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***ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW***

ROLE OF THE PARISH CORE TEAM

WHAT IS THE PARISH CORE TEAM?

The Parish Core Team is made up of the pastor/administrator and four parish leaders, including one of the trustees, who the pastor/administrator selects to help lead the planning process in the parish and to contribute to the work of the cluster.

WHAT IS THE ROLE OF THE CORE TEAM?

The Core Team has six primary roles. These include:

1. To lead the parish through the planning process.
2. To be responsible for the parish's evaluation of itself according to Criteria established by the archdiocese.
3. To be accountable for the parish summary report and verification of data.
4. To participate in cluster planning and in suggesting a model or models for the most effective way parishes can work together in the future.
5. To respond to the Archdiocesan Advisory Group's Preliminary Recommendation for their cluster.
6. To ensure support of the Cardinal's decision for their parish and cluster.

WHAT IS THE ROLE OF CORE TEAM CHAIR?

1. Schedule meetings and ensure that there is a working agenda.
2. Convene the group and lead prayer or ask someone to be prayer leader.
3. Act as a communication link with other parish leadership groups.
4. Ensure that the parish as a whole is aware of the work of the Core Team through on-going communications.
5. Keep the group on task and ensure that the group accomplishes its task according to the timeline.
6. In cluster meetings, work with other Core Team Chairs to facilitate the work and accomplish the tasks needed to produce a Suggestion Form to be sent to the Archdiocesan Advisory Group.
7. Work with Cluster Team Chairs to create a Response Form based on the Preliminary Recommendations sent to the cluster by the Archdiocesan Advisory Group.
8. Ensure that there is an implementation plan in place after the Cardinal announces his final decisions.

WHAT IS THE ROLE OF THE CORE TEAM SECRETARY?

- Have access to a computer and the internet.
- Keep notes or minutes from each meeting and distribute them appropriately.
- Ensure that the various forms are properly filled out and presented in a timely manner to the appropriate groups.
- Ensure that there is on-going communication with the parish on appropriate aspects of the work of the Parish Core Team and the Cluster Core Team.

***ARCHDIOCESE OF NEW YORK
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WAYS TO INVOLVE PARISHIONERS IN *MAKING ALL THINGS NEW*

I. PURPOSES

- A. To involve parishioners in learning about and assessing the Criteria for Planning based on parish life.
- B. To help enhance the vitality of parish life by planning for the future.

II. POSSIBLE APPROACHES

APPROACH #1 – PARISH ASSEMBLY FOCUS

In this approach, the Core Team studies the Criteria in the following manner.

1. The pastor/administrator works with others on the core team and appoints a parish self-study group to oversee the evaluation process.
2. The Parish Self Study Group convenes two Parish Assemblies or Town Hall meetings to help assess how the parish is measuring up according to the Criteria. One meeting would assess half the areas, while the second meeting would assess the other half.
3. Assistance in helping to plan Parish Assemblies or Town Hall meetings will be provided by The Reid Group upon request, with the help of archdiocesan parish facilitators.
4. The Parish Self Study Group prepares a draft report for review by the Core Team and the Parish Council, based on the input from the Assemblies.
5. The Core Team prepares the final evaluation of the Criteria according to the long or short form, or according to a combination of the two forms. This evaluation will be used in Cluster deliberations and submitted in the Cluster portfolio to the Archdiocesan Advisory Group.

APPROACH #2 – TASK FORCE FOCUS

In this approach, the Core Team studies the Criteria in the following manner.

1. The pastor/administrator works with others on the core team and appoints a task force.
2. The task force studies the Criteria and assesses them based on their knowledge and experience of the parish.
3. The task force consults with committees in the parish and other parish leaders in doing the evaluation.
4. The task force prepares a draft report for review by the Core Team and the Parish Council and if feasible, the parish at large.
5. The Core Team prepares the final evaluation of the Criteria according to the long or short form, or according to a combination of the two forms. This evaluation will be used in Cluster deliberations and submitted to the Archdiocesan Advisory Group.

APPROACH #3 – PARISH AUDIT FOCUS

In this approach, the Core Team studies the Criteria in the following manner.

1. The pastor/administrator hires a planning consultant.
2. The consultant convenes individual and focus group interviews.
3. The consultant prepares a draft report for review by the Core Team and the Parish Council.
4. The Core Team prepares the final evaluation of the Criteria according to the long or short form. This evaluation will be used in Cluster deliberations and submitted to the Archdiocesan Advisory Group.

APPROACH #4 – CORE TEAM AND WORK GROUP FOCUS

In this approach, the Core Team and Parish study the Criteria in the following manner.

