



LIVING STONES PLANNING COMMITTEE REPORT AND PLAN

ROMAN CATHOLIC DIOCESE OF OGDENSBURG

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BACKGROUND

Planning has always been an ongoing process in the Diocese of Ogdensburg. However, since 1987 under Bishop Stanislaus J. Brzana, a concerted effort has looked to and planned for the future pastoral care of the faithful of the Diocese in light of a declining number of priests. Bishop Paul S. Loverde initiated the previous planning process in 1998 when he appointed Sister Jennifer Votraw, SSJ, as Diocesan Director of Planning. At that time, 92 pastors resided in parishes compared to 49 resident pastors in 2016. Under the direction of Sister Jennifer, a Planning Committee was established consisting of the Deans of the Diocese, the Vicar for Clergy, and religious and lay representatives. After extensive consultation with pastors and parishioners, the Planning Committee submitted a restructuring plan which was approved in 2003 by Bishop Gerald M. Barbarito. Since the implementation of the plan, significant changes and adjustments have been made in parish configurations. The Planning Committee, in a continuing effort to evaluate the diocesan reality, recommended changes to the Bishop which far surpassed the 2003 plan.

“FIND YOUR HOME IN CHRIST” PASTORAL LETTER

In April of 2014 with the promulgation of Bishop Terry R. LaValley’s Pastoral Letter, *Find Your Home in Christ*, the planning process took another huge step forward. A priority highlighted in the Bishop’s letter was to “Build Parishes with Living Stones” with a goal of establishing a *Living Stones Planning Committee* with a clear mission and broad representation by September 1, 2014. This goal was met.

The LSPC’s tasks included team-building, using the Catholic Leadership Institute Model, consultation with pastors, review of parish data, review of existing planning strategies both within and outside the Diocese, increasing the role of lay leaders throughout the Diocese, encouraging a plan for assisting, mentoring and guiding lay leadership, reviewing best practices for pastoral ministry, and monitoring and evaluating the plan on an ongoing basis.

Building on the good work of the previous planning committee, the current committee fulfilled its goal by presenting to Bishop LaValley this new plan of parish configuration. The plan includes suggestions for the linking or merging of certain parishes with some churches becoming oratories. The committee recognizes, and experience has taught us, that such changes are difficult and require sacrifices. Yet we remain hopeful and confident. Despite the difficulties and sacrifices, changes made in the past have borne fruit in the form of stronger and more vibrant communities of faith.

LOOKING TO THE FUTURE WITH VIBRANT PARISH LIFE

One of the major challenges in planning is to assure that our communities have a pastoral presence throughout the large geographical area covered by the Diocese. Priests must be assigned where they are most needed. Although all parishes will have a pastor and access to Sunday Mass, not all communities will have a pastor in residence or a Mass celebrated in their church building as frequently as in recent years. In situations where a priest is not in residence, it is imperative that someone be available to attend to pastoral needs through ministry not directly reserved to priests. The primary concern is to do what is best for the church, both clergy and laity. In some cases, a deacon or a pastoral associate¹ may fill this role of pastoral presence and, in other particular situations, the Bishop may assign a pastoral life coordinator¹ (PLC). The aim in planning is to form vibrant, viable parishes utilizing the gifts of all the baptized, the *living stones* of our church.

MISSION STATEMENT FOR THE LIVING STONES PLANNING COMMITTEE

The parish is a community of believers where the *living stones* continue to witness and to make present the Risen Christ, the Chief Cornerstone, to enhance and to bring hope in challenging times, and to renew the joy of following Jesus Christ.

The pastoral care of the parish is entrusted to a pastor as its own shepherd under the authority of the diocesan bishop. The parish is the place where all the faithful can be gathered together for the Sunday celebration of the Eucharist. The parish initiates the Christian people into the ordinary expression of the liturgical life; it gathers them together in this celebration; it teaches Christ's saving doctrine; it practices charity of the Lord in good works and charity toward all people (CCC 2179).

MAKEUP OF THE LIVING STONES PLANNING COMMITTEE

The Living Stones Planning Committee (LSPC) is a representative group of priests, deacons, religious, and laity appointed by Bishop LaValley and selected from the deaneries of the Diocese of Ogdensburg. With the guidance of the Holy Spirit, the work of this Committee supports the pastors and parishioners in the living out of their baptismal call to “go out and to proclaim the Good News.”

¹ See <http://www.rcdony.org/planning/parish-configurations.html>.

GOALS OF THE LSPC

The LSPC developed a plan, with strategies for implementation, that intends to:

- a) Strengthen church vibrancy, including but not limited to realignment and restructuring of parishes;
- b) Activate greater participation of the laity in leadership roles; and
- c) Assess the parish demographics in relation to economic and spiritual resources available in each parish and those of neighboring parishes.

The mandate of the LSCP is to formulate a Diocesan plan to enable parishes to become more vibrant, hope-filled and joy-filled communities of disciples; to foster a new fervor for the faith of each parishioner; to restore hope to those away from the church; and to reach out to those who wish to become members of the Church. This mandate intends to renew our parishes by bringing about new enthusiasm and greater zeal for the Kingdom of God in our parishes.

PROCEDURE OF THE LSPC

The LSPC was led by the Diocese's "Christ-led, Christ-fed and Hope-filled," vision in its deliberations and decisions. Recognizing the many challenges and difficulties facing parishes, the LSPC seeks to encourage new life, new energy and restored hope for the building up of the Kingdom of God, with Christ Himself as the Master Builder. Recognizing the people of the parish as the *living stones* who build up the edifice by their active faith and participation, the LSPC sought the input and collaboration of parishioners to gather information and solicit suggestions for incorporation into this plan. The LSPC asked pastoral councils to conduct a self-evaluation, measure the vibrancy of their parishes and suggest possible placement of priests to best accomplish the care of souls and satisfy the needs of the faithful in the parishes of their deanery. Additionally, listening sessions sought to inform parishioners of the work of the LSPC while soliciting feedback on how the needs of the faithful in their parishes are being met and where improvement is needed. The LSPC recognizes that Diocesan planning relies on the participation and contributions of all the people of God in our Diocese. Towards this end, the LSPC sought to maximize consultation with other groups, especially pastors and parishioners, and to be transparent in its work.

The LSPC broke its response to its mandate into four components:

- (a) recommend the assignment of pastors to parishes or to "Parish Groupings" in each deanery, together with a recommendation of the groupings of existing parish communities to assure that the needs of all parishioners are met;

(b) recommend means to promote and enable greater use of lay leadership in parishes and in Parish Groupings;

(c) recommend a procedure to help the Parish Groupings develop a pastoral plan to assure adequate care of souls in the area served by the parish and/or Parish Grouping ("Pastoral Care Area") including guidelines for pastoral plans and a suggested format; and

(d) recommend prioritizing Parish Groupings.

RECOMMENDATION FOR ALIGNMENT OF EXISTING PARISHES INTO PARISH GROUPINGS AND THE ASSIGNMENT OF PASTORS

Recommendations by deanery, assuming 34 available Diocesan Pastors

This chart includes recommendations for parochial vicars or international priests but assignments will depend upon availability of these priests. Locations listed in parish groupings are in no particular order. No significance should be attached to the order in which they are listed within the grouping. The description of a grouping is derived from deanery maps, annexed hereto as Addendum C beginning on page 22, and include the communities listed on the map, whether they be the location of a parish church, worship site, mission or oratory. The designation is primarily meant to define the Pastoral Care Area for each grouping.

