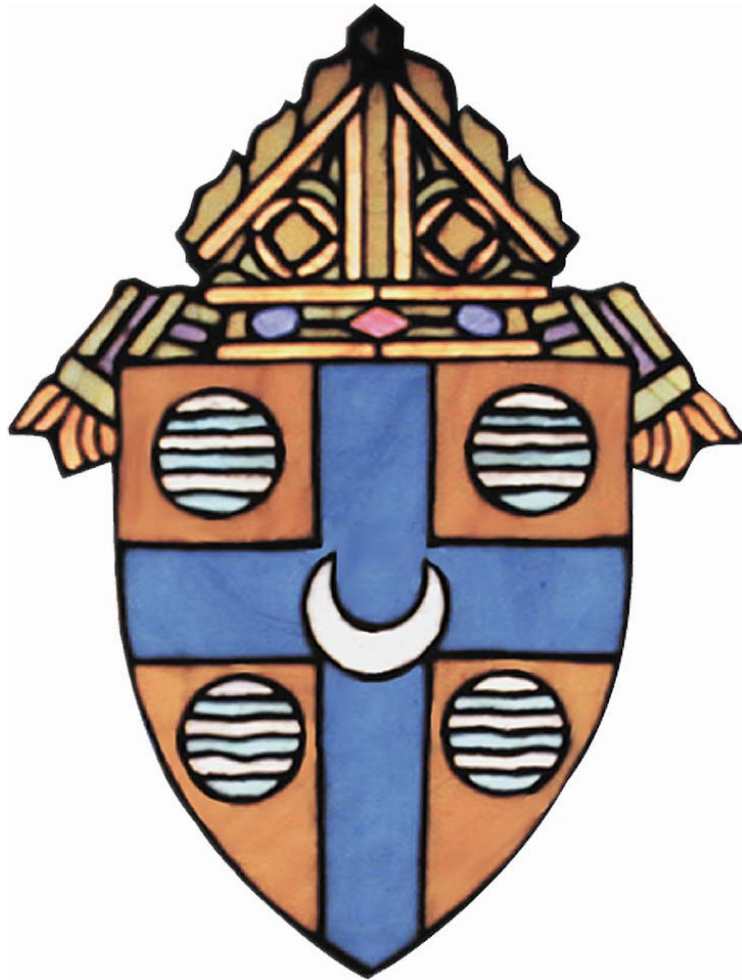


Diocese of Springfield in Illinois 2010 Parish Pastoral Plan Guidelines



**"For I know well the plans I have in mind for you, says the Lord, plans for your welfare, not for woe, plans to give you a future full of hope!"
Jeremiah 29:11**



Dear Friends,

Over the years, the Diocese of Springfield in Illinois has begun several initiatives to implement effective pastoral planning. These initiatives have attempted to promote the best use of our resources at all levels of diocesan life, but most especially in our parishes. Pastoral planning is an important part of diocesan life, especially in the times in which we live, with changing demographics, shifting populations, and limited human and financial resources. Spiritually speaking, pastoral planning is a sign of the vitality of the church and the community of faith reflecting upon itself, its current conditions, hopes, dreams, struggles and needs. For these reasons, the church will always need to plan so that our future will be bright, alive and well. I believe God expects nothing less from us.

To that end, our Chancellor and Director of Pastoral Planning, Marlene Mulford recently announced a planning initiative which will begin in early Spring of 2010 that will involve all the parishes of the diocese. It is my hope and expectation that our priests and parish life coordinators will once again participate in this effort. The primary need is to provide the necessary leadership to bring about the anticipated goals. The most important goals are greater lay involvement in our parishes, more prudent and effective use of available resources and in general a spiritual renewal of Catholic life among us.

A key component in the current pastoral planning process will be greater involvement of the lay faithful. Through committees and town meetings, the laity will assist in the creation of realistic plans for their parishes. These plans will be submitted to a general planning committee for review, revision, and acceptance so that all plans for the various regions will be seen in relation to the others. The final plan will need the acceptance and implementation of the diocesan bishop.

One may ask why we would not wait until a new bishop is appointed and installed. The answer is simple. We cannot wait, nor should we. Pastoral planning must be ongoing. We will need to have in place plans for the immediate future, which will guide the appointment of parish priests, deacons and parish life coordinators as well as how parishes will collaborate and share ministries. In the end, however, these plans will need the approval and implementation of the new bishop. As Administrator, it is not in my authority to accept or implement such a plan for the future of the diocese.

While we wait for a new bishop, much is being done in our parishes and schools. Under the guidance of the Holy Spirit, let us ask for the grace to plan with hope for a future that is alive and well. May God who has begun the good work in us, bring it to fulfillment.

Msgr. Carl A. Kemme
Diocesan Administrator

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Mission Statement of the Diocese of Springfield

Loved and chosen by God
we are the Catholic Diocese of Springfield in Illinois.

Through Baptism,
we share responsibility
for continuing the mission of Jesus.

We are called
to be a community
whose members enable and support
the gifts given to each by the Spirit.

We are sent
to make Christ visible in our world
through worship,
proclamation of the Word
and service to all God's people.

2003 Diocesan Pastoral Plan Our Mission

We, the sons and daughters of God, formed by the Holy Spirit, are the Roman Catholic Diocese of Springfield in Illinois. We are called by Jesus Christ through baptism to:

Grow in our communion with God and one another through prayer and the celebration of the sacraments, especially Sunday Eucharist;
Respond to God's call with lives of commitment and generous service;
Study and share Sacred Scripture and our Catholic Faith; and,
Live our Catholic Faith by practicing charity and justice.

We commit ourselves as good stewards to cultivate what God has sown among us and share with others the richness of the harvest.

Catholics throughout the world share the same mission—to cast off our isolation and loneliness as individuals and enter into full communion with God and one another as disciples of Jesus Christ. God initiates this call to deeper communion through our baptism in Christ and gives us the grace to respond generously.