1. The pastor/administrator works with others on the Core Team and appoints a Work Group.
2. The work group studies the Criteria based on their knowledge and experience of the parish.
3. The work group prepares a draft report for the Core Team and the Parish Council.
4. The Core Team prepares the final evaluation of the Criteria according to the long or short form or a combination of both forms. This evaluation will be used in Cluster deliberations and submitted to the Archdiocesan Advisory Group.

APPROACH # 5 – PARISH SURVEY

In this approach, the Core Team works with a small sub-committee to design, collate, and analyze a parish survey to assess the parishioners' thoughts on parish ministry and function.

1. The survey could be developed to be primarily used online, using a format such as *Survey Monkey* or the survey could be mailed or distributed to the parishioners in hard copy with a deadline and place for returning it.
2. Many parishes choose to do a combination of both with the primary focus being online.
3. For those who do not have access or capacity to deal with the online survey, printed copies are provided. See Sample which follows.

Two sample surveys follow.

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MAKING ALL THINGS NEW**

SAMPLE B: A PARISH SURVEY

Please help us evaluate our Parish Ministries by filling out the survey and returning it to _____
by _____.

SACRAMENTAL LIFE OF THE PARISH Please check the correct column(s)

	EXCELLENT	GOOD	FAIR	COULD BE IMPROVED BY:
Sunday liturgy				
Sacrament of Penance				
RCIA				
First Eucharist and Penance				
Funerals				
Weddings				
Confirmation				
Sacrament of the Sick				
Infant Baptism				
Devotions				
Training of sacramental ministers				

Section II – Parish Conversations & Assessment

Music				
Other (specify)				
Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education				
	Excellent	Good	Fair	This area could be improved by:
The parish understands the church's vision of evangelization.				
The parish is a warm and welcoming parish.				
A comprehensive and well integrated catechetical program exists for all ages of parishioners.				
The needs of youth and young adults are addressed effectively.				
Parental programs are strong, well-attended and meet the needs of today's parents.				
The parish supports Catholic elementary and high school education.				
Vocation awareness is integrated in all catechetical programs.				
STEWARDSHIP AND OUTREACH				
	Excellent	Good	Fair	This area could be improved by:
Parishioners are educated and formed in stewardship where all disciples share their time, talent, and treasure.				
The parish has an active stewardship committee.				
The parishioners are educated on justice issues and encouraged to advocate to those in need.				
The parish reaches out to serve people in need.				

Section II – Parish Conversations & Assessment

EFFECTIVE ADMINISTRATION				
	Excellent	Good	Fair	This area could be improved by:
The pastor/administrator, staff, parish council and finance council exert effective leadership that embodies stewardship and points to the future.				
Prayer is integrated into all parish meetings.				
Good communication between pastor/administrator, staff, council, committee and parishioners is a hallmark of this parish.				
The parish has a well-organized finance council.				
The parish has a balanced budget and reserve funds for extraordinary expenses and maintenance.				
The parish has met its archdiocesan financial obligations.				
The parish is taking into account the diminishing number of priests as it plans for the future.				
The parish has worked collaboratively with neighboring parishes.				
The parish has a well-trained and compensated staff.				
The parish has adequate and handicapped accessible facilities to accomplish its mission.				
Is there anything else you'd like to say?				

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SHORT FORM

Please use the pages that follow to do two things:

- To initiate prayer and faith-sharing experiences based on the major topics of the Criteria for the Planning Process.
- To evaluate your parish’s experience of Sacramental Life of the Parish; Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education; Stewardship and Outreach; and Effective Administration. Your evaluations will be used for Cluster planning.

Name of your parish:

City:

Names of other parishes in cluster to which your Parish belongs:

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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ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Sacramental Life of the Parish

- Eucharist as Source and Summit of Life
- Sacramental Celebrations and Devotional Practices
- Parishioners Well Trained
- Music is Seen as an Integral Part of Liturgy

The Christian faithful are those who have been incorporated in Christ through baptism and, thus, constituted as the people of God. As sharers in Christ's priestly, prophetic, and royal office in their own manner, they are called to exercise the mission which God has entrusted to the Church. The Christian is called to fulfill the mission in the world, according to each one's state in life. (Canon 204)

Basic to the mission is the spiritual foundation of each Christian. The individual Christian finds oneself in a parish community where that person is nourished supported, and formed especially by the Eucharist. These elements are found in prayer and worship, as well as in the formation for discipleship which takes place in communion with other parishioners, the Archdiocese of New York and the universal Church. The spirituality of communion is reflected in a leadership style that promotes co-responsibility in mission and is respectful of the contributions of all.

As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.