Deanery	# of Pastors	Parish Groupings (responsible pastor)
Adirondack	2	<ol style="list-style-type: none">1. Long Lake, Newcomb, Tupper Lake (Rev. Douglas Decker)2. Lake Placid, Keene, Saranac Lake, Gabriels, Bloomingdale, Lake Clear (+ 1 PV) (Rev. Patrick Ratigan)

Deanery	# of Pastors	Parish Groupings (responsible pastor)
Clinton	6	<ol style="list-style-type: none"> 1. Cumberland Head, Plattsburgh (1 pastor & 2 PV's) (Msgr. Dennis Duprey) 2. ** Champlain, Rouses Point, Coopersville (stage 1) + Chazy (stage 2) (Rev. Clyde Lewis) 3. ** Mooers, Mooers Forks, Altona, Sciota, Jericho (Stage 1) + West Chazy (stage 2) (Rev. Adrian Gallagher) 4. Ausable Forks, Keeseville, Wilmington, Black Brook, Peru, West Peru (Rev. Kris Lauzon) 5. ** Morrisonville, Cadyville, Treadwells Mill (stage 1) + Dannemora, Redford (stage 2) (Rev. Mickey Demo) 6. Ellenburg, Lyon Mountain, Churubusco, Standish (Rev. Tom Higman) <p>**These groupings will form pastoral plans in two stages. Contingency plans should be made with discussion for the second stage but these would not be priority changes and West Chazy/Chazy and Dannemora/Redford would maintain their pastors until future needs dictate otherwise.</p>
Essex	3	<ol style="list-style-type: none"> 1. Willsboro, Elizabethtown, Westport, Essex (Rev. Vinny Flynn) 2. Mineville, Port Henry, Crown Point (Rev. Albert Hauser) 3. Ticonderoga, Schroon Lake, North Hudson (Rev. Kevin McEwen)
Franklin	3	<ol style="list-style-type: none"> 1. Malone, Chasm Falls, Lake Titus, Owls Head (+1 PV) (Rev. Joseph Giroux) 2. Fort Covington, Constable, Chateaugay, Westville, Bombay, Burke, Hogansburg, Trout River (Rev. Thomas Kornmeyer) 3. North Bangor, Brushton, St. Regis Falls, Hopkinton (Rev. Ray Moreau)

Deanery	# of Pastors	Parish Groupings (responsible pastor)
Hamilton-Herkimer	3	<ol style="list-style-type: none"> 1. Blue Mountain Lake, Indian Lake, Olmsteadville, Irishtown (Rev. Phil Allen) 2. Lake Pleasant, Wells (Rev. Sony Pulikal) 3. Old Forge, Inlet, Raquette Lake (Rev. Howard Venette)
Jefferson	6	<ol style="list-style-type: none"> 1. Evans Mills, Theresa, Black River, Philadelphia, Deferiet, Antwerp (Rev. Chris Looby) 2. Alexandria Bay, Clayton, LaFargeville, Redwood* (Rev. Douglas Comstock) 3. Brownville, Sackets Harbor (Rev. Michael Gaffney) 4. Adams, Henderson (Rev. Martin Cline) 5. Watertown (+1 PV – links HF, SA & SP) (Msgr. Robert Aucoin) 6. Carthage, Copenhagen (Rev. Donald Robinson) **<i>Cape Vincent, Chaumont, Rosiere</i> **<i>Our Lady of the Sacred Heart</i> <p>(*Redwood assisted in summer by Morristown)</p> <p>(** MSC coverage)</p>
Lewis	3	<ol style="list-style-type: none"> 1. Harrisville, Croghan, Natural Bridge, Belfort, New Bremen (Rev. Donald Manfred) 2. Lowville, Houseville, Glenfield, Greig (Rev. Christopher Carrara) 3. Constableville, Port Leyden, West Leyden, Lyons Falls, Fish Creek (Rev. Larry Marullo)

Deanery	# of Pastors	Parish Groupings (responsible pastor)
St. Lawrence	8	<ol style="list-style-type: none"> 1. Ogdensburg, Heuvelton, Lisbon (+1 PV) (Rev. Joseph Morgan) 2. Massena, Louisville (+1 PV) (Rev. Mark Reilly) 3. Gouverneur, Edwards, Star Lake (Rev. Shane Lynch) 4. Norwood, Norfolk, Brasher Falls, North Lawrence, Raymondville (Msgr. John Murphy) 5. Morristown, Hammond, Rossie (assist Redwood in summer) * (Rev. James Seymour) 6. Canton, Pyrites * (+1 PV) (Rev. Douglas Lucia) 7. Potsdam, Colton, Parishville, South Colton (Rev. Steve Rocker) 8. Waddington, Madrid * (Rev. Harry Snow) <p>*pastors assigned to these parishes may also have duties in diocesan administration.</p>

1) **Recommendations for placement of parochial vicars:** When placing parochial vicars or international priests, priority should be given to the parish groupings that include Malone, Massena, Ogdensburg, Canton, Plattsburgh, Saranac Lake and Watertown. Additionally, assigning a priest to hospital duty in Plattsburgh should be a priority.

2) **Role of Permanent Deacons:** It is envisioned in this plan that pastors will collaborate and work intimately with permanent deacons who are expected to play an important role in extending pastoral presence in parish groupings. According to parish needs and the training and capabilities of the individual deacon, a permanent deacon may serve in the role of pastoral associate, PLC or in other leadership roles in a parish grouping. The permanent deacons' charisms of Word, Sacrament and Charity, as described in the *National Directory for the Formation, Ministry and Life of Permanent Deacons*, contribute greatly to the vibrancy of parish life (ND 31-38).

3) **Preference for Pastoral Associates over PLCs:** We recommend parish groupings adhere to the following guideline in deciding to utilize a PLC or a pastoral associate: If the services of a pastoral associate are sufficient for the needs of a parish grouping, do not utilize a PLC.

4) **Recommendations for placement of PLCs:** We recommend that PLCs might be considered for utilization for the parish groupings that include Watertown, Saranac Lake, Alexandria Bay, Peru, and Morrisonville.

5) **Recommendation for utilization of Pastoral Associates:** We recommend utilization of pastoral associates in the parish groupings named in the preceding paragraph 3 if they elect not to utilize a PLC. Additionally, pastoral associates are recommended for consideration by the

parish groupings which include Canton, Potsdam, Norwood, Massena, Carthage, Alexandria Bay, Evans Mills, Tupper Lake, Saranac Lake, Rouses Point, Mooers Forks, Peru, Ticonderoga, and Willsboro.

6) **Other parishes considering Pastoral Associates:** We encourage other parish groupings to consider the use of pastoral associates on a full time or part time basis, as appropriate.

(a) **Fostering Use of Lay Leadership:** To foster and encourage a greater use of lay leadership in our Diocese we recommend pastors and their staffs familiarize themselves with the Diocesan policies and programs for pastoral life coordinators (*Pastoral Handbook #108*), pastoral associates, and the Formation for Ministry Program. We strongly encourage the Diocese to conduct a periodic review of these policies with pastors and staffs. We recommend procedures for training PLCs or pastoral associates, as set forth in the preceding policies, be utilized by parish groupings who may have candidates with the minimum qualifications and who show promise for such positions but who may lack all the required qualifications.

Additionally, we recommend that youth ministers be certified with the expectation they follow the *Youth Ministry Vision* adopted by the Diocese. All catechetical leaders of the parish grouping are to be certified and implement programs for family catechesis for the sacraments adopted by the Diocese.

All lay leaders should be active members of Diocesan or regional programs for the continuing formation of lay leaders, such as C.O.R.E., associations of commissioned lay ministers, and continuing education for PLCs, pastoral associates and youth ministers.

(b) **Pastoral Plan:** Upon approval of this Living Stones Plan, all parish groupings shall immediately begin a process to prepare a pastoral plan following the *Guidelines and Policies for the Formulation of Pastoral Plans for Parishes* (annexed hereto as Addendum A). The plan should follow the format set forth in Addendum B. Pastors in the parish grouping should consult with finance councils, pastoral councils, trustees and parishioners of all parishes in the parish grouping to devise the pastoral plan. Pastors in the parish grouping should establish a timeline for the process of preparing the pastoral plan and submit the timeline to Father James W. Seymour, Vicar for Pastoral Personnel by November 27, 2016. All pastoral plans should be submitted to Bishop LaValley no later than December 31, 2017, unless your Parish Grouping is notified your plan is due on an earlier date.

It is recommended that the following groupings be made by May 1, 2017: (1) Massena; (2) Black River – Evans Mills; (3) Rouses Point – Champlain – Coopersville; (4) Mooers – Mooers Forks – Altona – Sciota – Jericho; and (5) Saranac Lake – Lake Placid – Keene – Gabriels – Lake Clear – Bloomingdale.

Pastors are free to choose a process for development of the pastoral plan and should tailor the process to the situation and needs of the parish grouping. We suggest pastors consider a transition team made up of clergy, staff, council members and parishioners from throughout the parish grouping to formulate the parish plan. Pastors may choose to appoint subcommittees to handle various areas of the pastoral plan.

Identical, commonly prepared communications about this LSPC Plan and pastoral plans should be shared with all parishioners in the parish groupings by bulletin announcements, pulpit announcements, and other means through this process to keep parishioners abreast of the progress of the pastoral plan.

(c) Prioritization of Implementation of Groupings and Plans: Various factors must be considered when determining the timing for the various grouping of parishes set forth in this plan. Upcoming retirements, parishes being served by pastors over the retirement age, the ages of priests currently serving in the parishes, parishes being served by pastors with illness or other challenges, distances between churches, and pastors who have currently been in parishes for more than ten years are among the factors considered.

