programs.
- When a pastoral vacancy occurs in the absence of a vicariate plan the Archbishop, Auxiliary Bishops, and the Assignment Board may propose parishes for a cluster.
- Parish openings for pastor or pastoral staff will be listed as cluster assignments, except in the Temporary Cluster Model.

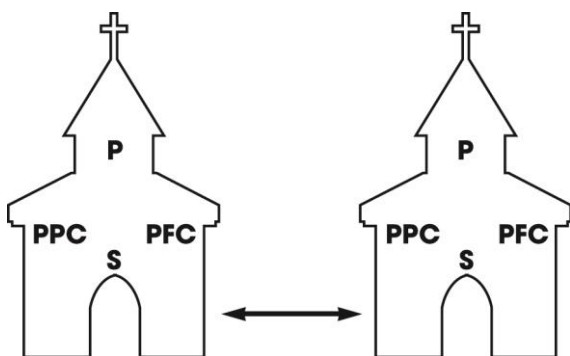
## COLLABORATION MODEL



### MODEL I COLLABORATION PARTNER- SHIP

- Each parish has a Pastor (P), Parish Pastoral Council (PPC), Parish Finance Council (PFC), and Staffs (S), and maintain separate finances
- Parishes collaborate on certain programs
- Parishes are not contiguous or in the same vicariate
- Each parish may also cluster with a neighboring parish in their own vicariate

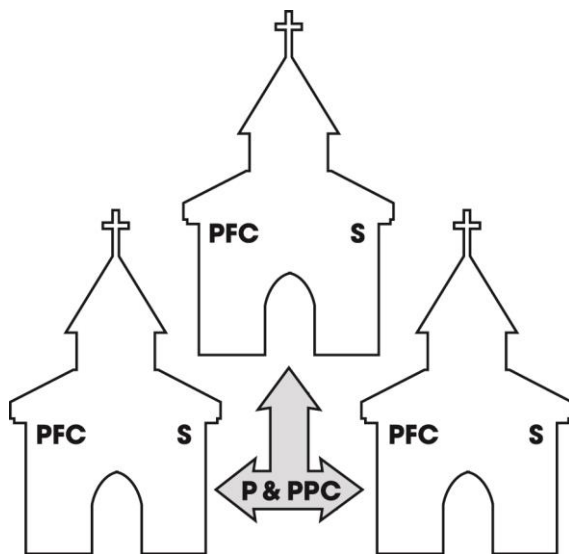
## CLUSTER MODELS



### MODEL II TEMPORARY CLUSTER

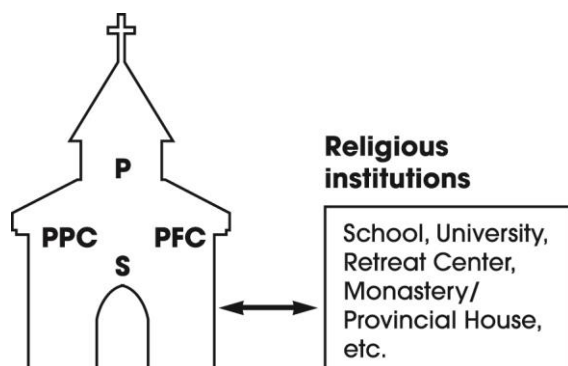
- There is one canonical Pastor (P) who provides leadership, sacramental and pastoral care for two parishes
- Each parish maintains separate finances and separate leadership structures: Parish Pastoral Council (PPC) and Parish Finance Council (PFC) and Staff (S), which may meet occasionally to coordinate activities
- Parishes are contiguous and in (or move to) the same vicariate
- Once a priest becomes available, the parishes will each be assigned their own pastor and the cluster is dissolved, but continued collaboration is encouraged





### MODEL III TRADITIONAL CLUSTER

- There is one canonical Pastor (P) who provides leadership, sacramental and pastoral care for two or more parishes
- Parish Pastoral Councils (PPC) either join or meet together on a regular basis.
- Commissions either join or meet together on a regular basis.
- Each parish maintains separate Parish Finance Councils (PFC) and finances until they merge
- PFC's meet quarterly together until the parishes eventually merge
- Staff (S) may work solely in one parish, although most positions may be shared
- Parishes are contiguous and in (or move to) the same vicariate
- Parishes will combine some programs and activities
- Parishes continue to assess and review the possibility of merging, eventually parishes may merge into one entity with one/more sites



### MODEL V INSTITUTIONAL CLUSTER

- There is one canonical Pastor (P) who is a member of a Religious Order, who provides leadership, sacramental and pastoral care for one parish
- The Pastor is of the same order as the Religious Institution
- The parish maintains traditional leadership structures of a Parish Pastoral Council (PPC), Parish Finance Council (PFC) and Staff (S) and separate finances
- Eventually if the Religious Institution is unable to provide a pastor, the parish will merge or close (see merge models)

## ***Preparation for Clustering***

Parishes should begin planning for clustering at least one full year in advance and a transition team from the Archdiocese of Detroit will work with the parishes to prepare for the clustering. This includes, but is not limited to a financial audit, building audit and reviews of liturgical schedules, current and future staffing needs and parish calendars. In the case of necessity, the transition team will work with the clustering parishes as soon as possible, and throughout the first year.

- Parish leadership will come together with a facilitator in a series of meetings to:
  - Celebrate their history through prayer and dialogue.
  - Review their parish profiles and determine their commonality in mission, worship, religious education and Christian service.
- Staffs will meet together, using an outside facilitator at an independent site, to realize and recognize the gifts of all ministers and staff members.
  - Staffs will review the mission and vision statements of each parish and discuss how each person contributes to them.
  - Staffs will identify areas for collaboration.
- Leadership will develop a transitional plan to determine liturgical schedules, potential staffing needs and shared operational expenses to be submitted to the regional moderator and vicar for review and approval by the pastor elect.
- During the transitional process parish, leadership will keep their congregations apprised of the cluster process through parish town hall meetings, parish bulletins and weekend announcements.
- The Vicariate Pastoral Council is made

- aware of and kept informed of the cluster as it progresses.
- Parish leadership will plan joint liturgical and social activities for the congregations to come together during the transition period.

## ***Preparation for Pastoral Assignment***

Every priest is asked to notify the Assignment Board of his intention to retire, renew his current assignment, or to request a change in the fourth of his six-year assignment. A pastor may request to become a cluster pastor if his parish has an established collaborative relationship with a neighboring parish. However, it is preferable for a new pastor to be assigned to a new cluster. In emergency situations, an administrator may be assigned until a permanent assignment can be recommended.

## ***Liturgical Celebrations in Clusters***

Parish leadership will determine the schedule for liturgies to ensure an adequate amount of time between liturgies. One liturgy for Holy Thursday, Good Friday, Easter Vigil, Christmas Eve, Christmas Midnight Mass, and Holy Days of obligation may be celebrated in clusters with parishes rotating as the host site, depending upon the size of the facilities and available number of priests. It should be noted that Holy Thursday and Good Friday must be celebrated in the same church site.

- Unless special factors come to bear, each priest serving the cluster celebrates not more than three Sunday Masses per weekend.
- The worship commissions of the cluster parishes will meet at least quarterly to plan combined liturgical celebrations (Reconciliation Services, Holy Days, Advent,

- Christmas, Lent, The Triduum, Devotions, Weekday Mass, etc.).
- Combined liturgical celebrations should elect the cultural and ethnic traditions of each parish.

## ***Financial Policies and Procedures***

Each parish in a cluster will maintain their separate legal and tax identity, and separate financial status. Parishes within a cluster should consider sharing resources and services, as well as combined purchasing, when possible, to reduce costs. In addition, the following Archdiocese of Detroit policies will be observed:

- Parishioners may contribute to their home parish by using their home parish envelope, and offering it at any of the parishes in the cluster.
  - There shall be an understanding in clusters that individuals may offer their marked envelope at any church of the cluster, with the understanding that the envelope will be forwarded to their home parish.
  - Loose money stays at the parish in which it was contributed.
- Each parish will file separate AOD Financial and Budget reports.
- Each parish will maintain separate Loan Deposit Program (LDP) and Michigan Catholic Conference (MCC) accounts.
- Each parish must maintain its own Parish Finance Council.
- Each parish must maintain its own separate checking account and all revenue and expenses for that parish must go through its own checking or LDP account.
- While each parish in the cluster maintains a separate financial status, the Parish Finance Councils of the clustered parishes will meet

at least quarterly to review the financial status of the parishes, to determine what costs can be shared jointly (i.e. staff, equipment and/or facilities, etc.), to eliminate duplicate expenses and to ensure a fair and equitable distribution between the parishes in the cluster.

- Pastor's salary and benefits will be shared equally by all parishes in the cluster.

## ***Evaluation Guidelines***

At the end of each year of being clustered, the parishes will evaluate their cluster Relationship using the evaluation guidelines found in Appendix B. Beyond the third year, the parishes will do an evaluation every five years:

- Bring staffs together from clustering parishes to conduct an evaluation.
  - Invite an outside facilitator to conduct the meetings.
  - If possible, gather at an independent site.
- Realize and recognize the gifts of all ministers and staff members.
- Review the mission and vision statements of each parish and discuss how each person contributes to them.
- With the approval of the Regional Moderator, clustered parishes may decide to combine their Parish Pastoral Councils into one joint council; however, each parish will continue to maintain a separate Parish Finance Council.
- Each year the parishes should evaluate the human and capital resources, use of buildings and duplication of services to determine if the parishes should begin a transition toward merging.

## IV. *Merging Two or More Parishes*

When the recommendation in the preparation stage is to merge two or more parishes, the following procedures are to be followed. These procedures are designed to ensure a successful merger by bringing closure to the existing parishes and establishing a new parish community.

**NOTE:** *Clustered parishes that have implemented the cluster guidelines of shared staffing, a combined parish pastoral council and commissions may have already addressed a number of preparation aspects listed below.*

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### ***Definition of Merging***

Merging is the joining of two or more parishes into a single new parish. The Archbishop can suppress a parish in consultation with the Presbyteral Council (Canon 515). The newly merged parish may consist of one site or have multiple sites (i.e., two church's, one church and one chapel, one site for worship and administration and one for outreach, etc.). The new parish has one Parish Pastoral Council, Parish Finance Councils and one set of commissions.

It should be noted that most parishes are Territorial, established to care for the faithful in a certain geographical area of the diocese. National parishes are established to serve the needs of the faithful by reason of a language, nationality, or for some other reason (e.g. university parish). It is a parish without geographic territory, so its members live within a different, Territorial parish's boundaries.

National parishes will rarely merge. When faced with a need to transition, a National parish is more likely to close, and its parishioners become members of a Territorial parish within whose boundaries they reside.

In these cases of complete closure, Canon 123 assigns the debts, assets and other obligations to the next "higher juridic person". For a National parish, this is the diocese.

### ***Preparation for Merging***

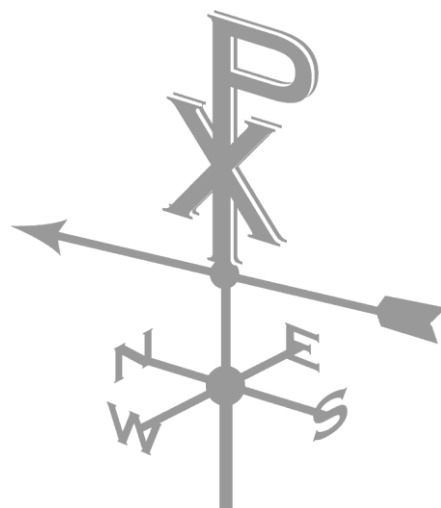
- Pastors meet to develop a unified transition process for the parishes. If these plans were not in the Together in Faith plan they must be considered with the vicariate pastoral council and approved by the Archbishop before further preparation takes place and subsequent steps implemented.
- Pastors and Staffs meet to pray, share their stories, develop ways they will work together to lead their respective parishioners through the transition.
- The proposal to begin a merger discussion is brought to the respective parish pastoral councils for consultation.
- A proposed timeline for implementation is determined by the pastor(s), staff(s) and parish pastoral council(s).
- The vicariate pastoral council is made aware of and kept informed of the cluster as it progresses.
- Parish pastoral councils meet:
  - To share history, build relationships; identify ways that the parishioners will come to know each other through liturgical and social events.
  - To determine basic assumptions regarding the new parish.
  - To define the mission of the parish.
  - To make recommendations and provide feedback to the Transition Teams.
- A Transition Team is established and convened by the pastor(s), and appropriate committees are formed, i.e. stewardship, worship, education etc.

### **The Transition Team will:**

- Identify ministerial needs.
- Establish a uniform manner of communication to the parishioners.
- Make recommendations for the new budget, staffing and building usage or disposition.
- Define the new worship environment and mass schedules.
- Agree on a process for selecting a new name if appropriate (Appendix E).
- Plan joint liturgies, liturgy of closing, liturgy of unity, worship aids, closing celebrations and unity celebration.
- Begin the convergence of programs, groups and chartered organizations by assessing their mission, membership and activities.

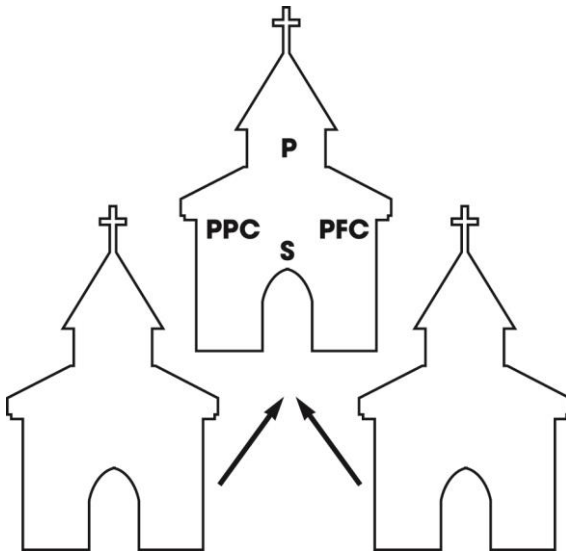
Must be flexible and willing to work for the common good A parish town hall meeting is held, preferably with the Auxiliary Bishop or Episcopal Vicar, to inform the parishioners of the proposed merger.

- Joint parish pastoral council meetings will regularly take place with the transition team.
- A formal written request to merge with documentation (copies of PPC Minutes, bulletin announcements, etc.) is sent to the Archbishop at least three months prior to the implementation date.
- The pastor, in consultation with the transition team, the Parish Finance Council, and various AOD and MCC resources determines staffing needs, writes job descriptions, conducts interviews and realigns staff.



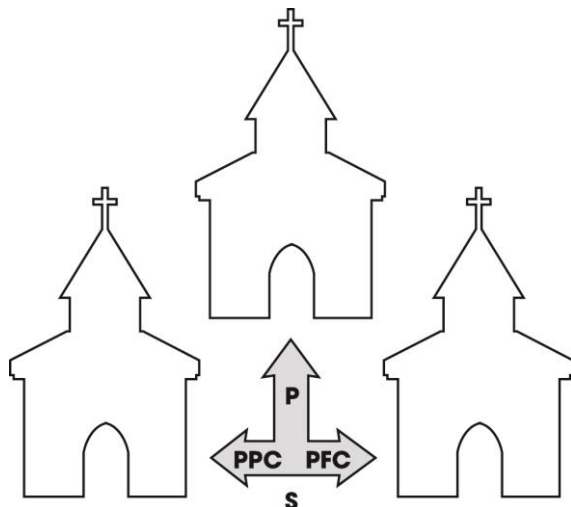
## MERGER MODELS

The Archdiocese of Detroit has developed several merger models. The selected model should align with the needs of the involved parishes.



### MODEL I MERGED PARISH WITH ONE SITE

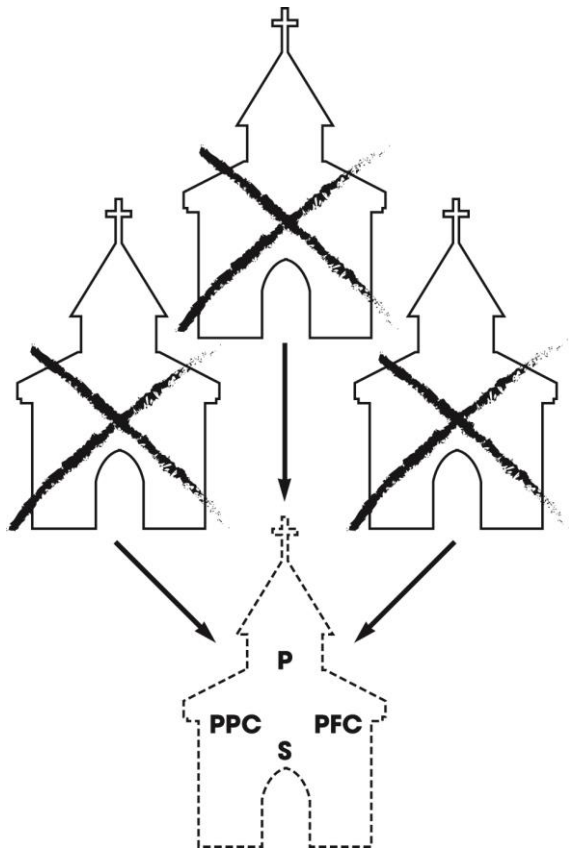
- One pastor (P), staff (S), and traditional leadership structure with Parish Pastoral Council (PPC) and Parish Finance Council (PFC)
- All finances, sacramental records, are merged together to create a new canonical parish
- One parish plant for all worship, administration, programs, outreach, etc.
- The newly merged parish assumes all geographic territory of the previous parishes
- The newly merged parish preferably assumes a new name, or assumes the name of one of the suppressed parishes



### MODEL II MERGED PARISH WITH TWO OR MORE SITES

- One pastor (P), staff (S), and traditional leadership structure with Parish Pastoral Council (PPC) and Parish Finance Council (PFC)
- All finances, sacramental records, are merged together to create a new canonical parish
- Two or more sites, one or more for worship and administration, remaining sites possibly for another purpose such as outreach, specific programs, etc.
- The newly merged parish assumes all geographic territory of the previous parishes
- The newly merged parish preferably assumes a new name, or assumes the name of one of the suppressed parishes

## MERGER MODELS (CONT.)



### MODEL III CLOSE AND BUILD

- All sites are suppressed, and together build a new church
- New Parish has one pastor (P), staff (S), and traditional leadership structure with Parish Pastoral Council (PPC) and Parish Finance Council (PFC)
- One set of finances, sacramental records
- One site for all worship, administration, programs, outreach, etc.
- The newly merged parish assumes all geographic territory of the previous parishes
- The newly merged parish preferably assumes a new name, or assumes the name of one of the suppressed parishes

## ***Implementation of Merger***

- Liturgies of closure and appropriate celebrations take place.
- A mass for the new parish is celebrated, usually presided over by the regional moderator.
- New mass schedules are implemented.
- Historic documents that are to be preserved remain with the new parish, in accordance with Archdiocesan policy, at the designated parish church.
- Sacred objects of closed churches are moved and disposed of according to archdiocesan guidelines.
- Contents of buildings that will not be used are disposed of and buildings possibly sold with the assistance of the appropriate AOD offices.
- Debts and assets are merged into the new parish Loan Deposit Program with assistance from the Finance Department.
- A cemetery belonging to a merging parish may not be abandoned and becomes the responsibility of the new parish. The cemetery must use the federal Employer Identification Number (EIN) of the new parish entity as of the effective date of the merger.

## ***Post Merger Guidelines***

- The new parish staff develops a working relationship and vision as a ministry team.
- A parish pastoral council, consisting of members of all parishes is established, and new officers are selected.
- Parish goals are developed, including parishioners, leadership and staff in the process.
- Ministries and commissions are established.
- Parish programs, groups and chartered or-

ganizations are merged, eliminated, or replaced with new programs and organizations.

- During the first year, the parish continues to define itself, to heal the grief of the parishioners through spiritual renewal.
- On-going efforts to monitor and assess the emerging results, refine and revise aspects of the merger based on learning from the experience.

## ***Financial Policies and Procedures***

The business managers of the involved parishes will work with the designated staff person from the Department of Finance and Administration, Office of Parish Support Services to complete the following tasks. As of the effective date of the merger, the newly merged parish will be a new independent legal and tax entity, separate from the formerly existing parishes that were merged. As such, the newly merged parish will have one Parish Finance Council and file one AOD Budget and one AOD Financial Report for all activity.

*The following steps will need to occur to establish the new parish as a separate legal and tax entity, and close out the merged parishes' as legal and tax entities.*

## ***New Parish Entity Must:***

- Apply for a Federal Employer Identification number (EIN) in the new parish name as stated in the decree, by filing Form SS-4, free of charge, at [www.irs.gov](http://www.irs.gov).
- Apply for state registration in the new parish name by filing Form 518 Application for Registration with the Michigan Department of Treasury, free of charge, at [www.michigan.gov/business](http://www.michigan.gov/business).
- If the parish is located in a taxable city (Detroit, Hamtramck, Highland Park, Lapeer, Pontiac, Port Huron), contact the city



Treasurer office to determine if a city registration application is required.

- Open checking accounts in the new parish name as stated in the Decree, using the new EIN.
- Order checks and deposit slips in the new parish name as it appears on the Decree, using the new EIN, for the parish central checking account and payroll, bingo, cemetery and valid parish organization accounts, if applicable. Provide a list to the financial institution of variations of the parish name that may be used by individuals when issuing checks payable to the parish, school and organizations, so it will accept such checks to deposit in parish accounts.
- Enroll the new parish in electronic funds transfer (EFTPS) for paying federal payroll taxes at [www.eftps.gov](http://www.eftps.gov), using the parish's new name, EIN and checking account number.
- To determine the Archdiocesan assigned parish number and related LDP Account numbers for the new parish, and to determine when the merged parishes' LDP loan & savings account balances will be transferred to the new parish's LDP accounts, contact the AOD Treasury Office at [ldpwires@aod.org](mailto:ldpwires@aod.org).
- Have all employees fill out Form W-4, Form MI-W4, state Form 3281 New Hire Reporting Form, and Form I-9 for the new parish (even if they were formerly employed by one of the merged parishes).
- Fill out the Michigan Catholic Conference (MCC) Merging Units form to establish a new MCC unit number, to inform MCC of the benefits that will be offered at the new parish, and to provide a list of employees who will be transferring to the new parish. The parish will also need to complete an Employee Benefit Change Form for all terminated employees and employees no longer eligible for benefits (i.e. work less

than 20 hours per week), and an Employee Enrollment Form for employees not previously enrolled in benefits (i.e. new employees and employees previously working less than 20 hours per week).

- Prepare and sign a Budget Report for the new parish, and submit by saving to the AOD extranet or other protocol as directed by the AOD.
- Order contribution envelopes for the new parish.
- Contact the Office of Parish Support Services to set up a company file/database using QuickBooks Pro accounting software, or an alternate accounting software vendor.
- If applicable, notify payroll provider of new parish name, EIN and effective date of merger; notify payroll direct deposit entity and/or EFT vendors (e.g. ParishSOFT Online Giving, Great Lakes Scrip, etc.) of new parish name, EIN and checking account number.

## ***Merging Parishes Must Each:***

- If building(s) are being closed to be sold, the Pastor must contact the Archdiocese of Detroit Buildings Department as soon as the building 'close' date is known. The AOD Buildings Office will prepare the building properly for closure. The newly merged parish will be responsible for the payment of bills related to the ongoing maintenance of the building, after the closure date.
- As soon as the Decree is received, inform vendors and staff of the new parish entity, and that the merging parish checking account will be closed as of the date of the merger.
- Transfer the amount of the reconciled bank balance as of the date of the merger, minus

any bank fees that may be incurred while waiting for the outstanding checks to clear from the former parishes' checking accounts into the new parish checking account the date of the merger. This should allow sufficient funds for outstanding checks to clear. Discontinue use of the former parishes' bank accounts, including parish organization accounts. Within one week, follow up on all uncleared checks. Within 2-4 weeks, close all bank accounts from the former parishes.

- Destroy all unused checks and deposit slips (crosscut shredding is preferable), on the date of the merger.
- Reconcile the closed bank account(s) and give a list of outstanding checks to the pastor of the new parish. Checks may be reissued, as necessary, by the new parish.
- Terminate benefits for employees not employed by the new parish, by preparing and submitting the MCC Employee Benefits Change Form (giving consideration for severance benefits, if any).
- Pay all payroll liabilities through the date of the merger, including Flex Benefits and 403(b) amounts deducted from pay, and taking into consideration deductions for severance pay and/or benefits, if any.
- Reconcile payroll & payroll taxes and issue Form W-2 to all employees. Forms may be ordered by phone at 800-829-3676 or online at [www.irs.gov](http://www.irs.gov) (search: 'online order forms').
- Prepare payroll tax returns and mark as 'Final Return' (Form 941, Form 163- Notice of Change or Discontinuance for state, Form 165-Annual Return of Michigan Withholding and Sales/Use Taxes, City Annual Withholding Return, Form 945 if applicable, etc.). Attach a statement to the final Form 941 showing the name and ad-

dress of the person retaining the payroll records. Submit Form 165 and city annual return with state/city Form W-2's and Form 1099's (see next two items).

