



# LIVING STONES PLANNING COMMITTEE REPORT AND PLAN 2025-2030

ROMAN CATHOLIC DIOCESE OF OGDENSBURG

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## BACKGROUND

Planning has been a constant in the Diocese of Ogdensburg; however, since 1987 under Bishop Stanislaus J. Brzana, there has been a concerted effort to look to and plan for the future pastoral care of the faithful of the Diocese in light of a declining number of priests. It was Bishop Paul Loverde who initiated a formal planning process in 1998 with Jennifer Votraw, SSJ, serving as Director of Planning. At that time there were 92 pastors residing in parishes.

A Planning Committee was established under the direction of Sister Jennifer 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 Barbarito. With the implementation of the plan there have been significant changes and adjustments made in terms of parish configurations.

## “FIND YOUR HOME IN CHRIST” PASTORAL LETTER

Out of necessity, the Planning Committee has continued to evaluate the diocesan reality recommending to our Bishop changes which have gone well beyond the original recommendations made in 2003. In April of 2014 with the proclamation of Bishop Terry LaValley’s Pastoral Letter, Find Your Home in Christ, the planning process took another huge step forward. One of the priorities 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, and planning continues.

As mentioned below, The Living Stones Planning Committee was charged with “developing for parishes a plan, along with strategies for implementation. The LSPC’s tasks included team-building, consultation with pastors, review of parish data, review of existing planning strategies, increase the use of commissioned lay leaders throughout the diocese, encourage a plan for assisting, mentoring and guiding commissioned lay leadership, reviewing best practices for pastoral ministry, and to monitor and evaluate the plan on an on-going basis.

Most of the linkages in the plans have taken place. Additionally, we have benefited from the presence of international priests serving in our diocese. We currently have 3 Heralds of the Good News, 7 Missionaries of the Sacred Heart, and 2 priests from the Archdiocese of Cacerces (Philippines) serving in our parishes. We have also benefited from the ordination of six priests for our diocese during the last five years. Yet, despite these blessings, it is time for us to revisit the configuration of our parishes to assure that the needs of our parishioners are met.

## THE CURRENT CHALLENGES FACING OUR DIOCESE

Between 2025 and 2030, we will have 14 priests reach retirement age (after age 75). Additionally, we currently have 4 priests over the age of 75 who serve as pastors, and one priest over the age of 75 who serves as a hospital chaplain. During the same timeframe, we anticipate having approximately 2 to 4 ordinations to the priesthood. Priest numbers aside, most of our parishes have shown a significant decrease in ordinary income since the pandemic, and are struggling to make ends meet.

## RIGHT-SIZING

While the number of priests available to serve as pastors has decreased, it is also true that the number of faithful attending Mass and participating in the life of the Church in the North Country has decreased. Spiritual reports show that Mass attendance has steadily declined over the past ten years or more. We do have enough priests to serve the number of people currently participating in parish life, but we need to determine an allocation of human and material resources to best accomplish this.

## VIBRANT PARISH LIFE:

During the Coronavirus pandemic, we came face to face with the centrality of the Sunday Eucharist. Without a vibrant Sunday Eucharist, there can be no vibrant parish. One challenge we currently face results from the fact that the number of the faithful attending Sunday Mass declined during the pandemic and has not returned to previous levels.

Following consultations with pastors, deacons, laity, religious and others, Bishop LaValley heard that the greatest need for our parishes is to improve our understanding of, appreciation for and celebration of the Sunday Eucharist. We can pursue other elements of vibrancy, but without the centrality of the Eucharist, we are not the Catholic Church. As a result, Bishop LaValley has called for a Eucharistic endeavor that will renew our faith in the Eucharist. Since it is vital to parish vibrancy, the planning committee has been invited to play a role in that Eucharistic endeavor. We cannot have parish vibrancy unless we have disciples with a strong faith in the core belief of our faith, namely, the Real Presence of Jesus in the Eucharist. The Lord is present for a purpose: to enable us to be enthusiastic disciples.

## 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 center of that community is the Sunday Eucharist.

*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)*

*The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by which the Church is kept in being...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 1325-1327)*

## GOALS OF THE LSPC

The LSPC is again developing a plan, along with strategies for implementation for 2025-30, that are intended to :

- a) Strengthen church vibrancy, including but not limited to realignment and restructuring of parishes;
- b) Assist parishes in increasing the appreciation, understanding and celebration of the Eucharist in parishes, in collaboration with other diocesan offices and departments;
- c) Activate greater participation of the laity in leadership roles.
- d) Assess the parishes' demographics in relation to the economic, human and spiritual resources available in each parish and those of neighboring parishes.
- e) Allocate personnel and resources where they will be most beneficial in meeting the needs of the faithful.