After consultation and discussion, the Living Stones Planning Committee has determined that the following groupings of parishes should develop and be prepared to implement the pastoral plan within the next 10 to 18 months:

1. Massena
2. Black River – Evans Mills
3. Morrisonville-Cadyville (stage 1)
4. Rouses Point -Champlain-Coopersville (stage 1)
5. Mooers Forks-Mooers-Altona-Sciota-Jericho (stage 1)
6. Lake Placid -Saranac Lake -Keene-Gabriels- Lake Clear- Bloomingdale
7. Alexandria Bay-Clayton-Redwood-LaFargeville
8. Ausable Forks-Keeseville-Wilmington-Black Brook-Peru-West Peru
9. Watertown
10. Norfolk-Brasher Falls-Raymondville-Norwood-North Lawrence
11. Tupper Lake-Long Lake-Newcomb
12. Plattsburgh
13. Heuvelton-Lisbon-Ogdensburg
14. St. Regis Falls-Brushton-North Bangor

15. Morrisonville-Cadyville-Dannemora-Redford (stage 2)
16. Rouses Point -Champlain-Coopersville- Chazy (stage 2)
17. Mooers Forks-Mooers-Altona-Sciota-Jericho-West Chazy (stage 2)

(d) **Honorable Closure of Church Buildings and/or Celebration of New Community:**

As part of the pastoral plan, sensitivity must be shown where a church building will be closed. A liturgical celebration with the Diocesan Bishop presiding should honor the closure of a church building or celebrate the commencement of a new parish family. Pastors should contact the Worship Department to plan such liturgical celebrations.

(e) **Capital Campaigns and Stewardship Campaigns:** We encourage all parishes to use their pastoral plan as a source for case statements of capital needs to support a capital campaign to raise funds to support the parish's mission. Parishes are also urged to participate in periodic, possibly annual, stewardship campaigns focusing on time, talent and treasure.

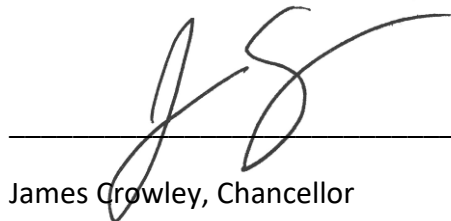
LIVING STONES PLANNING COMMITTEE REPORT AND PLAN

Approved this 20 day of August, 2016



Most Reverend Terry R. LaValley
Bishop of Ogdensburg

WITNESS



James Crowley, Chancellor

ADDENDUM A: GUIDELINES AND POLICIES FOR THE FORMULATION OF PASTORAL PLANS FOR PARISHES

1. Communication and consultation are essential for the formulation of a pastoral plan. Pastors should assure the needs and concerns of all parishioners are heard and heeded. Formulation of a solid plan requires the involvement of pastoral councils, finance councils, trustees, parish ministers, various groups and organizations, and all ministries.
2. The plan should address how the spiritual welfare of all parishioners will be met.
3. The plan should address the physical assets available to the parish(es) within the Parish Grouping area. The plan should determine the use of each building.
4. The plan should address the fiscal needs of the parish(es) within the Parish Grouping.
5. In accordance with faculties granted by law and the Bishop of Ogdensburg, a priest may celebrate a maximum of three Masses on a Sunday (c. 905; *Pastoral Handbook* 303.1). However, the bishop will consider a schedule involving more than three Masses per priest where necessary.
6. In accordance with faculties granted by law and the Bishop of Ogdensburg, deacons may preside at baptisms, marriages and funerals (specifically those celebrated outside the context of Eucharist), wakes, and burials.
7. Religious and the laity may be designated as Extraordinary Ministers of Holy Communion, with the approval of the Bishop, to distribute the Eucharist at Mass, to the homebound, in hospitals or nursing homes (*Pastoral Handbook* 303.4).
8. Trained laity with the permission of his / her pastor may preside at wakes and burials (*Order of Christian Funerals*, General Introduction #14).
9. Extraordinary Ministers of Holy Communion may conduct exposition and reposition (without benediction) of the Most Blessed Sacrament (c.943; *Pastoral Handbook* #303.5).
10. Qualified deacons, religious, and lay persons may be appointed to administrative roles in parish(es) as either Pastoral Life Coordinators (c.517.7; *Pastoral Handbook* #108) or Pastoral Associates (c.519; and Pastoral Documentation – Pastoral Associate Agreements and Job Description).
11. Qualified lay persons should be utilized in administrative positions, such as administrative assistants, bookkeepers, or business managers. It is expected that parishes employ competent bookkeepers or business managers, even if neighboring Parish Groupings or parishes must jointly employ such personnel.
12. Parish Groupings are expected to have a pastoral team sufficient to meet the pastoral needs of parishioners. Pastors must oversee the pastoral care but must be willing to delegate duties to qualified staff when appropriate.
13. All employees and volunteers are to be in compliance with all Diocesan safe environment requirements (*Pastoral Handbook* 107).

LITURGICAL CELEBRATIONS

14. The Eucharist is “*the source and summit of the Christian life*” (LG 11). The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. In brief, the Eucharist is the sum and summary of our faith, “*Our way of thinking is attuned to the Eucharist, and the Eucharist in turn confirms our way of thinking*” (CCC 1327). Accordingly, the Eucharist and other sacraments should be celebrated with the dignity they deserve; with full participation, trained ministers, appropriate singing and sacred silence.
15. There is to be only one Anticipated (Vigil) Mass on a Sunday or Holy Day of Obligation in a given church. It is important that neighboring parishes within an area schedule these Anticipated Masses at different hours to accommodate the needs of the people (*Pastoral Handbook* #303.1.).
16. There should be an interval of at least one and one-half hours between starting times for Masses.
17. The Mass schedule should be designed to facilitate good attendance of the faithful, an appropriate number of properly trained ministers, and the means to celebrate with dignity, appropriate music, and full participation of the faithful (See *Pastoral Handbook*, Liturgical Norms #307).
18. “Sunday Celebrations in the Absence of a Priest” are permitted only in the most unexpected and rare circumstances as determined by the Bishop.

CONSULTATIVE COUNCILS

19. Each Parish must have a Parish Finance Council. Each Parish Grouping must form a Parish Pastoral Council and other consultative bodies as deemed necessary (*Pastoral Handbook* 101).

EVANGELIZATION/OUTREACH

20. Each Parish Grouping or parish should devise a comprehensive plan to address critical social issues, serve persons in need regardless of religious beliefs, ethnicity, and gender, and provide education and training opportunities to promote parishioner involvement, and work with Diocesan offices and other agencies to meet the needs of the community.

STEWARDSHIP

21. Minimum expectations for parish stewardship include the expectation that regular revenues should exceed regular operating expenses of parish programs and ministries.
22. Parish income should be sufficient to develop a cash reserve equal to 180 days of operating expenses.

23. Parishes should have a sustained history of meeting the goal for the Annual Bishop's Fund Appeal.
24. Each Parish Grouping or parish should have a dedicated stewardship committee or a subcommittee on the Pastoral Council or Finance Council.
25. Each pastoral plan must be accompanied by a proposed budget(s) demonstrating all revenues and expenses.

HUMAN RESOURCES

26. Each pastoral plan should indicate that a job description exists for each paid position and for key volunteer ministries in the parish.

FINANCES

27. Each parish must have a finance council (c. 537) and two parish trustees (Pastoral Handbook 12) who are knowledgeable and available as needed by the parish.
28. Each Parish Grouping or parish should have a bookkeeper or business manager competently trained to help formulate a parish budget, yearly financial statements and financial reports which employ proper bookkeeping practices and comply with all canonical and civil requirements.

FACILITIES

29. Each pastoral plan must designate the buildings / facilities to be used by the parish(es), and a plan for buildings which will not be used.
30. Each Parish Grouping or parish should have a committee of knowledgeable lay persons to oversee the management and maintenance of church properties.

FAITH FORMATION

31. Each pastoral plan must include provision for Faith Formation in the parish(es). The plan should include the employment / recruitment of a qualified catechetical leader and a coordinator for youth. The recruitment and training of catechists, and implementation of approved curriculum for formation must be a high priority. Persons in charge of faith formation and youth ministry are to obtain Diocesan certification.
32. Each pastoral plan must include Sacramental Preparation program(s) which are in conformity with the diocesan policy for reception of the sacraments. Utilizing the family catechesis model, this should include but not be limited to Baptismal preparation, preparation for Reconciliation, Eucharist, Confirmation, and Marriage.
33. Each pastoral plan should include a program for continuing faith formation for adults.

OUTREACH/VISITATION

34. Each pastoral plan should include provision for appropriate ministry to the sick, homebound, hospitalized, incarcerated and those in nursing home settings in the Parish Grouping's area.
35. Each pastoral plan should include provision or ministry to the poor and needy.