Planning Process Summary and Time Line

Phase I – Parishes Make Initial Recommendations (February 1-March 15, 2010)

- Pastors/parish life coordinators receive planning guidelines and parish profiles.
- Information shared and discussed with parish leaders.
- Parish makes preliminary suggestions for inter-parish cooperation.
- Report due to diocese March 15, 2010.

Phase II – Regional Planning Committees Organized & Diocese Drafts Preliminary Regional Plans (March 15-April 15, 2010)

- Two lay representatives are appointed by pastor/parish life coordinator to serve on Regional Planning Committee. Names due to the diocese March 31, 2010.
- Diocesan Planning Committee drafts preliminary plan for regions.

Phase III – Preliminary Plans Reviewed by Parishes and Regional Planning Committees (April 15-October 15, 2010)

- Regional Planning Committee considers Preliminary Plans.
- Each parish holds an open meeting to discuss proposed plans. Regional Planning Committee accepts preliminary plan or recommends changes to the diocese.
- Report on planning process given to Presbyteral and Diocesan Pastoral Councils.

Phase IV – Diocesan Planning Committee Reviews Regional Plans (October 15-January 15, 2010)

- Plans submitted are reviewed by Diocesan Planning Committee.
- Should further modifications of a Regional Plan be needed, the Committee will consult with parishes affected and the Regional Planning Committee, before forwarding its recommendations to the Presbyteral Council.

Phase V – Diocesan Consultative Councils Consider Plans (January 15-March 15, 2011)

- Presbyteral Council considers proposed Plans at various meetings.
- Presbyteral Council makes recommendations to the Bishop.
- Diocesan Pastoral Council is given summary reports.

Phase VI – Bishop Acknowledges Plans (Spring 2011)

- Bishop formally accepts Plans as guidelines for future inter-parish collaboration.
- Every effort is made to insure that all parishioners are made aware of the Plans.

Phase I – Parishes Make Initial Recommendations Summary

In February 2010, pastors, parish life coordinators and pastoral council chairpersons will receive a packet of planning information. This material should be shared and discussed with parish leaders including the parish Pastoral Council. Based on these discussions, each parish is asked to complete a brief report with initial suggestions on how their parish might collaborate and cooperate with neighboring parishes in the future. **The report is due to the diocese by March 15, 2010.**

Goals for Phase I

1. To raise parishioner awareness of the current situation concerning anticipated changes in parish staffing and the need for additional inter-parish cooperation and planning.
2. To gather from parish leaders, some initial thoughts, ideas and suggestions concerning the possibilities for future inter-parish collaboration and cooperation.
3. By March 15, 2010, to forward to the Diocesan Planning Committee a report from the parish that includes initial recommendations for the future of the parish and collaboration with neighboring parishes. (see pages 12-13)

Options for Parishioner Awareness Raising

There are many ways parish leaders can share information and raise the awareness of parishioners. The following is a list of possibilities. Each parish needs to consider what time and energy it has available and use some of these suggestions.

Homily – Where appropriate given the readings of the day, share some ideas as part of the reflection on the scriptures.

Bulletin Inserts – Insert in your bulletin an information sheet or two concerning the planning process and the challenges faced by the Church.

Open Parish Town Hall Meeting – Invite parishioners to attend a special parish meeting. Present an overview of the planning information. Give those who attend a chance to discuss in small groups and then call the entire group together. Record reactions, comments and suggestions.

Special Focus Groups – Invite a small group of 10-12 parishioners to come together to review the planning information. Have them summarize their discussion and forward comments to parish leaders for consideration in the development of the parish report.

Media – There will be stories and articles in local newspapers and the *Catholic Times* on the planning process. You can call attention to these stories or make copies for distribution.

Make Information Available – Put a note in the bulletin, and let people know that the information has been received. Let them know that copies are available for anyone who would like to review them and provide input for a parish report.

Options for Leadership Consultation

As appropriate to your individual parish situation, choose from among the following:

Parish Staff – Distribute copies of the planning guide and the data profiles to staff. Discuss at a future staff meeting and/or invite them to fill out a copy of the parish report (see pages 12-14). Have staff submit their comments to a designated staff person who will summarize the input for use in the final report from the parish.

Parish Organization & Committee Chairperson – Distribute copies. Invite them to a special meeting and/or invite them to submit a copy of the requested parish report (pages 12-14) to a designated person who will summarize and submit for inclusion in the final parish report.

Parish Leadership Consultation Meeting – Invite members of the parish staff, Pastoral Council, Finance Council, Trustees, and chairpersons of major parish committees and organizations to come together for an evening or Saturday morning to consider the information and together to help provide input for the drafting of the parish report.

Pastoral Council

One Meeting Model – Send copies of the basic information in advance of the meeting. Encourage members to read and come prepared to discuss and recommend. Agenda for the meeting might include:

- Prayer for guidance of the Holy Spirit
- Discuss need for planning process
 1. Review data concerning priest availability (Appendix B)
 2. Hand out copies of Notes on Finding Additional Priests (Appendix C)
- Summary of the entire planning process (see page 4)
- Review Planning Values (page 8), Inter-Parish Collaboration Reflection Questions (pages 9-10) and Regional Planning Need Considerations (page 11)
- Consider data for Area and Neighboring Parishes
 1. Review demographics for surrounding parishes
 2. Consider the number of priests available to serve the parishes in your planning area.
- In light of the above discussion, together complete the Phase I – Parish Recommendations Report found on pages 12-14, and forward to the diocese by March 15, 2010.

Pastoral Council

Two Meeting Model – Outline is similar to page 6, however, additional time is given to consider and process information shared. Possible Agendas for the two meetings might be as follows.