- Transmit Form W-2's to the Social Security Administration with Form W-3 no later than the due date of the final Form 941 (generally within one month of the merger), or file online at no cost, using Business Services at [www.socialsecurity.gov](http://www.socialsecurity.gov). Send Form W-2's to the state with Form 165 annual return (to be filed when federal W-2's are filed), and to the city treasurer with the city annual return.
- Issue Form 1099-MISC to all applicable contractors, and transmit to the Federal government with Form 1096. State and city copies of Form 1099's are transmitted with the state and city annual return(s).
- Prepare and sign a final Financial Report for all former parishes through the day before the effective date of the merger, and submit by saving to the AOD extranet or other protocol as directed by the AOD.
- Review all existing equipment lease/rental agreements with the pastor of the new parish, and determine whether to terminate or transfer to the new parish. Forward original equipment lease agreements to the pastor of the new parish.
- Submit all bank statements and financial records of the parish, including parish organizations, to the pastor of the new parish.
- Set up mail forwarding to the new parish office (through the post office), for all closed church sites.
- Prepare and distribute contribution statements to parishioners.
- Give computer with financial software and data to pastor of new parish.
-

## ***V. Process for Opening (Erection) of a New Parish***

If the current parishes in a given area are unable to accommodate the entire Catholic population, and demographic trends indicate continued population growth, it may become necessary to open a new parish. As in the other transition models discussed, education and communication are key components at every step.

### ***Definition of Erection***

Erection of a parish means to begin its existence. From time to time, as populations shift, new parishes are needed. Parishes can be erected to serve the needs of Catholics in a geographical area (territorial parish) or a group of Catholics that share a common bond such as language or ethnicity (national parish) (canon 518). Though the Diocesan Bishop is the only one who can erect parishes, he does so in consultation with the Presbyteral Council (canon 515§2). A parish is commonly understood to:

- Be a territorial section of the Archdiocese.
- Have a proper church edifice.
- Have a Catholic population.
- Be assigned a pastor.
- Have responsibility for the care of souls in the assigned territory.

### ***Preparation for Opening a New Parish***

- Vicariate Pastoral Council provides leadership and direction for the initial study together with appropriate Archdiocesan offices to determine need for a new parish.
- Leadership from the parishes in the immediate vicinity will meet to discuss the implications of a new parish, keeping the Vicariate Pastoral Council informed of its progress. Parishioners will be notified of the possibility and potential implications.

- The community may begin, with the approval of the Archbishop, to sponsor a non-traditional site for Mass, such as in a school or community center.
- The community will be overseen by a priest chaplain in consultation with the parish in which it geographically resides and with the vicariate pastoral council. The priest chaplain will be administrator of the goods. Any donations collected will be deposited into a Loan Deposit Program account with the Archdiocese of Detroit.
- The community will be connected to or sponsored by a territorial or national parish, similar to a mission.
- A Mass schedule for the community will be created and coordinated by the assigned priest administrator.
- A leadership council will be formed similar to a parish pastoral council. Members may eventually form the first parish pastoral council and Commission Chairs upon erection of the new parish.

### ***Collaboration and Consultation***

Once the community has grown to a significant, stable number, they will begin the formal process of becoming a parish.

- After receiving the support of the Vicariate Pastoral Council, a formal written request to erect a new parish is sent to the Archbishop at least one year prior to the implementation date.
- The community and vicariate will request and obtain approval from the College of Consultors to search for property for a new parish site, working with the Archdiocesan Properties Office (Appendix C), and eventually to begin a capital campaign

(Addendum D).

- A proposed timeline for implementation is determined by the leadership council.
- An town hall meeting is held to inform the regular Mass attendees, leadership and parishioners of neighboring parishes of the proposed new parish, preferably with the regional moderator.
- Regular Mass attendees should be registered, although they should continue to be registered at their originating parish until a new parish is erected.
- Offertory envelopes should be used.
- The community, under the authority of the priest chaplain (who could be the pastor of the parish in which the community geographically resides), will provide normal parish ministries and activities such as Religious Education, sacramental preparation, etc. at the site where Mass is held.
- Sacraments may be celebrated as authorized by the Archbishop, and will be registered in the sponsoring parish.
- Parish boundaries are proposed, in consultation with the Vicariate Pastoral Council and neighboring pastors.

### ***Implementation for Opening (Erecting) a New Parish***

- The parish will work with the Archdiocesan Properties Office to purchase property and begin designing the new building. (see Appendix C)
- The leadership will identify and hire the architectural firm(s) and a liturgical consultant. (see Appendix C, D)
- All registered parishioners will be engaged in the capital campaign.

- Once the pastor is named, in consultation with the new Parish Pastoral Council, Parish Finance Council, and various AOD and MCC resources, he will:
  - Determine staffing needs, write job descriptions, and conduct interviews.
  - Develop the new budget.
  - Finalize building usage for each phase of building.
- Upon implementation the new Parish Pastoral Council is named and will work to:
  - Agree on a process for selecting a new parish name. (Appendix E)
  - Build relationships; identify ways that the parishioners will come to know each other through liturgical and social events.
  - Define the mission of the parish and identify ministerial needs.
  - Determine basic assumptions regarding the new parish.
  - Establish a uniform manner of communication to the parishioners.
  - Form appropriate commissions and committees, i.e. stewardship, worship, education.
  - Make recommendations and provide feedback.
  - Help design the new worship environment and mass schedules.
  - Plan liturgies, worship aids etc.
  - Begin identifying programs, groups and chartered organizations by assessing their mission, membership and activities.
  - Provide two representatives to the Vicariate Pastoral Council.

## ***Financial Policies and Procedures for Opening a New Parish***

When a parish is opened (erected), the pastor or Business Manager is to contact the Archdiocesan Office of Parish Support Services and plan for the following steps to open the parish as a legal and tax entity.

- Apply for a Federal Employer Identification number (EIN) in the parish name as stated in the Decree, by filing Form SS-4, free of charge at [www.irs.gov](http://www.irs.gov).
- Apply for state registration in the parish name as stated in the Decree by filing Form 518 Application for Registration, free of charge with the Michigan Department of Treasury at [www.michigan.gov/business](http://www.michigan.gov/business).
- If the parish is located in a taxable city (Detroit, Hamtramck, Highland Park, Lapeer, Pontiac, Port Huron), contact the city Treasurer office to determine if a city registration application is required.
- Open checking accounts in the new parish name as stated in the Decree and using the new EIN.
- Order checks and deposit slips in the new parish name, as stated in the Decree. Use the new EIN for the parish central checking account and payroll, bingo, cemetery and valid parish organization accounts, if applicable. Provide a list to the financial institution of variations of the parish name that may be used by individuals when issuing checks payable to the parish, school and organizations, so it will accept such checks to deposit in parish accounts.
- Enroll the new parish in electronic funds transfer (EFTPS) for paying federal payroll taxes at [www.eftps.gov](http://www.eftps.gov), using the parish name per the Decree, EIN and checking account number.
- To determine the Archdiocesan assigned parish number and related LDP Account numbers for the parish, contact the AOD Treasury Office at [ldpwires@aod.org](mailto:ldpwires@aod.org).
- Have all employees fill out Form W-4, Form MI-W4, state Form 3281 New Hire Reporting Form, and Form I-9 for the new parish.
- Contact Michigan Catholic Conference (MCC) by calling 1-800-395-5565 to establish a new MCC Unit for the new parish and inform them of the benefit programs the parish will be offering. Complete the Employee Enrollment Form to enroll employees.
- Prepare and sign a Budget Report for the new parish, and submit by saving it to the AOD extranet or other protocol as directed by the AOD.
- Order contribution envelopes for the new parish.
- Contact the Vicar to determine financial support required to the Vicariate. Contact the Office of Parish Support Services to set up a company file/database using QuickBooks Pro accounting software, or an alternate accounting software vendor.
- Contact the Archdiocese at [ITHelpdesk@aod.org](mailto:ITHelpdesk@aod.org) to set up ParishSOFT at the parish.
- Set up account with payroll provider using parish name per the Decree and its EIN.

## ***VI. Closing or Suppression of a Parish***

### ***Definition of suppression***

Suppression of a parish is another way of saying that the parish has ceased to function or that the parish entity no longer exists. The Archbishop can suppress a parish, in consultation with the Presbyteral Council (canon 515). The parishioners are invited to go to neighboring parishes until an agreement can be reached with local pastors to officially redraw parish boundaries.

### ***Preparation for suppression***

- As in the other transition models discussed, education and communication are key components at every step.
- Pastor meets with staff and leadership to develop the process and timeline for suppression.
- After receiving the support of the Vicariate Pastoral Council, a formal written request signed by the pastor and parish pastoral council Chair is sent to the Archdiocese of Detroit at least three months prior to implementation. Include copies of appropriate documentation i.e. PPC Minutes, bulletin announcements.
- Plans for the closing liturgy are developed.

### ***Collaboration and Consultation***

- A communication plan is developed, including letters to parishioners, bulletin and pulpit announcements, etc.
- A parish town hall meeting, preferably with the Regional Moderator, is held to inform the parishioners of the need for suppression. Parishioners are invited to visit neighboring parishes to attend liturgies.
  - Neighboring Pastors may write letters of

invitation directly to registered parishioners, indicating the newly drawn parish boundaries and communication through the vicariate structures could also be helpful.

- Transportation issues are addressed.

### ***Implementation***

- One or several grief sessions are held for parishioners and leadership. (Appendix G)
- Liturgies of closure and appropriate celebrations take place. (Appendix G).
- Historic documents that are to be preserved are sent to the Archdiocesan Archives. The guidelines for archival material should be followed. (Appendix G, H)
- Sacred objects of closed churches are moved and disposed of according to archdiocesan guidelines. (Appendix I)
- Contents of buildings that will not be used are disposed of and buildings possibly sold with the assistance of the appropriate AOD offices. (Appendix I)
- Debts and assets are held in a separate account with assistance from the Finance Department. Once the parish boundaries have been redrawn the assets and debts are allocated accordingly.
- Pastor and Parish Finance Council work with Finance Department to resolve any outstanding financial issues.
- A cemetery belonging to a parish that is being suppressed may not be abandoned and becomes part of the parish that has responsibility for the territory in which the cemetery resides. The cemetery must use the federal Employer Identification Number (EIN) of the responsible parish after the effective date of suppression.

## ***Financial policies and procedures for suppression***

- When a parish is scheduled to close and no merger is involved (i.e. parish will be suppressed), the pastor or Business Manager must contact the Archdiocesan Audit Office as soon as the suppression is known in order to plan for the following steps to close out the parish as a legal and tax entity.
- The Pastor must contact the Archdiocesan Buildings Office as soon as the building 'close' date is known. The Buildings Office will prepare the building properly for closure and will take over the payment of bills related to the ongoing maintenance of the building, after the closing date.
- When a parish closes, and the assets, liabilities and geographic boundaries are assigned to a neighboring parish, then care for the parish buildings may also be assigned to the remaining parish, including payment for maintenance, upkeep and security. The Archdiocesan Buildings Office will prepare the building to be "moth-balled", and to ensure adequate security is in place. Future proceeds from the sale of properties will also be assigned to the remaining parish.
- Issue final paychecks to all employees, including accrued vacation and severance pay, if applicable.
- Pay all payroll liabilities through the date of suppression, including remitting Flex Benefits and 403(b) amounts deducted from pay, and taking into consideration deductions for severance pay/benefits, if any.
- Reconcile payroll & payroll taxes and issue Form W-2 to all employees.
- Prepare payroll tax returns and mark each as 'Final Return' (Form 941, Form 163-Notice of Change or Discontinuance for state, Form 165- Annual Return of Michigan Withholding and Sales/Use Taxes, City Annual Withholding Return, Form 945 if applicable, etc.). Submit Form 941 with a statement listing the Archdiocese of Detroit, Office of Audit, 1234 Washington Blvd, Detroit, MI 48226-1825 as the name and address of where the payroll records will be retained. Submit state Form 165 and city annual return with state/city W-2's and 1099's (see next two items).
- Transmit Form W-2's to Social Security Administration with Form W-3 no later than the due date of the final Form 941 (generally within one month of the parish suppression date), to the state with Form 165 annual return (to be filed when federal Form W-2's are filed), and to the city treasurer with the city annual return (also when the federal forms are filed).
- Issue Form 1099-MISC to all applicable contractors and transmit to the Federal government with Form 1096. Submit state and city copies of Form 1099-MISC with state and city annual return(s).
- Inform MCC of the date of discontinuance of all benefit programs for all employees (giving consideration for severance benefits, if any), by completing and submitting the Employee Benefit Change Form.
- Inform vendors that the parish is closing and the checking account(s) will be closed as of the date of the parish closure.
- Reconcile the closed bank account(s) and give a list of outstanding checks to the Archdiocese of Detroit Audit Staff. Checks may be reissued, as necessary, by the Archdiocese of Detroit.
- Transfer the amount of the reconciled checking account(s) balance, less any bank fees that may be incurred while waiting for the outstanding checks to clear, into the

parish's LDP savings account(s). This should allow sufficient funds for outstanding checks to clear. Discontinue use of the parish's bank account(s) (including bingo, cemetery, and parish organization accounts) Within one week, follow up on all uncleared checks. Within 2-4 weeks, close all checking accounts. Funds remaining after paying expenses and liabilities of the suppressed parish, will be distributed to the parish(es) taking responsibility for the territory of the suppressed parish.

- Destroy all unused checks and deposit slips (cross-cut shredding is preferable), as of the parish suppression date.
- Terminate existing contracts, subscriptions, equipment leases, and rental agreements with proper notice.

- Contact specific vendors to forward ongoing bills (utilities, alarm service, lease payments, etc.) to the Archdiocese of Detroit (Attn: Buildings Office), 1234 Washington Blvd, Detroit, MI 48226). Set up mail forwarding at the post office to the same address.
- Prepare and sign a final parish Financial Report and submit by saving it to the AOD extranet or other protocol as directed by the AOD.
- Prepare and distribute contribution statements to parishioners.
- Retain computer with financial software and data for Archdiocesan Audit Office.



## OF SPECIAL NOTE: *Scheduled Marriages*

Marriages that are scheduled to take place in a parish after the suppression date must be re-scheduled. Ideally, the marriage should be re-scheduled at the parish designated to accept parishioners from the suppressed parish, with the same celebrant. Often, this solution is not possible, but a solution must be found. It is very important that pastoral staff work closely with the couples involved to arrive at a suitable solution.

**The following guidelines have been developed to assist in rescheduling of marriages:**

- Once the final suppression date is known, contact the Welcoming Parish to determine if the scheduled marriage dates are available.
- Contact the couples whose marriage dates fit the schedule of the Welcoming Parish to determine if the new site is acceptable. If the couple agrees to the change, confirm the date and time with the Welcoming Parish.
- Contact the couples whose marriage dates conflict with the schedule of the Welcoming Parish to assist them with selecting a new date or location for the marriage ceremony.
- Contact the parishes identified by the couples whose schedules do not fit the Welcoming Parish's schedule to advocate for the couple.

# APPENDIX A

## *Frequently Asked Questions*

### **What is a Clustered Parish?**

Clustered Parishes have one priest pastor or administrator. However, the priest may live at another location and be pastor of more than one community. The communities each have a Parish Pastoral Council, and may or may not have geographical boundaries. (See Canons 516, 517, 518, 536, 905).

### **Why do we have to cluster parishes?**

The church of the Archdiocese of Detroit cannot continue to operate as did the church of the last century because of the continuing impact of urban sprawl, fewer priests, the new immigrant and constant changes in economics and ministry needs. The clustering of parishes and the collaboration of parishes within vicariate boundaries will allow for a more effective expression of Church through the sharing of human and capital resources and the coordination of ministerial activities.

### **What is merging?**

Merging is the joining of two or more parishes in a single new parish. The newly merged parish may consist of one site, or one for worship and administration with one for an alternate purpose (i.e. outreach), or have multiple worship sites (e.g., one church and one chapel) etc. The new parish has one Parish Pastoral Council, one Parish Finance Council and one set of commissions.

### **How does merging differ from clustering?**

Clustering involves two or more parishes, remaining somewhat independent and sharing a pastor. It is a step which could lead to a merger of parishes (see above).

### **Why not remain as a cluster?**

We must ask ourselves, “Is clustering the best use of our time, talent and treasure?” Many pastors in a cluster situation find that the duplication of administration and meetings are very taxing on them physically. They are getting burned out and ask, “does it make sense to expand our resources for ministry by merging?” In a cluster, parishes may be eliminating ministries to maintain unnecessary buildings.

### **What are the benefits that come out of clustering?**

- Parish communities become more life giving and self-sustaining through the establishment of common goals and the sharing of resources while maintaining individual parish identity.
- New friendships and new small faith communities will emerge within the larger community when collaboration occurs across generational, racial and cultural lines.
- New lay leadership will emerge taking on new roles and responsibilities.
- Parishes will maintain a neighborhood presence of an evangelizing Catholic community especially in areas with few Catholics.

### **What are the greatest challenges when clustering?**

- Scheduling of pastor’s time, and the many meetings he has to attend.
- Mass schedules will have to change.
- Communication/administration issues between parish sites.

- Need for administrative/secretarial assistance for pastor at both/all sites.
- Territorialism and parochialism between parishes.

**What are key issues for clustering parishes to address?**

- Communicate and plan with staffs, parish councils and lay leadership at every step.
- Identify common goals, missions and programs and ways to work together.
- Provide support and training for lay and staff leadership.
- Minimally a Secretary and Pastoral Minister (at least part time) is needed at each site.
- In some cases the parishes will need sacramental priest assistance.
- Review and redefine job descriptions for all/shared staff.

**When a merger occurs, does the parish take a new name?**

Often a new name brings unity to the members of the merging parishes. A prayerful process that includes the parish community is encouraged. The Archdiocese has guidelines for choosing a name. It is important to note that the parish recommends a name(s) to the Archbishop; who then names the parish by formal decree. A merged parish may choose to keep the name of one of the parishes, especially if it has historical significance or was the Mother Church in a geographic boundary.

**If two or more worship sites exist, how does one refer to the parish?**

It would be referred to as \_\_\_\_\_ Parish, which contains the church buildings of \_\_\_\_\_ Church and \_\_\_\_\_ Church (e.g., St. Mary Parish contains St. Peter Church and St. Paul Church).

**How are sacramental records and parish membership handled when parishes merge?**

One site is to be designated the main church of worship and administrative site for the parish. The sacramental records of all the parishes are brought to this site. The membership is consolidated to form the new parish list.

**Where are archives kept from a merger?**

Historic documents that are to be preserved remain with the new parish, in accordance with Archdiocesan policy, at the designated parish church.

**What about sacred objects?**

If one of the sites is to be shut down and not used by the newly merged parish, a worship environment committee is formed by the newly merged parish to determine which significant sacred objects the new parish should retain, and how the items will be incorporated into the main worship site. Remaining items to be disposed of will adhere to the Archdiocesan guidelines regarding the disposition of sacred objects. The Office for Christian Worship is available to assist parishes with this transition.

**How are finances handled, especially the merging of assets and debts?**

The Office of Parish Support Services will assist parishes during this transition. In a merger, the new parish acquires all assets and liabilities of the parishes from which it was formed. In the pre-merger discussions it is important to determine building needs and use, staffing, and budgetary requirements.

All finances are consolidated into a new Loan Deposit Program account. In January, new envelopes should be distributed to the consolidated list of registered members.

**Will people lose their jobs in a merger?**

Some jobs may be eliminated and new positions may be created. Discernment needs to be done by the pastor of the new parish, staff, and the joint Parish Finance Councils and Parish Pastoral Councils to determine what is needed for ministry in the new community. New job descriptions should be written to reflect the ministry needs of the parish. The pastor will make the final decisions concerning the staffing of the parish. Assistance is offered to the pastor and staff during this transition by Archdiocesan central service departments.

### **How do we handle differences of ethnicity, cultures, worship styles, youth etc.?**

No parish, cluster, or merger is identical. Every parish community has its own individual personality that reflects the history, ethnicity, mission, values, and liturgical style of the members that share their Catholic faith together. The Archdiocesan Office of Pastoral Planning and Leadership Services can provide discernment and transition resources. A discernment process will outline suggested ways to build dialogue, to develop a plan and to lead a community through the transition of a cluster, or merger of a parish. Leadership is encouraged to adapt their own practices into the process that speak to the communities that are transitioning together.

### **What are the key elements for a successful merger and leading a parish through change?**

The key components for facilitating change in the structure of a parish community are prayer, vision and leadership. Cardinal Maida's pastoral letter, *The Journey Before Us*, confirms that:

- Since change is ongoing, for the health and well being of the Church, we need to be discerning and open in a spirit of prayer.
- No one parish or school can function apart from the rest of the archdiocese. Each of our parishes and schools has gifts to offer and needs the support and expertise of other parishes and schools.
- Well-trained, competent leadership—clergy, religious, and lay—is a critical building block for the Church of the future.
- Growth and diminishment, change and transformation make sense only against the backdrop of the death-resurrection of Christ, which we celebrate daily in the Holy Eucharist.

The Church is a *spiritual* reality, a communion for the sake of mission, which has visible expression in and through parishes, schools, and institutions. Changes of external structures are intended to build up, sustain, and renew our enduring commitment to share together in Christ's three-fold mission as our priest, prophet and king.

## APPENDIX B

### *Cluster Evaluation Guidelines*

Once parishes have been clustered for at least three years, the leadership should conduct an evaluation. This may result in a refinement of mission statements, goals and objectives, a change in the worship schedule or staffing, a change in the utilization of buildings, the parishes merging, or the parishes “de-clustering”. Leadership must communicate with the larger parish community the progress at every step, and outcomes as they emerge.

#### **Preparation**

- Identify 5-7 people from current parish councils, previous parish councils or commissions, past participants in Together In Faith planning, and from other active parishioners from each parish to form the cluster evaluation committee.
- Have each member of the cluster evaluation committee review the Parish Evaluation Inventories completed during the Together In Faith planning process from each parish. Update as necessary.
- Complete the Cluster Staffing Worksheet.
- Gather Mission Statements, Goals and Objectives of each parish.
- Share all documents with each parish pastoral council.

#### **First Meeting**

- Begin with Prayer.
- Together discuss any insights you have after reading the updated *Parish Evaluation Inventories* and *Cluster Staffing* from each parish.

- Discuss the questions and responses to the Demographics section of the *Cluster Evaluation*, and answer the following questions:
  - What is the most significant similarity or difference between the parishes?
  - How could we collaborate better to respond to this similarity or difference?

#### **Second Meeting**

- Begin with Prayer.
- Discuss the questions and responses to the Liturgy, Catechesis/Formation and Social Services sections of the *Cluster Evaluation*, and answer the following questions:
  - What is the most significant similarity or difference between the parishes in each of these areas?
  - How could we collaborate better to respond to these similarities or differences?

#### **Third Meeting**

- Begin with Prayer.
- Discuss the questions and responses to the Personnel, Parish Pastoral Council, Finances and Buildings sections of the *Cluster Evaluation*, and answer the following questions:
  - What is the most significant similarity or difference between the parishes in each of these areas?
  - How could we collaborate better to respond to these similarities or differences?

## **Final Meeting**

- Begin with Prayer.
- Reflecting on the past three meetings, answer the following questions:
  - Should the parishes remain clustered as they currently are?
  - Should the status of one of the parishes change (Chapel or Mission status)?
  - Should the parishes merge, or should one or both close?
  - Should the parishes be “de-clustered” and each cluster with a different parish?

# *Cluster Evaluation*

## **Demographics**

1. What age groupings exist within each parish? Are they growing/shrinking?
2. Is the **TOTAL** population of the parish communities increasing or decreasing?
3. Is the **CATHOLIC** population of the parish communities increasing or decreasing?
4. What new groups (racial, ethnic, single, chronically ill, disabled, etc.) are becoming part of the geographic area?
5. Have there been significant changes in the housing stock?
6. What is the general economic makeup of the parish communities?
7. What percentage of the registered households in each parish live outside the parish boundaries? Outside the vicariate boundaries?

## **Liturgy**

1. Are the Mass schedules coordinated? With neighboring parishes?
2. How are liturgies prepared? Are there adequate liturgical ministers in each parish?
3. How does each parish prepare candidates for the RCIA? How many were welcomed into each parish this year?
4. How does each parish conduct sacramental preparation programs?
5. What devotions are regularly offered at each parish, and how many people participate, on average?
6. What other Sacraments are regularly celebrated, i.e. Reconciliation, Anointing, etc.

## **Religious Education/Formation**

1. What are each of the parishes doing in the area of Catechesis and Formation?
2. What groups in the parishes are touched by these efforts?

## **Social Services**

1. What services are currently available in each parish?
2. What services are most utilized in each parish?
3. Are there any unmet needs in either parish?
4. Which services are under-utilized? Why?
5. Is there any duplication of services between what is provided?
6. Is there any duplication of services between what is provided by the clustered parishes and what is available in the wider community?