YOUTH MINISTRY

36. Each Parish Grouping or parish should provide for a ministry to youth by competent and qualified (according to diocesan standards) leaders. The program should comply with the Diocesan Vision for Parish Youth Ministry and include the essential elements of discipleship, service and knowledge.

VOCATIONS

37. Each Parish Grouping or parish should have an active committee for vocation awareness in the parish(es) as set forth in the Diocesan Vision for Building a Culture of Vocations.

CELEBRATIONS AND HONORABLE CLOSURE

38. A liturgical celebration with the Diocesan Bishop presiding should be planned to honor the closure of a church building or to celebrate the commencement of a new parish family. Pastors should contact the Worship Department to plan such liturgical celebrations. The pastoral plan should contain a description of the liturgical celebrations.

SUBMISSION OF COMPLETED PASTORAL PLAN

39. The completed pastoral plan should be addressed to Bishop LaValley, P.O. Box 369, Ogdensburg, NY 13669.

ADDENDUM B: SAMPLE PASTORAL PLAN FORM

Please list parishes.

Click or tap here to enter text.

1. The following churches are within the area served by this pastoral plan:
Please indicate the requested status of each church in the plan, i.e. worship site, oratory, parish church. Include proposed use of churches not being used as worship sites.

Click or tap here to enter text.

For policies for changing the status of churches and related issues, please see Policies # 406.6, 406.10 and 406.11 in the *Pastoral Handbook*.

2. Proposed Mass Schedule

Indicate time and church where Mass will be celebrated.

Daily	Click or tap here to enter text.
Saturday (Anticipated)	Click or tap here to enter text.
Sunday	Click or tap here to enter text.
Holy Day and other Masses	Click or tap here to enter text.
Confession schedule	Click or tap here to enter text.

3. Staff/Personnel of the Parish (indicate whether volunteer or employee)

Pastor:	Click or tap here to enter text.
Parochial Vicar:	Click or tap here to enter text.
Other Priests in residence:	Click or tap here to enter text.
Deacon(s):	Click or tap here to enter text.
PLC or Pastoral Associate(s):	Click or tap here to enter text.
Bookkeeper:	Click or tap here to enter text.
Business Manager:	Click or tap here to enter text.
Secretary(ies):	Click or tap here to enter text.
Maintenance:	Click or tap here to enter text.
Other:	Click or tap here to enter text.

Faith Formation

DRE:	Click or tap here to enter text.
Secretary(ies):	Click or tap here to enter text.
Adult Formation:	Click or tap here to enter text.
Sacramental Preparation:	Click or tap here to enter text.

Youth Minister: Click or tap here to enter text.

Director of Vocation Promotion: Click or tap here to enter text.

Music Minister: Click or tap here to enter text.

☐ Check here to indicate that all of the positions have written job descriptions.

Additional personnel:

4. Ministries/Services

	Have sufficient number	Need more	Training has been provided	Training will be provided
Greeters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ushers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMHC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Altar Servers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Money Counters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sacristans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catechists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church Cleaners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Pantry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Have sufficient number	Need more	Training has been provided	Training will be provided
Prison Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocation Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buildings/Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other ministries and services:

[Click or tap here to enter text.](#)

5. Lay Groups and Societies (check all that apply)

☐ Women of Grace

☐ Knights of Columbus

☐ Altar Rosary Society

☐ Men's Group

☐ Catholic Daughters

☐ Vocations Committee

☐ Other: please list all groups and societies

[Click or tap here to enter text.](#)

6. Attach a proposed budget(s) of revenues and expenses for the next fiscal year. Please follow the format and chart of accounts used in the Annual Financial Report submitted to the Diocese.

☐ Check when completed

7. Finance Council

Please list Parish Trustees

[Click or tap here to enter text.](#)

Please list all members of the Finance Council

[Click or tap here to enter text.](#)

Finance Council meets:

☐ Monthly

☐ Quarterly

☐ Semi-annually

☐ Other, explain

[Click or tap here to enter text.](#)

8. Parish Council

Please list all members of the Parish Council

Click or tap here to enter text.

Parish Council meets:

☐ Monthly

☐ Quarterly

☐ Semi-annually

☐ Other, explain

Click or tap here to enter text.

9. Pastoral Plan

Please briefly summarize how the following needs will be met in your parish(es).

a. Ministry to the homebound

Click or tap here to enter text.

b. Ministry to those in nursing homes

Click or tap here to enter text.

c. Hospital ministry

Click or tap here to enter text.

d. Religious education program (please indicate release time or Sunday program, elementary program, high school program, whether catechists are certified)

Click or tap here to enter text.

e. Sacramental preparation (indicate personal responsible for the preparation, number of meetings, description of the preparation program and follow-up)

a. Baptismal preparation

Click or tap here to enter text.

b. First Reconciliation / First Eucharist

Click or tap here to enter text.

c. Marriage preparation (indicate in parish or remote, grade levels, program used, person responsible)

Click or tap here to enter text.

d. Confirmation program

Click or tap here to enter text.

f. Adult formation

Click or tap here to enter text.

g. Pre-Cana preparation

Click or tap here to enter text.

h. Bereavement ministry

Click or tap here to enter text.

i. Vocations (What do(es) your parish(es) do to build a culture of vocations? How will this be maintained under this plan? List members of the vocations committee.)

Click or tap here to enter text.

j. Family life (What do(es) your parish(es) do to strengthen the family? How will this be maintained under this plan?)

Click or tap here to enter text.

k. Outreach to the poor (What do(es) your parish(es) do to reach out to the poor? How will this be maintained under this plan?)

Click or tap here to enter text.

l. Prison ministry (What do(es) your parish(es) do to serve the needs of inmates in local jails? How will this be maintained under this plan?)

Click or tap here to enter text.

m. What do(es) your parish(es) do to reach out to the unchurched?

Click or tap here to enter text.

10. Consultations

Summarize the consultations made in order to form this plan.

a. Trustees

Click or tap here to enter text.

b. Pastoral Council

Click or tap here to enter text.

c. Finance Council

Click or tap here to enter text.

d. Parishioners

Click or tap here to enter text.

Please attach any minutes for meetings in which the pastoral plan was discussed, including any consensus or decisions reached.

☐ Check when completed

Do you believe that the possibility of a civil and canonical merger of these entities should be considered at this time? If yes, please indicate your reasoning below. For requirements of canonical modifications of parishes, please review *Pastoral Handbook*, Policy 406.10, and for the requirements of Closure of Churches and Relegation to Profane Use, please review Policy 406.11.

☐ Yes

☐ No

Click or tap here to enter text.

How will honorable closure of any church building be commemorated, or how will the formation of a new parish family be celebrated liturgically?

Click or tap here to enter text.

11. Additional comments

Click or tap here to enter text.

12. Name of person(s) preparing this Pastoral Plan

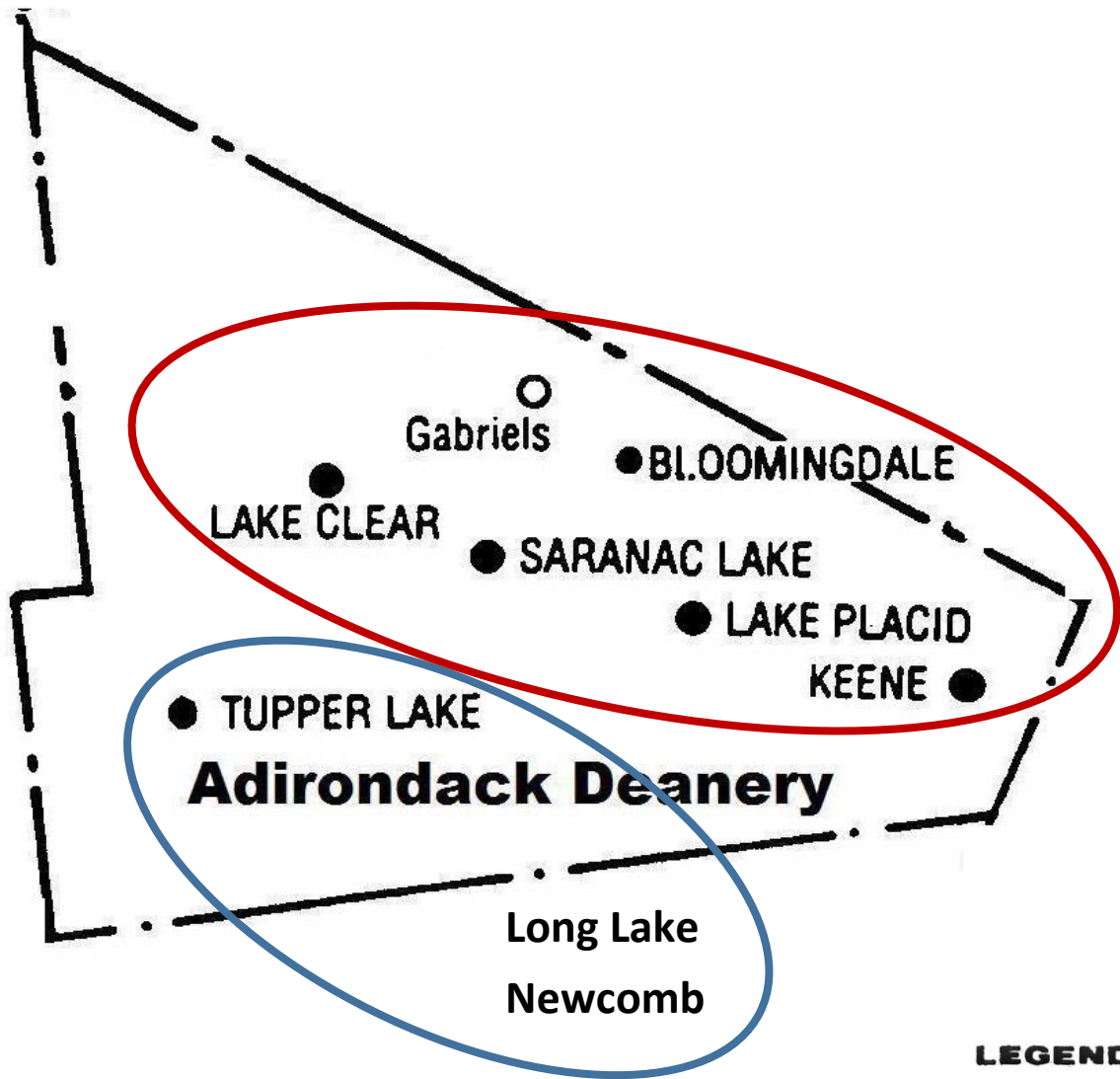
Click or tap here to enter text.