Meeting One:

- Prayer for guidance of the Holy Spirit
- Discuss need for planning process
 1. Review data concerning priest availability (Appendix B)
 2. Hand out copies of Notes on Finding Additional Priests (Appendix C)
- Review entire planning process (see page 4)
- Review Planning Values (page 8), Inter-Parish Collaboration Reflection Questions (pages 9-10) and Regional Planning Need Considerations (page 11)
- Discuss Models for Inter-parish collaboration (Appendix D)

Meeting Two:

- Prayer for guidance of the Holy Spirit
- Consider data for Area and Neighboring Parishes
 1. Review demographics for surrounding parishes
 2. Consider the number of priests available to serve the parishes in your planning area
- Discuss Regional needs (page 11) and Pastor Responsibilities (Appendix A)
- Explore Parish Staff Possibilities (Appendix E)
- Together complete the requested form (Appendix A) and return to the diocese by March 15, 2010

Limited Phase I Parish Involvement

While not recommended, given available time and energy of parish leadership, some parishes may not choose to fully participate in Phase I of the planning process. Regardless of individual parish involvement, in Phase II each parish is expected to forward the names of two lay parish representatives for service on the Regional Planning Committee to the Diocesan Planning Committee (see page 14 for details). It should be noted, regardless of parish involvement in Phase I, during Phase II, the Diocesan Planning Committee will generate a preliminary plan for inter-parish collaboration for all parishes using input received by March 15, 2010. Copies of this preliminary plan will be forwarded to all parishes by April 15, 2010 for further discussion and consideration.

Diocese of Springfield in Illinois Planning Values

The following is a listing of the values outlined by the Diocesan Planning Committee to guide all aspects of the Diocesan Parish Pastoral Planning process. Individual parishes and Regional Planning Groups are asked to reflect on these values and to incorporate them into their deliberations.

- We believe that the Holy Spirit is leading the planning process.
- The support and nurture of healthy, viable parishes is paramount to our efforts. It is important to have a vision of what we want in parish life. (see Appendix F)
- Every effort should be made to keep the weekend Mass available and central to our planning efforts.
- Where there is a decrease in the number of priests to serve a given area, every effort should be made to maintain the number of salaried positions by hiring professional ministers to provide ministry.
- Planning should include proposals for the recruitment, formation, affirmation and support for priests, deacons, religious, professional lay ministers and volunteers for ministry in our parishes.
- It is assumed that all proposals for the future will be faithful to the teachings of the Catholic Church, i.e. ordination of married men and women.
- Every parish in one way or another is to have a pastor assigned to it or a parish life coordinator with a priest moderator.
- Every effort should be made to provide opportunities for all members of the parish to be aware of and involved in the planning process.
- Parish priests should not say more than four weekend Sunday Masses.

Inter-Parish Collaboration Reflection Questions

The following reflection questions are provided to assist parish leaders in their consideration of options for future inter-parish collaboration and cooperation. The pastor/parish life coordinator and pastoral council are strongly encouraged to make time available for discussion of these questions. Responses to these questions should contribute to the preparation of the report to the diocesan Planning Committee that each parish is asked to make by March 15, 2010 (see pages 12-14).

REALITY STATEMENT:

In the future most parishes will share a priest with two or more parishes and will need to consider new ways of sharing responsibilities for parish leadership.

The reality presents us with the opportunity to participate in creating our future as vibrant faith communities. It is a time for prayer, consultation, and working together as we listen and respond to the Spirit. Together, we will discover the Holy Spirit working with us as we grasp the meaning of “Behold I make all things new.” (Rev. 21:5)

LITURGY– The parish is a worshipping community, a community of prayer which expresses and develops its relationship with God through Liturgical celebrations.

- What ways will you celebrate/pray together with family, friends and neighbors?
- Where will you gather to celebrate your relationship with God?
- Where could you gather to celebrate Mass if it were not available in your church on a given Sunday?

SACRAMENT – Given that you will be sharing a priest with 2 or more parishes...

- How will you celebrate Baptism, Reconciliation, Eucharist, Anointing of the Sick, Weddings, Funerals?
- What suggestions might you offer for the celebration of Christmas, Holy Week, Easter?

EDUCATION – The parish provides ongoing catechesis for faith development for all its members.

- What opportunities would be provided for the faith formation of young people?
- What opportunities could or would be provided for the faith formation of adults?
- What could be done to insure the accessibility and affordability of Catholic schools?
- How will you continue to nurture the faith development of parents and teachers?

CHRISTIAN SERVICE – The parish responds to the social problems of the Regional and the needs of the broader world.

- How will you support and care for one another?
- How will you reach beyond those you know and love, and care for the poor and oppressed?
- In what ways could you collaborate in service projects with other parishes and community groups around you?

FINANCE & ADMINISTRATION – The parish is a community of service that sustains its mission and ongoing development through a commitment to good stewardship of prayer, service and sharing.

- How can the material resources (i.e. physical plan) and finances of your parish be used in collaboration with others beyond your parish geographic boundaries?
- How will you be enriched by sharing human and material resources between parishes?

LEADERSHIP – The parish identifies and empowers leaders who organize, challenge and promote the vitality of the faith community.

- Given that you will be sharing a priest with others, what kind of additional professional staff and volunteers will you need?

COMMUNITY LIFE – The parish is a community of disciples called by Christ to proclaim and be sacrament of God's reign of love, mercy and justice through word and witness.

- How will you maintain a strong sense of belonging to your local community while recognizing that you are brothers and sisters in a much larger faith community?
- Your parish is committed to being a good neighbor through collaboration. Which neighboring communities do you see yourselves being able to work with in order to accomplish the hopes and dreams articulated here?

REGIONAL PLANNING NEED CONSIDERATIONS

The following is a list of various communities, groups and institutions that may be present within your planning region. When developing recommendations, consideration should be given to addressing these pastoral needs as well.

