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ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW

ROLE OF CLUSTER CORE TEAM

WHO MAKES UP THE CLUSTER CORE TEAM?

The Cluster Core Team is made up of the individual Parish Core Team members (pastor/administrator and four other members) who are part of the cluster.

WHAT IS THE ROLE OF THE CLUSTER CORE TEAM?

The role of the Cluster Core Team includes the following:

1. To share significant findings in the parish evaluations (long, short, or combo form).
2. To share and reflect upon the findings on the Parish Summary Report.
3. To share and discuss the implications of the data found on the Data Verification Forms
4. To be responsible for discussing and discerning the Cluster Evaluation of the Standards.
5. To come to consensus and be responsible for submitting the Cluster Suggestion regarding the preferred Model or Models for the future. (Yellow Sheet found in “Forms” in your Planning Guide.) This form and the other significant materials need to be submitted to the Archdiocesan Advisory Group no later than March 1, 2014. **(Please send an early draft of the Suggestion Form to your Reid Group Consultant one week before the due date.)**
6. To ensure regular communication about the progress of the work of the Cluster with all parishes involved.
7. To respond to the Archdiocesan Advisory Group’s Preliminary Recommendations for your Cluster (Violet Sheet found in “Forms” in your Planning Guide) by June 1, 2014. **(Please send an early draft of the Response Form to your Reid Group Consultant one week before the due date.)**
8. To support implementation of Cardinal Dolan’s decision regarding the future parish structure.

WHAT IS THE ROLE OF THE CLUSTER CORE TEAM CHAIR?

The role of the Cluster Core Team Chair includes the following:

1. Schedule meetings.
2. Ensure that there is a working agenda.
3. Convene the group and lead prayer or ask someone to be prayer leader.
4. Act as a communication link with the other chairs of the parish core teams.
5. Keep the group on task.
6. Form sub-committees, if appropriate, and assign certain tasks or parts of the Cluster Evaluation of the Criterion (yellow sheets) to be drafted by them for review by the whole Cluster Core Team.
7. Ensure that the group accomplishes its task according to the timeline.
8. Be sure that there is good communication between sub-committees and the Cluster Team as a whole.
9. Ensure that there is consensus on the Suggestion for the Model or Models to be given to the Archdiocesan Advisory Group or submission of a majority and minority report with rationale for each.

Section III – Cluster Conversations, Assessments, Suggestions, & Responses

10. Reconvene the Cluster Core Team when the Archdiocesan Advisory Group sends its Preliminary Recommendation. Enable the Cluster Core Team to do the response requested which will go to the Archdiocesan Advisory Group (Violet sheet)
11. Ensure that there is an implementation plan in place after Cardinal Dolan approves the work of the Archdiocesan Advisory Group.

WHAT IS THE ROLE OF THE CLUSTER CORE TEAM SECRETARY?

The role of the Cluster Core Team Secretary includes the following:

1. Keeps notes or minutes from each meeting and distributes them appropriately.
2. Ensures that there is on-going communication with all the parishes in the Cluster.
3. Keeps the materials for the Cluster and insures that all the documents are submitted to the ***Making All Things New***: Archdiocesan Advisory Group no later than March 1, 2104. **(Please send a draft of it to your Reid Group Consultant one week before the due date.)**
4. Ensures that the Cluster Response is submitted to the Archdiocesan Advisory Group **no later than June 1, 2014**. (Please submit an early draft of the Response to your Reid Group Consultant **one week before the due date**.)

WHO CAN ASSIST US IN THE MAKING ALL THINGS NEW PLANNING PROJECT?

A designated consultant from The Reid Group will be available to work with you throughout the project. Sometimes the consultant will be available to be on-site to work with you. At all times the consultant will be available by phone or email to be of assistance. Archdiocesan Parish Facilitators who live or work in the Archdiocese of New York will also be on hand to assist you. They have expertise in helping to prepare agendas, facilitate meetings, and aid with follow-up questions or concerns. Please discuss with your consultant from The Reid Group the support you need and he or she will make every effort to get assistance for you.