Date submitted: Click or tap to enter a date.

This form is available in Pastoral Documentation on <http://www.rcdony.org/>. A version is available for entry using Microsoft Word. A second PDF version is available for handwritten entry.

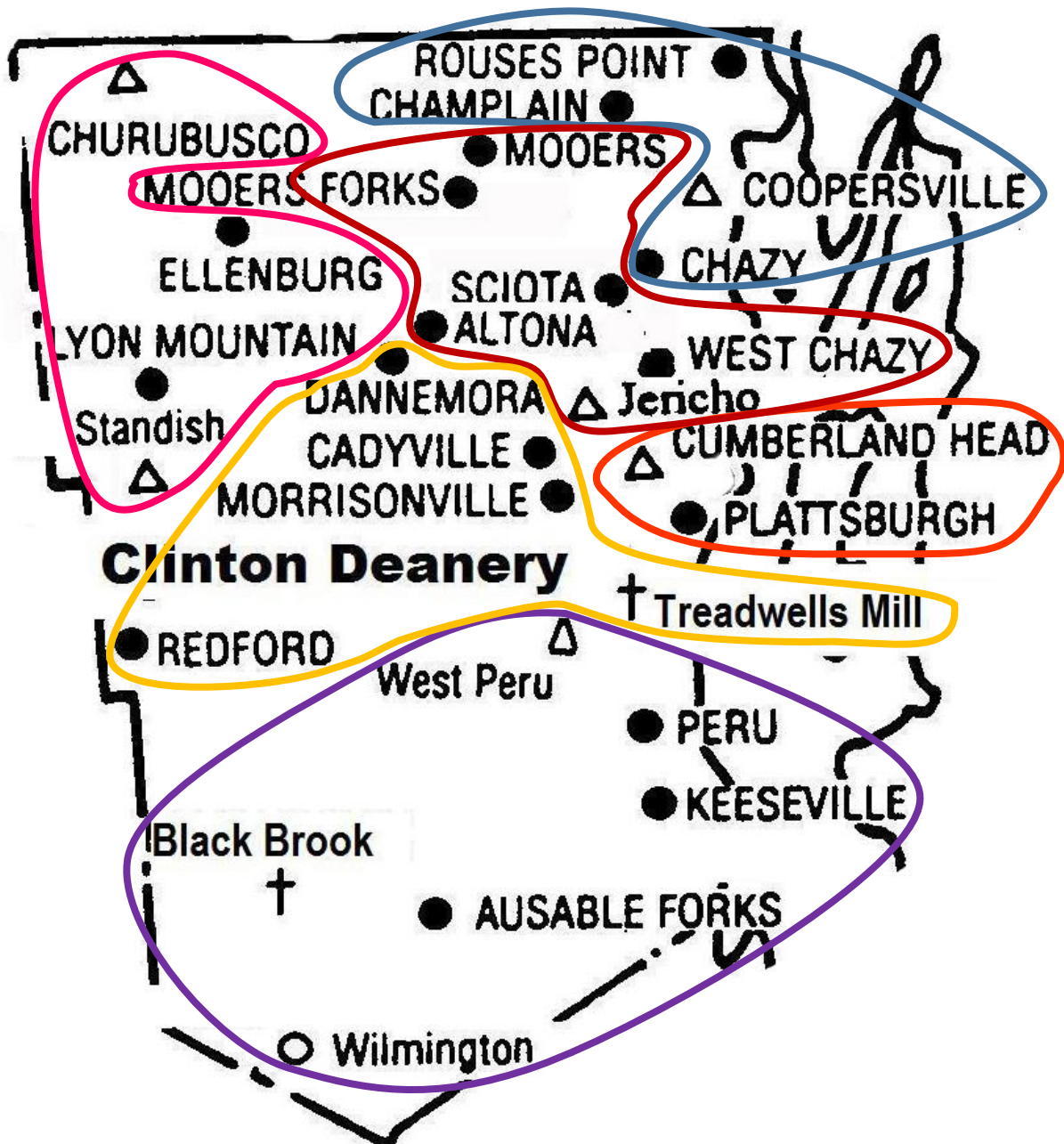
ADDENDUM C: DEANERY MAPS SHOWING PARISH GROUPINGS

ADIRONDACK DEANERY: 3 TO 2 PASTORS



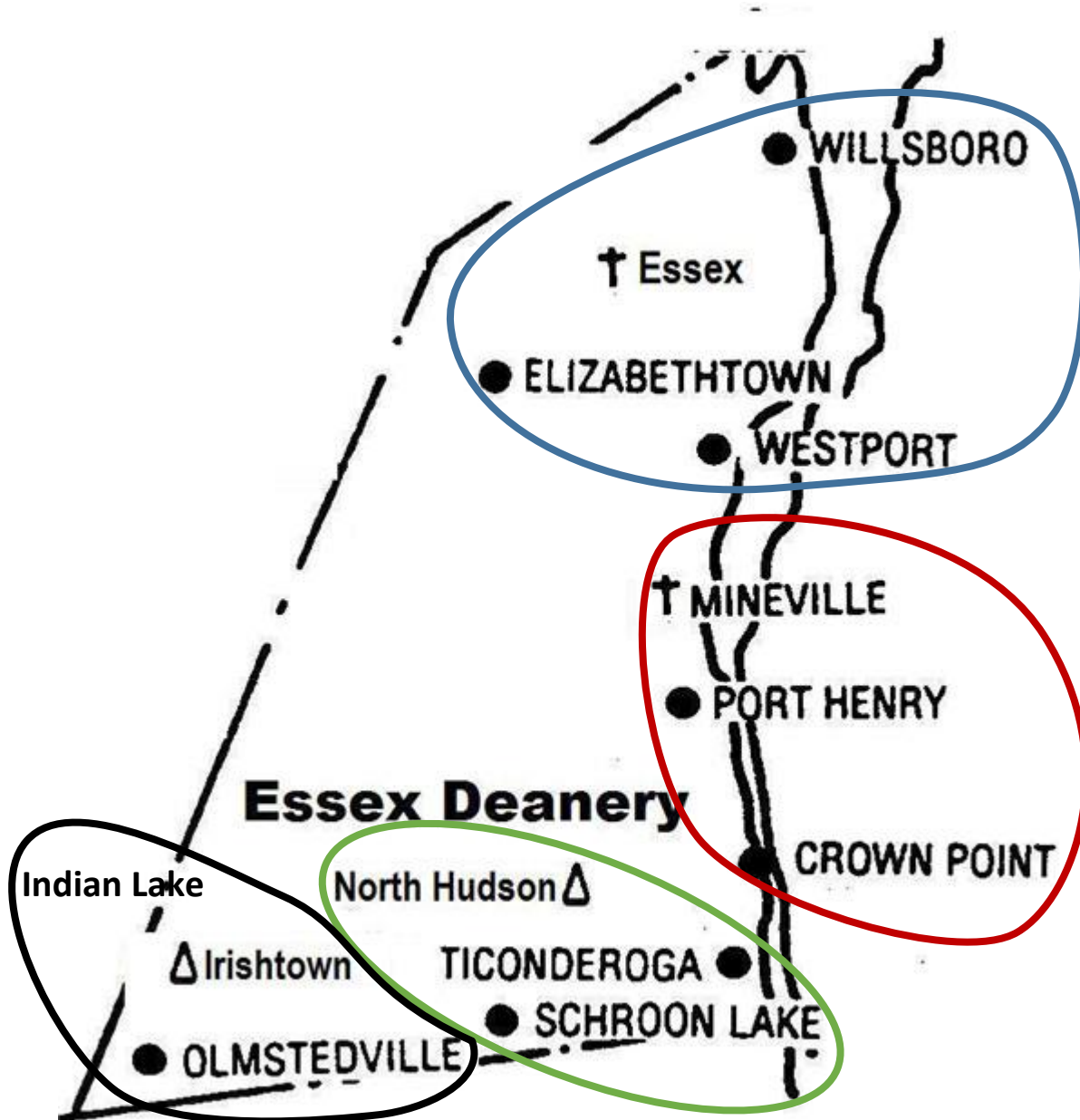
1. Tupper Lake, Long Lake, Newcomb
2. Saranac Lake, Gabriels, Bloomingdale, Lake Clear, Lake Placid, Keene,
(1 pastor and 1 parochial vicar)