Name of your parish: City:

Names of other parishes in cluster to which your Parish belongs:

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:

Prayerful Reflection—Sacramental Life of the Parish

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in the future. Each parish is an expression of the mission and ministry of Jesus. We gather to further his mission and to continue to prepare for the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time. Planning is about seeing. It is about seeing all the good we have done. It is about seeing how God's grace has been present in our lives and in our parish. Read and reflect on the following Gospel passage:

“When they arrived at Bethsaida, they brought to him a blind man and begged him to touch him. He took the blind man by the hand and led him outside the village. Putting spittle on his eyes he laid his hands on him and asked, ‘Do you see anything?’

Looking up he replied, ‘I see people looking like trees and walking.’

Then he laid hands on his eyes a second time and he saw clearly; his sight was restored and he could see everything distinctly.

Then he sent him home and said, ‘Do not even go into the village.’” (Mark 8:22-26)

“Everything we do must be through, with and in Jesus Christ. Nothing could be more personal than one's faith. Nevertheless, our journey to the kingdom must be in communion with one another – as the Body of Christ, the Church - with Christ as our Head. It is in the Church that we are baptized and become members of the body of Christ, the People of God. It is in the church that we hear God's word proclaimed and fleshed-out for our personal reflection and transformation. It is in the Church that Christ sanctifies us in the grace of the Sacraments, especially the Eucharist, which nourishes us for this journey to heavenly glory.”

For reflection and sharing: Choose one or two questions which particularly speak to you.

1. On your faith journey when were you blind to God's presence? As you look back when were you most aware of God's presence? Who or what helped you to see?
2. What role has the parish community played in your faith journey? When have you felt most connected to others on your journey?
3. What do you think are the core values of your parish community?
4. What collaborative projects have happened in your parish?
5. What do you think are the “blind spots” in your parish?
6. What three hopes do you have for your parish in the future?
7. What gifts do you bring to your parish community?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

SACRAMENTAL LIFE OF THE PARISH

The **Sacramental Life of the Parish Criteria** can be viewed under four major topics: Eucharist as Source and Summit of Life, Sacramental Celebrations and Devotional Practices, Well Trained Ministers, and the Importance of Music.

Please prayerfully study, reflect, and evaluate your parish's sacramental life using the following material to indicate how well your parish celebrates Eucharist and the sacraments, how it forms disciples and how it lives out a collaborative and respectful style of leadership.

Use the following evaluative markers:

OK if the ministry is satisfactory in your parish;

+ if it is done very well;

– if it needs improvement. (- means minus)

NA does not apply

Criterion 1 Sacramental Life

The Eucharist is the source and summit of the life and mission of the parish.

___ Eucharist and all sacraments are celebrated with prayerfulness and according to Liturgical Law, and archdiocesan directives.

___ Homilies speak to the lives of the people.

___ All sacramental celebrations involve well prepared sacramental ministers.

___ The people have been prepared for the changes in The New Roman Missal

___ Parents are involved in quality theological and sound sacramental preparation programs that speak to the needs of today's families.

Criterion 2 Sacramental Celebrations

Sacramental celebrations and devotional practices reflect the cultural heritage of the people assembled.

___ The Sacrament of Penance and the Anointing of the Sick are celebrated regularly in the parish.

___ RCIA is the formation experience for adults seeking the Sacraments of Initiation.

___ Enriching sacramental preparation is available for all sacraments.

___ Various forms of devotional prayer are fostered which reflect the cultural heritage of the parishioners.

___ Funerals are celebrated with compassion and understanding.

Criterion 3 Sacramental Ministries

Parishioners are well trained for sacramental ministries.

___ Ministers of hospitality are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.

Section II – Parish Conversations & Assessment

- ___ Ministers of the Word (Lectors) are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.
- ___ Ministers of the Eucharist are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.
- ___ Sacristans are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.
- ___ The Liturgy Committee is trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.

Criterion 4 Music as Part of Liturgy

Music is seen as an integral part of liturgy and all music ministers are well formed by trained musical ability and the liturgical norms of the Church.

- ___ Music is valued as a vital Liturgical ministry as indicated by the quality of music leaders.
- ___ Cantors are well trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.
- ___ Music is selected that is seasonally appropriate and varied to correspond to the themes of the liturgical readings.
- ___ The Assembly is prepared for liturgical music and encouraged to contribute in song to liturgical worship.

The best way we foster the Liturgical Life of the Parish is

Our parish would be great in the area of Liturgical Life if

Summary:

After examining the three Parish Models in your *Making All Things New* Planning Guide, discuss which ones you could adopt that would enhance the criteria listed above.

Summarize your thoughts here.

