# 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.*

1. 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. |

1. 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:

1. Ministries/Services

|  | Have sufficient number | Need more | Training has been provided | Training will be provided |
| --- | --- | --- | --- | --- |
| Greeters |  |  |  |  |
| Ushers |  |  |  |  |
| Extraordinary Ministers of Holy Communion |  |  |  |  |
| Lectors |  |  |  |  |
| Altar Servers |  |  |  |  |
| Music Ministry |  |  |  |  |
| Money Counters |  |  |  |  |
| Sacristans |  |  |  |  |
| Catechists |  |  |  |  |
| Youth Ministry |  |  |  |  |
| Church Cleaners |  |  |  |  |
| Hospital Ministry |  |  |  |  |
| Home Visitation |  |  |  |  |
| Food Pantry |  |  |  |  |
| Prison Ministry |  |  |  |  |
| Vocation Team |  |  |  |  |
| Buildings/Grounds |  |  |  |  |

Other ministries and services:

Click or tap here to enter text.

1. 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.

1. 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

1. 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.

1. Parish Pastoral Council

Please list all members of the Parish Pastoral Council

Click or tap here to enter text.

Parish Pastoral Council meets:

Monthly  Quarterly  Semi-annually  Other, explain

Click or tap here to enter text.

1. Pastoral Plan

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

1. The Sunday Eucharist: What steps will the parish take to increase the understanding of, appreciation of and celebration of the Eucharist in the parish? (check all that apply)

adult formation programs bulletin announcements

ALPHA bulletin inserts

video series other

homilies on the Eucharist

1. Ministry to the homebound

Click or tap here to enter text.

1. Ministry to those in nursing homes

Click or tap here to enter text.

1. Hospital ministry

Click or tap here to enter text.

1. 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.

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

Click or tap here to enter text.

* 1. First Reconciliation / First Eucharist

Click or tap here to enter text.

* 1. Confirmation program

Click or tap here to enter text.

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

Click or tap here to enter text.

1. Adult formation

Click or tap here to enter text.

1. Pre-Cana preparation

Click or tap here to enter text.

1. Bereavement ministry

Click or tap here to enter text.

1. 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.

1. 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.

1. 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.

1. 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.

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

Click or tap here to enter text.

1. What do(es) your parish(es) do to reach out to “Fallen Away” Catholics?

Click or tap here to enter text.

1. Consultations

Summarize the consultations made in order to form this plan.

1. Trustees

Click or tap here to enter text.

1. Pastoral Council

Click or tap here to enter text.

1. Finance Council

Click or tap here to enter text.

1. 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.

1. Additional comments

Click or tap here to enter text.

1. 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 <https://pastoral.rcdony.org/>. A version is available for entry using Microsoft Word. A second PDF version is available for handwritten entry