## **Personnel**

1. What mix of ministerial people - ordained and non-ordained - does each parish have now?
2. What is the likelihood that either parish will soon have fewer ordained ministers in the near future?
3. Is each parish able to meet the needs with the ministers they have now? In 2010? In 2015?
4. What skills have we identified among our parishioners and leadership? (e.g. grief counselors, community organizers, bi-lingualists, etc.)

### **Parish Pastoral Councils**

1. Does each parish have a current mission statement, goals and objectives established, reflective of the needs of the parish?
2. Do the councils have commissions or committees covering the areas of Education, Christian Worship, Social Ministry, Stewardship and Evangelization?
3. Have the Stewardship Commissions given careful consideration to the time, talents and finances of the parishioners as related to Education? Christian Worship? Social Ministry? Stewardship? Evangelization?

### **Finances**

1. Based on present trends, will each parish be able to meet its expenses in the foreseeable future?
2. Are there expenses which could be better managed or eliminated?

3. Are there sources of revenue which either parish has overlooked?
4. Are either parish over-reliant on rental income for operations? If so, how would the parish restructure or respond if rental income was not available?

### **Buildings**

1. Are all buildings in good condition?
2. What maintenance costs for each parish can we anticipate in the next few years?
3. Does either parish have a need to build or renovate in the future?



## APPENDIX C

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### *Purchasing Property for a New Parish*

The Leadership Council of the community must request and obtain approval from the College of Consultors to search for property for a new parish site. Upon approval, the community will work with the Properties Office to determine the best site for the new parish, and conduct all aspects of the actual purchase.

#### **The Properties Office will work with the community leadership to:**

- Locate possible sites
- Choose the final site
- Obtain approvals from the neighboring parishes, Vicariate and College of Consultors to:
  - Have the property appraised.
  - The Properties Office will order the appraisal, and present an Offer to Purchase, prepared by the Properties Office

#### **When the Offer to Purchase is accepted**

- The seller will provide the Properties Office with:
  - A Seller's Disclosure (if property is improved residential and this has not yet been provided)
  - A Lead-based Paint Disclosure (if property is improved residential and this has not yet been provided)
  - Tenant Disclosures (if not already provided)
- The Properties Office will perform due diligence:
  - Order an appraisal (if not already obtained)
  - Review lot splits or land division (if

applicable)

- Conduct a survey (if not provided by the property owner)
- Check title commitment and zoning information
- Check that the following do not exist:
  - code violations
  - tax liens
  - delinquent utility bills
- If property is improved and improvement will be utilized:
  - building inspection
  - city inspection (if required)
  - termite inspection
  - radon inspection
  - asbestos survey (depending on building age, required if property will be utilized or demolished)
- Environmental assessments as required:
  - Transaction Screen
  - Phase I Environmental Site Assessment
  - Wetland Survey
  - flood plain information
- If a new structure is to be constructed, the Buildings Office will:
  - percolation
  - geotechnical surveys

## APPENDIX D

### *Capital Development Process*

Throughout this Four Step process, the arch-diocesan Buildings and Properties Offices will work closely with all involved parties to ensure successful completion of the building project.

**Specifically, the Offices will be responsible for:**

- Facilitating the process
- Being a resource for the parish community, Architect/Engineer, Construction Manager or General Contractor
- Assisting the parish's interaction with the College of Consultors

**The Parish Community will be responsible for:**

- Establishing the vision
- Fundraising
- Design Approval
- Awarding contracts
- Paying for the project
- Keeping the Vicariate Pastoral Council informed of plans and how they fit in with the Pastoral Plan of the Vicariate

**The College of Consultors will:**

- Review and approve the program at all critical junctures

**The Architect/Engineer will:**

- Develop the design
- Prepare construction bidding documents
- Analyze bids and awards
- Provide construction support for the project

**The Construction Manager or General Contractor will:**

- Build the project
- Install, schedule and manage the work
- Provide cost estimating
- Guarantee the construction

#### **Step One: Feasibility and Visioning**

Meet with the Buildings Office to determine what you want and how much it will cost:

- Form a building committee
- Solicit community-wide input, buy in and support (surveys, focus groups, town hall meetings)
- Retain Architect or Engineer on an hourly basis
- Complete a programming study
- Project total program costs
- Balance scope of project to budget
- Seek feedback from the Vicariate Pastoral Council
- Request College of Consultors' approval to proceed

#### **Step Two: Fundraising and Design**

Upon approval by the College of Consultors, establish the project scope and begin fundraising

- Begin the design process
- Begin a formal fundraising process
- Obtain municipal approvals
- Complete schematics and design development, update total program cost projection
- Assess the community's capacity to raise the necessary funds

- Retain fundraiser as required
- Confirm balance of scope to budget
- Confirm funding in place (75% to 100% cash in hand)
- Request College of Consultor's approval to proceed

### Step Three: Construction

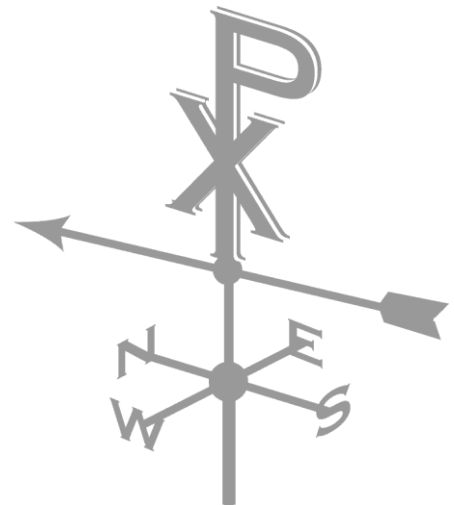
Upon approval by the College of Consultors, the community will direct the Architect or Engineer to proceed with implementation of the project

- Complete construction documents for competitive bidding
- Determine project delivery method (Construction Manager or General Contractor)
- Obtain bids, analyze them and award contract
- Construct project
- Observe activities
- Monitor budget and change orders
- Approve materials and equipment submittals as needed

### Step Four: Occupancy

Once the project is complete, the community will take possession and move in, however several tasks will need to be completed.

- Monitor completion of punch list
- Coordinate move-in and delivery of parish provided furniture, fixtures and equipment
- Receive training on building systems
- Obtain operations and maintenance manuals, record drawings, warranty and contact information
- Obtain Certificate of Occupancy from the municipality and health department
- Close out contract, final waivers and payment with Construction Manager or General Contractor



## APPENDIX E

### *Guidelines for Naming a New Parish*

Often a new name brings unity to the members of merging or new parishes. A prayerful process that includes the parish community is encouraged. The Archdiocese has guidelines for choosing a name. It is important to note that the parish recommends a name (at least a first and second choice) to the Archbishop; he then names the parish by formal decree. A merged parish may choose to keep the name of one of the parishes, especially if it has historical significance or was the Mother Church in a geographic boundary. In some instances, a hyphenated name of two parishes may serve in a transition time when the planning process calls for future parishes to join the merged community at a later date. At that time, a new name would be determined for the parish.

If two or more worship sites exist, it would be referred to as the Parish of \_\_\_\_\_ comprised of the church of \_\_\_\_\_ and the church of \_\_\_\_\_. For example the Parish of St. John comprised of the church of St. Peter and the church of St. Paul.

#### **In selecting a new name for a parish, the following canonical guidelines apply:**

Canon law requires that our sacred buildings (churches, oratories and private chapels) must be blessed or dedicated and given a title of (1) the name of the Trinity, or (2) the name of Christ, invoked under a mystery of his life or under his name already used in the Mass, or (3) the name of the Holy Spirit, or (4) the name of Mary, under a given title already found in the Mass, or (5) the name of the Angels, or (6) the name of a canonized Saint in the Roman Martyrology, or (7) the name of a Blessed provided the Apostolic See has given it's permission.

Canon law is silent on the matter of naming parishes but clarification was provided by the Congregation for Divine Worship and Discipline

of the Sacraments on 10 February 1999, stating, "The name of a parish may commonly be the same name as the title of the parish church".

1. Canon law leaves it to the diocesan bishop to erect, suppress, or notably alter parishes. Since it is his prerogative to establish parishes, it is also his prerogative to name them.
2. Though there is no ambition on the part of anyone in the Archbishop's Office to attempt to stop the popular use of the phrase "Catholic Community" that, in some cases, has unofficially replaced the term "Parish" (e.g., St. Roman Catholic Community), no such designation will appear on an official decree of erection/merger/suppression or subsequent decrees and correspondence relating to the parish. The phrase "Catholic Community" is a modern convention that could wane in future use. Furthermore, canon law gives legal personality to a "Parish", not a "Catholic Community". At this point in time, it would be imprudent to use the phrase beyond the level of common parlance.
3. The practice in the United States is to give a parish the name of a canonized Saint or other name listed in #1. The question of whether or not the merger of three parishes can give rise to a name such as "Fairhaven Catholic Parish" is an interesting one, especially if there is a plan to maintain three churches within the new territorial parish. At this point in time, however, it would break from the practice of giving a parish the name of canonized Saint or other name listed in #1. Such a change would create an inconsistency in the Archdiocese and, perhaps, confusion to our people inside and outside the parish in question.

4. In the case of parish mergers, the churches in the former parishes, in fact, retain their title; however, if a church building was simply blessed, and not dedicated, the name of the church can be changed by the diocesan bishop, for a grave reason, at the request of the pastor and parishioners. In the case of a dedicated church building, the name can only be changed with the permission of the Apostolic See.

If it happens that one of the churches within a newly merged parish will become the main worship site, as a rule, the parish should be given the name of that church. Neverthe-

less, there may be dynamics that make such designation contentious, in which case, it could be permitted that the parish be given a name different from the churches within the parish.

5. To revive those names that were used by parishes closed in 1990 and subsequent years, though technically allowed, may cause confusion in the minds of the faithful and in the records of the historical archives. If the pastor (or administrator) and parishioners would like to submit more than one name, the Archbishop can certainly choose one or discuss with the pastor and parishioners other appropriate names.



## APPENDIX F

### *Preparation of Liturgies when Closing or Opening a Parish*

The closing of a parish church building is a traumatic event for all of its parishioners. In many ways, it can be likened to the death of a person. Parishioners, both those now participating in this parish's life and those who claim a certain identity with the parish because of growing up there, feel a great loss. When the parish community makes the final decision to close this parish building it is incumbent on the parish leadership to help parishioners grieve their loss and move on.

Very important to this grieving process is the recognition that theologically the church is not dependent on any building. "The church is the People of God that exists in local communities. She draws her life from the word and the Body of Christ and so herself becomes Christ's body." As Christ's body, the church continues her existence even though the building in which this local assembly gathers no longer exists. Her existence, however, is changed. She must be assimilated into a new assembly. She must bring the gifts of each individual member

into new relationships. What does not change is the ultimate purpose of the church itself...the mission which Christ gave us: "Go now, teach all nations baptizing them in the name of the Father, and of the Son, and of the Holy Spirit."

This Guide for the Preparation of Liturgies on the Occasion of the Closing of a Parish is modeled after the Order of Christian Funerals. As such, it contains suggestions for three services:

1. A Vigil Service of Grieving provides a time to gently accompany the community in its adjustment to the fact of the death of this church building.
2. The Closing Celebration of the Eucharist provides a time to solemnly celebrate the life of this community.
3. The Rite of Leave Taking is a time for the community to bid its final farewells, to leave the building, closing behind it the doors that had housed it for its existence.

Although highly recommended, it remains up to the parish to determine which type of liturgical services may be appropriate for their community.

## A VIGIL SERVICE OF GRIEVING

### Introductory Rites

- Greeting
- Opening Song
- Invitation to Prayer
- Opening Prayer

### Liturgy of the Word

- First Reading
- Responsorial Psalm
- Gospel
- Homily

### Prayer of Intercession

- Litany
- Lord's Prayer
- Concluding Prayer

### Concluding Rite

- Blessing

## SAMPLE VIGIL SERVICE OF GRIEVING

*The community gathers. A few moments before the beginning of the service the bells of the church toll... or the organ can simulate the tolling of bells. The presider enters in silence and greets the gathered assembly.*

### INTRODUCTORY RITES

#### Greeting:

- A. May the God of hope give you the fullness of peace, and may the Lord of life be always with you.
- B. The grace and peace of God our Father and the Lord Jesus Christ be with you.
- C. May the God of all consolation be with you.

#### Opening Song:

*Suggestions:*

*Be Not Afraid*  
*The Cry of the Poor*

*Eye Has Not Seen*  
*You Are Near*  
*Day is Done*  
*The King of Love My Shepherd*  
*Is Litany of the Saints*

#### Invitation to Prayer:

Confident that God is always with us in both our joy and our sorrow let us pray and ask him to calm our fears as we prepare to leave this church building:

*Pause for silent prayer*

Lord,  
you fill the entire world with your presence  
that your name may be hallowed through  
all the earth.

In this place we have heard your word proclaimed; we have received your life in the sacraments; and we have gone forth to be your presence in our world.

As we prepare to leave this place  
we ask that you fill us with trust in your will  
and confidence that you will be our guide in the  
future. We ask this through Christ our Lord.  
Amen.

### LITURGY OF THE WORD

#### First Reading:

*Suggestions:*

Lamentations 3: 17-26  
Revelation 21: 1-5a, 6b-7  
Romans: 8:31b-35, 37-39  
1 John: 3:1-2

#### Responsorial Psalm:

*Suggestions:*

Psalm 23  
Psalm 27

#### Alleluia:

#### Gospel:

*Suggestions:*

Matthew 5: 1-12a  
Matthew: 25: 31-46  
John 12: 23-26  
John: 17: 24-26

### **Homily:**

### **Prayer of Intercession:**

Lord Jesus, by your resurrection, you renew the universe; you change our death into your life; we pray to you:

RS. Jesus Christ, risen Lord, have mercy on us.

Give us kindness wherever you find bitterness, confidence wherever you find distress, joy wherever you find sorrow; we pray to you:

RS. Jesus Christ, risen Lord, have mercy on us.

Give us humility wherever pride reigns, pardon wherever offense abides, grace wherever sin abounds; we pray to you:

RS. Jesus Christ, risen Lord, have mercy on us. Give us love wherever hatred burns, hope wherever despair is crying, faith wherever doubt prevails; we pray to you:

RS. Jesus Christ, risen Lord, have mercy on us.

Give us a new spirit, a new heart, and new hope in your holy resurrection; we pray to you:

RS. Jesus Christ, risen Lord, have mercy on us.

Let us pray for the coming of the kingdom as Jesus taught us: Our Father....

### **Concluding Prayer:**

Lord God,  
you are attentive to the voice of our pleading.  
Let us find in your Son  
comfort in our sadness,  
certainty in our doubt,  
and courage to live through this hour.

Make our faith strong  
through Christ our Lord.  
Amen.

Before we leave this place, it is important to remember all the people, all the events, all the good times and bad times that have forged us together as the parish of

\_\_\_\_\_.name

*Members of the community are invited to share stories about the people, events, etc. of this parish.*

### **CONCLUDING RITE**

#### **Blessing:**

May the God of hope fill us With every  
joy and with peace, in the faith!

RS. Amen

May hope overflow in us Through the  
power of the Holy Spirit!

RS. Amen

May almighty God bless you, The Father,  
and the Son, + and the Holy Spirit.

RS. Amen

### **SAMPLE CLOSING CELEBRATION OF THE EUCHARIST**

*This will be the last celebration of the Eucharist in this building which has housed the parish community. As such it needs to be a celebration of joy and thanksgiving for all the good memories which the congregation will take with it. The Archbishop has given permission that for*



*this celebration the parish may choose to use the prayers and readings from the patronal feast of the parish...provided that this celebration does not occur during Advent, Lent, the Easter Season, or solemnities of the Lord, the Blessed Virgin Mary, and saints listed in the General Calendar.*

### **Introductory Rites**

*After the greeting the presider speaks to the assembly in these or similar words.*

Presider: We are God's temple, God's holy people. Today we gather to give thanks for the \_\_\_\_\_ years that this building St. \_\_\_\_\_ has been our home. It is here that we have gathered each Sunday to hear God's word, to praise and thank him for his presence in our lives, to receive his body and blood as our food for the journey of life. It is from here that we have been sent forth, transformed, to be Christ's presence in our community. Today we gather here for the last time, and prepare ourselves for a journey to a new home. Let us prepare our minds and hearts for the mystery we will celebrate and for the peace and mercy of God we will need on our journey.

**Penitential Rite** *A sung version of the Kyrie might be appropriate for this celebration.*

**Gloria** *This needs to be festive and accompanied by the ringing of the bells, where possible.*

### **LITURGY OF THE WORD**

#### **Prayer of the Faithful**

*A sung response would be appropriate  
[Some possible petitions]*

1. For the Pope and local bishop, that God may bless them with wisdom and insight as they continue to shepherd the Church, we pray to the Lord.
2. We remember with particular tenderness the

pastors and local leadership who have served in this parish throughout its history. In gratitude, we pray to the Lord.

3. For other parishes, schools, and institutions throughout the country facing significant changes and transitions, that the love and solidarity of all Catholics may overcome all fear and sadness, we pray to the Lord.
4. For the founders, benefactors, and all past parishioners of this parish; for all those whose faith, vision, and generosity has been the cornerstone of our parish's history, we pray to the Lord.
5. For the priests and vowed religious who have faithfully served this parish through preaching and teaching, prayer and pastoral care, we pray to the Lord.
6. For the ability to rejoice in the blessings we have received through this parish and for the courage to move onward with hope, we pray to the Lord.
7. For the unsung heroes of St. \_\_\_\_\_ Parish who have contributed so much of themselves for the success of the parish, we pray to the Lord.
8. For the dead, especially those buried from this church over its \_\_\_\_\_-year history, we pray to the Lord.

Presider:

Lord God, in Christ you made us your people, a chosen race, a royal priesthood. Wherever you lead us we will continue to be your holy people, your imperishable temple. Hear us as we raise our minds and hearts to you through Christ our Lord.

Amen.

### **LITURGY OF THE EUCHARIST**

*Mass proceeds as usual*

*At communion time, Eucharistic ministers consume all the remaining Eucharist... both the bread and wine. The tabernacle doors are open and all vessels are purified.*

*At the end of the Liturgy of the Eucharist two Eucharistic ministers remove the altar cloth. The presider incenses the altar one last time...or places coals in the brazier and places the brazier on the altar.*

*A hymn of thanksgiving is sung by the entire assembly. All stand for the singing of this hymn.*

*The Prayer after Communion is said.*

### **Final Blessing**

The Lord of earth and heaven  
has assembled you before him this day  
to bid farewell to this house of prayer.  
May he fill you with the blessings of  
heaven.

**Amen**

God the Father wills that all his children scattered throughout the world become one family in his Son. May he make you his temple, the dwelling place of his Holy Spirit.

**Amen**

May God free you from every bond of sin,  
dwell within you and give you joy.  
May you live with him forever  
in the company of all his saints.

**Amen**

May almighty God bless you,  
the Father, and the Son, and the  
Holy Spirit.

**Amen**

**Final Hymn:** *A hymn of praise and thanksgiving would be appropriate.*

## **THE RITE OF LEAVE TAKING**

*During the singing of the final hymn all are invited to come forward and kiss the altar as a gesture of leave taking. The assembly leaves following the cross and gathers outside close to the front doors. When the presider arrives at this place he faces the doors of the building:*

Here we and those who have gone before us have celebrated our joys and sorrows. In this church we have encountered Jesus Christ in Word, sacrament, and one another. Now after \_\_\_\_\_ years of faith, with thanks to God for the good accomplished here, I declare this Church of St. \_\_\_\_\_ closed.

*The presider closes and locks the doors. Several parishioners seal the doors with purple ribbon. All depart.*

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## **RITE FOR THE MERGING OF PARISHES BEFORE MASS BEGINS**

**Hospitality:** Ministers of welcome should be stationed outside and inside the welcoming church (as the situation permits).

**Ministers:** There should, if possible, be an equal number of ministers from both parishes involved in this liturgy. Worship commissions of both parishes will work together to develop liturgical procedures based on the traditions of both parishes. Lectors, Extraordinary Ministers of Holy Communion and servers will have to be trained in the combined procedures.

**Altar:** The altar should be bare as the liturgy begins. It will be dressed at the Preparation of the Gifts. Representatives of both parishes will take part in this rite.

**Water and Oils:** A large container that can be carried, of blessed water from each of the merging churches. This water will be mixed and used in the Sprinkling Rite. The Holy Oils may be mixed together and placed in the Ambry, if possible.

**Participation aids:** It would be helpful to have a special program printed for this occasion which could contain a message of welcome, the music for the celebration with the proper copyrights, and especially the people's responses for the Blessing Over the Water and the Proclamation of Consent.

### **Introductory Rites**

The liturgy should begin with a full procession including cross, candles, incense and Book of the Gospels. It is important that the Entrance Song (as well as all the music used in this celebration) is well known to and reflects the diversity of both communities so that there may be full participation by everyone present. Representatives from both merging parishes carry in the large vessel of blessed water from their parish as part of the procession. The procession moves to a visible place where the two containers of water can be slowly poured into a single vessel or font. The Celebrant greets the people and welcomes them.

### **Invocation Over Blessed Water**

**Celebrant:** My dear brothers and sisters, we have been called to this water that we may share in the faith of the one Church and that we may have eternal life.

By the mystery of this consecrated water, may we rededicate our lives to the Gospel as a new community of faith. We ask this through Christ our Lord.

**All: Amen.**

**Celebrant:** Father, God of mercy, through the waters of baptism you have filled us with new life as your very own children.

**All: Blessed be God.** *(All sing or say this or another suitable acclamation.)*

**Celebrant:** From all who are baptized in water and the Holy Spirit, you have formed one peo-

ple, united by your Son Jesus Christ.

**All:** *(Sing or say the acclamation as above.)*

**Celebrant:** You have set us free and filled our hearts with the Spirit of your love, that we may live in your peace.

**All:** *(Sing or say the acclamation as above.)*

**Celebrant:** You call those who have been baptized to announce the Good News of Jesus Christ to people everywhere.

**All:** *(Sing or say the acclamation as above.)*

**Celebrant:** You call us to this cleansing water and to new birth. By sharing the faith of your Church may we have eternal life. We ask this in the name of Jesus the Lord.

**All: Amen.**

### **Sprinkling of the people with Holy Water**

**Gloria:**

Sung, the church bells may be rung to add to the festivity.

### **Opening Prayer:**

In Ordinary Time, the Opening Prayer may be taken from the Rite of Dedication of a Church and an Altar.

**Celebrant:** Lord, fill this place with your presence, and extend your hand to all those who call upon you.

May your word here proclaimed and your sacraments here celebrated strengthen the hearts of all your faithful. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, one God, forever and ever.

**All: Amen.**

## **Liturgy of the Word**

In Ordinary Time the readings for the Dedication of a Church and an Altar might be used. Lectionary [701 – 706].

### **Homily**

#### **Renewal of Baptismal Commitment**

**Celebrant:** My brothers and sisters, God our loving Father calls us together to be one body in Christ our Lord. As we come together as one community let us renew the promises we made in baptism, when we promised to reject sin and to serve God in faith as his holy people, his Church.

**Celebrant:** Do you reject sin so as to live in the freedom of God's children?

**All: I do.**

**Celebrant:** Do you reject the glamour of evil, and refuse to be mastered by sin?

**All: I do.**

**Celebrant:** Do you reject Satan, father of sin and prince of darkness?

**All: I do.**

**Celebrant:** Do you believe in God, the Father almighty, creator of heaven and earth?

**All: I do.**

**Celebrant:** Do you believe in Jesus Christ, his only Son, our Lord, who was born of the Virgin Mary, was crucified, died, and was buried, rose from the dead, and is now seated at the right hand of the Father?

**All: I do.**

**Celebrant:** Do you believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting?

**All: I do.**

## **Proclamation of Consent**

**Celebrant:** I ask the people of \_\_\_\_\_ and \_\_\_\_\_ is it your intention to become one faith community.

**All: It is.**

**Celebrant:** Do you promise to walk together for the unity of the Church?

**All: We do.**

**Celebrant:** Are you resolved to unite yourself more closely with Christ, and try to become more like him?

**All: We are.**

**Celebrant:** Do you promise to celebrate the sacraments together with sincere devotion?

**All: We do.**

**Celebrant:** May the Lord in his love keep you close to him always, and may he bring all of you to eternal life.

**All: Amen.**

## **Decree from the Archbishop:**

The opening paragraph of the decree from the Archbishop is read ending with the name of the new parish.

## **INSTALLATION OF THE PASTOR**

### *Presentation of the Pastor-Elect*

**Presider:** My dear friends, because I am aware of your pastoral needs and am confident of Father N's qualifications for the office of pastor, I now commend Father \_\_\_\_\_ to you as your new pastor.

*Welcome by the people.*

**Alleluia.**

Pastor comes to stand before the bishop

### *Presentation of the Parish Clergy and Staff*

**Presider:** N.\_\_\_\_\_, my brother, Father(s)

N\_\_\_\_\_, Deacon N\_\_\_\_\_ and N\_\_\_\_\_ (other staff members) will assist you in the pastoral care of the people of this parish. Share this ministry in a spirit of mutual trust, common prayer, and genuine concern.