- I. Hospitals

- II. Nursing Homes

- III. Schools
 - A. Grade Schools

 - B. High Schools

 - C. Colleges & Technical Schools – Campus Ministry

- IV. Multi-cultural Needs
 - A. Black Catholic Community
 - B. Hispanic/Latino Community
 - C. Asian Community
 - D. Pacific Islanders Community
 - E. Other

- IV. Prisons and Jails

- VI. Group Homes

- VII. Military Service

- VIII. Renewal/Retreat Movements

11. If appointed in time to be included here, Indicate the names, addresses, and phone numbers of the two lay representatives from your parish who will serve on the Regional Planning Committee beginning in April 2010. These names are due to the Diocesan Planning Committee no later than March 31, 2010.

Name _____	Name _____
Address _____	Address _____
City _____	City _____
Phone _____	Phone _____
Email _____	Email _____

12. If there are specific dates during the last two weeks in April that the pastor/parish life coordinator or either of the lay representatives would prefer or be avoided in scheduling the first meeting of the Regional Planning Committee, please indicate those here.

Grateful thanks to all who contributed to the completion of this report.

Phase II – Regional Planning Committee Organized and Diocesan Planning Committee Drafts Preliminary Regional Plans

Summary

Two lay representatives from the parish are appointed for service on the Regional Planning Committee. Using suggestions forwarded to the Diocesan Planning Committee by parish leaders, the Diocesan Planning Committee drafts preliminary plans for local inter-parish collaboration and cooperation.

Parish Goal – Phase II

1. In consultation with parish leaders, the pastor/parish life coordinator appoints two lay leaders who will join the pastor/parish life coordinator as a member of the Regional Planning Committee.

Diocesan Planning Committee Goals – Phase II

1. To carefully consider the thoughts, ideas and suggestions sent to the Diocesan Planning Committee, from local parish leaders.
2. To formulate a preliminary plan for inter-parish collaboration and cooperation for the parishes within a given planning area that will be forwarded to local parishes for their consideration by no later than April 15, 2010.

Regional Planning Committee Parish Representative Selection

If not already done, during Phase II, the pastor/parish life coordinator, in consultation with the Pastoral Council and any other appropriate parish leadership, should appoint two persons from the parish who will join with the pastor/parish life coordinator to represent the parish on a Regional Planning Committee. The purposes for this committee include:

1. To listen to the needs and concerns of parishes assigned to the planning area.
2. To consider the preliminary plan for area parishes to be generated in Phase II of the planning process by the Diocesan Planning Committee.
3. To use the information provided in the preliminary plan for the region and make whatever recommendations that might contribute to the strengthening of area inter-parish collaboration and cooperation by no later than October 15, 2010.

The names and addresses for lay representatives should be forwarded to the Office of the Chancellor/Pastoral Planning, no later than March 31, 2010. While the Regional Planning Committee will not meet until mid April 2010, early appointment allows representatives to take an active role in the planning process as it unfolds and will help in scheduling the initial Regional Planning Committee meetings.

Parish representatives should be people of mature faith, who have been active in the parish. They should be people who have an open mind and are open to the Spirit of God as that Spirit guides the Regional Planning Committee in its discernment of the will of God for the parishes that comprise the planning area.

Diocesan Planning Committee Guidelines

Between March 15 and April 15, 2010, the Diocesan Planning Committee will formulate a Preliminary Plan for each of the twelve planning regions of the diocese. The Diocesan Planning Committee will consider the following in the development of these preliminary plans.

- Input received from local parish leaders
- Regional Planning Data – as distributed for each region
- Diocese of Springfield in Illinois Planning Values – see page 8
- Guidance of the Holy Spirit

When completed, copies of the preliminary plans for all the parishes in a given area will be forwarded to each parish within the region. The goal is to have these mailed by no later than April 10, 2010.

In Phase III, the next stage of the planning process, pastors/parish life coordinators and two representatives from each parish will be expected to meet with other representatives from the planning area. They will consider the recommendations that may be helpful for the strengthening of the plan for the region by no later than October 15, 2010.

Phase III – Preliminary Plans Reviewed by Planning Region and Parishes

Summary

About April 15, 2010, the pastors and parish life coordinators will receive a preliminary plan for inter-parish collaboration and cooperation as developed by the Diocesan Planning Committee. Regional Planning Groups will be organized to consider the preliminary plans. Each parish is expected to hold at least one open parish meeting to discuss the recommendations for the Diocesan Planning Committee and the Regional Planning Committee. The Regional Planning Committee will consider parish reactions to the preliminary plan and will either accept the plan, or recommend modifications. Proposed modifications must be forwarded to the diocese by October 15, 2010.

Parish Goals – Phase III

1. To hold an open parish meeting for the purpose of sharing with parishioners and parish leaders the preliminary plans for the parish as proposed by the Diocesan Planning Committee and the Regional Planning Committee.
2. To gather reactions and suggestions from parishioners and parish leaders for use by members of the Regional Planning Committee that could strengthen the preliminary plans.

Parish Meeting and Sharing Information with Parishioners

Following an initial review of the preliminary plan as proposed by the Diocesan Planning Committee, every parish is expected to hold at least one Town Hall Meeting that is well advertised and open to all members of the parish. The purpose of this meeting is to provide parishioners an opportunity to hear what is being proposed for the future of the parish as well as to gather parishioner reactions and suggestions on how the plan might be strengthened or improved. A suggested format for the Town Hall Meetings will be provided by the Diocesan Planning Committee.

The sharing of information with members of the parish during Phase III of the planning process is critical to the long-range success of the planning process. In addition to the parish open meeting outlined above, depending on individual parish situations, the parish may choose from some of the following ways to share this information (see page 5 for detailed explanations).