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CLUSTER EVALUATION OF CRITERIA FOR PLANNING
In Preparation for Making a Suggestion for a Future Model or Models

To work as a cluster you will need:

1. Each Parish’s Long Form, Short Form, or Combo Form Evaluation of the Criteria for Planning (at least one copy so a representative can speak from it.)
2. Each Parish’s Data Verification Form (one copy for each member of the Cluster Team)
3. Each Parish’s “Parish Summary” (one copy for each member of the Cluster Team)
4. One copy of this document for each member of the Cluster Team.

Please use the pages which follow to:

1. Gather in prayer, reflection, and faith sharing using one of the readings which will be proclaimed at next Sunday’s liturgy.
2. Evaluate your cluster’s experience of the criteria related to:
 - Sacramental Life of the Parish
 - Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education
 - Stewardship and Outreach
 - Effective Administration
3. Plan for a cooperative opportunity with your cluster parishes by suggesting a parish model or models for your future.

This work will be the basis for your suggestion to be developed for the Archdiocesan Advisory Group.

Name of your parish _____ City _____

Name of your cluster parish: _____ City _____

Name of your cluster parish: _____ City _____

Name of your cluster parish: _____ City _____

Name of your cluster parish: _____ City _____

Name of your cluster parish: _____ City _____

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CLUSTERPLANNING

SACRAMENTAL LIFE OF THE PARISH

Name of Cluster Parishes

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

CLUSTERPLANNING

SACRAMENTAL LIFE OF THE PARISH

Current Reality

1. Discuss among the cluster parishes the present activity, strengths, and concerns related to **Criteria # 1, 2, 3, and 4 of Sacramental Life of the Parish** which each parish evaluated. Significant discussion points included:
 - a.
 - b.
 - c.
2. What key thoughts occurred to you from looking at the present reality?
 - a.
 - b.
 - c.
3. What are the planning implications based on the information from the Data Verification material and each parish's Parish Summary for Sacramental Life of the Parish?
 - a.
 - b.
 - c.

Preferred Future

1. What are some ideas we might explore together to enhance our experience of Sacramental Life of the Parish as a cluster?
 - a.
 - b.
 - c.
2. What are some hoped for results?
 - a.
 - b.
 - c.

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CLUSTERPLANNING

**EVANGELIZATION, CATECHESIS, CATHOLIC SCHOOLS,&
LIFELONG RELIGIOUS EDUCATION**

Name of Cluster Parishes

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

CLUSTERPLANNING

EVANGELIZATION, CATECHESIS, CATHOLIC SCHOOLS,& LIFELONG RELIGIOUS EDUCATION

Current Reality

1. Discuss among the cluster parishes the present activity, strengths, and concerns related to **Criteria # 5, 6, 7 and 8 Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education**(including Vocation Awareness) which each parish evaluated. Significant discussion points included:
 - a.
 - b.
 - c.
2. What key thoughts occurred to you from looking at the present reality?
 - a.
 - b.
 - c.
3. What are the planning implications based on the information from the Data Verification material and each parish's Parish Summary related to Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education (including Vocation Awareness) as a cluster?
 - a.
 - b.
 - c.

Preferred Future

1. What are some ideas we might explore together to enhance our sense of welcoming and Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education (including Vocation Awareness) as a cluster?
 - a.
 - b.
 - c.
2. What are some hoped for results?
 - a.
 - b.
 - c.

ARCHDIOCESE OF NEW YORK

CLUSTERPLANNING

STEWARDSHIP AND OUTREACH

Name of Cluster Parishes

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

CLUSTERPLANNING

STEWARDSHIP AND OUTREACH

Current Reality

1. Discuss among the cluster parishes the present activity, strengths, and concerns related to **Criteria 9, 10 and 11, Stewardship and Outreach** which each parish evaluated.