The mandate of the LSPC 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. The intended result of renewing our parishes is to bring about new enthusiasm and greater zeal for the Kingdom of God in our parishes. To accomplish its mandate, the LSPC needs to consult with the clergy, religious and lay faithful in each deanery to gain insight into the circumstances and needs of parishes.

## PROPOSED PROCEDURE OF THE LSPC

The LSPC mission can be divided into four components: (a) a recommendation of the office of pastors 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 (“Parish Groupings”); (b) a recommendation suggesting means to promote and enable greater use of commissioned lay leadership in Parish Groupings; (c) a recommendation of a procedure to help the Parish Groupings develop a pastoral plan to assure adequate care of souls in the area served by the Parish Grouping (“Pastoral Care Area”), including guidelines for pastoral plans and a suggested format; and (d) a recommendation for the prioritization of Parish Groupings.

**(a) Recommendation for the Placement of Pastors and Alignment of existing parishes into Parish Groupings.**

It appears unlikely that we will be able to continue the current number of pastoral care areas under the 2025-2030 plan. This is due to: (1) the declining number of parishioners attending Mass and participating in the life of the Church; and (2) the declining number of priests available to serve as pastors. The 2025-30 plan will be an exercise in “right sizing” our pastoral care areas, with the goal of giving pastors and their teams a manageable pastoral care area in terms of size, population, staff, finances, and worship.

To begin our discussion on the configuration of pastoral care areas, the Living Stones Planning Committee is proposing the following pastoral care areas under the 2025-2030 plan:

- |     |   |                 |
|-----|---|-----------------|
| 1.  | Ogdensburg                                | Rector & PV     |
| 2.  | Massena- Waddington (Madrid)              | Pastor & PV     |
| 3.  | Gouverneur-Star Lake                      | Pastor          |
| 4.  | Potsdam/Canton (Colton)                   | Pastor & PV     |
| 5.  | Norfolk/Norwood/Brasher                   | Pastor          |
| 6.  | Morristown, Hammond Rossie                | Pastor          |
| 7.  | Watertown (SP,SA,HF)                      | Pastor & PV     |
| 8.  | Adams/Brownville (Sackets)<br>(Henderson) | Pastor PV       |
| 9.  | Clayton/Alex Bay (Redwood)                | Pastor PV? PLC? |
| 10. | Carthage/Copenhagen                       | Pastor          |
| 11. | Cape Vincent/Chaumont (Rosiere)           | Pastor          |
| 12. | Watertown (OLSH) Evans Mills              |                 |

	Black River	Pastor & PV
13.	Lowville/Croghan (Harrisville)	Pastor & PV
14.	Constableville/Port Leyden	Pastor
15.	Malone & Chasm Falls	Pastor
16.	Chateaugay/Constable/Ft. Covington	Pastor PV?
17.	Brushton/N. Bangor/ St. Regis Falls Hopkinton	Pastor
18.	Saranac Lake/Lake Placid	Pastor & PV
19.	Tupper Lake/Long Lake	Pastor PV?
20.	Plattsburgh – Holy Cross Parish	Pastor & PV (2)
21.	Rouses Pt., Champlain, Chazy, W Chazy	Pastor
22.	Ellenburg/Mooers Fks, Altona,	Pastor
23.	Morrisonville, Peru, West Peru Dannemora/Cadyville/Redford	Pastor
24.	Ausable, Keeseville, Willsboro, Essex, Wilmington	Pastor
25.	Port Henry, E'town, Westport	Pastor
26.	Ticonderoga/Schroon Lake/Crown Point	Pastor
27.	Old Forge/Inlet	Pastor
28.	Indian Lake/ Bl. Mt. Lake	Pastor Olmstedville ?
29.	Lake Pleasant, Wells	Pastor

These pastoral care areas are shown on a map, which is annexed hereto. The listing above does not contain all the places that are in the PCAs but should be part of the discussion.

- 1) **Recommendations for placement of parochial vicars:** The LSPC recommends when placing parochial vicars or international priests, priority should be given to the Parish

Groupings that include Malone, Massena, Ogdensburg, Plattsburgh, Saranac Lake and Watertown. Hospital duty in Plattsburgh and Watertown should be a priority.