The new pastor is greeted by his associates in the parish ministry

### *Presentation of the Parish Council*

Presider: Father \_\_\_\_\_, this is the pastoral council of \_\_\_\_\_ parish. It is the voice of your people and will assist and counsel you as you minister to this parish. They bring with them the names of all the baptized. Always be attentive to the needs that your council expresses.

Pastor: My friends, I pledge to seek your counsel, guidance, and advice in the spiritual and temporal care of my pastorate.

The members of the parish council immediately come forward and greet the new pastor.

The parish registries from the merging parishes are brought forward and placed on the table in front of the altar by a member of each of the parishes.

### **PROFESSION OF FAITH AND OATH**

Presider: Remember, my brother \_\_\_\_\_, always be a loving father, a gentle shepherd, and a wise teacher of your people, so that you may lead them to Christ who will strengthen all that you do.

### **General Intercessions:**

The General Intercessions should be carefully composed to address the new parish situation. The following are some suggestions that might be modified to fit the situation.

For the Holy Father, our Bishop and priests, may they have the courage to lead the church in faith, we pray to the Lord... For the people

of \_\_\_\_\_ and \_\_\_\_\_ as they come together as \_\_\_\_\_ may they be a living sign of the presence of God to all whom they meet, we pray to the Lord...

For patience and understanding as we grow together as a family of faith, we pray to the Lord...

For all who have gone before us in faith, especially the deceased members of \_\_\_\_\_ and \_\_\_\_\_, may we always remember their faith and their good works, we pray to the Lord...

### **Liturgy of the Eucharist**

Members of both communities should be a part of the procession of gifts and the dressing of the altar. The altar might be clothed with a new altar cloth, candles, etc. If possible, use incense. Mass proceeds as usual.

### **Concluding Rites**

After communion, devotional items may be brought forward and placed in shrines or other appropriate places. The celebrant or another might explain what the items are, why they are important to the community and where they will be placed as a sign that two communities have become one. A Solemn Blessing should be used.

## APPENDIX G

# *Procedure for Transfer of Parish Archive Material*

*The following procedures relates to suppressed parishes only. When a parish merges, all records, both sacramental and historical stay with the newly formed parish.*

The Regional Moderator will examine sacramental records of the parish before its canonical suppressed (closed). At that time, in consultation with the pastor (administrator) or delegated parish staff member, the Chancellor's representative from the Archdiocesan Archives will make arrangements with the parish, regarding collection of pertinent archival records for the Archdiocesan Archives. The following materials, where possible, should be placed in labeled boxes:

1. All sacramental registers (baptism, marriage, death, confirmation, first communion) and any indices or lists that pertain to them.
2. All sacramental files pertaining to the celebration of the sacraments, especially marriages; e.g., all pre-nuptial files ("A" forms, etc.).
3. Sunday bulletins, chronologically ordered and bound, where possible.
4. All parish administrative or legal office files that have been kept, as well as any office files of historical significance. For example, all correspondence with diocesan offices; files on the construction of parish buildings; annual reports; membership lists; any materials having to do with a school (past or present); correspondence with religious communities, etc.

5. Records of parish committees (e.g., parish committees, parish council, and commissions) and records of parish organizations (e.g., rosary-altar society, sodalities, etc., past and present). Of greatest importance are constitutions, minutes of meetings, reports, membership lists, financial reports, souvenirs of event etc.
6. Any books, photographs, photo albums, audio or video recordings - anything that bears witness to the ongoing life of the parish over the years.

### OVERALL GUIDELINES

#### Identify the materials

- In every instance above (1-6), it is very important to remember that records will be of historical interest and value only if they are identifiable and someone is able to explain them. The most obvious case is a photograph. If no one knows who is in the picture, what the picture depicts, or when it was taken, it can become worthless. The same principles also apply to files. Any identification information should be done in pencil. If possible, please give the name, address, and phone number of the person(s) who best knows the contents in case questions arise in the future.

#### Respect the order (or disorder) that exists

- Collect the records as they are, without trying to separate what is important from what appears to be unimportant. Eventually the Archdiocesan Archives will discard

some things, but the operating principle is that records are best understood in their original order or context.

### **Try to assemble a complete picture**

Ask yourself: Of all the records that exist at this moment, whether in the rectory, among parish organizations, or with private individuals, what can be saved to present as well-rounded and complete a picture as possible of the parish's life from beginning to end? Although the closing of a parish can be painful for its members, especially for the more active parishioners, these members can help the Archdiocesan Archives fulfill its function of permanently preserving the memory of their parish for history.

Any artifacts in their possession (e.g., photographs, souvenirs of parish events, etc.) can be of great value. Parishioners of long standing can also be helpful in identifying photographs, etc. For this reason, parishioners should be invited to assist in preparing their parish archives for transfer to the Archdiocese.

When in doubt, ask the Archdiocesan Archivist for advice (313-237-5846) if there are any questions about preparing the records. When the records have been collected in one place, please let the Archivist know so that arrangements can be made for the transfer of the records.



## APPENDIX H

# *Procedure for Transfer of School Records*

*The following procedures relates to school closings when a parish also ceases to exist. When a school closes and the parish remains open, all records, both sacramental and historical stay with the parish.*

In terms of student records, only the health and permanent records need to be retained; however, any class lists, yearbooks and pictures should also be submitted.

### **ELEMENTARY SCHOOLS**

#### **Graduates and Former Students**

1. The name of the school should be on each record.
2. The name of the student should be on each side of the record.
3. All grade levels should be combined into one alphabetical file.

#### **Present Students (and students whose records are being transferred)**

1. Photocopy the permanent record.
2. Put the photocopy in the student's folder.
3. Insert the original permanent record in alphabetical order with the other transcripts.
4. If no other grade school has requested the cumulative records, send the entire folder to the Archdiocese.

### **HIGH SCHOOLS**

#### **Graduates and Former Students**

1. The name of the school should be on each record.
2. The name of the student should be on each side of the record.

3. The complete date of graduation should be noted.
4. If there is a space for a signature for the principal, be sure that is signed.
5. All records should be typed or written with black ink – blue ink does not photocopy well.
6. All grades, test results, and activities should be recorded.
7. Elementary school records should be separated from high school records.
8. All grade levels should be combined into one alphabetical file.

#### **Present Students (and students whose records are being transferred)**

*In addition to the above items 1-8:*

1. Photocopy the permanent record.
2. Put the photocopy in the student's folder.
3. Insert the original permanent record in alphabetical order with the other records.
4. Make a list noting the name of the student and where the cumulative records were sent.
5. If no other high school requests the cumulative records, send the complete folder to the Archdiocese.



## APPENDIX I

# *Procedure for the Disposition of Sacred Objects*

The following procedures will be used in the Archdiocese of Detroit to determine the proper disposition of the sacred objects which are owned by a clustered, merged or closed parish or church. Sacred Objects: any item that the Church or the faithful regards as holy by way of blessing or veneration by the faithful. This includes, but is not limited to the altar, tabernacle, ambo, baptismal font, ambry, statues, images (icons), relics of the saints, Mass vessels, Mass vestments, liturgical books, altar linens, etc.

### **Cluster**

A cluster is a group of two or three parishes that share a priest as pastor. A parish in a cluster retains its property, which should not be moved from one parish to another.

### **Merger**

A merger refers to two or more parishes joining together to become one new parish. The new parish takes in all the people of the former parishes and may sometimes preserve the Church buildings and facilities that were used by the former parishes, with one Church being identified as the primary place for parishioners to regularly worship.

Should the merger plan call for the closure of a church or chapel, within thirty days of the announcement of the merger, a team consisting of the pastor (administrator) of the closing church or chapel, a well-reputed parishioner from the closing church or chapel, and the director of the Worship Office of the Archdiocese will make an inventory of the sacred goods. Private property will, of course, be returned to the rightful owner(s).

Within the week following the final Mass, the team will meet to review the inventory.

Sacred objects that are not relocated to another church or chapel within the merger will follow the protocol for goods in suppressed parishes as described below. The Worship Office of the Archdiocese will coordinate efforts in this regard.

### **Suppressed Parish – Closed Church**

In the rare case of parish suppression, the Archdiocese will be responsible for the sacred objects of the closed church. Within thirty days of the announcement of the closure, an inventory of the sacred objects will be taken by a team consisting of the pastor or administrator of the parish, a well-reputed parishioner from the closing church, and the director of the Worship Office. The determination of which items are considered sacred is within the purview of the Worship Office of the Archdiocese. Private property will, of course, be returned to the rightful owner(s).

All items are to remain in the church until after the final Mass. Within the week of the final Mass the team will meet to review the inventory.

### **All requests for sacred objects must be made in writing to the Worship Office.**

For a three-week period following the closure, pastors (administrators) of neighboring parishes in the vicariate will be allowed to remove items for use in their own parishes. Removal of sacred objects will be facilitated by the Worship Office. Inventories will be provided to pastors (administrators) on request. All costs related to the removal of these items will be paid by the parish

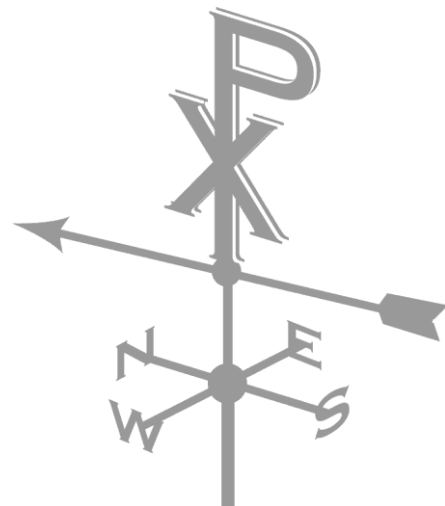
taking the sacred objects. For a three week period following the period reserved for the vicariate all other pastors (administrators) of the Archdiocese will be allowed to request inventories of remaining items for use in their own parishes.

**Requests for specific items must be made in writing to the Worship Office** and the responsibility and costs for removing the items falls to the requesting parish. All items secured on behalf of a parish become the property of the parish.

When dealing with an altar, the relics must be removed from the altar stone and transferred to the Archdiocesan Archives.

An altar is never to be sold or handed over for public use.

After six weeks, the Worship Office will determine the disposition of any remaining sacred objects.



## APPENDIX J

# *Procedure for the Disposition of Non-Sacred Objects*

Once Sacred Objects have been removed from the church, the pastor or business manager should call the Buildings Office to schedule a walk through with the Director of Buildings. The intent is to understand special needs for the building(s) and set a firm date for turnover.

To set a date for the walk through, please contact the Archdiocesan Buildings Office.

### **Disposition of Parish Buildings and Property**

In all situations, whether the parish is clustered, merged, or suppressed, the furnishings/fixtures and other residual property shall stay with the parish. As a general rule, items that were donated years ago cannot be salvaged by the donor since it is the property of the parish and will be sold or leased as a component of the property. The Archdiocese does not remove and “warehouse” non-sacred objects for use by other parishes.

- **Cluster** - A parish designated for a cluster will retain its property. Property shall not be moved from one parish to another unless approved by the pastor or respective parish councils.
- **Merger** – The pastor (administrator) of the merged parish retains responsibility and administration of the property of the former parishes, with due observance of Archdiocesan policies. Should the merger plan call for the closure and sale of a portion of the parish campus, the pastor (administrator) may make a written request to the Archbishop for the pertinent Archdiocesan departments to intervene to administer the property. Upon the acceptance of such a request, the procedure for disposition of non-sacred goods is

the same as that of a suppressed (closed) parish.

- **Suppression (Closure)** – Upon final turn over from the pastor, the Buildings Office will secure all buildings and property associated with the Parish.

Beyond the turn-over date, the Buildings Office will have total custody over the buildings and property. Access to the building(s) from this point will be controlled by the Buildings Office.

The Archdiocese of Detroit will lease or sell the buildings following the closing of a Parish. The lease or sale terms are defined “as-is” in that remaining property in the church such as pews, stained glass, miscellaneous fixtures and furniture will be sold/ leased with the property.

Please refer to the “Top 11” list in preparing for the final turn over to the Buildings Office.

### **THE TOP “11”**

#### **In Preparation For The Turnover Date:**

1. Compile copies of all contracts for security, landscaping, mechanical systems and office equipment. If a building improvement over \$10,000 was completed within the last year. Please provide documentation for the same.
2. Provide a list of all remaining items, if any, that will be transferred to another parish.
3. Provide a list of key personnel with phone numbers for use by the Buildings Office for property questions.
4. Provide contact information for the local police and fire departments.

5. Provide a list of security codes, contact names and telephone numbers that service the security systems.
6. Compile all keys and garage door openers for the property. Please take the time to label all keys.
7. Plan to cancel all telephone accounts with the exception of those that service the security systems.
8. Plan to contact utility providers to send all invoicing AFTER the turnover date to:
9. Prepare a hand drawn map indicating the location of utility meters for water, gas and electric.
10. In the event the turn-over is to occur in the winter months do NOT shut off the boiler. Please set the thermostat for 50 degrees.
11. Inform neighbors or other interested parties that the Buildings Office will have custody for the property. (Often times, neighbors serve as a great resource to report problems. Please give them the Buildings Office phone number below.)

**The Archdiocese of Detroit**

Buildings Office-5th Floor  
1234 Washington Blvd.  
Detroit, MI 48226

**Call the Buildings Office (313-237-5845)**  
with questions regarding this process or issues that develop after the turnover of the property.





Archdiocese of Detroit  
[www.AODonline.org](http://www.AODonline.org)

# PART V

SETTING A COURSE FOR SHARING CHRIST IN AND THROUGH THE CHURCH

XP



**ADDENDUMS**

## **ADDENDUM CONTENTS**

- A.** Glossary of Terms
- B.** Possible Committees of the Various Commissions
- C.** Prayer/Formation/Reflection
- D.** The Mission of Jesus; Scriptural References
- E.** Consensus Decision Making
- F.** Archdiocesan Resources

# **ADDENDUM A**

## ***Glossary of Terms***

**Ad hoc Committee:** A committee established for a specific purpose or special activity. It usually disbands when its purpose is accomplished.

**Administration** (of ecclesiastical goods): This includes transactions involved in acquiring and managing temporal goods. Ordinary administration involves day-to-day operations that do not require special permission. There is an intermediate level called acts of greater importance. These acts significantly impact the parish finances and administration. Then there are acts of extraordinary administration that are unique, infrequent, and not only impact parish finances and administration, but affect parish life. Statutes express limits and procedures for the authorization of acts of greater importance and extraordinary acts of administration.

**Alienation:** In broad terms, a transaction that results in the Church losing control of its goods. The most common instance of alienation involves the transfer of title to Church property. As a means of ensuring that decisions to alienate property are made with the appropriate amount of deliberation, Church law requires the consent of consultative bodies at the parish and archdiocesan levels to complete the transaction.

**AOD:** Archdiocese of Detroit

**Archdiocese:** A portion of the people of God entrusted for pastoral care to an Archbishop, with the collaboration of the presbyterate.

**APC:** Archdiocesan Pastoral Council, a consultative body to the Archbishop in fulfilling his pastoral office made up of laity, clergy and religious.

**APC Representative:** A lay person appointed or selected by the Vicar to participate on the Archdiocesan Pastoral Council for the Vicariate.

This individual is expected to fulfill the APC requirements related to term of office, attendance and participation for the period of the appointment.

**Balance Sheet:** A financial statement prepared to show the assets, liabilities and fund balance of an entity on a specific date. Parishes and schools use a modified cash basis accounting, and include only the following accounts on the balance sheet: Parish Central Checking, Payroll Checking (if applicable) and Payroll Liabilities.

Cemeteries use the accrual basis of accounting, and, as such, must include all necessary asset, liability and equity accounts on their balance sheets, including all checking accounts, Loan Deposit Program accounts, accounts receivables, land, buildings, and other fixed assets (at original cost), accounts payables, retained earnings, and net income/loss for the current fiscally

**Brainstorming:** A free-form generation and sharing of ideas used in the beginning of a group decision.

**Catechesis:** Religious instruction, especially in the elements of the Catholic faith. The fundamental task of catechesis is to achieve this objective: the formation of disciples of Jesus Christ. The ministry of catechesis, as an essential moment in the Church's mission of evangelization, is a fundamental ecclesial service for the realization of the missionary mandate of Jesus (NDC, 53, 59, 63).

**Catechist:** A person who teaches the elements of the Catholic faith.

**Catechumenate:** Individuals being taught the elements of the Catholic faith.

**CSA:** Catholic Services Appeal, an annual initiative for funds to provide ministries and pro-



grams that affect the lives of every Catholic in Southeast Michigan through the Central Services departments of Communications; Development and Stewardship; Evangelization, Catechesis and Schools; and Parish Life and Services; as well as the Office of Priestly Vocations, Sacred Heart Major Seminary, and the Metropolitan Tribunal.

**Catholic Teaching:** That which the Pope or the College of Bishops enunciate on faith or morals when they exercise the authentic magisterium, or "teaching office," of the Church. The appropriate response of the Christian faithful is a healthy respect for and acceptance of sound teaching in the Church. The principle of the pursuit of truth and the primacy of conscience, however, are still in play because teachings are included which are not infallible. (Comm. on Code 752)

**Censures:** Harsh penalties in Church law, applied with the hope that the offender will recant his or her position or decision. Penalties include suspension (for clerics), interdict and excommunication.

**Central Services:** The Archdiocesan departments and offices. Taken together, they address virtually every facet of Church life and concern. The common goal is to help individuals, parishes and vicariates fulfill Christian endeavors, in coordination with the Archbishop and Archdiocesan policies, by serving as resource centers, and providing professional expertise.

**Chairperson:** A person who ensures effective communication, maximum participation and full consideration of issues during a meeting.

**Code of Canon Law:** Law enacted and promulgated by the Pope for the orderly pastoral administration and government of the Church. The revised Code, effective November 27, 1983, consists of 1,752 Canons in seven books. Also called universal or Church law.

**Collaborative:** The process of planning, establishing and operating together to achieve a

common goal or purpose. Through this process, parish commissions and committees explore different options, and search for solutions that go beyond what can be done do on their own. In the Church, the basis for collaboration is the belief that every baptized person is gifted and called to ministry. According to Sofield and Juliano (*Collaborative Ministry*, Ave Maria Press, 1987, p. 11), collaboration is the identification, release and union of the gifts of all baptized persons.

**College of Consultors:** A consultative group, established by the Archbishop to assist him in managing the temporal goods of the Archdiocese and certain parish transactions. The College of Consultors is comprised of at least six, and no more than 12, priests who belong to the Presbyteral Council. They are appointed to a five-year term and are responsible for the functions determined by the law.. The group helps the Archbishop manage goods belonging to the Archdiocese and is an organism specifically designed to carry out certain functions specified in law, dealing mostly with financial and administrative matters. (Canon 502)

**Collegial:** Working as a body with a common purpose or common duties. Quality of authority or power is shared equally among colleagues; union apparent in the mutual relations among members of a group as they assume responsibility for the common good.

**Commission:** Working group of the Parish Pastoral Council that meets on a regular basis to assess the needs of the parish, develop objectives and implement programs through committee work.

**Committee:** A subgroup of a Council or Commission, charged with the responsibility for a specific area within a Commission's or Council's mandate. A set of individuals who have been selected or appointed with the understanding of working to accomplish a specific goal or objectives.

**Communion:** Persons sharing one same life, an organic unity. Our "communion" as Church flows from and mirrors the Trinitarian communion, the model and source of giving and receiving. Since "communion" can be translated as "sharing gifts," it is an excellent description of our identity and vocation as Church.

**Community:** A group of people living in a particular local area, often having common goals and interests, and ethnic, cultural or religious characteristics.

**Consensus:** The process of arriving at a decision through open discussion and resolution of major discrepancies. Without compromising any strong conviction or needs, consensus results in a decision that all members of the group can accept and uphold.

**Consent (of a council):** A positive vote expressed by a majority of the councilors. This consent is sometimes called a deliberative vote. In contrast, "hearing the council" requires that those belonging to a council at least be consulted before action is taken.

**Consultation:** A process of shared decision-making. Canon 127 establishes the seriousness of the consultative process. According to this Canon, if Church law requires consultation, then the group to be consulted must be legitimately convoked. At least a majority of the members must be consulted. If consultation is required with certain persons or individuals, the Pastor is required to listen to such persons and ordinarily not act contrary to their advice, especially if consensus is achieved.

**Consultative Body:** A group that seeks to arrive at a consensual agreement on significant issues in order to develop policy recommendations for the spiritual growth and pastoral activity of the Archdiocese, vicariate or parish. The recommendations of the Consultative Body are to deal with general policies and not with administrative detail.

**Cooperatively:** Working or acting together toward a common end or purpose.

**Coordinate:** To harmonize in a common effort. To work together.

**Council:** A body of advisors whose role is to assist those in governing offices. Depending on the circumstances, consent or counsel may be required before making a decision, which will be expressed in the statutes or governing rules of the council.

**Deliberations:** The formal discussion and debate of all sides of an issue. The act or process of consulting with others in reaching a decision.

**Diocesan Bishop:** Bishop to whom the care of a diocese has been entrusted. The Diocesan Bishop's office has a threefold range -- teaching, sanctifying and governing. (Canon 376-381)

**Discern:** The process of arriving at a decision in accord with God's will through prayerful reflection and deliberation. Communal discernment is related to consensus but adds the following dimensions to the consensus process: Prayerful reflection, gathering of evidence, discussion of positive and negative factors of proposed alternative plans of action, and confirmation by the group.

**Dogmatic Constitution on the Church:** The centerpiece of Vatican II. Begins with a view of Church as Mystery, as the communion of men and women called together into participation in the life of the Triune God.

**Ecclesial or Ecclesiastical:** Both refer to what is proper to the Church. Hence, there is ecclesiastical property, ecclesiastical law, ecclesiastical hierarchy, ecclesiastical discipline, and so forth.

**Election:** A selection by vote for an office or for membership.

**Empower:** To free people to be true to their own thoughts and feelings, to give them the opportunity to think these through, and to help them feel valued within the group.

**Endowment Fund:** A growing account, the principal of which is left intact, while interest and earnings are used on an annual basis to fund the needs of an organization.

**Endowment Foundation Fund:** An Archdiocesan investment fund established in 1995 to receive gifts from the Stewards for Tomorrow endowment campaign. Many parishes, schools and organizations have since established their own individual endowment funds within the foundation to take advantage of the Archdiocese's larger investment pool. The fund is an investment account earning return or loss on investment based on market returns, and does not earn a stated interest percent. Endowment Foundation Funds have restrictions that allow only the return on investment for the current year, not the principal, to be withdrawn/spent by a certain due date when the permission for withdrawal ends. Withdrawing amounts beyond the return on investment for the current year requires approval by the Archbishop.

**Evaluate:** A process of measuring and judging progress according to accepted standards. The Parish Mission Statement is the yardstick by which evaluation is made.

**Evangelization:** To evangelize is to bear witness, in a simple and direct way, to God revealed by Jesus Christ in the Holy Spirit. Evangelization, then, has different implications, depending on our relationship to Jesus and His Church. For those who practice and live the Catholic faith, it is a call to ongoing growth and renewed conversion. For those who have accepted it in name, it is a call to re-evangelization. For those who have stopped practicing their faith, it is a call to reconciliation. For children, it is a call to be formed into disciples, through the family's faith life and religious education. For other Christians, it is an

invitation to know the fullness of our message. For those who have no faith, it is a call to conversion to know Christ Jesus and thus experience a change to new life with Christ and His Church (GMD 26, 27).

**Ex Officio:** Membership on certain bodies does not depend on election, and is sometimes based on a person's office or role. A priest who has been appointed associate pastor in a parish automatically becomes a member of the parish's Finance Council because of his position.

**Facilitator:** One who contributes structure and process to interactions so groups are able to function more effectively.

**Financial Statement:** Formal report of the financial activity of an entity (parish, school, cemetery, parish organization, etc.), detailing financial transactions or summarizing the financial status of a parish for a particular period of time. Also referred to as a Financial Report. These reports for parishes/schools generally consist of a Balance Sheet and an Income Statement (or Statement of Receipts and Disbursements).

**Fiscal Year:** The year used to report financial activity for a parish, cemetery, or organization. The Archdiocese of Detroit fiscal year is July 1 through June 30.

**Formation:** Making the Catholic faith real through prayer, study/reflection/sharing, action, and evaluation.

**Goals:** Statement of a desired end that reflects an overall purpose and is related to a major area of concern. Goals need to be written in specific and challenging terms so they are recognizable when achieved. A goal usually has a terminal point of three to five years and its achievement is recognizable when it has been reached. Goals are reviewed annually.

**Guidelines:** A statement of policy or procedure that clarifies how the directives are to be applied and observed.

**Inclusivity:** To involve as part of the whole, regardless of gender, race or physical appearance.

**Income Statement:** A financial statement for accrual basis entities (i.e. cemeteries) that summarizes the revenues received and expenses paid by a cemetery over a specific period of time.

**Intervention:** An action, or set of actions, that aim to improve the function of a group. Can be of a process or content nature.