Revised 8/5/2016



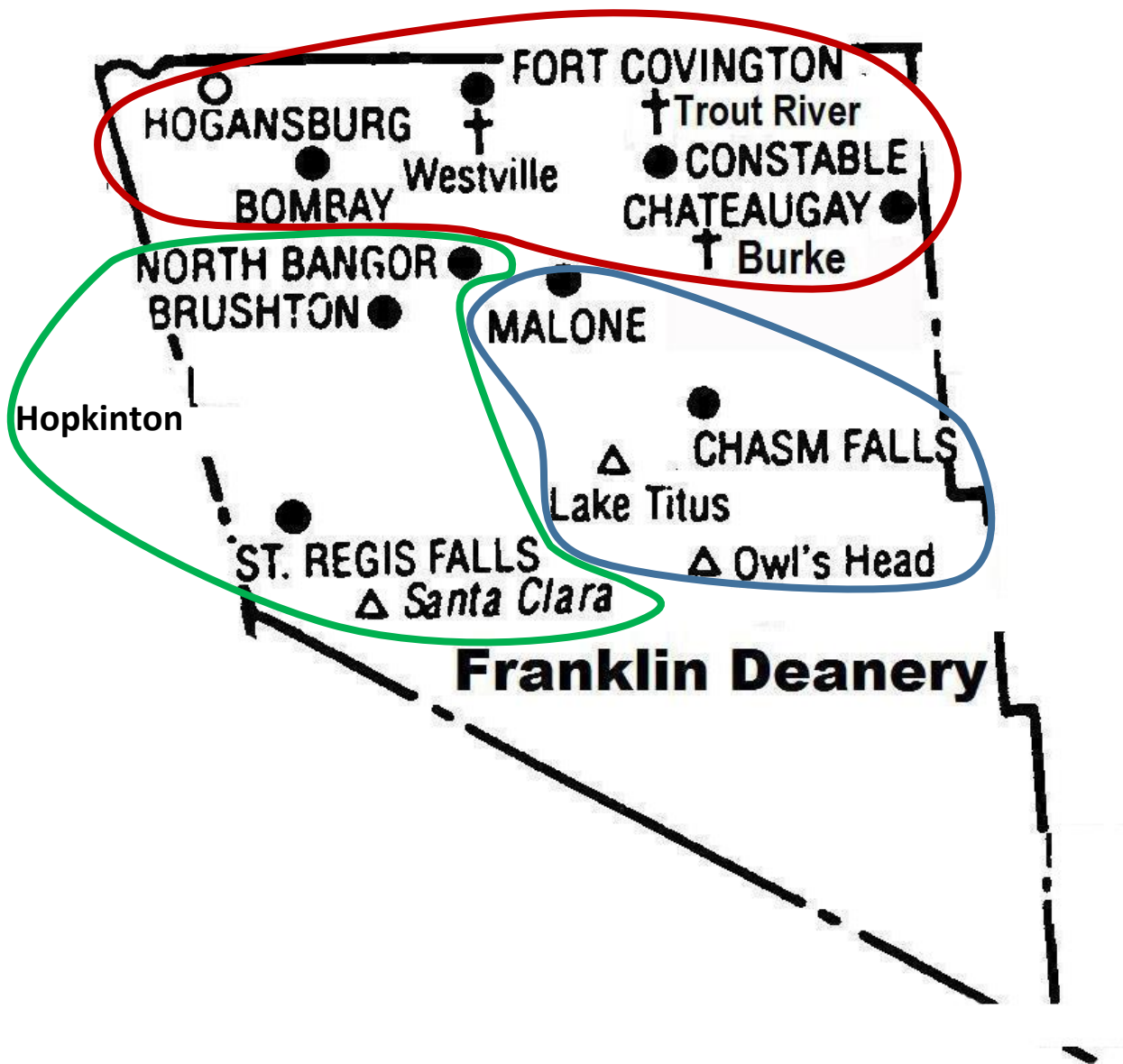
1. Rouses Point, Champlain, Coopersville, Chazy
2. Mooers Forks, Mooers, Altona, Sciota, West Chazy, Jericho
3. Ausable Forks, Keeseville, Wilmington, Black Brook, Peru, West Peru,
4. Morrisonville, Cadyville, Dannemora, Redford, Treadwell Mill
5. Ellenburg, Lyon Mountain, Churubusco, Standish
6. Plattsburgh, Cumberland Head (1 pastor and 2 parochial vicars)
CVPH is included in number 6

Revised 8/5/2016



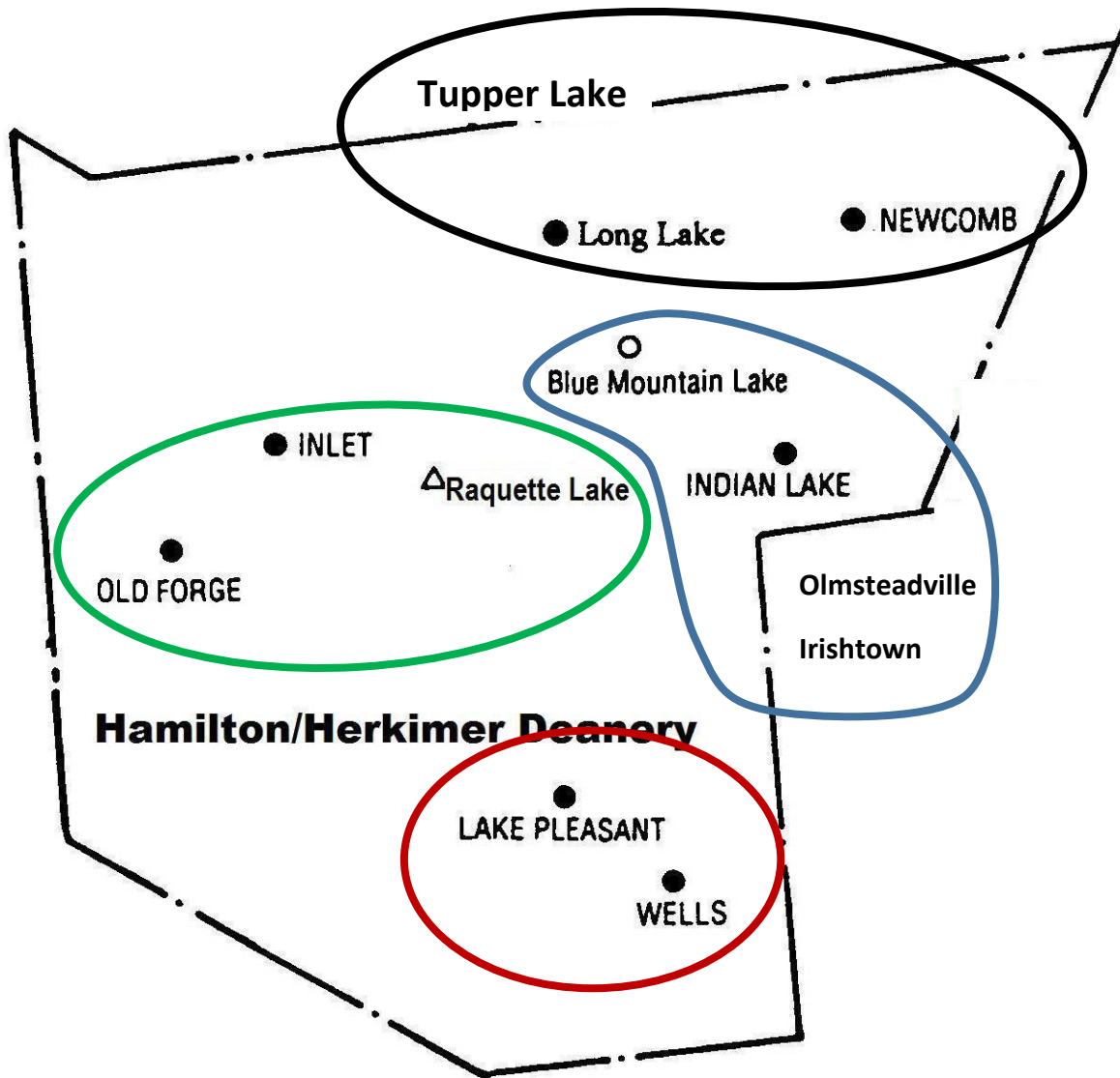
1. Elizabethtown, Westport, Willsboro, Essex
 2. Port Henry, Mineville, Crown Point
 3. Ticonderoga, Schroon Lake, North Hudson
- Irishtown, Olmsteadville in Hamilton / Herkimer Deanery