- 2) **Use of Pastoral Life Coordinators and Pastoral Associates:** We recommend that the Parish Groupings adhere to the following guidelines in deciding to utilize a PLC or a Pastoral Associate. There are several challenges in recruiting, training, and retaining PLCs which make this option limited in our diocese. If the services of a Pastoral Associate are sufficient for the needs of your Parish Grouping, do not utilize a PLC. Pastoral Associates should be considered where their presence may enable an older priest to remain in ministry.
- 3) **Recommendations for placement of PLCs:** We are recommending that the 29 pastoral care areas will have resident pastors. Accordingly, a PLC would not be appropriate for these pastoral care areas. PLCs are utilized only where there is no pastor available, but a directing priest may be available. If discussion leads to separating a particular parish from a suggested PCA, the option of a PLC may be considered despite the challenges mentioned in paragraph 2 above.
- 4) **Recommendation for utilization of Pastoral Associates:** We recommend utilization of Pastoral Associates in the Parish Groupings which include Canton, Massena, Carthage, Tupper Lake, Saranac Lake, Rouses Point, Mooers Forks, Peru, Ticonderoga, and Willsboro.
- 5) **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. Pastoral associates may be shared by neighboring pastoral care areas.

(b) **Fostering Use of Commissioned Lay Leadership:** To foster and encourage a greater use of commissioned lay leadership in our diocese we recommend that pastors and their staffs familiarize themselves with the diocesan policies and programs for Pastoral Life Coordinators (Pastoral Handbook #108), Pastoral Associates (#109), and the Formation for Ministry Program. We strongly encourage the diocese to conduct a periodic review of these policies with pastors and staff. Additionally, we recommend that youth ministers be certified with the expectation that they follow the Youth Ministry Vision adopted by the Diocese. It is also recommended that all Catechetical leaders, having certification and familiarity with the programs for Family Catechesis for the Sacraments adopted by the Diocese, be employees of the Parish Grouping. All commissioned lay leaders, including catechists, PCLs, Pastoral Associates and youth ministers, should be active members of diocesan or regional programs or associations such as L.E.A.D. and Associations of Commissioned Lay Ministers, to continue their education and formation for PLCs, Pastoral Associates and youth ministers.

(c) **Business Managers.** The LSPC strongly recommends that each PCA hire a competent business manager to oversee the day to day operation of the PCA. Where necessary and appropriate, PCAs may share a business manager. Pastors in neighboring PCAs are encouraged to discuss sharing staff.

(d) **Pastoral Plan – Deanery Meetings.** Upon approval of this plan for preparing the 2025-2030 pastoral plan, we will ask the deans to hold a meeting for the clergy in their deaneries to review this plan for preparation and disseminate information to assist the pastors in the planning process. Members of the Living Stones Planning Committee are willing to attend deanery meetings to help with the discussion and to answer questions. Members of the committee will also be available to help pastors during meetings with their parishioners.

(e) **Pastoral Care Area Meetings.** After the deanery meetings are completed, all Pastoral Care Areas 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 Pastoral Care areas must consult with the finance councils, pastoral councils, trustees, and parishioners of all parishes in the PCA in order to devise the pastoral plan. Pastors in the PCA should establish a timeline for the process of preparing the pastoral plan and submit the timeline to Gary West, chair of the Living Stones Planning Committee by September 30, 2024. All pastoral plans should be submitted to Bishop LaValley no later than October 31, 2024. 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. Some pastors may choose to appoint subcommittees to handle various areas of the pastoral plan. You are welcome to employ town hall meetings as a means of informing parishioners and seeking their input.


**The proposed pastoral care areas are suggestions. Part of the discussion on the PCA level will include the appropriateness and practicality of the suggestions. If changes to the PCA are suggested, the impact on surrounding PCAs must be taken into account. In other words, if you wish to suggest that one of the parishes in the PCA be given to another PCA, you must show why that is reasonable and practical.**

Throughout this process, 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 to keep parishioners abreast of the progress of the pastoral plan.



(f) **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 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.