**Laity:** Men and women who are the people of God through sacramental initiation. In their own way, they share in the priestly, prophetic, and pastoral roles of Jesus, and exercise these functions within the Church under the guidance of duly appointed pastors, bishops and/or priests. They also carry on the four-fold mission of Jesus in their daily lives, particularly through their family, the “domestic church.”

**LDP:** Loan Deposit Program set up by the Archdiocese of Detroit to be used by parishes, schools, cemeteries and organizations within its boundaries for all savings and loan activities.

**Mediate:** To settle or resolve issues by acting as the intermediary between two or more opposing parties.

**Ministry:** Literally, a "service." Any service publicly designated by the Church to assist in the fulfillment of its mission.

**Mission:** That for which the Church has been “sent”; i.e., its purpose: to proclaim the Gospel in word, in sacrament, in witness, and in service.

**Mission Statement:** A broad statement that expresses the reason or purpose for the existence of a group. It unifies, motivates and clarifies. It

answers the questions: What are we called to be? Why do we exist? What should we be about?

**Multiculturalism:** The belief that several different cultures (rather than one national culture) can co-exist peacefully and equitably in a single community. This is both a cultural and political ideal that shifts and adapts to the changing needs of a community or society as a whole.

**Mystagogia:** The continued catechesis of newly initiated Christians through the process of leading them into a deeper, reflective understanding of the mystery of their salvation in Christ.

**National Parish:** A church community that serves certain groups of people without strict regard to their places of residence.

**Office of the Chancellor:** The Chancellor serves as liaison to various consultative bodies of the Archbishop, including the College of Consultors, the Archdiocesan Pastoral Council, the Presbyteral Council, and the ad hoc committees as needed. The Chancellor also is the official notary of the Archdiocese, overseeing the content and signatures related to various contracts and compiling various ecclesial and statistical reports. In addition, the Chancellor administers matters related to national collections for Church-related causes and is an ex-officio member of the Curia.

**Objective:** A set of concrete, specific expectations that can be measured according to qualitative or quantitative criteria. An objective should specify what is to be done, who is to do it, and when it is to be completed. While it has the same criteria as a goal, an objective is accomplished in one year or less.

**Operational Procedures:** Functions, forms and methods of action within a consultative body such as the Parish Pastoral Council.

**Parish:** A communion of the faithful, served by a pastor who is responsible for providing them

with full pastoral services. A unit of God's family that fulfills, within its communion, the universal mission of the Church: Proclaiming the Word, celebrating the liturgy, serving God's people and building the communion.

**Parish Finance Council:** A group of people representing the parish with expertise or experience in the areas of finance, administration, or law. They comprise a consultative body of the parish that “assists the pastor in the administration of the goods.” The Parish Finance Council works in cooperation with the pastor and Parish Pastoral Council.

**Parish Pastoral Council:** A group of people, representing all facets of the parish, who are chosen, called forth and commissioned to join together in striving to be a communion of faith and to serve the parish in the ministry of leadership. The Parish Pastoral Council works in cooperation with the pastor, Parish Finance Council and total parish to set policy, and establish goals, objectives and action plans.

**Parochial:** Refers to what is proper to the parish. Hence, there is parochial property, parochial discipline, and so forth.

**Particular Law:** Refers to those laws outside of the Code of Canon Law that may be created by a local bishop or a country's conference of bishops. A parish cannot create particular law.

**Pastor:** An ordained priest assigned to the pastoral care of people committed to his care. This care includes the areas of worship, education, pastoral service and administration.

**Pastoral:** Pertaining to the actual life of the Church, especially at the parish and Archdiocesan levels.

**Pastoral Care:** Refers to the teaching, sanctifying and governing role of the Bishop. (Comm. on Code 515)

**Pastoral Planning:** A structured, ongoing process in which a church community reflects upon its mission, assesses the internal needs of the parish, examines the external environment, sets goals and objectives, and evaluates the extent to which the goals and objectives are being met.

**Pastoral Staff:** Typically refers to the parish's paid staff, this group works in collaboration with the pastor in the pastoral care of the parish and in implementing the policies of the parish. May consist of one or more associate pastors, deacons, men and women religious, directors of religious education, worship and/or Christian service, and lay pastoral ministers. This term typically refers to paid staff, but may also refer to volunteers when appropriate. They serve the parish in cooperation with the Parish Pastoral Council.

**Policy:** A guide for future actions in a particular area of parish life. Policy deals with broad commitments to goals for the parish communion, along with objectives and strategies to reach these goals.

**Policy Development:** The selection of a definite course or method of action from among alternatives and in the light of given circumstances. The purpose of policy is to guide and determine present and future decisions, and is primarily the responsibility of the Parish Pastoral Council.

**Pluriculturalism:** The belief that encourages respect and support for all possible cultural needs and ways of living, not only ethnic, linguistic or cultural minorities, but also sexual minorities, rural subcultures, feminists, disabled persons and others.

**Presbyteral Council:** The primary consultative body of priests appointed to assist the Archbishop in his exercise of governmental authority, concerning Archdiocesan governance. The Presbyteral Council assists the Archbishop in his exercise of governmental authority but does not exercise governance directly. The council is

completely consultative in nature without authority to act on its own. (Comm. on Code 500)

**Presbyterate:** The priests of the Archdiocese.

**Process:** The way in which a group operates through its structure, framework, methods, and techniques and tools used, as well as the climate, spirit and approach taken.

**Ratification:** The process of giving formal approval to and thereby validate. Final approval, given by a pastor, of action taken by the Parish Council.

**Reconciliation:** An achievement, process, and goal in the life of the human communion. It requires the overcoming of sin by means of repentance and forgiveness and ultimately by an inner transformation.

**Recommendations:** Acts of counsel or advice.

**Regional Moderator:** The Archdiocese of Detroit is divided into four regions, and each is made up of vicariates and parishes. The regional moderator promotes proper ecclesiastical discipline in his region. He vicariously possesses the Archbishop's executive authority for the region.

**Reign of God:** The more active, or dynamic, expression for the Kingdom of God. The Reign of God is the Kingdom as it is now in process.

**Resource:** Something or someone that can be looked to for aid or support.

**Sacrament:** In general, any visible sign of God's invisible presence. Specifically, a sign through which the Church manifests its faith and communicates the saving reality (grace) of God, which is present in the Church and in the signs themselves. In Catholic doctrine the sacraments are Baptism, Confirmation, Eucharist, Penance, Marriage, Holy Orders, and Anointing of the Sick.

**Scenario:** An outline or model of an expected or supposed sequence of events. The way in which a parish may respond to certain situations.

**Scrutinies:** Special rites celebrated on the last three Sundays of Lent, in connection with the elect for the Rite of Christian Initiation of Adults (RCIA).

**Secretary:** One who is in charge of minutes of meetings and other important documents.

**Stable Patrimony:** Patrimony generally refers to the temporal goods and spiritual gifts the Church possesses to help fulfill its mission; however, some of this patrimony is designated as stable patrimony upon which the Church relies. Stable patrimony includes things like real estate, endowments, precious works of art, and so on. Cash savings is not normally treated as part of the stable patrimony. The universal laws of the Church make it more difficult for parishes, dioceses, and other Catholic entities to transfer ownership or control of stable patrimony. To do so requires the consent of certain consultative bodies before the transfer can occur. This transfer of control is referred to as alienation.

**Standing Committee:** A committee that remains in place for an extended period of time.

**Statement of Receipts and Disbursements:** A financial statement for cash basis entities, which summarizes the receipts and disbursements paid by a parish or one of its units over a specified period of time.

**Statutes:** Rules governing legal persons in church law (e.g., parishes) and defining purpose, constitution, operation, *et al.*

**Stewardship:** The manner in which a Christian actively responds to the Gospel invitation by Jesus Christ to be counted among his disciples. The acknowledgement that one's life, time, relationships, talents, skills and material possessions are all gifts entrusted to the person by God, and

the realization that these gifts are to be offered with increase back to God by living each day in gratitude for these gifts, caring for and cultivating these gifts responsibly; and sharing these gifts generously.

**Strategic Planning:** Long-range planning that goes beyond the yearly planning cycle.

**Subsidiarity:** A principle in Catholic social doctrine, which holds that nothing should be done by a higher agency that can be done as well, or better, by a lower agency. Issues are dealt with and policies are established at the lowest proper level of responsibility and competency. Thus, in practice, a Parish Pastoral Council will not make decisions that properly belong to its commissions, and a commission will not make decisions that properly belong to its committees. In all cases, however, the Parish Pastoral Council retains and exercises the right to review decisions made by commissions or committees. It must be understood that set policies and procedures cannot be bypassed at any level. Decisions on all levels must be in line with Archdiocesan policies and guidelines.

**Substantial Agreement:** Decisions that can be supported and upheld by all.

**Team:** A group of individuals committed to a common goal, who support each other, fully exploit member skills and make quality decisions through the use of effective processes.

**Temporal Goods:** All the material, earthly goods the Church acquires, administers and alienates. Temporal goods are temporary; that is, they are not the spiritual goods that are of supreme importance and the greatest of gifts from the Lord. Temporal goods are in funds, properties, securities or any form, which belong to the legal entity of the parish, Archdiocese, religious order, Catholic association, etc.

**Territorial Parish:** A parish that embraces all the faithful in a certain area of the Archdiocese.

**Trinitarian:** Believing in the doctrine of the Blessed Trinity.

**Triune:** Three persons in one God.

**United States Conference of Catholic Bishops:** A permanent organization of the Catholic bishops in the United States, who jointly exercise certain pastoral functions on behalf of the Christian faithful of their territory in view of promoting that greater good with the Church, especially through forms and programs of the apostolate which are fittingly adapted to the circumstances of the time and place. On certain matters affecting the Church in a country, the Conference of Bishops can issue complimentary norms that bind the dioceses in that country. Conferences of Bishops exist throughout the world, sometimes made up of Bishops from a number of smaller countries.

**Universal Law:** Laws that have been enacted by those who have legislative power for the entire Church, such as an Ecumenical Council or the Pope. These laws are primarily intended for the common good of the universal communion, but need not bind everyone. They may be specifically addressed to particular groups, but always in view of the universal good, e.g., laws applying to Bishops. (Comm. on Code 12)

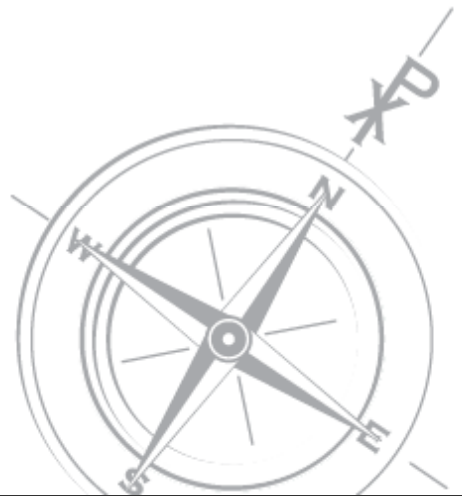
**Vicar:** A priest elected by the Presbyterate and appointed by the Archbishop to 1) Promote and coordinate the general pastoral activity of the vicariate, 2) Supervise the lifestyle and ministry of the clergy, and 3) Supervise liturgical functions, the care of churches, sacramentals, custody of the Blessed Sacrament, ecclesiastical records, and church administration in general. He also promotes the continuing education of the clergy and is concerned with their spiritual needs. (Comm. on Code 553. 555)

**Vicariate:** A geographical area consisting of a grouping of parishes where support, pastoral planning and resources can be identified and shared for the benefit of the faithful within its

boundaries. There are 16 Vicariates within the Archdiocese of Detroit.

**VPC:** Vicariate Pastoral Council, comprised of two lay individuals from each parish within Vicariate boundaries, is a representative, collabora-

tive and consultative body to those parishes, the Vicar and Archdiocesan Pastoral Council in the ministries of education, service, worship and stewardship.





# **ADDENDUM B**

## ***Possible Committees Operating Under the Education / Formation Commission***

### ***Adult Faith Formation Committee***

#### **PURPOSE**

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The Adult Faith Formation Committee bears the responsibility of one specific area of the Education / Formation Commission's function, namely, to implement the goals and objectives that relate to adult faith formation.

#### **FUNCTION**

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- A. To implement the objectives of the Education / Formation Commission that refer to adult faith formation through programs and/or action steps
- B. To implement the principles of *One in Faith and Knowledge...Growing to Full Maturity in Christ (A Vision Statement for Catholic Education in the Archdiocese of Detroit)*, pp. 11-13
- C. To promote the vision and understanding of adult faith formation as articulated in the *General Directory for Catechesis*, the *National Directory for Catechesis*, and *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*
- D. To collaborate with the catechetical staff in providing programs and processes that address the various needs of adults in the parish, and to consult as needed with other committees of the Education / Formation Commission. In the spirit of collaboration, the Adult Faith Formation Committee will:
  1. Work with other parish leadership to set a parish vision that includes adult faith formation as a priority
  2. Continually be involved in needs assessment for adult faith formation for all ages and stages of adults in the parish
  3. Offer input and feedback specifically related to adult faith formation within the parish
  4. Investigate current resources to be used in programming
  5. Work with parish staff to design and coordinate renewal opportunities for the parish communion
  6. Promote and publicize adult faith formation programs
  7. Infuse adult faith formation opportunities into groups that gather in the parish
  8. Promote the infusion of justice and peace concepts into the adult faith formation programs
  9. Evaluate the programming and the yearly plans/goals of the committee
- E. Provide representation and a regular report for the Education / Formation Commission meeting

#### **STRUCTURE**

---

The committee should consist of four to eight members, plus the Parish Catechetical Leader and the Adult Formation Coordinator, who serve as consultants. A spokesperson from the committee is to provide representation to the working body of the Education / Formation Commission.

## ***Catholic School Committee***

### **PURPOSE**

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The Catholic School Committee is a consultative body relating with and reporting to the Parish Education / Formation Commission. It provides parents/guardians and parishioners with a voice in the formation and education / formation of students in the parish, regional or vicariate school.

### **FUNCTION**

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- A. To collaborate with the pastor and principal in developing and recommending policy according to the established policies and directives of the Archdiocese's Office for Catholic Schools.
- B. The pastor enacts policy
- C. The principal implements approved policy
- D. To work within the goals and objectives of the Parish Pastoral Council and Education / Formation Commission, the responsibilities of the School Committee may include:
  - 1. Long- and short-range planning
  - 2. Receiving and relating with reports from standing and ad hoc committees
  - 3. Consulting on budget and tuition issues
  - 4. Addressing parental concerns within the context of policy
  - 5. Assisting with development, marketing and public relations
  - 6. Recommending policy
  - 7. Evaluating the work of the School Committee
  - 8. The responsibilities of the School Committee do not include:
    - a. Establishing or implementing policy (e.g., School administration)
    - b. Reviewing or reversing the decision(s) of the principal relating to individual students or staff
    - c. Conducting evaluations of the principal or staff

### **STRUCTURE**

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The Catholic School Committee will include parents/guardians of children enrolled in the school and parishioners with an interest in the parish, regional or vicariate school. Guidelines for selection/election of membership are to be in accordance with Archdiocesan school policies and guidelines. Members will select officers and a spokesperson to the parish Education / Formation Commission. For regional or vicariate schools, the committee should be representative of those parishes committed to the operation of the school. All committees will function and serve according to operational procedures approved by the Parish Pastoral Council.

## ***Family Ministry Committee***

### **PURPOSE** \_\_\_\_\_

Family Ministry Committee seeks to strengthen and support families by providing a lens from which to view all parish ministries and activities. Taking insight from the 1986 U.S. Bishops pastoral *Economic Justice for All*, the following questions can serve as guides for parish leadership in the planning process:

- A. What does this (ministry/program/activity) do to families?
- B. What does this (ministry/program/activity) do for families?
- C. How do families enter into this (ministry/program/activity)?

The 1981 Papal Apostolic Exhortation *Familiaris Consortio*, and the U.S. Bishops 1998 central document, *Family Perspective in Church and Society*, will be helpful support documents.

### **FUNCTION** \_\_\_\_\_

- A. Identify needs of families
- B. Determine current resources to respond to identified needs
- C. Develop a vision and strategy to meet ongoing and long-term need
- D. Broaden the efforts of parish support systems to walk with and strengthen families
- E. Invite and encourage development of peer ministries to respond to needs
- F. Increase awareness and sensitivity to the ever-changing concerns of families
- G. Ensure that the family is central to the parish's approach to ministries, programs and activities.

### **STRUCTURE** \_\_\_\_\_

The Family Ministry Committee should include a wide range of parishioners representing the various stages of life. This may include individuals who are single, married, younger and older adults, seniors, new families, and/or established families. The responsibility of parish leadership (pastor, pastoral staff, Parish Pastoral Council, and commissions) is to ensure that family ministry permeates all facets of parish life. As parish leadership, each commission, committee and/or organization should have as a priority a fundamental and ongoing awareness to be inclusive of families in all phases: pre, active, and post. Recognizing that change is the one 'given' within the family cycle, sensitivity to the realities and/or needs of young adults, early married, family with young children, family with adolescents, launching family and family in later life is essential to healthy parish life and effective ministry, programming and activities. A spokesperson from this committee is to provide representation to the Education / Formation Commission.

## ***Faith Formation/Catechetics Committee***

### **PURPOSE**

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The Faith Formation/Catechetics Committee implements the goals and objectives of faith formation/catechesis for the entire parish community. “Catechesis is that particular form of the ministry of the Word which matures initial conversion to make it into a living, explicit and fruitful confession of faith.” (*General Directory for Catechesis*, no. 82).

### **FUNCTION**

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- A. To implement Education / Formation Commission objectives that impact faith formation/catechetics.
- B. To implement the principles of One in Faith and Knowledge ... *Growing to Full Maturity in Christ (A Vision Statement for Catholic Education in the Archdiocese of Detroit*, pp. 11-13)
- C. To promote the vision and understanding of catechesis as articulated in the *General Directory for Catechesis* and *National Directory for Catechesis*
- D. To collaborate with the parish catechetical staff in providing programs for adults, adolescents and children, and to consult as needed with other committees of the Education / Formation Commission. In the spirit of collaboration, the Faith Formation/Catechetics Committee will:
  - 1. Promote and publicize catechetical programs
  - 2. Offer input and feedback specifically related to faith formation/catechetics within the parish
- E. To provide representation and a report for the Education / Formation Commission meeting
- F. To promote the infusion of justice and peace concepts into catechetical programs

### **STRUCTURE**

---

The Faith Formation/Catechetics Committee will include parishioners interested in catechesis, and should consist of four to eight members, plus the Director of Religious Education/Parish Catechetical Leader, who serves as a consultant. A spokesperson from this committee is to provide representation for this body to the Education / Formation Commission.

## ***Youth Ministry Committee***

### **PURPOSE**

---

The Youth Ministry Committee serves as an advocate for comprehensive youth ministry in the parish. The committee helps the parish to empower youth to responsibly participate in the life, mission and work of the Church. A comprehensive youth ministry program includes the components of pastoral care, justice and service, leadership development, prayer and worship, advocacy, catechesis, community life, evangelization and family.

### **FUNCTION**

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- A. To consult and collaborate with the pastor, coordinator of youth ministry, and the Education / Formation Commission in recommending and developing policy for parish's youth ministry program
- B. To develop and evaluate the objectives of parish youth ministry as outlined in *Renewing the Vision of Youth Ministry* (USCCB) and *One in Faith and Knowledge*
- C. To collaborate with the parish staff in developing a budget for youth ministry programs
- D. To implement the objectives of the Education / Formation Commission that impact youth ministry

### **STRUCTURE**

---

The Youth Ministry Committee should consist of six to 12 members of the parish, plus the Coordinator of Youth Ministry, who serves as a consultant. At least half of the members should be youth of the parish. A spokesperson from this committee is to provide representation for this body to the Education / Formation Commission.

## ***Vocation Committee***

### **PURPOSE**

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The purpose of the Parish Vocation Committee (PVC) is to assist the parish community in fulfilling and advancing the mission of fostering vocations, reminding parish members to respond to God's call in their lives, especially to ordained ministry and consecrated life. The Parish Vocation Committee will take the lead in shepherding the whole parish through initiatives of prayer, promotion, mentoring and invitation, which are organized and promoted throughout the Archdiocese of Detroit by the Office of Priestly Vocations.

### **FUNCTION**

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- A. The Parish Vocation Committee relates to the Parish Pastoral Council through the Education / Formation Commission. This Committee also should take its direction from the Archdiocesan Office of Priestly Vocations and its current initiatives and programs that are established for implementation in the parishes and schools.
- B. The principal activity of this Committee is vocational awareness ministry. Committee members will promote and advertise vocations in the parish in a variety of ways, including a parish campaign of prayer, posters, bulletin articles, prayers of the faithful, speakers that can be provided by the Office of Priestly Vocations, etc. Members of the PVC should attend workshops offered by the Office of Priestly Vocations and seek to stay informed about vocation trends and programs offered.
- C. The Parish Vocation Committee will monitor whether the vocation resource materials provided by the Office of Priestly Vocations and sent to every parish, religious education program and school are being implemented, especially during *National Vocation Awareness Week*, *World Day of Prayer for Vocations*, *Priesthood Sunday*, *World Day for Consecrated Life* and other special dates designated for vocations.
- D. The Committee will seek input from the parish to identify potential candidates for priesthood and religious life and will help the parish extend a personal invitation to them to consider that vocation. Members should be aware of events sponsored by the Archdiocese of Detroit Office of Priestly Vocation such as the *Evening Prayer/Dinner with the Archbishop*, *Discernment Weekends/Overnights*, *Day of Discernment; Jr./High School Vocation Awareness Days* and *Come and See Weekends*. The PVC members should also be aware of discernment events sponsored by various religious orders present in the Archdiocese of Detroit.

### **STRUCTURE**

---

The Parish Vocation Committee should draw its membership from all dimensions of parish life. It is essential to receive input and support from the Pastor and members of the pastoral team/staff. If possible a priest, deacon or consecrated sister or brother should be a part of the committee. Persons who take to heart the Church's need for holy priests and religious should be invited, along with parents and youth who sense this important concern for the future of the Church. The Committee should identify its own chair and spokesperson. A good number would be 5-7 members.

## ***Campus Ministry and Young Adult Committee***

### **PURPOSE** \_\_\_\_\_

The Campus Ministry and Youth Adult Committee serves the pastoral staff and other parish commissions and committees in efforts to increase the participation of young adults, 18-35, in all aspects of parish life. It also collaborates with the Youth Ministry Committee to ensure continued connection to parish youth who are in transition during college.

### **FUNCTION** \_\_\_\_\_

- A. In connection with area college campus ministries and the Young Adult Ministry Coordinator:
  - 1. Promote programs sponsored by these ministers
  - 2. Act as a liaison between the parish and these ministers
- B. Provide education and awareness of the specific needs of college students and young adults to other commissions and committees, so that this age group will continue to participate in the life of the Church.
- C. Provide formation and direction if the parish has a young adult ministry group or Theology on Tap small faith community.
- D. Work in collaboration with:
  - 1. Evangelization Committee to actively seek out young adults (many of whom have not connected with the Church since Confirmation) and invite them back to the parish;
  - 2. Family Ministry Committee to reach out to young families (parents in their 20s and 30s) to include in catechesis and adult faith formation.
- E. Provide resources and information for high school upperclassmen about opportunities to stay connected with their parishes and the Church during college.
- F. Plan events to promote continued connection between the Church and young people as they transition from high school to college, and for those who are returning from college or starting careers in the local community.
- G. Consult with the parish regarding its internet presence – social networking is a key component in reaching younger members of the parish.
- H. Develop an alliance with neighboring parishes that are interested in outreach to young adults, especially parishes with smaller or older communities.

### **STRUCTURE** \_\_\_\_\_

This committee will consist of four to six members, and include a member of the pastoral staff who serves as consultant. It is suggested that members be between the ages of 18-35 and represent the various life stages of young adults (a college student, starting a career, young married, etc.) A spokesperson from this committee is to provide representation to the Education / Formation Commission.



## ***Possible Committees Operating Under the Worship Commission***

### ***Leaders of Prayer Committee***

#### **PURPOSE** \_\_\_\_\_

This committee is responsible for one specific function of the Worship Commission, namely to recruit and train individuals to lead the Rite of Distributing Holy Communion outside of Mass and other prayer services for the sick, and to lead appropriate prayers associated with the Order of Christian Funerals and to lead appropriate prayers from the Book of Blessings. It is the responsibility of the committee to see that qualitative formation occurs and to ensure that these ministries are properly carried out.

#### **FUNCTION** \_\_\_\_\_

- A. To implement the objectives of the Worship Commission that impact leaders of prayer.
- B. To promote understanding of the *Constitution on the Sacred Liturgy*.
- C. To be familiar with the Church's rites, particularly, the Pastoral Care of the Sick, Holy Communion and the Worship of the Eucharist outside Mass and the Order of Christian Funerals, and the *Book of Blessings*.
- D. To recruit, provide training, education and formation of lay prayer leaders with the help of the pastoral staff.
- E. To provide evaluation and continuing formation opportunities for lay prayer leaders.
- F. To collaborate with the Christian Service Commission in facilitating these ministries.
- G. To be in touch with the parish at large about these ministries, and bring back to the committee any concerns parishioners may have, or provide parishioners with information regarding these ministries.
- H. To research how these ministries are done in other parishes and to keep abreast of current resources on prayer leadership.
- I. To provide a spokesperson and written report to the Worship Commission.
- J. To constantly update itself through education and formation opportunities.