Revised 9/8/2016



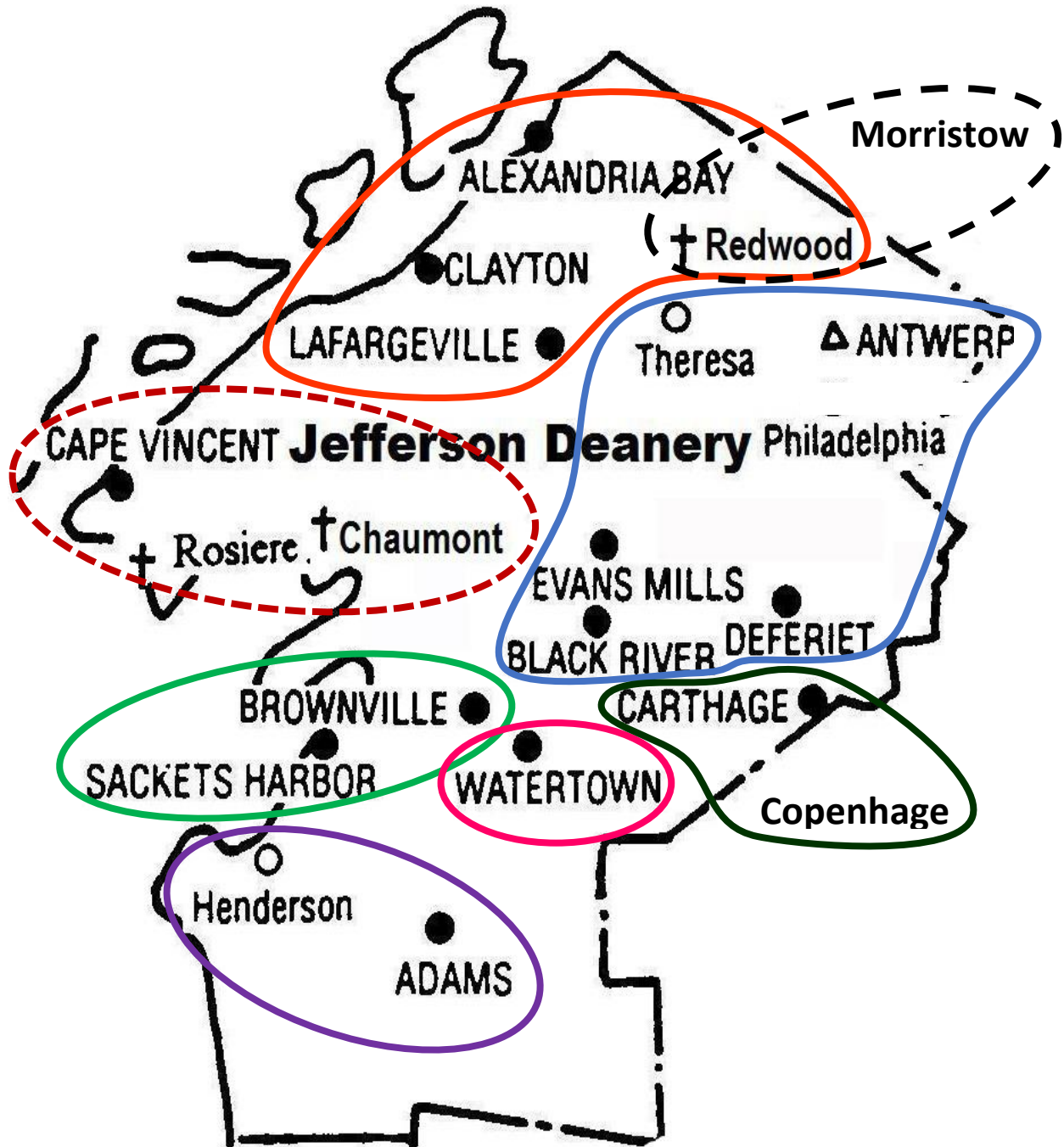
1. Malone, Chasm Falls, Lake Titus, Owl's Head
2. Fort Covington, Westville, Constable, Bombay, Chateaugay, Burke, Hogsburg, Trout River
3. Brushton, North Bangor, St. Regis Falls, Hopkinton, Santa Clara

Revised 8/5/2016



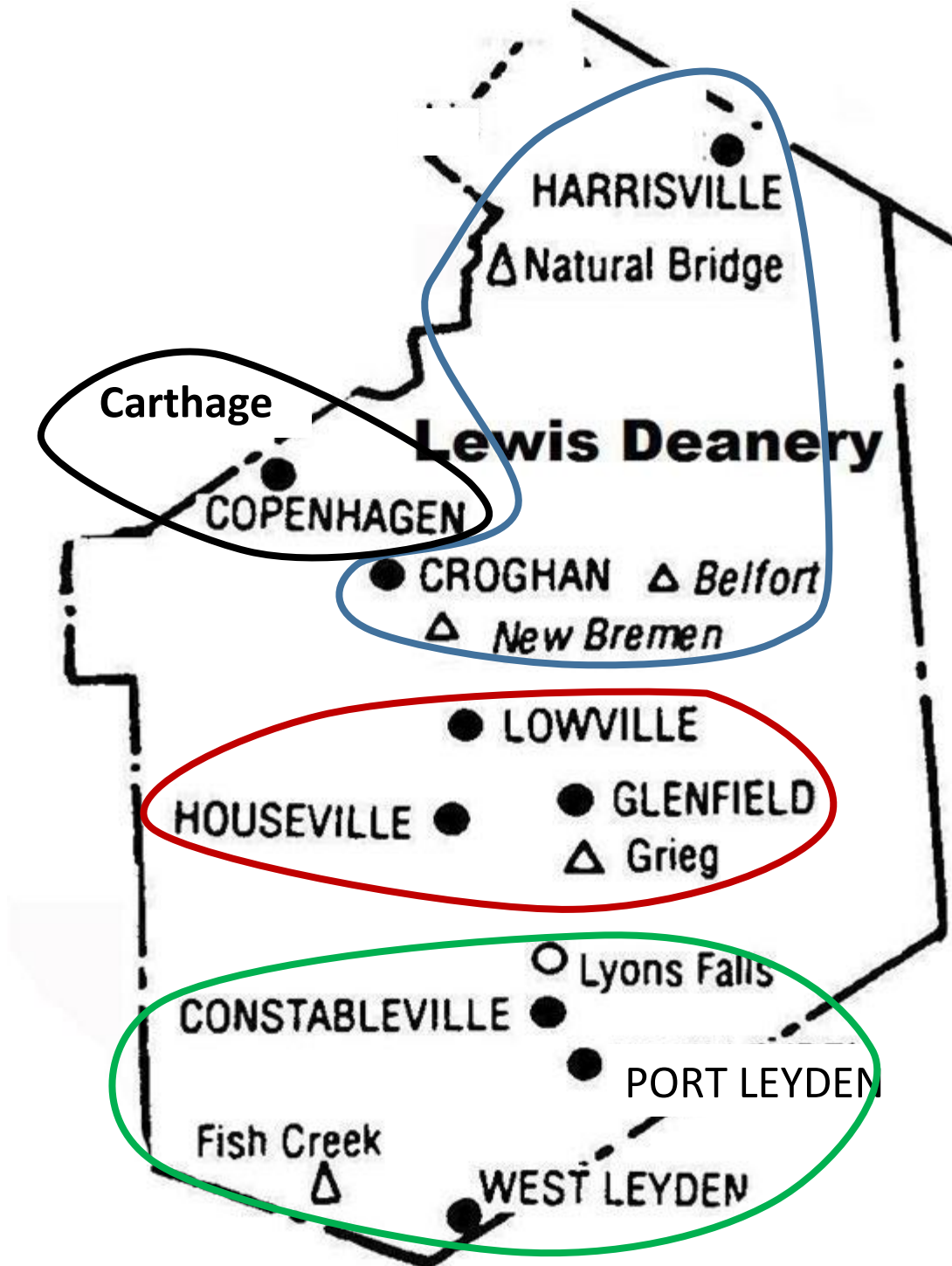
1. Indian Lake, Blue Mountain Lake, North Hudson, Irishtown
 2. Lake Pleasant, Wells
 3. Old Forge, Inlet, Raquette Lake
- Long Lake and Newcomb in Adirondack