Significant discussion points included:

- a.
 - b.
 - c.
2. What key thoughts occurred to you from looking at the present reality?
 - a.
 - b.
 - c.
 3. What are the planning implications based on the information from the Data Verification material and each parish's Parish Summary for Stewardship and Outreach as a cluster?
 - a.
 - b.
 - c.

Preferred Future

1. What are some ideas we might explore together to enhance our stewardship and outreach?
 - a.

 - b.

 - c.

2. What are some hoped for results?
 - a.

 - b.

 - c.

ARCHDIOCESE OF NEW YORK

CLUSTERPLANNING

EFFECTIVE ADMINISTRATION

Name of Cluster Parishes

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

Parish: _____ City _____

CLUSTER PLANNING

EFFECTIVE ADMINISTRATION

Current Reality

1. Discuss among the cluster parishes the present activity, strengths, and concerns related to **Criteria #12, 13, 14, 15, 16 the leadership and pastoral aspects of Effective Administration** which each parish has evaluated. Be sure to discuss each criterion: staff and council leadership; working with other parishes; adequate staff; support for the archdiocesan and universal Church.

Significant discussion points included:

- a.
 - b.
 - c.
2. What key thoughts occurred to you from looking at the present reality?
 - a.
 - b.
 - c.
 3. What are the planning implications based on the information from the Data Verification material for criteria # **12, 13, 14, 15 and 16** under Effective Administration as a cluster?
 - a.
 - b.
 - c.

Preferred Future

1. What are some ideas we might explore together to enhance our efforts dealing with leadership and the pastoral issues related to our cluster?
 - a.
 - b.
 - c.

2. What are some hoped for results?
 - a.
 - b.
 - c.

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COMMUNICATION ISSUES CHECK LIST(FOR EACH PARISH)

- | | Action | Person(s) Responsible |
|--------------------------|--|----------------------------------|
| <input type="checkbox"/> | 1. Consulted with leaders within the parish to determine the most effective ways to communicate with various groups.

Date(s) _____ | Pastor/Administrator or delegate |
| <input type="checkbox"/> | 2. Created effective ways to communicate with significant groups within the parish and between parishes.
<i>Staff</i> What: _____ When: _____
<i>Volunteers</i> What: _____ When: _____
<i>Youth</i> What: _____ When: _____
<i>Others</i> What: _____ When: _____ | Pastor/Administrator or delegate |
| <input type="checkbox"/> | 3. Created effective ways to communicate with other groups.

<i>Neighboring church leaders and parishes</i>
What: _____ When: _____
<i>Civic community</i> What: _____ When: _____
<i>(Funeral Homes, Hospitals, Nursing facilities, Prison/jail facilities)</i>
<i>Elected officials</i> What: _____ When: _____
<i>Media</i> What: _____ When: _____
<i>Others</i> What: _____ When: _____ | Pastor/Administrator or delegate |
| <input type="checkbox"/> | 4. Identified a point person to whom people may address questions as they arise.

Name: _____ Date: _____ | Pastor/Administrator |
| <input type="checkbox"/> | 5. Held town hall meetings, giving people the opportunity to express concerns and ask questions.

Moderator(s): Dates: _____ | Pastor/Administrator |
| <input type="checkbox"/> | 6. Communicated the same information to people of all parishes involved (same bulletin announcements or newsletters, same pulpit announcements, etc.).