#### **STRUCTURE** \_\_\_\_\_

This committee will consist of three to six members, including a representative from the pastoral staff. The chairperson should be someone other than the pastoral staff member. A member of the committee other than the chairperson or staff member will be the spokesperson on the Worship Commission. In selecting members, it would be advantageous to have members who have been involved in these ministries.

## ***Initiation Committee***

### **PURPOSE**

---

The Initiation Committee serves with the pastoral staff to implement the Rite of Christian Initiation of Adults, including children of catechetical age. It also collaborates with the Adult Faith Formation and the Catechetics / Formation committees in providing preparation for and celebration of the Sacraments of Initiation (Baptism, Confirmation, and Eucharist).

### **FUNCTION**

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- A. To implement the Worship Commission objectives that impact the celebration of the liturgies for the initiation sacraments.
- B. To provide formation for committee and sub-committee members on the Constitution on the Sacred Liturgy, the Rite of Christian Initiation of Adults, the National Statutes on the RCIA, the Rite of Baptism of Infants, the Rite of Confirmation and theology of Eucharist.
- C. To work with the pastoral staff and the RCIA team in organizing the catechumenal process for the parish.
- D. To work with the pastoral staff and the liturgy preparation committee on the preparation and the celebration of the various rites
- E. To work with the director of religious education or parish catechetical leader in providing for some of the catechetical needs for the children's catechumenate process.
- F. To solicit the assistance of the Christian Service Commission in providing opportunities for catechumens and those preparing to complete their initiation to become involved in the Christian services of the parish.
- G. To provide theological and practical input to the Adult Faith Formation and Faith Formation/Catechetics committees on the preparation for and celebration of the initiation sacraments (Baptism, Confirmation, first Eucharist)
- H. To keep the parish informed and educated about the catechumenal process and the process for the preparation and celebration of the initiation sacraments, bringing back to the committee any concerns parishioners may have.
- I. To propose a budget to the Worship Commission for the necessary expenses of the committee.
- J. To provide a spokesperson and written report to the Worship Commission.
- K. To keep abreast of current resources and continuing formation opportunities on Christian initiation.

### **STRUCTURE**

---

This committee will consist of six to eight persons, including a staff member, a representative from the RCIA team, a representative from the Christian Service Commission, and a representative from the Catechetics Committee. The chairperson should be someone other than the staff member. A member of the committee, other than the chairperson or the staff member will be the spokesperson on the Worship Commission. The committee will meet as a body and then subdivide into subcommittees in the areas of RCIA and completing sacramental initiation.

## ***Liturgical Ministries Committee***

### **PURPOSE** \_\_\_\_\_

The Liturgical Ministries Committee works with the pastoral staff in the formation, scheduling, evaluation and enrichment of the ministers of hospitality, acolytes, extraordinary ministers of Holy Communion and lectors.

### **FUNCTION** \_\_\_\_\_

- A. To implement Worship Commission objectives that impact liturgical ministries.
- B. To promote understanding of the *Constitution on the Sacred Liturgy, General Instruction of the Roman Missal, and Introduction to the Lectionary, Sing to the Lord, Built of Living Stones*.
- C. To be familiar with all of the Church's rites, including the Order of Mass, the Lectionary, the Rite of Christian Initiation of Adults, the Rite of Baptism for Children, the Rite of Confirmation, the Rite of Penance, the Rite of Marriage, the Rites of Anointing and Viaticum, and the Order of Christian Funerals.
- D. To recruit and provide training, education and formation of these ministers with the pastoral staff.
- E. To provide evaluation and continuing formation opportunities for these ministries.
- F. To schedule the appropriate ministers for the parish's liturgical celebrations.
- G. To be in touch with the parish about these ministries, bringing back to the committee any concerns parishioners may have or providing them with information on these ministries.
- H. To research how these ministries are being done in other parishes and to keep abreast of current resources regarding these ministries.
- I. To provide a spokesperson and a written report to the Worship Commission.
- J. To constantly update itself through education and formation opportunities.

### **STRUCTURE** \_\_\_\_\_

This committee will consist of five or six members, and include a representative from the pastoral staff, ministers of hospitality, acolytes, extraordinary ministers of Holy Communion, and lectors. The chairperson of the committee should be someone other than the pastoral staff representative. A member of the committee other than the chairperson or the staff member will be the spokesperson to the Worship Commission.

## ***Liturgy Preparation Committee***

### **PURPOSE** \_\_\_\_\_

The Liturgy Preparation Committee serves with the pastoral staff in the preparation of the parish's liturgical celebrations of Sunday, major feasts and seasons.

### **FUNCTION** \_\_\_\_\_

- A. To implement Worship Commission objectives that will impact the celebration of the liturgy.
- B. To provide ongoing formation for its members with particular emphasis on the *Constitution on the Sacred Liturgy, the Sacramentary, the Lectionary, Sing to the Lord, Built of Living Stones*, and the *General Norms for the Liturgical Year and Calendar*.
- C. To ensure compliance with the liturgical directives, guidelines, and norms and policies of the parish, Archdiocese and universal Church.
- D. To provide input and feedback for homilies.
- E. To make recommendations to the pastoral staff concerning the music for Sundays, major feasts and the liturgical seasons.
- F. To prepare the environment for Sundays, major feasts and the liturgical seasons.
- G. To propose a budget for the necessary liturgical expenses.
- H. To evaluate the liturgical celebrations of the parish through a process of mystagogical reflection.
- I. To be in touch with the parish at large, bringing back to the committee any concerns parishioners may have.
- J. To research how other parishes celebrate and to keep abreast of current developments on the liturgy.
- K. To provide a spokesperson and written report to the Worship Commission.

### **STRUCTURE** \_\_\_\_\_

This committee will consist of six to 10 members, and include one or more staff members. The chairperson will be someone other than the staff member. A member of the committee, other than the chairperson or staff member, will be spokesperson to the Worship Commission. The committee will meet as a body and then subdivide into subcommittees in the areas of music and art/environment.

## ***Ecumenical Awareness Committee***

### **PURPOSE** \_\_\_\_\_

The Ecumenical Awareness Committee works in cooperation with the efforts of the other committees to promote the spirit of ecumenism in the parish.

### **FUNCTION** \_\_\_\_\_

- A. To implement Worship Commission objectives through action steps that impact the efforts of ecumenism.
- B. To provide formation for the team members based on the *Ecumenical Directory* and other authoritative documents on ecumenism.
- C. To invite dialogue with neighboring churches that are not in communion with the Catholic Church
- D. To provide resources, education and enrichment on ecumenical matters to the parish.
- E. To plan ecumenical prayer experiences, especially during the Week of Prayer for Christian Unity.
- F. To cooperate with neighboring churches in providing ecumenical social events and activities.
- G. To communicate information on ecumenical developments to the parish at large.
- H. To provide a spokesperson and written report to the Worship Commission.

### **STRUCTURE** \_\_\_\_\_

This committee will consist of three to six members, and include a pastoral staff representative. The chairperson should be someone other than the staff member. A member of the committee, other than the chairperson or the staff member will be the spokesperson on the Worship Commission.

## ***Possible Committees operating under the Christian Service Commission***

### ***Justice and Peace Committee***

#### **PURPOSE** \_\_\_\_\_

The Justice and Peace Committee fosters and promotes a faith-based social action agenda through the life of the parish relying on the tradition of Catholic Social Teaching.

#### **FUNCTION** \_\_\_\_\_

- A. To promote the infusion of the social Gospel throughout the parish.
  - 1. To develop action steps and programs that flow from the mission statement of the parish.
  - 2. To promote, through goals, objectives and action steps the themes of Catholic social teaching by infusing them into the parish mission statement, pastoral council and its committees.
- B. To infuse justice concepts into and through all aspects of parish life.
- C. To network with those responsible for promoting and fostering justice and peace in the Archdiocese as a resource and support system.
- D. To network with social justice groups in the community.
- E. To promote occasions for the parish to participate in celebrations of peace as reflected in encyclicals and pastoral letters, i.e., the annual Papal message for the World Day of Peace.

#### **STRUCTURE** \_\_\_\_\_

The Justice and Peace Committee will consist of members who are focused on social justice as it flows from Catholic social teaching. The participation of a parish staff member is desirable. Parishes may find it helpful for one member of the Justice and Peace Committee to sit on each of the parish commissions, as well as the Evangelization Committee. A spokesperson from this committee is to provide representation to the Christian Service Commission. One committee member should be elected to be especially attentive to Legislative Advocacy related to the concerns of the committee.

## ***Disability Concerns Committee***

### **PURPOSE** \_\_\_\_\_

The Disability Concerns Committee serves as an advocate for full inclusion of persons with disabilities in the life of the parish.

### **FUNCTION** \_\_\_\_\_

- A. To assist the pastor, pastoral staff, leadership of the parish and members of the parish in their ministry with persons with disabilities and their families.
- B. To identify persons with disabilities in the parish.
- C. To sensitize the parish to the gifts and needs of persons with disabilities.
- D. To develop action steps flowing from the mission statement of the parish through its goals and objectives.
- E. To welcome and include persons with disabilities and their families into parish worship and activities.
- F. To make referrals to appropriate agencies or Archdiocesan offices.

### **STRUCTURE** \_\_\_\_\_

The Disabilities Concerns Committee should have members representative of the various issues regarding the disabled. A spokesperson from this committee is to provide representation to the Christian Service Commission, offering regular reports and recommendations to the parish through this commission. One committee member should be elected one committee member to be especially attentive to Legislative Advocacy related to the concerns of the committee.

## ***Life Issues Committee***

### **PURPOSE** \_\_\_\_\_

The Life Issues Committee enlivens the parish's response to the universal respect and dignity appropriate to all human life.

### **FUNCTION** \_\_\_\_\_

- A. To develop action steps, flowing from the parish mission statement through goals and objectives, that are mindful of the dignity of the human person.
- B. To provide background information to the parish and its leadership groups on the full range of life issues.
- C. To address those issues that have an impact on the dignity of human life.
- D. To educate members of the parish and encourage them to become involved in pro-life legislative issues.
- E. To network with the Archdiocese Office for Family Ministry and Natural Family Planning and local pro-life groups as resources and support systems.

### **STRUCTURE** \_\_\_\_\_

The Life Issues Committee should have members representative of the various issues in the pro-life spectrum, and subcommittees should be formed to address any single-issue focus. A spokesperson from this committee is to provide representation to the Christian Service Commission. One committee member should be elected to be especially attentive to Legislative Advocacy related to the concerns of the committee.



## ***Parish Services Committee***

### **PURPOSE** \_\_\_\_\_

The Parish Services Committee exists to facilitate the parish response of support, hospitality, resource, and/or condolence for people in need.

### **FUNCTION** \_\_\_\_\_

- A. To sustain local outreach programs for the poor, homeless and vulnerable people within the parish.
- B. To provide a support service for members of the parish in times of joy and sorrow.
- C. To network with other parishes and vicariates to provide service beyond the parish.
- D. To develop action steps that flow from the parish mission statement and through the goals and objectives of the parish.

### **STRUCTURE** \_\_\_\_\_

The Parish Services Committee includes individuals, groups, and sub groupings of other organizations and committees that provide support for people in need. Those activities include, but are not limited to, home and hospital visitors, funeral lunch providers, St. Vincent de Paul Society, meals for homebound, food pantry, clothes closet and elder care. This committee may range from 10 to 20 members of the parish. A spokesperson from this committee is to provide representation for this body to the Christian Service Commission.

## ***Health Advocacy Committee***

### **PURPOSE** \_\_\_\_\_

The Health Advocacy Committee is organized to search out health resources in the local community, seek out information regarding the health needs of the members of the parish and mobilize parish resources to care for those health needs.

### **FUNCTION** \_\_\_\_\_

- A. To identify various area health service centers (hospitals, nursing homes, hospices, group homes, clinics, adult day care or activities, etc.).
- B. To determine areas of assistance/cooperation with the area health care facilities.
- C. To provide informed and accurate referrals to appropriate service providers when needed.
- D. To inform members of the parish about service providers, such as Catholic Social Services, through bulletin articles, guest speakers, etc.
- E. To consult with and offer support to the parish or vicariate nurse.
- F. To organize and train volunteers to transport, visit, and provide respite or other services for those in need.
- G. To develop action steps that flow from the parish mission statement through goals and objectives.

### **STRUCTURE** \_\_\_\_\_

The Health Advocacy Committee should include the parish nurse, parishioners involved in serving the sick, homebound, elderly or otherwise in need, and individuals interested in health concerns. There should be close liaison with the Disabilities Concerns and Parish Services committees. A spokesperson from this committee is to provide representation to the Christian Service Commission. One committee member should be elected to be especially attentive to Legislative Advocacy related to the concerns of the committee.

## ***Legislative Advocacy Committee***

### **PURPOSE** \_\_\_\_\_

The Legislative Advocacy Committee will encourage total parish involvement in local, state and national public policy debates, following the guidance of the United States Conference of Catholic Bishops and the Michigan Catholic Conference, which use Catholic Social Teaching as the basis for legislative critique.

### **FUNCTION** \_\_\_\_\_

- A. To remain current on important legislative issues.
- B. To develop and maintain a bank of current information (legislative names, addresses and phone numbers) for rapid response in times of need.
- C. To stand ready to inform members of the parish on a broad range of legislative issues which have moral implications.
- D. To network with other parishes, vicariates and other legislative service groups approved by the Archdiocese of Detroit to coordinate information and responses.
- E. To participate in the AOD Legislative Advocacy Network to generate grassroots information, response and advocacy activities .
- F. To work with parish staff and volunteers to prepare appropriate responses to legislation of concern.
- G. To develop action steps that flow from the parish mission statement through goals and objectives.

### **STRUCTURE** \_\_\_\_\_

The Legislative Advocacy Committee should have members representing various concerns within the legislative spectrum. Broad representation should be the norm, rather than a narrow single-interest focus. At least one member should serve on the Christian Service Commission

## ***Possible Committees Operating under the Stewardship Commission***

### ***Christian Stewardship Education and Formation Committee***

#### **PURPOSE** \_\_\_\_\_

The Christian Stewardship Education and Formation Committee works directly with, or in service to, the pastor, the Parish Pastoral Council, the commissions, and pastoral staff in implementing the fundamental principles of Christian stewardship so that stewardship is understood as an essential element in every aspect of parish life.

#### **FUNCTION** \_\_\_\_\_

The education and formation of the parish communion in the ministry of stewardship, how people are called to discern their gifts and talents and are called to use them in the building of the Church, and to evaluate the efforts of the Stewardship Commission and committee. To that end, the committee will:

- A. Become knowledgeable about the scriptural, theological and ecclesial basis for fostering an environment in which Christian stewardship is understood, accepted and practiced in the parish.
- B. Recommend for Parish Pastoral Council and Parish Finance Council consideration annual objectives that flow from the goals of the parish to address the educational and formational needs of parishioners in the fundamental Christian stewardship principles of praying to God with grateful hearts, nurturing their families with time and love, sharing their gifts of time and talent with the parish community, and giving back to God the first fruits of their labors.
- C. Determine and develop the programs that will promote and support Christian stewardship education and formation in all areas of the parish.
- D. Provide workshops, publications and other education materials, which emphasize that all parishioners are called to be Christian stewards.
- E. Maintain year-round Christian stewardship awareness and formation through newsletters and other mailings, outside speakers, lay witness presentations, and stewardship appreciation functions.
- F. Encourage Christian stewardship through the Prayers of the Faithful and through information in the parish bulletin, newsletters and other materials.
- G. Assist parishioners and parish organizations to develop greater appreciation of the Christian stewardship dimension of their ministries or activities.
- H. Assist parishioners and organizations in developing programs and activities that will create a climate for a total parish commitment to Christian stewardship, including active Catholics, alienated and inactive Catholics, and youth.
- I. Prepare and maintain a parish ministry and activity catalogue.
- J. Coordinate the annual process of parishioners' commitment of time, talent and treasure, in the spirit of Christian stewardship.
- K. Establish procedures for contacting parishioners who volunteer their time, talents and skills in the parish to involve them in appropriate ministries and organizations.

- L. Collaborate with the Archdiocesan committees, organizations and agencies in Christian stewardship education and formation efforts.
- M. Provide written reports to the Stewardship Commission.
- N. Create an evaluation instrument, in collaboration with the pastor, representative members of the Parish Pastoral Council, Parish Finance Council, the commissions and the pastoral staff, to measure strengths and weaknesses of the parish Christian stewardship efforts.
- O. Annually evaluate parish stewardship and awareness efforts.

## **STRUCTURE**

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The Christian Stewardship Education and Formation Committee will consist of four to six members, selected by the committee. It may include the pastor and an appropriate member of the pastoral staff. The following criteria should be considered in selecting members of the committee:

- Demonstrated personal commitment to Christian stewardship.
- Deep appreciation of Scripture and prayer.
- Diversity of talents and gifts, and cultural and ethnic backgrounds.
- Good people skills.
- Ability to communicate clearly with the pastor, Parish Pastoral Council, Parish Finance Council, the commissions and parish organizations.

## ***Development Committee***

### **PURPOSE** \_\_\_\_\_

The purpose of the Development Committee is to develop strategies that will engage the parish communion as Christian stewards in cultivating financial support for the Parish Pastoral Plan or strategically identified needs and projects with in the parish.

### **FUNCTION** \_\_\_\_\_

#### **A. Analysis**

1. Analyze and trends of current giving levels within the parish and recommend strategies for individual and collective offertory enhancement
2. Annually, review parish registrations and giving levels relative to weekly offertory, Christmas and Easter offertories, Catholic Services Appeal, special collections, and capital fundraising campaigns.
3. Analyze various fundraising activities, other than the offertory collection, including projected resources required, expected expenses and projected net income.
4. Develop a giving plan for the parish that is consistent with the principles of Christian stewardship and the overall strategic and financial goals determined through the pastoral planning of the Parish Pastoral Council and the Parish Finance Council.

#### **B. Implementation**

5. Working with the Parish Finance Council, annually evaluate the long- and short-term financial necessities to be addressed through the offertory collection and specific fundraising activities.
6. Identify individuals for leadership on various fundraising efforts and actively solicit their involvement working with the Gifts and Talents Committee.
7. Develop communication strategies and education materials for marketing and communicating the stewardship of parish giving, including electronic offertory giving and special fundraising events.
8. Develop a short-term plan, in conjunction with the Gifts and Talents Committee, for parishioners' annual review and recommitment of their financial resources

### **STRUCTURE** \_\_\_\_\_

Committee is composed of two to four members and are those recognized with a passion for the ministry of the Church and who demonstrate sacrificial giving in their own lives. Membership should include those with background in areas such as business planning, and sales and marketing, and who are able to communicate well.

## ***Gifts and Talents Committee***

### **PURPOSE** \_\_\_\_\_

This Gifts and Talents Committee is specifically dedicated to the cultivation of parishioners' sharing their time and talents within the parish communion by working toward increasing parishioner participation and direct involvement in parish activities and within the larger community.

### **FUNCTION** \_\_\_\_\_

- A. With input from the Education, Service, and Worship commissions, organize and develop a Christian stewardship campaign, focusing on the individual parishioner's gifts and talents and the necessity to put them into service for Christ and the Church.
- B. Organize and develop annual ministry fairs, cultivating and encouraging parish wide involvement.
- C. Emphasize and promote opportunities for children, youth and young adult involvement in parish activities.
- D. Develop a short-term plan in conjunction with the Development Committee plan for twice yearly review and recommitment.
- E. Develop programs for assessing the individual talents and strengths of parishioners.

### **STRUCTURE** \_\_\_\_\_

Committee is composed of two to four members, and are those recognized with an enthusiasm for their faith, a passion for the ministry of the Church, and the ability to share this passion with others.

# **ADDENDUM C**



## ***Prayer/Formation/Reflection***

From the earliest times, whenever Christians gathered, prayer was either the main reason for coming together or was a most important moment in the gathering. When a parish council, committee or commission convenes for its meetings, prayer is not a secondary activity of the gathering but is the particular activity that makes the time a true coming together “in the Lord.”

Parish meetings always begin with prayer because it immediately focuses members on the fact that they are God’s people, a community of the faithful, conducting the business of the Church with the knowledge that the Lord has called them together, and is, indeed, present among them. For as Jesus said, **“Where two or three are gathered in my name, there am I in the midst of them.”** (Mt 18:20)

The form this prayer takes should, first of all, express and acknowledge that these people are gathered in response to God’s call in Jesus. Thus, the word of God becomes a central part of this prayer. Sacred Scripture demonstrates that this word is God’s invitation to the faithful to express faith, hope and love for the One who created and redeemed them.

Secondly, members will realize that while the prayer rises from their hearts and from their lives at a particular moment and place in time, it is timeless and without boundaries. With God’s word from sacred Scripture at the heart of the prayer, and with the response to His call in words, gestures, and symbols that are part of Catholic heritage, the prayer becomes part of the Church’s ever-flowing stream of prayer past, prayer present and prayer future. In the prayers that open and close the meetings, the council members should be conscious of this dynamic: God calls them and they respond. In a structure of prayer similar to the Mass, the group realizes that it is called by God to ask and to give thanks and praise. Petition, without acknowledging that it is God who calls the faithful through the power of the Holy Spirit, runs the risk of making the Lord merely One who satisfies desires and wants. Without recognizing God’s initiative in the plan of salvation, and in a common mission and ministry, we might be seemingly communicating that we, and not the all-powerful One, are the shapers of our destiny.

**The following are some notes that will be helpful for those who plan the monthly prayers. It is suggested that, if possible, two or three people be involved in planning the prayer service.**

## ***Lectionary/Liturgical Cycle:***

It is recommended that prayers reflect the liturgical seasons of the Church year. This does not mean that other themes or needs that may arise cannot be the focus of a prayer.

As Christian people, prayer is always in thanksgiving to God, who has redeemed them in Jesus Christ. The Church’s calendar is so cycled, that the celebration of this redemption is presented in ways that articulate well with the mystery of Christ revealed in Sacred Scripture, as well as with the human condition, which is where we meet the redeeming God. In fact, there are times when other observances and seasons might better serve as the background for the council’s prayer.

## Group Prayer

In group prayer, the dynamic of the prayer becomes something different from the moments during solitary prayer. In group prayer, there is a more conscious awareness of the presence of others. Symbols, words, and gestures are offered to communicate something about the immediacy of this prayer for a particular group. At the same time, there is an affirmation of what God has begun, namely, making a communion of sisters and brothers in the Lord. Prayer with others, then, is based on ritual and group dynamics.

## Ministries in Prayer

Prayer in groups, *first*, requires that more than one or two people do all the roles in the service. One presides, another reads, and a third may lead the singing, another or others offer petitions, etc. This brings out the communal nature of prayer and makes it one in which all participate with an awareness that this prayer belongs to each and everyone involved. What must be avoided at all costs is a prayer service in which some, if not most, feel that they are watching and observing rather than actively and consciously participating.

## Words, Ritual Symbols, Gesture

Before addressing non-verbal, ritual symbols and gestures, something needs to be said about the words that will be used. One of the most important symbols used in communication is words. They not only identify thoughts, persons and things, but they convey something of the cultural and social context of which these realities are a part. To the ancients of the Old Testament, all words were important because they derived meaning from the one Word of God. In Jewish history, the Word of God was active and creative, and the Jews perceived their destiny as being shaped and fashioned by God. To people of faith then, words used between two human beings reflect the mind and heart of God regarding the Creator's love for people, as well as the message that was being communicated.

Today, there is just as much awareness of the power of words have to destroy or create, so one of the aspects of this discussion is that of inclusivity. In the prayers and written texts, as well as in ritual gestures, care must be taken not to exclude people, by gender, condition, culture or ability from the message of God's redeeming and forgiving love expressed in God's Word, Jesus Christ. Attention should be given to use language that does not offend and does not relegate people to categories that may imply unjust bias or prejudice. Language should be sensitive to minorities of all kinds so that no one is given the impression that anyone is less the recipient of God's love, mercy and forgiveness than others. The prayers and conversations at council/committee must truly reflect a Christian disposition toward people. The prayer services are a celebration, and must be occasions to reflect the full Gospel message given to the faithful to proclaim.

However, group prayer involves more than the use of words. In prayer with others, non-verbal symbols and gestures are forms of expression. The Church's own history of liturgical and devotional prayer demonstrates the richness of its prayer tradition. Through word and ritual, the reality of God's redeeming actions in the lives of the faithful are better known and better expressed. Symbols, gestures, actions ... all these deepen the experience of God's presence within the group, especially when derived from a common faith heritage and tradition. The use of water, the laying of hands, the presence of a cross, a Lectionary or

book of sacred Scripture, sacred candles, fragrant incense, the sound of familiar music – all of these transform a gathering place into an environment that speaks of prayer, contemplation and worship. In addition, people making the sign of the cross, proclaiming, bowing, standing, sitting, singing, or just being silent, are just a sampling of the many ritual actions and symbols that enhance thankful prayer and praise to the Lord in a vital and active way.