- The Media
- Homily
- Bulletin Inserts
- Open Parish Town Hall Meeting

Parish Leadership Consultation

Following the parish Town Hall Meeting noted above, every parish is expected to have at least one meeting of the Pastoral Council to consider the preliminary plan as proposed by the Diocesan Planning Committee and with potential modifications as suggested by the Regional Planning Committee. It may be helpful for the Pastoral Council to meet more than once as the planning process unfolds, so that they can act as a sounding board for the pastor/parish life coordinator and parish representatives to the Regional Planning Committee.

Other ideas for the involvement of parish leadership as outlined in Phase I of the planning process might also be helpful (see page 6 for details).

Regional Planning Committee Goals – Phase III

1. To gather the suggestions from Regional parishes for strengthening the preliminary plans as proposed by the Diocesan Planning Committee for parishes in the area.
2. To work with other parishes in the planning area to do one of the following:
 - A. Affirm the plan as provided by the Diocesan Planning Committee
 - B. Work together and achieve consensus regarding some modification to the plan that the group would like to propose to the Diocesan Planning Groups for their consideration
 - C. Decide that the preliminary plan from the diocese needs major modifications and work together to create a new plan for the area.
3. To prepare a report that outlines a plan for inter-parish collaboration and cooperation that is forwarded to the Diocesan Planning Committee by no later than October 15, 2010. Included in this document would be a report, from each individual parish, concerning the perceived level of support for the proposed regional plan.

Regional Planning Committee Notes

The Diocesan Planning Committee will appoint a local pastor or parish life coordinator to be the convener of each Regional Planning Committee and to preside over its deliberations. In some instances, the local pastor or parish life coordinator, who convenes and presides over the work of the Regional Planning Committee, may want to appoint a facilitator to chair meetings.

A member of the staff of Pastoral Planning will be present at the first meeting of the Regional Planning Committee to help with task orientation and to be a resource to members of the committee. Beyond the first meeting, diocesan staff will continue to be available for ongoing consultation and assistance as needed.

Phase IV – Diocesan Planning Committee Reviews Regional Plans

Summary

Diocesan Planning Committee reviews plans as submitted by Regional Planning Committee. In those instances where the committee believes further adjustment to the plan may be warranted, consultation with the Regional Planning Committee and parishes affected will be done. Following consultation, plans will be forwarded for consideration by the Presbyteral Council and reports are given to the Diocesan Planning Committee.

Diocesan Planning Committee Guidelines

Upon receipt of plans and recommendations from Regional Planning Committees, the Diocesan Planning Committee will review the plans to determine compliance with basic planning values (see page 8), and to insure some diocesan-wide consistency. Plans that are consistent with planning guidelines and have the broad support of the Regional Planning Committee and involved parishes will be forwarded to the Presbyteral Council for further review.

If the Diocesan Planning Committee believes that modifications of the plan for a given Regional is warranted, the Committee will return the plan to the Regional Planning Committee and those parishes affected with an explanation of recommended changes. The involved parishes and the Regional Planning Committee will then be given an opportunity to comment of the proposed modifications. Following this consultation, the Diocesan Planning Committee will forward its recommendations for regional plans to the Presbyteral Council.

In the event the Regional Planning Committee is unable to achieve consensus on modifications in the preliminary plan prior to the October 15, 2010 deadline, the Regional Planning Committee is encouraged to submit a majority report or set of recommendations and as many minority reports as may be helpful. The Diocesan Planning Committee will consider the information submitted and will develop another draft of a plan for the area. The Regional Planning Committee and affected parishes will be given an opportunity to review and comment on the proposed plan. The Diocesan Planning Committee will then forward its recommendations to the Presbyteral Council. Included in this report will be a report on the level of individual parish support for the proposed plan and a summary of any minority reports that may be submitted by the Regional Planning Committee or individual parishes.

Phase V – Diocesan Consultative Councils Consider Plans

Summary

The Presbyteral Council will be asked to review the proposed Regional Plans at their meetings beginning in January 2011. The council will be asked to recommend the plans to the Bishop as guides for future inter-parish collaboration and cooperation. The Diocesan Planning Committee will be given summary reports of the various Regional Plans for discussion at their meetings.

Phase V Guidelines

The Diocesan Planning Committee will present to the Presbyteral Council its recommendations regarding plans for inter-parish collaboration and cooperation for each of the twelve planning groups in the diocese as they are completed. For each Regional Plan, the Diocesan Planning Committee will include a report on the level of individual parish support for the proposed plan. In those instances where there is not a clear consensus, every effort will be made to objectively present the minority opinions as well as the recommendations of the majority for consideration by the Presbyteral Council.

In its deliberations, the Presbyteral Council will, in general, be asked to support the recommendations of the Diocesan Planning Committee unless there is some serious reason that it believes it cannot. Should there be some disagreement between the Diocesan Planning Committee and the Presbyteral Council, the positions of both groups will be noted and forwarded to the Bishop. The Bishop will review, acknowledge and forward Regional Plans to parish, regional and diocesan leaders to be used as guides for future inter-parish collaboration and cooperation.

At the appropriate meetings of the Diocesan Planning Committee, the chairperson of the Diocesan Planning Committee will present summary reports on the status of the various Regional Plans and the overall process for discussion.

Phase VI – Bishop Acknowledges Plans

Summary

Based on recommendations developed through the planning process, the Bishop will review, acknowledge, and forward Regional Plans to parish, regional and diocesan leaders to be used as guides for future inter-parish collaboration and cooperation. Every effort will be made to insure that parishioners in every parish are made aware of the plans for their parish.

Phase VI – Parish Considerations

Upon the review and acknowledgement of Regional Plans by the Bishop, it is important that parishioners be informed of the plan for their parish. Parishes will be expected to report back to the diocese the method they used to report the plan to parishioners.