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education

- Evangelization
- Catechetical Formation
- Catholic School Education
- Vocation Awareness

Evangelization according to Pope Paul VI is the reason the Church exists. It is the purpose of the Church to bring the good news of Jesus Christ, what he stood for, what he did, what he empowered us to do for all humanity. Programs of lifelong education and catechetical formation based on the Catholic faith and teaching, including sacramental preparation and Catholic schools, shall be available through cooperative efforts between and among parishes.

As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.

Name of your parish:

City:

Names of other parishes in cluster to which your Parish belongs:

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:

Prayerful Reflection—Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in education and formation. Each parish is an expression of the mission and ministry of Jesus through its education and formation programs and activities as well as its evangelization efforts. We gather to further his mission and to continue to build the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Evangelization, education and formation are essential parish ministries. Jesus, particularly in Matthew’s Gospel, is the teacher *par excellence*. Listen as the Gospel is proclaimed:

“When he saw the crowds, he went up the mountain, and after he had sat down, his disciples came to him.

He began to teach them, saying:

‘Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.’”

(Matthew 5:1-10)

For reflection and sharing: Choose several questions which appeal to you for sharing.

1. How does your parish educate and form the community to live out the beatitudes?
2. How does it educate and form children and adults at various stages of their faith life journey?
3. How does your parish demonstrate that it values lifelong faith formation and education?
4. What gifts do you contribute to your parish’s faith formation and education programs and processes?
5. How is your parish an evangelizing parish?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

EVANGELIZATION, CATECHESIS, CATHOLIC SCHOOLS, AND LIFELONG RELIGIOUS EDUCATION

The Evangelization, Formation, and Education section can be viewed under three major topics: Evangelization, Catechetical Formation, and Catholic Schools. Please study how your parish is involved in these apostolates and evaluate them using the code described below.

OK if the ministry is satisfactory in your parish;
+ if it is done very well;
– if it needs improvement; (- means minus)
NA does not apply.

Criterion 5 Evangelization

Evangelization is recognized as the essential aspect of the life and mission of the parish.

- ___ Parish leadership and membership are formed in a vision of evangelization based on Church teachings.
- ___ The parish understands evangelization according to Church documents and is actively engaged in being an evangelizing community.
- ___ The parish welcomes newcomers warmly and personally and reaches out to the alienated, inactive, and unchurched.
- ___ The parish encourages racial and ethnic harmony and appreciation of differences with the parish and beyond.

The best aspect about the way we evangelize is...

Our parish would be great in the area of evangelization if...

Criterion 6 Catechesis

The parish provides excellent lifelong catechetical formation, including but not limited to family catechesis, youth, and young adult ministry and adult formation.

- ___ The parish provides excellent catechetical/formational experiences for all ages.
- ___ A comprehensive well integrated Catholic catechetical plan exists which provides opportunities for adults of all ages.
- ___ Children and youth of all ages are provided with high quality catechetical programs in conformity with the Catechism of the Catholic Church.
- ___ Catechetical programs are rooted in the teachings of the Church and evaluated on a regular basis for conformity to the Catholic Catechism.
- ___ Families are provided opportunities as family units to grow in faith.

Section II – Parish Conversations & Assessment

The best aspects of our formational programs are...

Our parish could have great formational programs if we...

Criterion 7 Catholic Schools

The parish actively encourages and supports Catholic schools in their operation and mission.

___ Our parish supports Catholic school(s) and encourages parents to send their children to them.

___ Our Catholic schools hold Catholic identity as the highest value, maintain high academic standards, and promote outreach and service learning.

___ Our parents are involved in the Catholic school and support it financially.

___ Families are encouraged to send their children to Catholic Schools.

The best aspects of the Catholic school(s) our children attend are...

Our Catholic schools would be great if...

Criterion 8 Vocation Awareness

Formation and education in vocation awareness is an integral part of all catechetical programs.

___ Education for vocation awareness is an integral part of our catechetical programs and archdiocesan Catholic school curriculum and helps young people discern their vocation.

___ A special emphasis is placed on inviting men to consider a vocation to priesthood, and men and women a vocation to religious life.

___ Adults are encouraged in their vocation response to marriage, single life and celibate life and are encouraged to be part of training programs for the lay apostolate and the diaconate.

___ Participation in programs promoting the discernment of gifts to lay ministry are encouraged.

The most successful efforts to date in promoting vocations to priesthood, religious life, lay ministry, and the universal call to holiness include the following...

Our parish would be outstanding in promoting all forms of vocations if we...

Summary

After examining the three Parish Models in your *Making All Things New* Planning Guide, discuss which ones you could adopt that would enhance evangelization, catechesis, catholic school ministry, and vocation awareness.

Summarize your thoughts here.

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Stewardship and Outreach

- Time, Talent and Treasure
- Advocacy and Outreach
- Comprehensive View of Stewardship

“The Church’s social doctrine is an integral part of her evangelizing ministry.”