## ***Suggestion for Format and Structure of Pastoral Council Prayer***

1. Opening song
2. Optional opening prayer spoken by prayer leader/presider
3. Psalm, with responsorial
4. Gospel passage
5. Shared council responses on the word of God
6. Litany prayer of petition ( in the form of the prayer of the faithful)
7. Recitation of the Our Father
8. Optional closing prayer spoken by prayer leader/presider

## ***Pastoral Council Formation***

### **The formation process is fourfold**

- Prayer
- Study/Reflection/Sharing
- Business
- Evaluation

These four aspects of the process should be viewed as a whole, but they can be delineated. They should be regarded as integral to the process of growth as Christian leaders. The development and nurturing of individual and communal faith life is essential to the role as servant leaders.

### ***Prayer***

Extended meaningful prayer is essential. Prayer encourages the growth of relationships with God, others and self. During council/commission meetings, prayer invites those gathered to be aware of the Spirit's presence and to be mindful that their work is the Spirit's activity. Prayer provides an opportunity for the council to seek God's guidance, and to be mindful of those in need as they struggle to build a faith communion grounded in, and energized by, the mission of Christ.

### ***Study/Reflection/Sharing***

Study/Reflection/Sharing is the second dimension of the formation process. Meetings of believing adults should afford opportunities for personal, interpersonal, spiritual and intellectual growth in the context of faith.

To be servant leaders, time must be spent learning about the Church and reflecting on that meaning. This can easily be done by reading documents, books, articles, videotapes, and other resources written by the Pope, the Magisterium, theologians, and other communications in various areas of concern to the people of God. Such topics of interest may well be the post-Vatican II Church, Jesus Christ, Scripture, the Call of the Laity, sacraments, the history of the Church and its future, evangelization, justice and peace, images of God and images of the Church. There is a wealth of material available.

It is important that council members read or preview the materials between meetings, and come prepared to the next meeting to discuss what they learned and the impact it had on their lives. Often times, common questions that accompany the materials can be helpful discussion starters. Some of the identified resources include reflection/discussion questions. Other materials will demand that council/commission or staff members provide the questions.

The person who is facilitating the meeting should guide the discussion and the process. Time parameters should be determined and agreed to by the council/commission. No less than minutes should be

provided for this essential learning at each meeting. One-on-one conversations and small and large group discussions should all be considered. These are moments for members to share the richness of their shared faith, linking their lives to the story of their faith, to God, to Church and to one another.

## ***Reflections for Pastoral Council Members***

Pastoral Council service must be seen in the larger context of ministry to the Church. A retreat, or day of prayer, provides an excellent opportunity for those serving on council to reflect on the ministry of Pastoral Councils, to ask God what this particular council is called to do and to support others in-group prayer.

Many Pastoral Councils spend time at the beginning of the council year in a retreat or a day of prayer. This helps to establish a rapport with each other that creates openness at meetings.

At least once a year, a Pastoral Council needs to spend a day away from the parish to pray, reflect, and vision together. Such an experience can result in faith development, building communion and relationships among council members, and a strengthening of a spiritual foundation for discerning decisions. The council's committee members could also be invited to participate.

An outside facilitator for the retreat is desirable, but a team of two or three council or committee members could also do a credible job with adequate planning and preparation. Retreat facilities are often scarce, so it would be wise to reserve a place well in advance.

Here are several examples of suggested themes and related reflection questions.

### ***Theme: The Pastoral Council as a community of disciples***

**Scripture:** *Jn 13:2-17 and Lk 9:57-62*. Allow a period of silence after the readings.

#### **Reflection Questions**

1. What does it mean to be a faithful disciple of the Lord?
2. How do council members discern God's call to be a communion of disciples?
3. Why must discipleship result in service to be true discipleship?
4. In what ways does the council help the parish become more mission-centered?

### ***Theme: Becoming a prayerful / prayer-filled community***

**Scripture:** *Rom 8:26-27 and Lk 11:1-13*. Allow a period of silence after the readings.

#### **Reflection Questions**

1. What is my personal experience of Jesus Christ? Of prayer?
2. Are council meetings an experience in faith and communion? If not, why not?

3. How can we help council members to be more prayerful, especially as part of the decision making process? (Decide on one or two practical ways — shared prayer during meetings; occasional liturgy together, etc.).

***Theme: Gifted in the Spirit***

**Scripture:** *1 Cor 12:4-11*. Allow a period of silence after the reading.

**Reflection Questions**

1. What gift has each of us been given by the Spirit? Share your gift and how you are using it on the council. Record the gifts.
2. What can the council do to help parishioners discern their gifts for service and ministry?
3. The gifts of the Spirit are given to build up the communion of faith and also to make an impact on the larger community — how can the council support those who exercise their gifts in the larger community?

***Theme: God calls us constantly ... to new responsibilities and new service.***

**Scripture:** *Mt 5:3-11, 14-16, 13:53-58*. Allow a period of silence after the readings.

**Reflection Questions**

1. How does the council carry out its call to service and ministry in the Church? In the world?
2. When committees are formed to develop and sustain ministries, how can the council help them to be effective?
3. What are some of the “new responsibilities” to which the council may be called? (e.g., more just attitudes, an emphasis on peace issues, etc.).

**Closing Prayer**

Council members are asked to share a hope for the future of the council and the parish. The closing prayer is the Our Father.

*(Adapted From The New Practical Guide for Parish Councils, Twenty-Third Publications, 1988.)*

# **ADDENDUM D**

## *The Mission of Jesus, Our Mission*

### **Jesus Proclaimed the Good News**

<b>Beatitudes</b>	<i>Mt 5, Lk 4:18</i>	<b>Parables</b>	
<b>First preaching at Nazareth</b>	<i>Lk 4:16ff</i>	<b>Ten Lepers</b>	<i>Lk 17:11ff</i>
<b>He taught with authority</b>	<i>Lk 4: 31-32</i>	<b>Sower and Seed</b>	<i>Lk 8: 4ff</i>
<b>His authority is questioned</b>	<i>Lk 20:1ff</i>	<b>Lamp under a Basket</b>	<i>Mt 5:15, Mk 4: 21, Lk 8:16</i>
<b>The “Great Discourse”</b>	<i>Lk 6:17ff</i>	<b>Good Samaritan</b>	<i>Lk 10:25-37</i>
<b>I am the way, the truth and the life</b>	<i>Jn 14:6</i>	<b>Mustard Seed; Yeast</b>	<i>Mt 13:31ff, Mk 4:30ff, Lk 13:18f</i>
<b>Love one another as I have loved</b>	<i>Jn 5:12</i>	<b>Widow’s Mite</b>	<i>Lk 21:1ff</i>
<b>Woman at the well</b>	<i>Jn 4:1-42</i>	<b>Lilies of the Fields</b>	<i>Mt 6: 25-33, Lk 12:22ff</i>
<b>The greatest Commandment</b>	<i>Mt 22:34-40</i>		

### *Jesus Healed and Served Others*

<b>Washing of apostles’ feet</b>	<i>Jn 13:1-17</i>	<b>Calming of the Sea</b>	<i>Mt 8:23-27 Mk 4:35-41 Lk 8:22</i>
<b>Man with an unclean spirit</b>	<i>Lk 4:33ff</i>	<b>Cure of Demoniac</b>	<i>Mt 8:28-34 Mk 5:1-20 Lk 8:26</i>
<b>Cures: Leper, paralyzed man</b>	<i>Lk 5:12ff</i>	<b>Jairus’ Daughter</b>	<i>Mk 5:21-43 Mt 9:18-26 Lk 8:40-56</i>
<b>Cure of centurion’s servant</b>	<i>Lk 7</i>	<b>The Sinful Women</b>	<i>Lk 7:36-50</i>



## Jesus Celebrated in Ritual and Life with Friends, Family, Strangers

Wedding at Cana	<i>Jn 2:1-11</i>
Multiplication of the loaves	<i>Mt 14:13-21 Mk 6:30-44 Lk 9:10ff Jn 6:1-13</i>
Last Supper	<i>Mt 26:26-30 Mk 14:22-25 Lk 22:19ff</i>
The Emmaus travelers	<i>Lk 24:13ff</i>

## Jesus Prayed

Alone and with his community	<i>Mt 14:23, 11:27-31, 26:36-46, Lk 9:18, 6:12, 9:29, 9:18, 22:39-46, 10:21-22, Mk 1:37, 3:21, 14:32-42, 6:41, Jn 17</i>
Jesus taught others how to pray “Our Father”	<i>Lk 18:1, 11:5-13, Mt 18:19-20, Jn 14:13, 14, 16:23, 26, 27 Mt 6:9-15, Lk 11:2ff</i>

## Jesus Built a Strong Community

First Disciples	<i>Mt 4:18-22, Mk 1:16-20, Lk 5:1-11</i>
Levi	<i>Lk 5:27</i>
Selection of the Twelve	<i>Lk 6:12ff</i>
Mission of the Twelve	<i>Lk 9:1-6, Mt 10:1-8, 14, Mk 3:13-16, 6:7-13</i>
The Seventy-two	<i>Lk 10:1-20</i>

## Jesus Saved Us through His Suffering, Death and Resurrection

*Mt 26-28, Mk 14-16, Lk 22-24, Jn 12-21*

## **Jesus Entrusted His Mission to the Apostles and Disciples**

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*“Go, make disciple of all nations, baptize them in the name of the father  
and of the son and of the Holy Spirit. Teach them to carry out everything  
I have commanded you.”*

(MT 28: 19-20)

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# **ADDENDUM E**

## ***Consensus Decision Making***

Using the Consensus Process to reach substantial, though not necessarily unanimous, agreement on matters of direction and policy helps the council model the kind of unity and harmonious relationships it strives to develop in the parish.

Consensus demands that members be caring, responsible and fair with each other. It provides a structure in which these qualities are legitimate and necessary.

### ***The Process***

The Consensus Process is based on

1. Honest dialogue among members.
2. The sharing of all pertinent data with all council members.
3. Each council member being prepared for the discussion.
4. Devoting enough time to the discussion so that each member clearly understands (though not necessarily agrees with) the issues and feelings shared at the table.
5. Each Council member voicing their opinion/on the issues using “I” statements.
6. Each Council member being open to the possibility that the discussion could change or modify his/her opinion, feelings and position.

The consensus process allows for entirely new ideas or recommendations to emerge from the dialogue or the sharing of wisdom at the Council table. The process helps to guard against a win/lose competitive atmosphere that develops when parliamentary or voting procedures are used. No one person or small group can solely take credit for the agreement reached in consensus. Everyone shares in the discussion; everyone shares in the commitment to the direction recommended.

### ***Steps in the Consensus Process***

1. A clear agenda needs to be set prior to and reviewed at the beginning of the meeting. Council members will know what the discussion will cover, as well as its parameters.
2. The chairperson introduces the agenda item.
3. Background information is given by the person or by the group that requesting the agenda discussion.
4. The chairperson invites someone to begin discussion. An individual introduces an idea/opinion as to how the topic/issue might be approached.

5. A second speaker responds to that statement and adds his/her ideas or reaction.
6. A third speaker develops ideas further.
7. The chairperson:
  - Keeps discussion on the topic. Should there be need; the chairperson rephrases complicated or confusing comments, summarizing points of agreement and points of difference.
  - Ensures that all viewpoints are heard and understood by the group.
  - Ensures that the person speaking uses “I” statements.
8. When most of the viewpoints have been expressed, all necessary information has been given, and/or parts of the discussion begin to be repeated, the chairperson states the direction in which the group appears to be moving.
9. The chairperson tests for consensus by asking if there is anything else of importance to be offered for the discussion.
10. The chairperson reviews the areas of agreement and areas of disagreement.
11. The chairperson asks if consensus has been reached.
12. If consensus has not been reached, the discussion continues until the areas of disagreement are reduced or eliminated.
13. If the group cannot reach a consensus because more Information is needed, a council member(s) is delegated to gather the information within a certain time frame (e.g., next meeting).
14. The consensus that is reached may not completely satisfy everyone on the council, but it must be one that all group members are willing to live with and support.

## ***Blocking***

Blocking occurs when one or two members still oppose an otherwise agreed upon direction that has been developed through *full group participation* and adherence to the consensus process. This is a serious situation in the life of the council, which will need to have the person(s) restate their reason(s) for objecting. Those objecting need to state whether they feel they have been listened to (not agreed with, but that members have understood the objection) and considered the objection carefully.

The chairperson must ask whether the person can live with and not impede in any way the direction being recommended. If the answer is in the affirmative, then the council can move on to the next item.

NOTE: Occasionally, members of the council will find themselves outside the circle of agreement. This can happen in every group, and should not be viewed as a problem but as an opportunity to develop creative alternatives. However, if the same person is consistently at odds with the direction after consensus has been correctly entered into, then that person should reflect on these five questions.

1. Are you considering what is best for the group?
2. Are you objecting because of some personal need or past hurt/frustration?

3. Do you need more assurance that the group really understands your objections?
4. Do you understand all the data that has been given?
5. Have you carefully listened to the discussion and the reasons given by the others for their support?

In an extreme situation, there might be such a difference between a council member and the rest of the group that he or she should consider leaving the group and offering their time and talents elsewhere in the parish.

# **ADDENDUM F**

# **ARCHDIOCESAN RESOURCES**



## Office of Catholic Schools

### **AOD Contact: Office of Catholic Schools**

Bernadette Sugrue,  
Superintendent

Phone: 313 237-5763

Email: [sugrue.bernadette@aod.org](mailto:sugrue.bernadette@aod.org)

#### **Primary Foundational Documents:**

*To Teach as Jesus Did*

*The Holy See's Teaching on Catholic Schools,*  
Congregation on Catholic Education

#### **Location:**

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)  
[www.amazon.com](http://www.amazon.com)

#### **Secondary Foundational Documents:**

*Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium*

*In Support of Catholic Elementary and Secondary Schools,* USCCB

*The Catholic School on the Threshold of the Third Millennium,* Vatican

*The Religious Dimension of Education of the Catholic School,* Vatican

*Lay Catholics in Schools: Witnesses of Faith,* Vatican

*The Catholic School,* Vatican

*National Directory of Catechesis,* Vatican

*Catechism of the Catholic Church,* Vatican

*Compendium: Catechism of the Catholic Church,* Vatican

#### **Location:**

Electronic Version -  
[www.usccb.org/bishops/schools.pdf](http://www.usccb.org/bishops/schools.pdf)  
For Purchase – [www.usccbpublishing.org](http://www.usccbpublishing.org)  
For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

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Electronic Version - [www.vatican.va](http://www.vatican.va)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Diocesan Resources:**

*AOD Policies and Guidelines for Schools*

*OCS Handbook for Administrators*

*MANS Handbook of Government Resources and Regulations*

#### **Location:**

Office of Catholic Schools

Office of Catholic Schools

Office of Catholic Schools

## Evangelization

### **AOD Contact: Office of Evangelization and Catechesis**

Judith Maten

Phone: 313 237-5832

Email: [maten.judith@aod.org](mailto:maten.judith@aod.org)

#### **Primary Foundational Documents:**

*Evangelii Nuntiandi* - Evangelization in the Modern World – Apostolic Exhortation by Pope Paul VI, 1975

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Secondary Resources:**

*Go and Make Disciples*, USCCB

*Redemptoris Missio*, Encyclical Letter by Pope John Paul II

*Novo Millennio Inuente*, Apostolic Letter by Pope John Paul II

#### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Other Resources:**

*From Maintenance to Mission*, Robert Rivers, Paulist Press

#### **Location:**

[www.amazon.com](http://www.amazon.com)

## Catechesis / Faith Formation

### **AOD Contact: Office of Evangelization and Catechesis**

Judith Maten

Phone: 313 237-5832

Email: [maten.judith@aod.org](mailto:maten.judith@aod.org)

#### **Primary Foundational Documents:**

*Catechesi Tradendae*, Apostolic Exhortation by John Paul II

*Catechism of the Catholic Church*

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.usccb.org/catechism/text/](http://www.usccb.org/catechism/text/)  
For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

#### **Secondary Foundational Documents:**

*General Directory for Catechesis*

*National Directory for Catechesis*

*Our Hearts Were Burning Within Us* and accompanying *Leader's Guide*

*US Catholic Catechism for Adults*

#### **Location:**

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase – [www.usccbpublishing.org](http://www.usccbpublishing.org)

For Purchase- [www.usccbpublishing.org](http://www.usccbpublishing.org)

#### **Diocesan Resources:**

*Policies and Procedures Manual* for Faith Formation/Catechetics in Parishes & Catholic Schools (2007)

*Parish Catechetical Leader Handbook* (2007)

*Catechist Formation Handbook* (2008)

*Catechetical Curriculum Guidelines* (2000)

*Guidelines for Implementation of Catechesis in Human Sexuality* (updated 2004)

#### **Location:**

[www.aodonline.org](http://www.aodonline.org) Office of Evangelization and Catechesis

[www.aodonline.org](http://www.aodonline.org) Office of Evangelization and Catechesis

[www.aodonline.org](http://www.aodonline.org) Office of Evangelization and Catechesis

[www.aodonline.org](http://www.aodonline.org) Office of Evangelization and Catechesis

[www.aodonline.org](http://www.aodonline.org) Office of Evangelization and Catechesis

#### **Other Resources:**

*Nurturing Adult Faith: A Manual for Parish Leaders*

*Best Practices in Adult Faith Formation: A National Study*

*Toward an Adult Church: A Vision of Faith Formation*

*Becoming a Church of Life-long Learners*, John Roberto, 23<sup>rd</sup> Publications

*On Fire with Faith: Forming Adult Disciples*

*The Catechism of the Catholic Church and the Craft of Catechesis*, Willey, Cointet, & Morgan, Ignatius Press

*Study Guide for US Adult Catholic Catechism*, Jem Sullivan, PhD, Our Sunday Visitor

*Compendium Catechism of the Catholic Church*

#### **Location:**

[www.nccl.org](http://www.nccl.org)

[www.nccl.org](http://www.nccl.org)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.americancatholic.org](http://www.americancatholic.org)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.usccbpublishing.org](http://www.usccbpublishing.org)

## Ministerial Certification

**AOD Contact: Office of Ministerial Certification**

(TBD)

Phone: 313 237-5904

Email: ministerialcertification@aod.org

### **Primary Foundational Documents:**

*Co-Workers in the Vineyard of the Lord*  
(USCCB, 2005)

### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

### **Other Resources:**

*The Mission of the Laity* by Avery Cardinal  
Dulles, S.J., L.J. McGinley Lecture, Fordham  
University, March 29, 2006

*Who Are These People Called "Lay Ecclesial  
Ministers"?* by Sr. Amy Hoey, RSM, Catholic  
News Service, Jan. 2006

*The Life of a Lay Ecclesial Minister* by Sheila  
Garcia, Catholic News Service, Jan. 2006

*The Formation of Lay Ecclesial Ministers* by  
H. Richard McCord, Catholic News Service,  
Jan. 2006

### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.usccb.org](http://www.usccb.org)

## Marriage, Family and Pro-Life

### **AOD Contact: Office of Marriage and Family**

David Grobbel

Phone: 313 237-5894

Email: [grobbel.david@aod.org](mailto:grobbel.david@aod.org)

Socorro Truchan

Phone: 313 237-4691

Email: [truchan.socorro@aod.org](mailto:truchan.socorro@aod.org)

#### **Primary Foundational Documents:**

*Familiaris Consortio-On the Family*: John Paul II, December 15, 1981

*Humanae Vitae - Of Human Life*: Encyclical of Pope Paul VI

#### **Location:**

[www.vatican.va](http://www.vatican.va)

[www.vatican.va](http://www.vatican.va)

#### **Secondary Foundational Documents:**

*Gratissimam Sane* - The Letter to Families: John Paul II, 1994

A Family Perspective of Church and Society (USCCB 1998)

*Evangelium Vitae - Gospel of Life*: Encyclical of Pope John Paul II

Project Rachel Hand-outs

#### **Location:**

[www.vatican.va](http://www.vatican.va)

For Purchase - [www.usccb.org](http://www.usccb.org) (or) Catholic Book Store

[www.vatican.va](http://www.vatican.va)

Office of Marriage and Family

#### **Other Resources:**

*Introduction to the Theology of the Body*

Theology of the Body for Teens

Project Rachel National Program

#### **Location:**

[www.ascensionpress.com](http://www.ascensionpress.com)

[www.ascensionpress.com](http://www.ascensionpress.com)

[www.hopeafterabortion.com](http://www.hopeafterabortion.com)

## Youth Ministry

**AOD Contact: Office of Evangelization and Catechesis**

(TBD)

Phone: 313 237-4687

Email:

**Primary Foundational Documents:**

*Renewing the Vision: A Framework for Catholic Youth Ministry* (USCCB) English: Pub. # 5-004

**Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

**Diocesan Resources:**

*Youth Ministry Handbook*

**Location:**

Electronic Version -  
[www.aodonline.org/aodonline-sqlimages/YouthMinistry/Forms/08YMHHandbook.pdf](http://www.aodonline.org/aodonline-sqlimages/YouthMinistry/Forms/08YMHHandbook.pdf)

**Other Resources:**

Website

**Location:**

[www.detroityouthministers.com](http://www.detroityouthministers.com)

## Young Adults and Campus Ministry

**AOD Contact: Office of Evangelization and Catechesis**

(TBD)

Phone: 313 237-4687

Email:

**Primary Foundational Documents:**

*Empowered by the Spirit* (USCCB)

**Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

**Secondary Foundational Documents:**

*Sons and Daughters of the Light* (USCCB)

**Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

**Diocesan Resources:**

AOD Plan for Young Adult and Campus Ministry

**Location:**

[www.aodonline.org/aodonline-sqlimages/YouthMinistry/campus-ministry-plan.pdf](http://www.aodonline.org/aodonline-sqlimages/YouthMinistry/campus-ministry-plan.pdf)

Campus Minister Code of Ethics - CCMA

[www.ccmanet.org](http://www.ccmanet.org)

**Other Resources:**

Website(s)

**Location:**

[www.catholicstudent.org](http://www.catholicstudent.org)  
[www.ccmanet.org](http://www.ccmanet.org)

## Black Catholic Ministry

**AOD Contact: Office of Cultural Ministries**

John Thorne

Phone: 313 596-7103

Email: [thorne.john@aod.org](mailto:thorne.john@aod.org)

### **Primary Foundational Documents:**

*Brothers and Sisters to Us: U.S. Bishops' Pastoral Letter of Racism in Our Day* (Edicion Bilingue) USCCB, 1979

*Created in God's Image: A Pastoral Letter on the Sin of Racism and a Call to Conversion* by Most Reverence Dale J. Melczek, Bishop of the Diocese of Gary

### **Location:**

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version -  
[www.dcgary.org/pdf/Created-In-Gods-Image.pdf](http://www.dcgary.org/pdf/Created-In-Gods-Image.pdf)

### **Secondary Foundational Documents:**

*Dwell in My Love: A Pastoral Letter on Racism* by Francis Cardinal George, OMI, April, 2001: Archdiocese of Chicago: Chicago

*The Contribution to World Conference Against Racism, Racial Discrimination, Xenophobia, and Related Intolerance*, Pontifical Council for Justice and Peace, 2001

### **Location:**

Electronic Version -  
[www.archdiocese-chgo.org/cardinal/dwellinmylove/pdf/dwellinmylove.pdf](http://www.archdiocese-chgo.org/cardinal/dwellinmylove/pdf/dwellinmylove.pdf)  
[www.vatican.va](http://www.vatican.va)

### **Other Resources:**

*Resources for Continued Exploration and Racial Sobriety*, Prepared by Fr. Clarence Williams, CPPS, PhD

*Recovery from Everyday Racisms* by Clarence E. Williams, Jr. (Archdiocese of Detroit: 1999)

*Racial Sobriety: A Journey from Hurts to Healing* by Clarence E. Williams, Jr.