Summaries of the plans as they are acknowledged will be included in the *Catholic Times*. In addition, parish leaders should consider using some of the ideas on how to share the plan with members of the parish as outlined on page 5 of this booklet. Where significant change in the plan for a given parish has taken place, since the parish held its open parish meeting during Phase III of this planning process, the parish is expected to hold a second parish meeting to present and discuss the revised plan to members of the parish.

Responsibilities of a Pastor and Parish

The following responsibilities should be addressed for a viable parish community. Items marked * must be the responsibility of a priest/pastor. Items marked with a † should have direct oversight by a priest or parish life coordinator. Other items could be delegated to properly trained, formed and supervised lay persons.

I. WORSHIP AND SPIRITUALITY

1. Planning, coordinating the celebration of Mass, sacraments catechumenate
2. Work with liturgical committee or commission
3. Presiding/conducting
 - * A. Weekend Masses
 - B. Wake services
 - * C. Wedding (Priest/Deacon)
 - * D. Baptism (Priest/Deacon)
 - * E. Funeral Mass
 - F. Devotions/prayer services
4. Preaching (Priest/Deacon)
5. Daily community prayer
6. Preparing people for sacraments

7. Care for the dying
8. Spiritual direction
9. Promote prayer, family prayer

IV. EDUCATION AND FORMATION

1. Planning, coordinating
2. Ensuring program for all ages
3. Supervising
4. Training teacher, others
5. Teaching
6. Providing “vision”
7. Organizing bible and other groups
- † 8. Ensuring faithfulness in content
9. Promoting social justices

II. PASTORAL CARE OR SERVICE

- † 1. Ensure/provide:
 - A. Care of those in need
 - B. Counseling
 - a. general
 - b. religious
 - c. bereavement
- † 2. Presence to the people
 - A. In times of crises
 - B. At special moments
3. Family ministry
4. Promote social action, social justice
5. Engage parishioners in mutual care

V. ADMINISTRATION

- † 1. Lead councils, pastoral and finance
- † 2. Personnel
 - A. hiring
 - B. supervising
 - C. developing
3. Planning
4. Ensuring financial management
5. Enduring care of buildings, assets
- * 6. Legal concerns
7. Maintain records
8. Endure communication: within parish, with diocesan offices, other

III. COMMUNITY BUILDING AND LEADERSHIP DEVELOPMENT

1. Promote parishioner participation
2. Develop, train parishioners for various roles
3. Evangelization, outreach
4. Personal presence at events
5. Develop social events for all ages, groups

VI. RELATION TO OTHER COMMUNITIES

1. Diocese
 - A. Deanery, vicariate
 - B. Committees, commissions
 - C. Continuing education
 - D. Personnel practices
 - E. Diocesan policies
 - F. Diocesan support
 - * G. Bishop
2. Ecumenical, ministerial associates
3. Civic, social structures

APPENDIX B

**Projected Diocesan Priest Availability 2008 – 2018
Diocese of Springfield in Illinois**

The following chart provides a 5-year and 10-year estimate for full time diocesan priests projected to be available for service in parishes in the Diocese of Springfield for the next ten years. The projections were made based on data available 11/05/09.

Total Priests	Active Priests	Ages 30-49	Ages 50-69	Age 70+	Retired Priests		Number Of Deaths (Projected)	Ordinations (Projected)	Ordination Average	Decline in Active Priests
1998	1998									
140	109				31					
2008	2008						1998-2008	1998-2008	10 yr. Avg.	1998-2008
110	82	23	43	16	28		40	15	1.5	-25%
2013	2013						2013	2013		2008-2013
91	72*	18	44	17	32		(20)	(7)		-12.5%*
2018	2018						2008-2018	2008-2018		2008-2018
85	61*	24	46	19	36		(40)	(15)		-25%*

These projections are based on a 10-year average 1998-2008 including:

1. 10-year average of newly ordained
2. 10-year average number of deaths
3. 10-year average decline in active priests

*Based on average decline

Current Statistics – November 2009

75 active diocesan priests serving in the diocese

5 active diocesan priests serving outside of the diocese

131 diocesan parishes

80 active diocesan priests (source: Diocesan Pastoral Directory)

14 religious priests serving in 5 diocesan parishes (source: Diocesan Pastoral Directory)

Catholic Population 156,000 (source: Official Catholic Directory)

1 priest for 2,080 Catholics

October Count 2008 – 62,600 Catholics attend Mass each weekend in October

1 priest for 835 Catholics

**Finding Additional Priests
Diocese of Springfield in Illinois**

1. Can't we get priests from other countries?

There are not many priests available from other countries. While the diocese has need for more priests, that need is shared by most dioceses in the United States, and even more so, in other parts of the world. Often foreign born priests must overcome considerable cultural and language barriers before they can serve effectively. The Vatican has asked richer countries of the world to not seek out priests from poorer countries. Historically, the diocese has welcomed a few foreign born priests. However, following the wishes of the Vatican, the diocese does not actively seek out additional foreign born priests.

2. What about additional religious order priests?

In 2009 only 5 parishes remain staffed by order priests. Their numbers continue to decline. The orders have indicated that they will have to continue to cut back on the number of parishes they will be able to serve in the future.

3. Aren't there priests serving in diocesan offices, administration, or special apostolates that could be called on for parish ministry?

Over the past 15-20 years most of these positions have gradually been turned over to religious and lay ministers. There are very few priests serving in these areas. Those that remain usually do so while also serving in parishes. All have weekend assignments to help out in parishes.

4. What about parishes with more than one priest?

There are only 4 parishes with more than one diocesan priest. We need several parishes for training newly ordained priests and a place for some of our priests, who due to a variety of reasons may not be able to serve as a pastor.

5. Why doesn't the diocese promote more vocations?

Over the past several years the diocese has placed a priority on the promotion of vocations with a Office for Vocation and a Vocation Director. While some progress has been made, it does not appear that the response will meet the needs. Your prayers and efforts at home and in your parish continue to be needed.