Approved this 5th day of July, 2024

  
\_\_\_\_\_  
Most Reverend Terry R. LaValley  
Bishop of Ogdensburg

WITNESS

  
\_\_\_\_\_  
Deacon James D. 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 that the needs and concerns of all parishioners are heard and heeded. The involvement of pastoral councils, finance councils, trustees, parish ministers, various groups and organizations, and all ministries is required for the formulation of a solid plan.
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 parishes within the plan area. The use of each building should be determined within the plan.
4. The plan should address the fiscal needs of the parish(es) within the plan area.
5. In accordance with faculties granted by law and the Bishop of Ogdensburg, priests may celebrate a maximum of three Masses on a Sunday. (c.905; Pastoral Handbook 303.1)
6. In accordance with faculties granted by law and the Bishop of Ogdensburg, deacons may preside at baptisms, marriages, funerals (specifically those celebrated outside the 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 by the Bishop to administrative roles in parish(es) as either (a) Pastoral Life Coordinators (c.517.7; Pastoral Handbook #108) or (b) Pastoral Associates (c.519; and Pastoral Documentation – Pastoral Associate Agreements and Job Description).
11. Qualified lay persons may 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 it is necessary for neighboring parishes to jointly employ such personnel. We highly recommend that all PCAs consider having a business manager.
12. Parishes 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 music and 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. Mass schedule should be designed to facilitate good attendance of the faithful, an appropriate number of properly trained ministers for the sacred celebrations, and the means to perform the rites with dignity, appropriate music, and active participation of the faithful (See Pastoral Handbook, Liturgical Norms #307)
18. “Sunday Celebrations in the Absence of a Priest” (SCAP) are permitted only in the most unexpected and rare circumstances. Training for SCAPs should be repeated periodically to assure that proper celebration will be available when needed.

## CONSULTATIVE COUNCILS

19. Each parish must form consultative councils including Pastoral Council, Finance Council, and other consultative councils as deemed necessary. (See Pastoral Handbook #101)

## EVANGELIZATION/OUTREACH

20. Each 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 their 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 the key volunteer ministries in the parish.

#### FINANCES

27. Each parish must have a finance council and parish trustees who are knowledgeable and available as needed by the parish.
28. Each parish should have a bookkeeper/business manager competently trained to help formulate a parish budget, yearly financial statements, financial reports, employing proper bookkeeping practices and complying with all canonical and civil requirements.

#### FACILITIES

29. Each pastoral plan must designate the buildings/facilities to be used by the parish, and a plan for buildings which will not be used.
30. Each 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 qualified catechetical leaders and/or coordinator for youth, recruitment of and training of catechists, and implementation of approved curriculum for formation as outlined in the *Family Catechesis for the Seven Sacraments* document. Persons in charge of faith formation and youth ministry must obtain diocesan certification.
32. Each pastoral plan must include a program for Sacramental Preparation for reception of the sacraments in conformity with the diocesan policy, requirements and the current program for family catechesis, including but not 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 ministry to the sick, homebound, hospitalized, those confined in jails, as appropriate, and those in nursing home settings.
35. Each pastoral plan should include provision or ministry to the poor and needy.

## YOUTH MINISTRY

36. Each 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 Youth Ministry. Every pastor is expected to strongly support diocesan Youth Ministry programs, particularly the summer camp at Guggenheim.

## VOCATIONS

37. Each parish should have an active committee for vocation awareness in the parish 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 by September 15, 2024.

## ADDENDUM B: SAMPLE PASTORAL PLAN FORM

Please list parishes.

Click or tap here to enter text.

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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*.

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### 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.

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### 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.
<u>Faith Formation</u>	
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.

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#### 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"/>
Extraordinary Ministers of Holy Communion	<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"/>

	Have sufficient number	Need more	Training has been provided	Training will be provided
Food Pantry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)

- |   |  |
|---|--|
| <input type="checkbox"/> Women of Grace       | <input type="checkbox"/> Knights of Columbus |
| <input type="checkbox"/> Altar Rosary Society | <input type="checkbox"/> Men's Group         |
| <input type="checkbox"/> Catholic Daughters   | <input type="checkbox"/> 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.](#)



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## 8. 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.

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## 9. Pastoral Plan

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

- a. 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)

- |  |   |
|--|---|
| <input type="checkbox"/> adult formation programs  | <input type="checkbox"/> bulletin announcements |
| <input type="checkbox"/> ALPHA                     | <input type="checkbox"/> bulletin inserts       |
| <input type="checkbox"/> video series              | <input type="checkbox"/> other                  |
| <input type="checkbox"/> homilies on the Eucharist |   |

- b. Ministry to the homebound

Click or tap here to enter text.

- c. Ministry to those in nursing homes

Click or tap here to enter text.

- d. Hospital ministry

Click or tap here to enter text.

- e. 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.

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

- i. Baptismal preparation

Click or tap here to enter text.

ii. First Reconciliation / First Eucharist

Click or tap here to enter text.

iii. Confirmation program

Click or tap here to enter text.

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

Click or tap here to enter text.

g. Adult formation

Click or tap here to enter text.

h. Pre-Cana preparation

Click or tap here to enter text.

i. Bereavement ministry

Click or tap here to enter text.

j. 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.

k. 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.

l. 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.

m. 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.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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## 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.

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**11. Additional comments**

Click or tap here to enter text.

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**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 MAP SHOWING PARISH GROUPINGS