Date(s): _____ | Pastor/Administrator or delegate |

Section III – Cluster Conversations, Assessments, Suggestions, & Response

- 7. Kept information confidential until the agreed-upon time to share it. Pastor/Administrator or delegate
Date(s): _____
- 8. Repeated important information in multiple settings, understanding that people need to hear things more than once. Pastor/Administrator or delegate
What: When: _____
- 9. Provided regular updates to parishioners regarding the *Making All Things New* process. Pastor/Administrator
What: When: _____
- 10. Established a plan to address information leaks and control rumors. Pastor/Administrator or delegate
Keeper of the plan:
Date: _____
- 11. Made efforts to establish a good relationship with local reporters. Pastor/Administrator or delegate
Who : When: _____
- 12. Sought help from the archdiocese regarding Communication when necessary.
When: _____

Comments:

CLUSTER WORK: STEPS FOR PREPARING THE SUGGESTION FORM

1. ATTEND THE CLUSTER TRAINING MEETING IN DECEMBER.
 - a. Be prepared to share information with your Cluster parishes from the Parish Self Evaluation process, including the Data Verification Forms.
 - b. Schedule one meeting in December, two in January and two more in February as a cluster.
 - c. Decide on your Cluster's approach to the four criteria areas, including whether to form sub-committees to discuss each area or examine the four areas as a whole Cluster Core Team.
 - d. Prepare a bulletin and/or pulpit announcement related to cluster work. Continue to pray for the *Making All Things New* process at the General Intercessions at Mass.
2. SUGGESTED AGENDA FOR MEETING ONE AFTER THE CLUSTER TRAINING IN DECEMBER 2013
 - a. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
 - b. Begin discussions as sub-committees or as the Cluster Core Team on the results of the parish self-evaluations (Data Verification Form, Long, Short or Combo Forms and Parish Summary Report Forms in the areas of (Sacramental Life of the Parish, Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education, Stewardship and Outreach and Effective Administration).
 - c. Prepare a bulletin and/or pulpit announcement related to cluster work. Continue to pray for the *Making All Things New* process at the General Intercessions at Mass.
3. SUGGESTED AGENDA FOR MEETING TWO AFTER THE CLUSTER TRAINING IN EARLY – MID JANUARY 2014
 - a. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
 - b. Summarize work accomplished and the learnings about each parish from the earlier meetings. Discuss any key issues that have surfaced already.
 - c. Continue discussions as sub-committees or as the Cluster Core Team on the results of the parish self-evaluations (Data Verification Form, Long, Short, or Combo Forms and Parish Summary Report Forms in the areas of (Sacramental Life of the Parish, Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education, Stewardship and Outreach and Effective Administration).

Section III – Cluster Conversations, Assessments, Suggestions, & Response

- d. Use the Cluster Evaluation Form to identify ways you might work together in the future.
 - e. Have an initial discussion about the three Models found in Section I of this Planning Guide.
 - f. Prepare a bulletin and/or pulpit announcement related to cluster work. Continue to pray for the *Making All Things New* process at the General Intercessions at Mass.
4. SUGGESTED AGENDA FOR MEETING THREE AFTER THE CLUSTER TRAINING IN MID – LATE JANUARY 2014
- a. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
 - b. Finish discussions as sub-committees or as the Cluster Core Team on the results of the parish self-evaluations (Data Verification Form, Long, Short, or Combo Forms and Parish Summary Report Forms in the areas of (Sacramental Life of the Parish, Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education, Stewardship and Outreach and Effective Administration).
 - c. Prepare an initial draft of the Cluster Suggestion Form to be presented to the Parish Council for feedback. Consider holding a parish town hall meeting to present the draft to the parish for feedback. Note the cluster might incorporate two or all three models with a rationale. For example, Parish A and B might consolidate and then collaborate with Parish C.
 - d. Prepare a bulletin and/or pulpit announcement related to cluster work. Continue to pray for the *Making All Things New* process at the General Intercessions at Mass.
5. SUGGESTED AGENDA FOR MEETING FOUR AFTER THE CLUSTER TRAINING IN EARLY – MID FEBRUARY 2014
- a. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
 - b. Incorporate parish feedback from the town hall meetings and/or surveys into the draft Cluster Suggestion Form as feasible.
 - c. Finalize the draft Cluster Suggestion Form. What needs to be clarified? What needs to be expanded? How would the model or models be implemented based on our parish responses to the long, short or combo form and our cluster evaluation.
 - d. Send a Cluster Suggestion draft to the designated Reid Group Consultant via email **BY FEBRUARY 22, 2014.**
 - e. Prepare a bulletin and/or pulpit announcement related to cluster work. Continue to pray for the *Making All Things New* process at the General Intercessions at Mass.