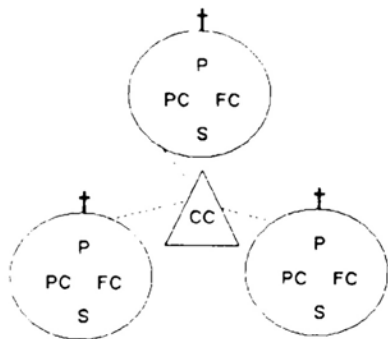
APPENDIX D

Cluster Models As the number of priests declines, pastors are being asked to assume responsibility for several parishes at the same time. While terminology differs from diocese to diocese, this phenomena is often referred to as parish clustering. Outlined here are six basic multiparish cluster models. While these are focused on for discussion purposes, in reality there are countless variations on each of these six models.

Each model outlined here is shown with three parishes. In reality each model could apply to anything from a two parish cluster to a six or more parish cluster.

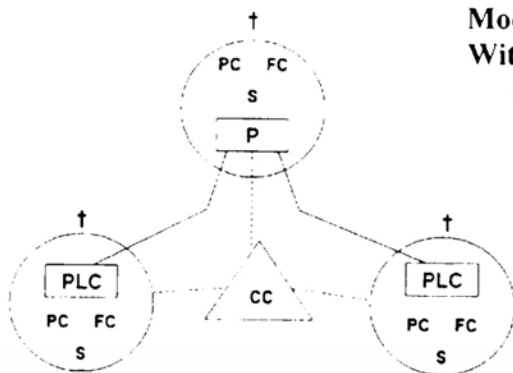
Each model has advantages and disadvantages. There is no “one size fits all” model of clustering. Determining which model will work in a given situation is dependent on such variables as, relative size of parishes involved, distance between parishes, culture and ethnic identities, economic and spiritual vitality, parish histories and traditions, leadership skills, styles and presence of pastor(s), presence and support for Catholic school(s), etc.

Ideally the determination of which model should be utilized in a given situation should emerge from a prayerful collaborative planning process that involves, parishioners, staff, Pastoral Councils, pastors or parish life coordinators and the diocese.



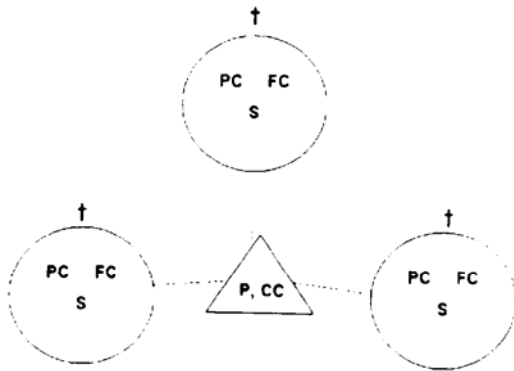
Model I – Coordinated Separate Parishes

- Each parish has a pastor (P), Pastoral Council (PC), Finance Council (FC) and staff (S) – Cooperation between parishes is facilitated through a Coordinating Council (CC).
- Programs, staff, resources, shared and planning done through consensus of pastors and representatives on the CC with the support of respective parish leadership i.e. PC, FC and staff



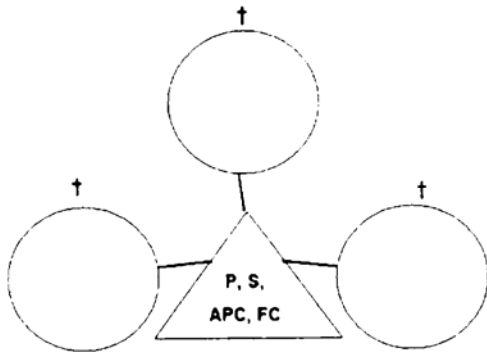
Model II – One Pastor – Separate Parishes – With Parish Life Coordinators

- – There is one canonical P for all three parishes .
- Each parish maintains separate lay leadership structures i.e. PC & FC & S.
- The canonical P serves primarily in one parish, while two Parish Life Coordinators (PLC) lead the other two parishes providing pastoral care in all areas except sacramental ministry.
- Cooperation between parishes is facilitated through a CC.



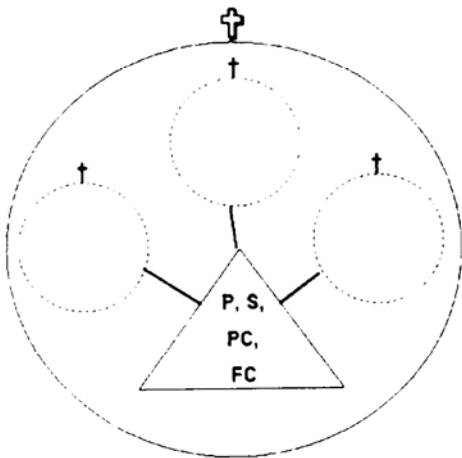
Model III – One Pastor – Separate Parishes

- There is one P who provides leadership, sacramental and pastoral care for all three parishes.
- Each parish maintains separate leadership structures i.e. PC, FC and S.
- Cooperation between parishes is facilitated through a CC.



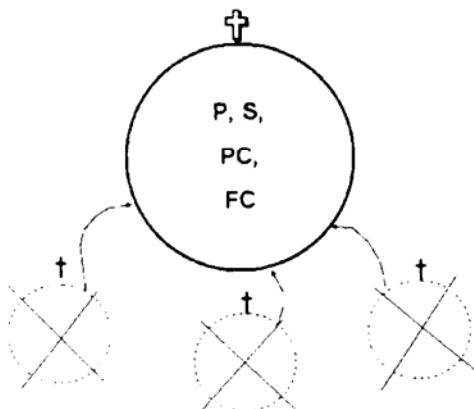
Model IV – One Pastor – Centralized Team & Council

- One P who works with one S – may work out of one location in service to all three parishes.
- Individual parishes may have minimal support staff.
- Area Pastoral Council (APC) is primary consultative body for P and can have greater decision making influence than individual parish PC and FC.
- APC has budget and pays salaries of P, S, inter-parish programs and services.