Revised 9/8/2016



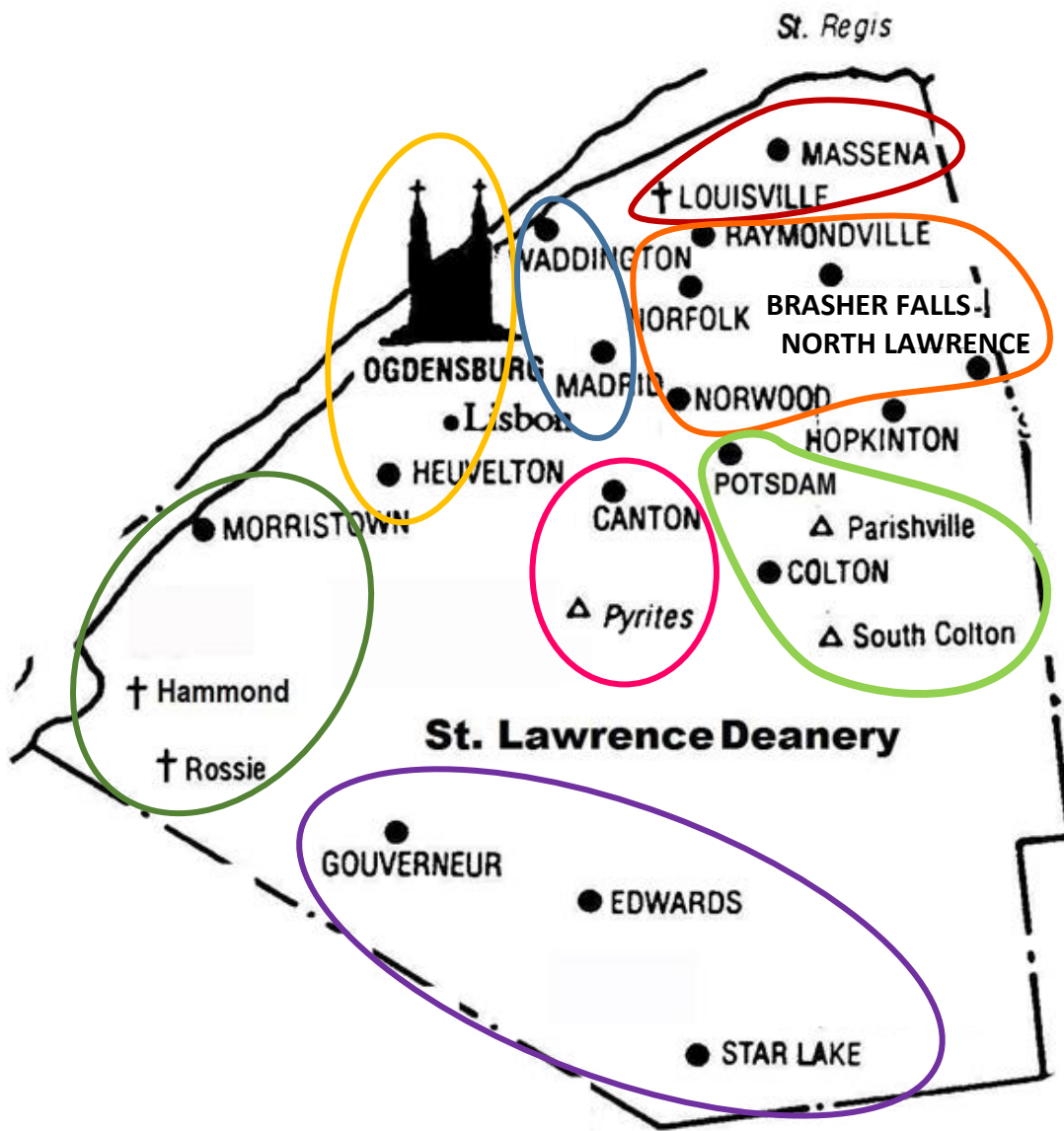
1. Evans Mills, Theresa, Black River, Philadelphia, Deferiet, Antwerp
 2. Clayton, Alexandria Bay, LaFargeville, Redwood (1 pastor plus summer help)
 3. Brownville, Sackets Harbor
 4. Adams, Henderson
 5. Watertown: St. Patrick's, St. Anthony's, Holy Family (1 pastor and 1 parochial vicar)
 6. Carthage, Copenhagen
- Cape Vincent, Chaumont, Rosiere and Sacred Heart (currently served by the Missionaries of the Sacred Heart)

Revised 8/5/2016



1. Croghan Harrisville, Natural Bridge, Belfort
 2. Lowville, Houseville, Glenfield, New Bremen, Grieg
 3. Constableville, Port Leyden, West Leyden, Lyons Falls, Fish Creek
- Copenhagen in Jefferson Deanery

Revised 8/5/2016



1. Ogdensburg, St. Mary's Cathedral, Notre Dame, Heuvelton, Lisbon, (1 pastor and 1 parochial vicar)
 2. Massena, Louisville (1 pastor and 1 parochial vicar)
 3. Gouverneur, Edwards, Star Lake
 4. Norfolk, Norwood, Brasher Falls, Raymondville, North Lawrence
 5. Morristown, Hammond, Rossie +Chancery (include Redwood w/summer help)
 6. Canton, Pyrites + Chancery
 7. Potsdam, Colton, Parishville, South Colton
 8. Waddington, Madrid +Chancery
- Hopkinton in Franklin Deanery

Revised 8/5/2016

APPENDIX D: SUMMARY OF DEADLINES

1. November 27, 2016 – Submit timeline for development of Pastoral Plan.
 - a. Pastors in the parish grouping should establish a timeline for the process of preparing the Pastoral Plan.
 - b. Submit the timeline to Father James W. Seymour, Vicar for Pastoral Personnel.
2. May 1, 2017 – Submission of Pastoral Plans recommended for the following parish groupings:
 - a. Massena
 - b. Black River – Evans Mills
 - c. Rouses Point – Champlain – Coopersville
 - d. Mooers – Mooers Forks – Altona – Sciota – Jericho
 - e. Saranac Lake – Lake Placid – Keene – Gabriels – Lake Clear – Bloomingdale.
3. December 31, 2017 – Submission of all remaining Pastoral Plans.
 - a. Prepare a pastoral plan following the Guidelines and Policies for the Formulation of Pastoral Plans for Parishes (annexed hereto as Addendum A).
 - b. The plan should follow the format set forth in Addendum B. Forms can be downloaded from Pastoral Documentation, <http://pastoral.rcdony.org/>.
 - c. Submitted to Bishop LaValley no later than December 31, 2017, unless your Parish Grouping is notified your plan is due on an earlier date

Summary from “Recommendation for Alignment of Existing Parishes into Parish Groupings and the Assignment of Pastors”, 6 b, page 9.

APPENDIX E: REVISIONS

8/20/2016 Initial publication

8/24/2016

- New Bremen oratory moved to Croghan parish grouping
- Appendix B
 - Field adjustments including spacing, formatting, descriptions
 - Fields added: Holy Days and other Masses, other priests in residence, faith formation secretary, other ministries and service, vocations committee, outreach to unchurched, additional comments
 - Footer alterations
- Appendix C: Lewis Deanery map adjusted
- Appendix D: Revisions added

9/9/2016

- Recommendation for Alignments
 - North Hudson moved to Essex Deanery, Ticonderoga parish grouping
 - Pastor responsible added to each parish grouping
- Appendix C
 - Essex Deanery parish grouping adjusted
 - Hamilton / Herkimer Deanery map and parish grouping adjusted
- Appendix D: Summary of Deadlines inserted