

§300 PASTORAL FACILITATOR POLICIES¹

BASIC DEFINITIONS

A **Pastoral Facilitator** in the Diocese of Springfield in Illinois is a qualified deacon or some other person who is not a priest to whom is entrusted by the Diocesan Bishop a participation in the exercise of the pastoral care of a parish vacant due to a lack of available priests, under the supervision of a Priest Moderator who is provided with the powers and faculties of a pastor, in accord with the norm of canon 517, §2. The Pastoral Facilitator is directly accountable to the Priest Moderator and indirectly accountable to the Diocesan Bishop.

A **Priest Moderator** is the priest supervisor of the Pastoral Life Collaborator in providing for the pastoral care of the parish. While he may delegate various specific duties to the Pastoral Facilitator and other parish ministers when appropriate and permitted by canon law, the Priest Moderator cannot delegate his general responsibilities and thus ultimately remains responsible for the performance of these functions. He has the powers and faculties of a pastor. The Priest Moderator is accountable to the Diocesan Bishop, his Vicar General, Vicar Forane (Dean) and staff of the Diocesan Curia as delegated by the Diocesan Bishop.

A **Supply Priest** is a priest who assists the Priest Moderator as needed in celebrating Mass and providing the sacraments in a parish where there is a Pastoral Facilitator. The Supply Priest is accountable to the Priest Moderator and to the Diocesan Bishop, has general delegation of the canonical faculties of a parochial vicar for the valid celebration of the sacraments, and collaborates with the Pastoral Facilitator.

The **Pastoral Facilitator**, the **Priest Moderator** and the **Supply Priest(s)** are appointed by the Diocesan Bishop of the Diocese of Springfield in Illinois for a term as described in policy 100.4 of these policies.

¹ The *Guidelines for the Ministry of Parish Life Coordinator* promulgated by Bishop Daniel L. Ryan as particular law for the Diocese of Springfield in Illinois by Decree dated November 6, 1995, are hereby revoked and replaced by these *Pastoral Facilitator Policies*. According to the *Interdicasterial Instruction on Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priests (Acta Apostolica Sedis 89 [1997] 852-877)*, "It is unlawful for the non-ordained faithful to assume titles such as 'pastor,' 'chaplain,' 'coordinator,' 'moderator' or other such similar titles which can confuse their role and that of the Pastor, who is always a Bishop or Priest" (Article 1, §3).

§300 PASTORAL FACILITATOR POLICIES

300.1. Policy In the Diocese of Springfield in Illinois, the office of Pastoral Facilitator is established whereby a qualified deacon or non-ordained person is entrusted by the Diocesan Bishop with a participation in the exercise of the day-to-day pastoral care and administration of a parish and under the supervision of the Priest Moderator in accord with canon 517, §2 of the *Code of Canon Law* and under the circumstances described in these policies and procedures.² He or she has the duty to involve the people of the parish to assist in carrying out the mission of the Church.

Procedures

The qualifications for the office of Pastoral Facilitator are determined by Policy §300.6.

300.2. Policy When the Diocesan Bishop determines that it is not possible to provide a resident pastor for a parish due to a lack of available priests, either he shall entrust the care of neighboring parish(es) to the same Pastor, or he shall appoint a Pastoral Facilitator and a Priest Moderator to supervise the ministry of the Pastoral Facilitator, who participates in providing for the pastoral care of parish(es) neighboring that of the Priest Moderator.

Procedures

In making this determination and appointment, the Diocesan Bishop will be advised by the Priests' Personnel Board. The appropriate Dean will be consulted.

Documentation

"A pastor is to have the parochial care of only one parish; however, the care of several neighboring parishes can be entrusted to the same pastor due to a dearth of priests or in other circumstances" (canon 526, §1).

"If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care" (canon 517, §2).

² The Decree of Bishop Daniel Ryan dated August 30, 1994 establishing the ecclesiastical office of "Parish Life Coordinator" is hereby revoked and replaced by these *Pastoral Facilitator Policies*. The ecclesiastical office of "Priest Moderator" established by Bishop Ryan in his Decree of August 30, 1994 is amended and replaced by these *Pastoral Facilitator Policies*.

300.3. Policy The Pastoral Facilitator is directly accountable to the Priest Moderator and indirectly accountable to the Diocesan Bishop. The Pastoral Facilitator is supervised by the Priest Moderator and regularly reports to him on all facets of the life of the parish.

Procedures

- a) The Priest Moderator is the juridic representative of the parish in accord with canon 532. As such, he is also the juridic representative of any civil law entities established in relation to the parish, serving as President on the Board of Directors of the parish not-for-profit corporation.
- b) The Pastoral Facilitator may be authorized as a signatory on the parish checking accounts.
- c) The Pastoral Facilitator should participate in meetings of the Parish Pastoral Council and the Parish Finance Council even when the Priest Moderator is present or may be delegated by the Priest Moderator to represent him at such meetings in his absence.
- d) The Pastoral Facilitator collaborates with the Priest Moderator and the Parish Finance Council in preparation of the annual budget, completion of the annual report, keeping of financial, personnel, and sacramental records, and seeing to the maintenance of the parish buildings, grounds and other plant operations. The Pastoral Facilitator may be entrusted to be the responsible party for managing any one or all of these functions and reporting on them to the Priest Moderator.
- e) The Pastoral Facilitator supervises the employees of the parish staff as well as the volunteers who assist in the life of the parish and sees to their suitable formation and training.
- f) The Pastoral Facilitator collaborates with the Priest Moderator and the Supply Priest(s), if applicable, in arranging for the celebration of Masses and other sacraments.
- g) If needed, the Pastoral Facilitator presides at parish celebrations of the Liturgy of the Hours; vigil services for the deceased at wakes; funeral liturgies outside of Mass, Rites of Committal and Final Commendation, where appropriate; exposition and reposition of the Most Blessed Sacrament (but not benediction, unless the Pastoral Facilitator is a deacon); Sunday Celebrations in the Absence of a Priest, when authorized by diocesan policy in accord with the norms of law; and religious devotions, such as leading the Rosary and Stations of the Cross.