### **Location:**

[www.racialsobriety.org](http://www.racialsobriety.org)

[www.racialsobriety.org](http://www.racialsobriety.org)

[www.racialsobriety.org](http://www.racialsobriety.org)



## Hispanic Ministry

**AOD Contact: Office of Cultural Ministries**

(TBD)

Phone: 313 596-7308

Email: [hispanicministries@aod.org](mailto:hispanicministries@aod.org)

**Primary Foundational Documents:**

*Welcoming the Stranger Among Us: Unity in Diversity* (NCCB, 2000)

**Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

**Diocesan Resources:**

*Hispanic Pastoral Plan*, December 2004 and the updated New Recommendation, Fall 2006

**Location:**

<http://www.AODonline.org/aodonline-sqlimages/PressReleaseStatements/AOD/0609xxHispanicPastoralPlan.pdf>

## Finance and Administration

### **AOD Contact: Department of Finance and Administration**

Dan Oliver, Director	Phone: 313 596-7309	Email: <a href="mailto:oliver.dan@aod.org">oliver.dan@aod.org</a>
Fran Ashe, Office of Financial Services	Phone: 313 237-5903	Email: <a href="mailto:ashe.fran@aod.org">ashe.fran@aod.org</a>
Lori Rafferty, Office of Audit Services	Phone: 313 237-5841	Email: <a href="mailto:rafferty.lori@aod.org">rafferty.lori@aod.org</a>
Kimberly Shepard, Office of Parish Support Services	Phone: 313 596-7163	Email: <a href="mailto:shepard.kim@aod.org">shepard.kim@aod.org</a>
Rosemary Watkins, Office of Accounting Services	Phone: 313 237-5825 Fax: 313 237-5759	Email: <a href="mailto:watkins.rosemary@aod.org">watkins.rosemary@aod.org</a>
Fred Bartel, Office of Treasury	Phone: 313 596-7132 Fax: 313 237-5759	Email: <a href="mailto:bartel.fred@aod.org">bartel.fred@aod.org</a>

#### **Diocesan Resources:**

*Finance and Administration Policies and Procedures Manual*

*Personnel Administration Manual*

*Parish and School Financial Report Forms*

*Parish and School Budget Report Forms*

*Expenditure Approval Request Form*

*IRS 501(c)3 Group Tax Exemption Ruling/Letter*

*Grant Applications for Parish Empowerment Fund (PEF) and School Outreach Fund (SOF)*

*403(b) Information*

#### **Location:**

Office of Financial Services

Office of Financial Services

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/Download+To+Print.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/Download+To+Print.htm)

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/2010-2011BudgetReportForms+.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/2010-2011BudgetReportForms+.htm)

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/ExpendRequest.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/ExpendRequest.htm)

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/080714Tax+.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/080714Tax+.htm)

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/Grants.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/Grants.htm)

Office of Financial Services  
Electronic Version - [www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/403b.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/403b.htm)

## Archdiocesan Resources and Foundational Documents

*Wire / LDP Transfer Requests Form &  
Information*

Office of Financial Services

Electronic Version - [www.aodonline.org/  
AODOnline/Offices+and+Ministries+12009/  
Finance+and+Administration+12153/  
Finance+and+Administration+-  
+Contact+Us.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Finance+and+Administration+12153/Finance+and+Administration+-+Contact+Us.htm)

## Expanding Facilities / New Parish

**AOD Contact:** Office of Buildings

Frank MacDonell

Phone: 313 237-5829

Email: [macdonell.frank@aod.org](mailto:macdonell.frank@aod.org)

## Parish Support Services

**AOD Contact: Office of Parish Support Services**

Kimberly Shepard

Phone: 313 596-7163

Email: [shepard.kim@aod.org](mailto:shepard.kim@aod.org)

**Diocesan Resources:**

*Finance and Administration Policies and  
Procedures Manual*

*Personnel Administration Manual*

**Location:**

Office of Financial Services

AOD Department of Human Resources

## Property, Building, Institutions

**AOD Contact: Archdiocesan Properties**

Michael Moran

Phone: 313 237-5830

Email: [moran.mike@aod.org](mailto:moran.mike@aod.org)

## Catholic Charities

### **AOD Contact: Office for Catholic Charities**

Lory McGlennen

Phone: 313 237-5798

Email: [mcglennen.lory@aod.org](mailto:mcglennen.lory@aod.org)

### **Catholic Social Services Contact:**

Monroe Bro. Francis Boylan

Phone: 734 240-3850

Email: [info@ccmonroe.org](mailto:info@ccmonroe.org)

Macomb & Lapeer Tom Reed

Phone: 586 416-2300

Email: [t.reed@csmacomb.org](mailto:t.reed@csmacomb.org)

Oakland Margaret Huggard

Phone: 248 548-4044

Email: [HuggardM@cssoc.org](mailto:HuggardM@cssoc.org)

St. Clair Patrick Cogley

Phone: 810 987-9100

Email: [Pcogley@cssStClair.org](mailto:Pcogley@cssStClair.org)

Wayne Patrick Heron

Phone: 313 883-2100

Email: [pheron@csswayne.org](mailto:pheron@csswayne.org)

### **Primary Foundational Documents:**

*Evangelium Vitae* (The Gospel of Life) by Pope John Paul II 1995

Papal: *Caritas In Veritate*

*Deus Caritas Est*

United Catholic Council of Bishops

### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

[www.vatican.va/holy\\_father/benedict\\_xvi/encyclicals/documents/hf\\_ben-xvi\\_enc\\_20090629\\_caritas-in-veritate\\_en.html](http://www.vatican.va/holy_father/benedict_xvi/encyclicals/documents/hf_ben-xvi_enc_20090629_caritas-in-veritate_en.html)

[www.vatican.va/holy\\_father/benedict\\_xvi/encyclicals/documents/hf\\_ben-xvi\\_enc\\_20051225\\_deus-caritas-est\\_en.html](http://www.vatican.va/holy_father/benedict_xvi/encyclicals/documents/hf_ben-xvi_enc_20051225_deus-caritas-est_en.html)

[www.usccb.org/index.shtml](http://www.usccb.org/index.shtml)

### **Diocesan Resources:**

HIV/AIDS

Project Life

Domestic Violence

Deaf Ministry

Disability Concerns

Catholic Charities of Monroe County

Catholic Services of Macomb & Lapeer

Catholic Social Services of Oakland County

Catholic Social Services of St. Clair County

Catholic Social Services of Wayne County

### **Location:**

[www.aodonline.org](http://www.aodonline.org)

[www.aodonline.org](http://www.aodonline.org)

[www.aodonline.org](http://www.aodonline.org)

[www.aodonline.org](http://www.aodonline.org)

[www.aodonline.org](http://www.aodonline.org)

[www.ccmonroe.org](http://www.ccmonroe.org)

[www.csmacomb.org](http://www.csmacomb.org)

[www.cssoc.org](http://www.cssoc.org)

[www.cssstclair.org](http://www.cssstclair.org)

[www.csswayne.org](http://www.csswayne.org)

### **Other Resources:**

Michigan Catholic Conference Advocacy and Public Policy

### **Location:**

[www.micatholicconference.org/public-policy](http://www.micatholicconference.org/public-policy)

## Christian Service and Health Care Ministries

**AOD Contact: Office for Christian Service and Health Care Ministries**

Joyce Hyttinen

Phone: 313 237-5905

Email: [hyttinen.joyce@aod.org](mailto:hyttinen.joyce@aod.org)

### **Primary Foundational Documents:**

*"Compendium of the Social Doctrine of the Church" (by Pontifical Council for Justice and Peace, USCCB Publishing)*

### **Diocesan Resources:**

Parish Nurse Brochures

Advisory Committees:

Christian Service, Parish Nursing, Chaplaincy

### **Other Resources:**

Department of Social Justice and World Peace

Michigan Catholic Conference

Saint Vincent de Paul Society

Bread for the World

Parish Nursing

Catholic Chaplains

### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

### **Location:**

Office for Christian Services and Health Care Ministries

Office for Christian Services and Health Care Ministries

### **Location:**

[www.usccb.org/sdwp](http://www.usccb.org/sdwp)

[www.micatholicconference.org](http://www.micatholicconference.org)

[www.svdpdet.org](http://www.svdpdet.org)

[www.bread.org](http://www.bread.org)

[www.hmassoc.org](http://www.hmassoc.org)

[www.iprnc.parishnurses.org](http://www.iprnc.parishnurses.org)

[www.nacc.org](http://www.nacc.org)



## Office for Christian Worship

### AOD Contact:

Dan McAfee, Christian Worship

Phone: 313 237-4697

Email: [mcafee.dan@aod.org](mailto:mcafee.dan@aod.org)

Sr. Georgette Zalewska, Christian Worship

Phone: 313 237-6064

Email: [zalewska.georgette@aod.org](mailto:zalewska.georgette@aod.org)

(TBD), Music Ministries

Phone: 313 237-5782

Email:

### **Primary Foundational Documents:**

*Sacrosanctum Concilium* (Constitution on the Sacred Liturgy), Vatican Council II

*Redemptionis Sacramentum*, On certain matters to be observed or to be avoided regarding the Most Holy Eucharist, Congregation For Divine Worship And The Discipline Of The Sacrament, Instruction

### **Secondary Foundational Documents:**

General Instruction of the Roman Missal 2002, USCCB

### **Diocesan Resources:**

*Handbook for Extraordinary Ministers of Holy Communion*, 2004

*Handbook for Lectors*, 2004

*ABC's For Altar Servers*, 2004

*A Handbook for Parish Music Ministers*, 2004

*A Handbook for Ministers of Hospitality*, 2004

*Guide for the Preparation of the Confirmation Liturgy*, 2005

*Handbook for the Rite of Christian Initiation of Adults*, 2006

*RCIA Initial Interview Forms*

*Scrutiny Packet; materials for Catechumens, Candidates, and Parish Community for Lenten Retreat*

*Certificates for Full Initiation*

*Certificates for Entrance into Full Communion*

### **Other Resources:**

*The Mystery of Faith: A study of the Structural Elements of the Order of the Mass*, Lawrence Johnson, FDLC 2003

*In Spirit and Truth* (USCCB)

*Multicultural Celebrations* Mark Francis

### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

For Purchase - [www.amazon.com](http://www.amazon.com)

Electronic Version - [http://www.vatican.va/roman\\_curia/congregations/ccdds/documents/rc\\_con\\_ccdds\\_doc\\_20040423\\_redemptionis-sacramentum\\_en.html](http://www.vatican.va/roman_curia/congregations/ccdds/documents/rc_con_ccdds_doc_20040423_redemptionis-sacramentum_en.html)

### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

### **Location:**

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

Electronic Version - [www.aodonline.org](http://www.aodonline.org)

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

Electronic Version - [www.aodonline.org](http://www.aodonline.org)

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

For Purchase - Office for Christian Worship

### **Location:**

For Purchase - [www.amazon.com](http://www.amazon.com)

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.amazon.com](http://www.amazon.com)

## Private Devotions

### **AOD Contact: Office for Christian Worship**

Dan McAfee, Christian Worship

Phone: 313 237-4697

Email: [mcafee.dan@aod.org](mailto:mcafee.dan@aod.org)

Sr. Georgette Zalewska, Christian Worship

Phone: 313 237-6064

Email: [zalewska.georgette@aod.org](mailto:zalewska.georgette@aod.org)

### **Primary Foundational Documents:**

*Directory on Popular Piety and the Liturgy Principles and Guidelines*, Congregation for Divine Worship and the Discipline of the Sacraments

### **Location:**

Electronic Version - [www.vatican.va/roman\\_curia/congregations/ccdds/documents/rc\\_con\\_ccdds\\_doc\\_20020513\\_vers-direttorio\\_en.html](http://www.vatican.va/roman_curia/congregations/ccdds/documents/rc_con_ccdds_doc_20020513_vers-direttorio_en.html)

## Ecumenical / Interfaith Relations

### **AOD Contact: Office for Ecumenical and Interfaith Relations**

Michael Hovey

Phone: 313 237-4678

Email: [hovey.michael@aod.org](mailto:hovey.michael@aod.org)

Fr. Jeffrey Day, Advisor

Phone: 313 563-5356

Email: [frjeffday@hotmail.com](mailto:frjeffday@hotmail.com)

#### **Primary Foundational Documents:**

*Unitatis Redintegratio* (Decree on Ecumenism)  
Vatican Council II

*Orientalium Ecclesiarum* (Decree on the  
Catholic Churches of the Eastern Rite), Vatican  
Council II

*Dominus Iesus* (On The Unicity And Salvific  
Universality of Jesus Christ And The Church),  
Declaration, Congregation for the Doctrine of  
Faith

*Ut Unum Sint* Apostolic Letter of John Paul II

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Diocesan Resources:**

Eastern Rite Locations in the Archdiocese

#### **Location:**

[www.AODonline.org](http://www.AODonline.org)  
[http://www.aodonline.org/AODOnline/  
Parish+Information+6911/Parish+Locator+7701/  
ParishLocator.asp?  
ParishLocatorPageType=EasternRite](http://www.aodonline.org/AODOnline/Parish+Information+6911/Parish+Locator+7701/ParishLocator.asp?ParishLocatorPageType=EasternRite)

#### **Other Resources:**

*The Eastern Catholic Churches - 7th Edition*, by  
Ronald Roberson

#### **Location:**

[www.amazon.com](http://www.amazon.com)

## Office for Pastoral Planning and Leadership Services

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Megan LaMont	Phone: 313 224-8011	Email: lamont.megan@aod.org
Janet Shay	Phone: 313 596-7314	Email: shay.janet@aod.org

### ***Demographics and Statistics:***

#### **Diocesan Resources:**

Archdiocesan/Vicariate Maps and Boundary/  
Cluster Maps

AOD website

#### **Secondary Foundational Documents:**

Kenedy Directory

Center for Applied Research in the Apostolate

#### **Location:**

Office for Pastoral Planning and Leadership  
Services

[www.aodonline.org](http://www.aodonline.org)

#### **Location:**

Office for Pastoral Planning and Leadership  
Services

<http://cara.georgetown.edu/>

### ***Parish Pastoral Council:***

#### **Primary Foundational Documents:**

*Novo Millennio Ineunte* Apostolic Letter of Pope  
John Paul II

#### **Secondary Foundational Documents:**

USCCB website

#### **Diocesan Resources:**

*Parish Pastoral Council Guidelines*

*Resource Manual for Parish Restructuring*

*In Transition: for pastors, pastoral ministers, and  
parish commissions*

Videos: Your Parish Pastoral Council (3 videos)  
*Mission & Planning, Roles & Responsibilities, Vi-  
sion & Formation*

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Location:**

[www.usccb.org](http://www.usccb.org)

#### **Location:**

Department of Parish Life and Services

Electronic Version -  
[http://www.aodonline.org/AODOnline/  
Offices+and+Ministries+12009/  
Parish+Life+and+Services+12112/  
Pastoral+Resources+8285/  
Parish+Pastoral+Council+14270/  
Parish+Pastoral+Council+-+Guidelines.htm](http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Parish+Life+and+Services+12112/Pastoral+Resources+8285/Parish+Pastoral+Council+14270/Parish+Pastoral+Council+-+Guidelines.htm)

Department of Parish Life and Services

Electronic Version -  
[http://www.AODonline.org/AODOnline/  
Together+In+Faith+12019/RestructuringManual.htm](http://www.AODonline.org/AODOnline/Together+In+Faith+12019/RestructuringManual.htm)

Department of Parish Life and Services

Pastoral Planning and Leadership Services

## Archdiocesan Resources and Foundational Documents

### Other Resources:

*Prayer for Parish Groups* by Donal Harrington & Julie Kavanagh

*Come Holy Spirit: Practical Prayer Services for parish meetings* Ave Maria Press

*I Like Being in Parish Ministry Parish pastoral Council* by Mark F. Fischer

*Bridges Toward the Inter-Parish Regional Community...Deaneries, Clusters, Plural Parishes,* by Robert G. Howes

*Making Parish Meetings Work,* by Medard Laz

*Sharing More Than a Pastor,* by Joan C. McKeown

*Revisioning the Parish pastoral council—A Workbook,* by Mary Ann Gubish and Susan Jenny, S.C. with Arlene McGannon

### Location:

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

[www.amazon.com](http://www.amazon.com)

## Parish Restructuring:

### Primary Foundational Documents:

*Novo Millennio Ineunte* Apostolic Letter of Pope John Paul II

### Location:

Electronic Version - [www.vatican.va](http://www.vatican.va)

### Diocesan Resources:

*Parish Pastoral Council Guidelines*

### Location:

Department of Parish Life and Services

Electronic Version -  
<http://www.aodonline.org/AODOnline/Offices+and+Ministries+12009/Parish+Life+and+Services+12112/Pastoral+Resources+8285/Parish+Pastoral+Council+14270/Parish+Pastoral+Council+-+Guidelines.htm>

*Resource Manual for Parish Restructuring*

Department of Parish Life and Services

Electronic Version -  
<http://www.AODonline.org/AODOnline/Together+In+Faith+12019/RestructuringManual.htm>

*In Transition: for pastors, pastoral ministers, and parish commissions*

Department of Parish Life and Services

### Other Resources:

USCCB website

### Location:

[www.usccb.org](http://www.usccb.org)

*Prayer for parish Groups* by Donal Harrington & Julie Kavanagh

[www.amazon.com](http://www.amazon.com)

*Come Holy Spirit: Practical Prayer Services for Parish Meetings* Ave Maria Press

[www.amazon.com](http://www.amazon.com)

*I Like Being in Parish Ministry: Pastoral Council* by Mark F. Fischer

[www.amazon.com](http://www.amazon.com)

*Bridges: Toward the Inter-Parish Regional Community...Deaneries, Clusters, Plural Parishes,* by Robert G. Howes

[www.amazon.com](http://www.amazon.com)

## Archdiocesan Resources and Foundational Documents

<i>Making Parish Meetings Work</i> , by Medard Laz	<a href="http://www.amazon.com">www.amazon.com</a>
<i>Sharing More Than a Pastor</i> , by Joan C. McKeown	<a href="http://www.amazon.com">www.amazon.com</a>
<i>Revisioning the Parish Pastoral Council - A Workbook</i> , by Mary Ann Gubish and Susan Jenny, S. C. with Arlene McGannon	<a href="http://www.amazon.com">www.amazon.com</a>

### *Pastoral Staffs:*

#### **Primary Foundational Documents:**

*The Collaborative Leader: Listening to the Wisdom of God's People* Loughlan Sofield, S.T. Donald H. Kuhn

#### **Location:**

[www.amazon.com](http://www.amazon.com)

#### **Secondary Foundational Documents:**

*The Parish as Covenant: A Call to Pastoral Partnership* Thomas P. Sweetser, S.J.

#### **Location:**

[www.amazon.com](http://www.amazon.com)

#### **Other Resources:**

*The Mission of the Laity* By Avery Cardinal Dulles, S.J., L.J. McGinley Lecture, Fordham University, March 29, 2006

#### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

*Who Are These People Called "Lay Ecclesial Ministers"?* By Sr. Amy Hoey, RSM, Catholic News Service, Jan. 2006

Electronic Version - [www.usccb.org](http://www.usccb.org)

*The Life of a Lay Ecclesial Minister* By Sheila Garcia, Catholic News Service, Jan. 2006

Electronic Version - [www.usccb.org](http://www.usccb.org)

*The Formation of Lay Ecclesial Ministers* By H. Richard McCord, Catholic News Service, Jan. 2006

Electronic Version - [www.usccb.org](http://www.usccb.org)

## Vocations

**AOD Contact: Priestly Vocations Office**

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**Primary Foundational Document:**

*Pastores Dabo Vobis* by Pope John Paul II

**Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

## Stewardship

### **AOD Contact: Development Services**

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#### **Primary Foundational Documents:**

*Ecclesia in America [The Church in America]*.  
Pope John Paul II. Apostolic letter. Vatican  
City: Libreria Editrice Vaticana, 1999.

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Diocesan Resources:**

*Called by Christ, Gifted by the Spirit: An Invitation to Christian Stewardship*, Detroit: Archdiocese of Detroit, Department of Development and Stewardship, 1997

#### **Location:**

Development Services

Electronic Version - [www.aodonline.org/AODonline-sqlimages/givingopportunities/christianstewardship/pdf/manual.pdf](http://www.aodonline.org/AODonline-sqlimages/givingopportunities/christianstewardship/pdf/manual.pdf)

#### **Other Resources:**

*What Do I Won and What Owns Me? A Spirituality of Stewardship*. Mystic, Daniel Conway, Connecticut: Twenty-Third Publication, 2005.

*The Call to Discipleship: The U.S. Bishops' Pastoral Letter on Stewardship*. Presentation by Archbishop Thomas J. Murphy to the National Catholic Stewardship Conference, 1993.

*The Ongoing Challenge of Stewardship. Presentation* by Archbishop Thomas J. Murphy to the National Catholic Stewardship Conference, 1997.

*Stewardship: A Disciple's Response*, Tenth anniversary edition 2002.

International Catholic Stewardship Council

Forming Generous Hearts: Stewardship Planning for Lifelong Faith Formation

#### **Location:**

For Purchase - [www.amazon.com](http://www.amazon.com)

In collected papers of the Archdiocese of Detroit, Development Services - copies available from Department of Parish Life and Services

In collected papers of the Archdiocese of Detroit, Development Services - copies available from Department of Parish Life and Services

United States Conference of Catholic Bishops

1275 K Street NW, Suite 880  
Washington, DC 20005-4077

[www.catholicstewardship.org](http://www.catholicstewardship.org)

Twenty-third Publications, 2007



## Human Resources

### **AOD Contact: Department of Human Resources**

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#### **Other Resources:**

AOD website

Employment Opportunities

MCC Administrative Procedures Manual

Personnel Administration Manual for Parishes  
and consolidated Schools in the Archdiocese of  
Detroit

Theology & Philosophy of Just Compensation

#### **Location:**

[www.aodonline.org](http://www.aodonline.org)

[jobs@aod.org](mailto:jobs@aod.org)

[micatholicconference.org](http://micatholicconference.org)

AOD Department of Human Resources

AOD Department of Human Resources

## Communication / Use of Media

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## Clergy and Consecrated Life Ministry

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Sr. Kelly Connors  
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#### **Primary Foundational Documents:**

*Pastores Dabo Vobis* by Pope John Paul II

*Decree on the Ministry and Life of Priests*  
Vatican II

#### **Location:**

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Diocesan Resources:**

Total Pastoral Plan for Priests

An Index of Policies and Directives of the Arch-  
diocese of Detroit 2004

*Basic Plan for the Ongoing Formation of Priests*  
(USCCB, 2001)

#### **Location:**

Office for Clergy and Consecrated Life

Office for Clergy and Consecrated Life

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

## Permanent Deacons

### **AOD Contact: Office for Clergy and Consecrated Life**

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Rev. Timothy Hogan,  
Episcopal Vicar

Phone: 313 595-7151

Email: [hogan.timothy@aod.org](mailto:hogan.timothy@aod.org)

#### **Primary Foundational Documents:**

*National Directory for the Formation, Ministry  
and Life of Permanent Deacons* (USCCB, 2005)

*Lumen Gentium*, Dogmatic Constitution on the  
Church, Vatican II—Article 29

Directory for the Ministry and Life of Permanent  
Deacons (1998)

#### **Secondary Foundational Documents:**

General Instruction of the Roman Missal 2002,  
USCCB

The Deacon: Minister of Word and Sacrament,  
Study IV (1979)

Code of Canon Law (1983)

Permanent Deacons in the United States  
Guidelines on the Formation and Ministry  
(1984)

The Heart of the Diaconate: Servants of the  
Mysteries of Christ and Servants of Your  
Brothers and Sisters (Pope John Paul II -  
Detroit 1987)

A National Study on the Permanent Diaconate  
of the Catholic Church in the United States

Scrutinies Regarding Suitability of Candidates  
for Orders (1987)

#### **Diocesan Resources:**

Total Pastoral Plan for Deacons

Theology of the Body for Teens

Project Rachel National Program

#### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Location:**

Electronic Version - [www.usccb.org](http://www.usccb.org)

For Purchase - [www.usccbpublishing.org](http://www.usccbpublishing.org)

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version -

[www.intratext.com/IXT/ENG0017/\\_INDEX.htm](http://www.intratext.com/IXT/ENG0017/_INDEX.htm)

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

Electronic Version - [www.usccb.org](http://www.usccb.org)

Electronic Version - [www.vatican.va](http://www.vatican.va)

#### **Location:**

Office for Clergy and Consecrated Life

[www.ascensionpress.com](http://www.ascensionpress.com)

[www.hopeafterabortion.com](http://www.hopeafterabortion.com)

## Safe Environments

### **AOD Contact: Office for Clergy and Consecrated Life**

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Email: [bugarin.michael@aod.org](mailto:bugarin.michael@aod.org)

### **AOD Contact: Department of Human Resources**

Sharon Gorman,  
Safe Environments

Phone: 313 237-5826

Email: [gorman.sharon@aod.org](mailto:gorman.sharon@aod.org)

#### **Primary Foundational Documents:**

*Essential Norms for Diocesan/Eparchial Policies  
Dealing with Allegations of Sexual Abuse of Mi-  
nors by Priests and Deacons* - USCCB

#### **Location:**

Electronic Version -  
[www.usccb.org/ocyp/2005EssentialNorms.pdf](http://www.usccb.org/ocyp/2005EssentialNorms.pdf)

#### **Diocesan Resources:**

*Sexual Abuse of Minors Policy* - AOD

#### **Location:**

Electronic Version -  
[www.aodonline.org/AODonline-SQLimages/  
protectingGodsChildren/AODPolicy.pdf](http://www.aodonline.org/AODonline-SQLimages/protectingGodsChildren/AODPolicy.pdf)

*Safe Environments Initiatives* - AOD

Electronic Version -  
[www.aodonline.org/AODonline/  
Safe+Environments+14627/  
Safe+Environments+-+Program.htm](http://www.aodonline.org/AODonline/Safe+Environments+14627/Safe+Environments+-+Program.htm)

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Office of Evangelization and Catechesis  
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