6. SUGGESTED AGENDA FOR MEETING FIVE AFTER THE CLUSTER TRAINING IN LATE FEBRUARY 2014

- a. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
- b. Use this meeting to consider the feedback from your Reid Group consultant and finalize your Cluster Suggestion(s) to the Archdiocesan Advisory Group and incorporate all the documents needed including:*)
 - 1) Parishioner Input Record (yellow)
 - 2) Long, Short, or Combo Form for each parish in the cluster (Green or Blue)
 - 3) Data Verification Form for each parish (Green)
 - 4) Parish Summary Form for each parish (Salmon)
 - 5) Cluster evaluation of the Criteria (Yellow)
 - 6) Cluster Suggestion Form (Yellow)
- c. Finalize the Cluster Suggestion Form.

*The colors reflect the material in your binders. They are named here in color to help you easily identify them. When you submit your documents online, the colors are not relevant, except to help you identify the forms that are needed.

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**CLUSTER SUGGESTION TO THE ARCHDIOCESAN ADVISORY
GROUP**
DUE: March 1, 2014

Cluster made up of the following parishes:

Name _____ City _____ County _____

Name _____ City _____ County _____

Name _____ City _____ County _____

Name _____ City _____ County _____

Name _____ City _____ County _____

What:

In preparation for our suggested model we did the following: (Check the appropriate items.)

- _____ 1. We as individual parishes evaluated ourselves based on the Criteria set by the archdiocese.
- _____ 2. We, as a cluster, studied and applied the Criteria set by the archdiocese.
- _____ 3. We worked in our cluster to discover where and how we could be cooperative.
- _____ 4. We studied and analyzed the relevant data from our parishes and understand the implications of the data for our future.
- _____ 5. We prayed together and studied the Models for Parish Reorganization.

Based on the above we suggest to the Archdiocesan Advisory Group one or more of the models below that we adopt for our cluster:

___ **MODEL ONE: COLLABORATIVE PARISHES**

___ **MODEL TWO: LINKED PARISHES**

___ **MODEL THREE: CONSOLIDATED PARISHES**

Section III – Cluster Conversations, Assessments, Suggestions, & Response

For our cluster this model would look like: (Describe what the model or models would mean for your cluster. Refer to specific pages in the Cluster Planning material which details your relationship.

RATIONALE:

We make this suggestion for the following reasons:

Signatures of Cluster Core Teams from each parish:

DATE:

Date due: June 1, 2014

Please send the original electronically to:

Sr. Eileen Clifford, OP –

sr.eileen.clifford@archny.org

and a copy to:

Helen Damitio –

HDDamitio@TheReidGroup.biz

Thank you!

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MAKING ALL THINGS NEW

CLUSTERPRELIMINARY RECOMMENDATION RESPONSE FORM
DUE: June 1, 2014

CLUSTER: PARISH, CITY (Preliminary Recommendation-from the Archdiocesan Advisory Group)

It is recommended that the following parishes:

RATIONALE (Archdiocesan Advisory Group’s Rationale for their Preliminary Recommendation)

CLUSTERCORETEAM RESPONSE

THE WHAT

Our response to the Preliminary Recommendation is . . .

THE WHY

Our reasons for this response are . . .

CLUSTERCORETEAM MEMBERS (PLEASE INCLUDE SIGNATURES)

DATE:

Date due: June 1,2014
Sr. Eileen Clifford
at sr.eileen.clifford@archny.org

and a copy to:
Helen Damitio – HDamitio@TheReidGroup.biz

Thank you!