300.4. Policy A Pastoral Facilitator is appointed by the Diocesan Bishop to a stable term of office coterminous with that of the Priest Moderator, except that the premature termination or departure from office on the part of either the Priest Moderator or the Pastoral Facilitator shall not result in the premature termination of the other. The Parish Facilitator may be removed from office at the prudent discretion of the Diocesan Bishop for a just cause in accord with c. 193, §3.

300.5. Policy The sacramental life of a parish served by a Priest Moderator and Pastoral Facilitator will be provided for by the Priest Moderator and/or (an)other priest(s) who will be named the Supply Priest(s).³ The Supply Priest is appointed by the Diocesan Bishop and is accountable to the Priest Moderator and the Diocesan Bishop in collaboration with the Pastoral Facilitator. The Pastoral Facilitator in collaboration with the Priest Moderator and the Supply Priest will arrange for providing sacramental and other pastoral services as needed in administering the day-to-day pastoral care of the parish.

Procedures

The Supply Priest(s) may be a priest in residence at the parish who has another full-time assignment or the parochial vicar of another parish.

Documentation

“The pastor is to see to it that the Most Holy Eucharist is the center of the parish assembly of the faithful; he is to work to see to it that the Christian faithful are nourished through a devout celebration of the sacraments and especially that they frequently approach the sacrament of the Most Holy Eucharist and the sacrament of penance; he is likewise to endeavor that they are brought to the practice of family prayer as well as to a knowing and active participation in the sacred liturgy, which the pastor must supervise in his parish under the authority of the diocesan bishop, being vigilant lest any abuses creep in” (canon 528, §2).

300.6. Policy To be considered for appointment as a Pastoral Facilitator, a person must meet diocesan requirements and be certified for this ministry by the Diocesan Bishop.

Procedures

- a) The Office of Human Resources will have responsibility for assisting the Diocesan Bishop in administering the certification process. This office will also assist the proper Dean and Priest Moderator in the supervision and evaluation of Pastoral Facilitators.
- b) After consultation and in collaboration with the Priests’ Personnel Board, names of certified candidates will be submitted to the Diocesan Bishop for consideration of appointment as Pastoral Facilitators.

³ The Decree of Bishop Daniel Ryan dated August 30, 1994 establishing the ecclesiastical office of “Sacramental Priest” is hereby revoked and replaced by these *Pastoral Facilitator Policies*.

c) The criteria for eligibility* for this position are:

Qualifications:	Requirements:	Qualifiers:
A. Education	Masters of Divinity or equivalent	From an accredited Catholic institution
B. Experience		
1. Ministerial	3 years parish ministry	Leadership experience in varied areas such as Religious Education, RCIA, Liturgy, Ministry of Care, etc.
2. Administrative	3 years' experience within parish(es) or religious community	Staff experience, preferably as a Pastoral Associate Demonstrated skills in pastoral ministry: relational and pastoral sensitivity. Demonstrated proficiency in areas of leadership, organization, supervision, finance, and human resources Knowledge of and sensitivity to multi-cultural concerns
C. Personal	Practicing Roman Catholic and in good standing A person of faith, prayer, and Christian moral values Demonstrates ability to maintain and sustain healthy interpersonal relationships	Appreciates Catholic tradition and can articulate his/her faith in light of it Knows and appreciates own gifts, personality strengths and weaknesses Able to articulate faith experience and share it with others Witnesses to Gospel values through his/her lifestyle Open to ongoing conversion and religious formation Understands divine revelation in creation, scripture, the person of Jesus, and lived experience Understands process of theological reflection Understands the nature of ministerial and personal boundaries

*Exception to any of above to be determined by the Diocesan Bishop on an individual basis.

Documentation

“In order to be promoted to an ecclesiastical office, a person must be in the communion of the Church as well as suitable, namely endowed with those qualities which are required for the office in question by universal or particular law or by the law of the foundation” (canon 149, §1).

300.7. Policy Salary and benefits for the Pastoral Facilitator as well as supplemental remuneration for the Priest Moderator and the Supply Priest(s) will be established as part of the Compensation Policies established by the Diocesan Bishop in consultation with the Department of Personnel Services and the Presbyteral Council.

Documentation

“Lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfill their function properly and to carry it out conscientiously, zealously, and diligently” (canon 231, §1).

“With due regard for can. 230, §1, they have a right to a decent remuneration suited to their condition; by such remuneration they should be able to provide decently for their own needs and for those of their family with due regard for the prescriptions of civil law; they likewise have a right that their pension, social security and health benefits be duly provided” (canon 231, §2).

“When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need” (canon 281, §1)

“Provision is likewise to be made so that they possess that social assistance by which their needs are suitably provided for if they suffer from illness, incapacity or old age” (canon 281, §2).

“Married deacons who dedicate themselves completely to the ecclesiastical ministry deserve a remuneration by which they can provide for their own support and that of their families; married deacons, however, who receive remuneration by reason of a civil profession which they exercise or have exercised are to take care of their own and their family's needs from the incomes derived from their profession” (canon 281, §3).