(Compendium of the Social Doctrine of the Church, no. 66)

“The Church’s social doctrine ‘is itself a valid instrument of evangelization’ and is born of the always new meeting of the Gospel message and social life. Understood in this way, this social doctrine is a distinctive way for the Church to carry out her ministry of the Word and her prophetic role. ‘In effect, to teach and to spread her social doctrine pertains to the Church’s evangelizing mission and is an essential part of the Christian message, since this doctrine points out the direct consequences of that message in the life of society and situates daily work and struggles for outreach in the context of bearing witness to Christ the Savior’ .”

(Compendium of the Social Doctrine of the Church, no. 67)

Part of the stewardship activity of the parish reflects the need to encourage the faithful to work for outreach based on Catholic Social Teachings. This includes offering direct service to, those in need, working for respect life, attempting to eliminate the causes of poverty and living by the values of the Gospel.

Advocacy is another component of building a more just world. Advocating with other religious groups to elected officials for just laws can be a powerful and successful ecumenical effort to alleviate issues affecting the marginalized and poor.

As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.

Name of your parish: City:

Names of other parishes in cluster to which your Parish belongs:

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:

Prayerful Reflection—Stewardship and Outreach

Service and outreach are constitutive elements of the Gospel. It is impossible to be a disciple without reaching out to others and thus preparing for the reign of God. On our faith journey we come across many needs of the human community and many ways to meet those needs. As a parish, how do we embrace a discipleship of service?

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Serving God involves serving one's neighbor. As we begin to evaluate how we reflect the Gospel mandate to serve, let us listen to the Word of God:

“Then the king will say to those on his right, 'Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.'

Then the righteous will answer him and say, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink?' When did we see you a stranger and welcome you, or naked and clothe you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'” (Matthew 25:34-38; 40)

“Stewardship is about a change of heart. It is a way of life and the work of a lifetime. The Church refers to the four pillars of stewardship: hospitality, prayer, formation and service. The most successful evangelization taking place today is in parishes, which have worked long and hard to help people understand the true concept of stewardship and giftedness, and which provide an atmosphere where everyone feels welcome and needed. Stewardship is about time, talent, and treasure.”

For reflection and sharing: (Choose one or two questions to share your reflections with your small group)

1. On your faith journey when have you seen needs and responded to them? Describe the situation?
2. What role has your parish community played in helping you to serve others?
3. What collaborative projects have you done in service of others?
4. What are three hopes that you have related to being a servant parish?
5. How familiar are you with Catholic social teachings?
6. How have you gotten involved in Respect Life issues?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

STEWARDSHIP AND OUTREACH

Life of service is based on one's Baptismal call to participate in God's life as a disciple of Jesus Christ. Stewardship, service, and advocacy are supported by the parish, but often take place in the daily lives of parishioners. Stewardship and outreach encompass outreach education, advocacy for legislative outreach, Respect Life, outreach programs to the marginalized and those who need assistance due to low incomes.

Please evaluate your programs using the following code:

OK if the ministry is satisfactory in your parish;

+ if it is done very well;

– if it needs improvement; (- means minus)

NA does not apply.

Criterion 9 Time, Talent and Treasure

Parishioners are educated and formed in stewardship where all disciples share their time, talent, and treasure.

___ All catechetical programs integrate outreach and stewardship.

___ The parish has an active stewardship committee.

___ Parishioners give generously of their time, talent, and treasure for the building up of the Church and reign of God in the world.

___ The parish has programs where all are expected to share their talents and insights such as activities for families, separated, divorced, single parents, widowed, etc

Criterion 10 Advocacy and Outreach

Advocacy and outreach programs are well integrated into parish life.

___ Education on Catholic Social Teaching is available appropriately for all ages.

___ The parish has outreach programs to assist people who are poor and marginalized.

___ Training for advocacy at the state and local level is provided in all areas of outreach, especially respect life issues, from conception to death.

Criterion 11 Comprehensive View of Stewardship

Being good stewards of all God's gifts and contributing to and participating in activities of the larger Church are embodied in parish life.

___ Opportunities to understand that stewardship as a way of life has the power to shape and mold our understanding of our lives and the way in which we live are provided on an on-going basis to all parishioners.

___ The parish models great respect for all of creation and tries to make use of sustainable resources whenever possible.

___ Parishioners understand that they have gifts from God and use them to build up the Church to witness to the mission of Jesus Christ.

Section II – Parish Conversations & Assessment

The most successful efforts to date in promoting stewardship as a way of life, advocacy and outreach programs and by the sharing of time, talent and treasure include the following...