Model V – Merged Parish

- One P and S in service to all three parishes.
- All councils, committees, finances, sacramental records, are merged together to create a new canonical parish with one PC, FC, S and three worship sites or churches.



Model VI – Build & Close

- All three parishes are merged.
- Together they build a new larger church
- Existing churches are closed and properties sold to provide funding for building new church.
- New parish has one P, S and traditional leadership structure with PC and FC.

APPENDIX E

Parish Staff Possibilities

Among the planning values outlined on page 8 of Regional Parish Planning Guidelines 2010 is “Where there is a decrease in the number of priests to serve a given area, every effort should be made to maintain the number of salaried positions by hiring professional ministers to provide ministry.” To assist you in planning, in addition to priests, the following is a representative listing of some of the more common parish staff positions currently functioning in parishes in the Diocese of Springfield in Illinois.

Parish life coordinator - is a deacon, religious or lay person who provides pastoral care to a parish while being monitored by a priest moderator who has the power and faculties of a canonical pastor for the parish. The parish life coordinator is appointed by the bishop. The parish life coordinator provides leadership and administration for the parish in practically all areas of parish life, with the exception of sacramental ministry. A sacramental priest may also be appointed for sacramental ministry if this responsibility is not covered by the priest moderator. The parish life coordinator must have a master’s degree in theology or pastoral ministry, at least 5-7 years of pastoral experience and special training to be a parish life coordinator.

Permanent Deacon - The permanent deacon is an ordained minister of the Church, who typically assists the pastor in service to the parish community. The service provided is primarily in the area of works of charity, but often the deacon is involved in every aspect of parish life depending on his personal gifts and talents. The deacon may minister to the sick and homebound, distribute food and clothing to the needy, proclaim the gospel and preach at liturgies, teach, preside at baptisms, weddings, and wake services, prepare couples for marriage, etc. This is usually a volunteer position, but more deacons are taking paid full time parish positions. The permanent deacon formation requires five years of weekend classes before ordination.

Pastoral Associate - The pastoral associate is a religious or a lay person who assists the pastor in the pastoral care of the parish. Some of the responsibilities may include, visiting the sick and homebound, work with Rite of Christian Initiation of Adults (RCIA), adult education programs, family programs, parish social concerns committees and programs, volunteer recruitment and management, work with liturgical ministries and committees, preparation for baptism, evangelization programs, etc. Requirements vary.

Education Staff - This is a broad category that includes Directors and Coordinators of parish religious education programs as well as school principals and day school teachers. The job description includes the faith formation for the children and youth of the parish. Depending on the size and needs of the program, qualifications and requirements vary.

Business Staff - This is another broad category of parish staff which may include a parish business administrator, business manager, administrative assistant, bookkeeper, computer and data management person, etc. Typically this is a person with a strong background in the business field who assists the pastor by handling parish finances, bookkeeping, maintains buildings and grounds, parish communications including the bulletin, supervises parish secretaries and maintenance people, parish recordkeeping, etc. Liturgical and Music Staff - Some parishes have a parish liturgist who works closely with the priest, musicians, parish worship committee and various liturgical ministers to see that parish worship opportunities continue to run smoothly and enhance the faith of the community. In addition, most parishes pay for organists, choir directors and other parish musicians and they should also be considered when planning for inter-parish staff cooperation.

Youth Minister - A member of the staff who provides outreach, social, service and faith formation opportunities for the youth and young adults in the parish.

Other Ministers - the possibilities are limitless depending on the needs of the local parish. Among some of the common positions are the following;

- Parish Volunteer Coordinator
- Parish Nurse
- Family Life Minister
- Hispanic Outreach Minister
- Ministry to The Elderly
- Parish Counselor
- Newsletter and Bulletin Editor
- Development Director

APPENDIX F

The Ministerially Complete and Vibrant Parish

Recently the National Pastoral Life Center did a survey of parishes to try to gather some benchmarks of a ministerial complete and vibrant parish. The following is an adaptation of some of the indicators. If you used these criteria for evaluating your parish, how would you do? Consider ranking your parish on a scale of 1 – 10.

1. **Liturgy** – that engages people, is prayerful, and has good music and preaching.
2. **Evangelization** – the parish reaches out to non-practicing Catholics and plays a visible role in the local community.
3. **Adult Faith Formation** – is emphasized and there are opportunities for adults to grow in their faith in the parish.
4. **Caring Community** – parishioners support one another and reach out to the poor.
5. **Welcoming** – new members are contacted and welcomed to the parish, people of all cultures are welcome.
6. **Respond to Needs of People** – such as single-again, inter-church marriages, sick, homebound, bereaved.
7. **Parishioner Involvement** – lots of opportunities to get involved, they get training, are given leadership responsibility, young adults are active and programs are well attended
8. **Parish Mission and Vision** – the parish listens to parishioners and has a clear sense of its mission and purpose.
9. **Collaboration** – the staff works together and closely with lay leadership.
10. **Pastoral Leadership** – parish recruits quality staff members, they are enthusiastic and energized, and participate in on-going formation and training.
11. **Prayer and Spirituality** – the prayer of the parish is heartfelt and sincere, parishioners are prepared to live the gospel and are nurtured by a variety of opportunities for prayer.
12. **Fiscal Health** – the parish not only meets expenses, it gives generously to needs beyond the parish through special collections and other means.
13. **Education** – the parish supports a Catholic school, a faith formation program, and a youth ministry.