Our parish would be outstanding in promoting all forms of stewardship, outreach and advocacy if we...

Summary

After examining the three Parish Models in your *Making All Things New* Planning Guide, discuss which ones you could adopt that would enhance stewardship and outreach.

Summarize your thoughts here.

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Effective Administration

- Parish Leadership
- Financial Stability
- Diminishing Number of Priests
- Geographic Proximity and Mass Attendance
- Adequate Staff and Adequate Facilities

The life of the parish is supported by its leadership as it plans for the future. The parish community's commitment of time, talent, and treasure shall ensure proper and just fiscal administration, business, personnel, and property management in response to its needs and available resources and the needs of the Church and community. It is important that the Finance Council, the Pastor/Administrator and Pastoral Staff, and the Parish Council maintain a collaborative relationship. These areas of leadership must take responsibility for being effective in responding to the needs of parishioners.

As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.

Name of your parish:

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Prayerful Reflection—Effective Administration

The parish administrative function and structures serve the mission of the parish. One can have many wonderful ideas about mission, witness, and service but unless there is a way to make it work, the ideas are just that, ideas. Parishes that effectively witness to the Gospel are well organized and empower ministers to be people of Word, Worship, and Service. The ministry of administration is essential to effective parishes.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death, resurrection and his sending the Spirit to be with us until the end of time.

In the Acts of the Apostles we read that as the community grew, the original disciples realized that they needed help in serving all the needs of the community, so they chose seven more people to serve. Listen as the reading from Acts is proclaimed.

“At that time, as the number of disciples continued to grow, the Hellenists complained against the Hebrews because their widows were being neglected in the daily distribution. So the Twelve called together the community of the disciples and said, "It is not right for us to neglect the word of God to serve at table. Brothers, select from among you seven reputable men, filled with the Spirit and wisdom, whom we shall appoint to this task, whereas we shall devote ourselves to prayer and to the ministry of the word.” (Acts 6:1-4)

For reflection and sharing: Choose one or two questions to share with your group.

1. When have you been asked to serve because the needs of the community were increasing?
2. What talents do you have for administration?
3. What gifts might you be able to contribute to the running of the parish?
4. What core values do you think those involved in administration should have?
5. Name three essential qualities you think someone who contributes in any way to the administration of a parish should have?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

EFFECTIVE ADMINISTRATION

Criterion 12 Effective Leadership

The pastor/administrator, staff, parish council and finance council exert effective leadership that embodies stewardship and points to the future. (What are the instructions? i.e. positive if it's done very well and negative if needs improvement.)

- ___ The staff and councils pray together.
- ___ The Parish Council and staff receive on-going formation for their particular missions.
- ___ Pastoral leadership encourages the fullest possible collaboration of clergy, religious, and laity in their common mission.
- ___ The councils reflect the particular population of the parish.
- ___ The Parish Council evaluates and responds to the needs of the parish.

Criterion 13 Financial Stability

The parish is financially stable and exercises good stewardship of its resources.

- ___ The parish has a well operating finance council with a financial plan in place.
- ___ The parish is able to pay its debts within a reasonable time.
- ___ The parish has met its archdiocesan financial obligations.
- ___ The parish ensures proper fiscal administration, business management, and maintenance.
- ___ The focus of the Finance Council is on stewardship of resources in both managing costs and developing revenue.

Criterion 14 Diminishing Number of Priests

In its planning, the parish takes into account the diminishing number of priests.

- ___ The parish is supporting the pastor/administrator and not making unreasonable demands on him for his time and for sacramental ministry.
- ___ The parish is studying the parish models for the future and will work generously with its cluster to suggest a model, which takes into account the diminishing number of priests, even if this means it might consolidate with another parish.
- ___ The parish is training and/or hiring lay people to help with some of the parish services and activities, including business management and administration.

The most successful efforts to date in enhancing council and staff development, financial stability and working with other parishes to conserve resources include the following...

Section II – Parish Conversations & Assessment

Our parish would be outstanding in its effectiveness in staff and council development, financial stability, and collaboration with other parishes if we...

Criterion 15 Geographic Proximity

The parish is taking into account its geographic proximity to other parishes and its Mass attendance when it plans for the future.

- The parish has shared pastoral programs with near-by parishes.
- The parish has worked to jointly schedule weekend Masses with neighboring parishes.
- Parishioners and parish leaders are examining geographic distances as they plan for the future.

Criterion 16 Parish Staff

The parish has adequate and well-trained and compensated staff as well as appropriate and well maintained facilities to carry out its mission.

- The parish has hired fully qualified professional staff to carry out its mission in all aspects of pastoral care.
- Non-paid people are well-trained to be successful providers of services in the parish.
- Regular staff meetings including shared prayer are held and staff in-service and/or retreats are provided regularly.
- The parish has adequate space for offices, for liturgy, meeting areas for various size groups, catechesis, parish gatherings, and needed places for other ministries and forms of pastoral care.
- The parish buildings have been evaluated by qualified engineers and deemed to be structurally sound now and in the foreseeable future and are handicapped accessible.

The most successful efforts to date in enhancing human resources, scheduling weekend Masses, staff development and studying geographic proximity of other parishes in planning for the future include the following...

Our parish would be outstanding in its effectiveness related to the criteria 12, 13, 14, 15 and 16 if we...

Summary

After examining the three Parish Models in your *Making All Things New* Planning Guide, discuss which ones you could adopt that would enhance human resources, staff development and make the best use of the geographic proximity of other parishes.

Summarize your thoughts here.

ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW

LONG FORM

Please use the pages that follow to do two things:

- To initiate prayer and faith-sharing experiences based on the major topics of the Criteria for the Planning Process.
- To evaluate your parish’s experience of Sacramental Life of the Parish; Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education; Stewardship and Outreach; and Effective Administration. Your evaluations will be used for cluster planning.

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ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Sacramental Life of the Parish

- Eucharist as Source and Summit of Life
- Sacramental Celebrations and Devotional Practices
- Parishioners Well Trained
- Music is Seen as an Integral Part of Liturgy

The Christian faithful are those who have been incorporated in Christ through baptism and, thus, constituted as the people of God. As sharers in Christ's priestly, prophetic, and royal office in their own manner, they are called to exercise the mission which God has entrusted to the Church. The Christian is called to fulfill the mission in the world, according to each one's state in life. (Canon 204)

Basic to the mission is the spiritual foundation of each Christian. The individual Christian finds oneself in a parish community where that person is nourished, supported, and formed especially by the Eucharist. These elements are found in prayer and worship, as well as in the formation for discipleship which takes place in communion with other parishioners, the Archdiocese of New York and the universal Church.

The spirituality of communion is reflected in a leadership style that promotes co-responsibility in mission and is respectful of the contributions of all.

As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.

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Prayerful Reflection—Sacramental Life of the Parish

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in the future. Each parish is an expression of the mission and ministry of Jesus. We gather to further His mission and to continue to prepare for the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Planning is about seeing. It is about seeing all the good we have done. It is about seeing how God's grace has been present in our lives and in our parish. Read and reflect on the following Gospel passage:

“When they arrived at Bethsaida, they brought to him a blind man and begged him to touch him. He took the blind man by the hand and led him outside the village. Putting spittle on his eyes he laid his hands on him and asked, ‘Do you see anything?’

Looking up he replied, ‘I see people looking like trees and walking.’

Then he laid hands on his eyes a second time and he saw clearly; his sight was restored and he could see everything distinctly.

Then he sent him home and said, ‘Do not even go into the village.’” (Mark 8:22-26)

For reflection and sharing: Choose one or two questions which particularly speak to you.

1. On your faith journey when were you blind to God's presence? As you look back when were you most aware of God's presence? Who or what helped you to see?
2. What role has the parish community played in your faith journey? When have you felt most connected to others on your journey?
3. What do you think are the core values of your parish community?
4. What collaborative projects have happened in your parish?
5. What do you think are the “blind spots” in your parish?
6. What three hopes do you have for your parish in the future?
7. What gifts do you bring to your parish community?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Sacramental Life

Criterion 1	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
The Eucharist is the source and summit of the life and mission of the parish			
Indicators: a. Eucharist and all sacraments are celebrated with prayerfulness and according to Liturgical Law, and archdiocesan directives.		Select one	
b. Homilies speak to the lives of the people.		Select one	
c. All sacramental celebrations involve well prepared sacramental ministers.		Select one	
d. The people have been prepared for the changes in The New Roman Missal.		Select one	
e. Parents are involved in quality theological and sound sacramental preparation programs that speak to the needs of today's families.		Select one	

Sacramental Celebrations

Criterion 2 Sacramental celebrations and devotional practices reflect the cultural heritage of the people assembled.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The Sacrament of Penance is encouraged with adequate times available.		Select one	
b. Anointing of the Sick is celebrated communally and when requested individually.		Select one	
c. RCIA is the formation experience for those adults seeking the Sacraments of Initiation.		Select one	
d. Enriching sacramental preparation is available for all sacraments.		Select one	
e. Various forms of devotional prayer are fostered in your parish, which reflect the cultural heritage of the assembly.		Select one	
f. Funerals are celebrated with compassion and understanding.		Select one	

Sacramental Ministries

Criterion 3 Parishioners are well trained for sacramental ministries.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Ministers of hospitality are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.		Select one	
b. Ministers of the Word (Lectors) are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.		Select one	
c. Ministers of the Eucharist are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.		Select one	
d. Sacristans are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.		Select one	
e. The Liturgy Committee is trained and regularly receives opportunities to grow in their understanding of the power and value of Liturgy.		Select one	

Music as Part of Liturgy

Criterion 4 Music is seen as an integral part of liturgy and all music ministers are well formed by trained musical ability and the liturgical norms of the Church.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Music is valued as a vital Liturgical ministry as indicated by the quality of music leaders.		Select one	
b. Cantors are well trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.		Select one	
c. Music is selected that is seasonally appropriate and varied to correspond to the themes of the liturgical readings.		Select one	
d. The Assembly is prepared for liturgical music and encouraged to contribute in song to liturgical worship.		Select one	

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education

- Evangelization
- Catechetical Formation
- Catholic School Education
- Vocation Awareness

Evangelization according to Pope Paul VI is the reason the Church exists. The purpose of the Church is to bring the good news of Jesus Christ, what He stood for, what He did, what He empowered us to do for all humanity. Programs of lifelong education and catechetical formation based on the Catholic faith and teaching, including sacramental preparation and Catholic schools, shall be available through cooperative efforts between and among parishes.

As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.

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Prayerful Reflection—Evangelization, Catechesis, Catholic Schools and Life Long Religious Education

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in education and formation. Each parish is an expression of the mission and ministry of Jesus through its education and formation programs and activities as well as its evangelization efforts. We gather to further his mission and to continue to build the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Evangelization, catechesis and Catholic schools are essential parish ministries. Jesus, particularly in Matthew's Gospel, is the teacher *par excellence*. Listen as the Gospel is proclaimed:

“When he saw the crowds, he went up the mountain, and after he had sat down, his disciples came to him.

He began to teach them, saying:

‘Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.”

(Matthew 5:1-10)

For reflection and sharing: Choose several questions which appeal to you for sharing.

1. How does your parish educate and form the community to live out the beatitudes?
2. How does it educate and form children and adults at various stages of their faith life journey?
3. How does your parish demonstrate that it values lifelong faith formation and education?
4. What gifts do you contribute to your parish's faith formation and education programs and processes?
5. How is your parish an evangelizing parish?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Evangelization

Criterion 5 Evangelization is recognized as the essential aspect of the life and mission of the Church.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Parish leadership and membership are formed in a vision of evangelization based on Church teachings.		Select one	
b. The parish encourages racial and ethnic harmony and appreciation of differences within the parish and beyond.		Select one	
c. Newcomers are welcomed and incorporated into parish life.		Select one	
d. Efforts are made to reach out to the alienated, inactive and unchurched.		Select one	
e. The parish sees itself as an evangelizing parish—spreading the Gospel message in all aspects of parish life.		Select one	

Catechesis

Criterion 6 The parish provides excellent lifelong catechetical formation, including but not limited to family catechesis, youth and young adult ministry, and adult formation.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. A comprehensive well-integrated Catholic catechetical plan exists which provides opportunities for all adults, including the elderly, to continually learn about their faith and integrate it into life.		Select one	
b. Children and youth of all ages are provided with high quality programs with trained catechists and youth leaders.		Select one	
c. Adequate funds, resources, staff, on-going training and appropriate space are allocated to implement catechetical plans.		Select one	
d. Catechetical programs are rooted in the teachings of the Church and evaluated on a regular basis for conformity to the Catholic Catechism.		Select one	
e. Parents are helped to		Select one	

Making All Things New – Archdiocese of New York
 Parish Evaluation of Criteria – Long Form

teach their children the Catholic faith and values.			
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Catholic Schools

Criterion 7	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
The parish actively encourages and supports archdiocesan Catholic schools in their operation and mission.			
Indicators:		Select one	
a. Our parish supports Catholic School Education.			
b. The Catholic school(s) our children attend are accredited and all teachers are certified to teach religion.		Select one	
c. Service learning is incorporated into the curriculum.		Select one	
d. Catholic values and the teachings of the Church are found throughout the curriculum.		Select one	
e. Parents are involved in the school and support it financially.		Select one	
f. Families are encouraged to send their children to Catholic Schools.		Select one	

Making All Things New – Archdiocese of New York
 Parish Evaluation of Criteria – Long Form

Criterion 8 Formation and education in vocation awareness is an integral part of all catechetical programs.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Education for vocation awareness is an integral part of the catechetical programs and parochial school curriculum and helps young people discern their vocation.		Select one	
b. A special emphasis is placed on inviting men to consider a vocation to priesthood and men and women a vocation to religious life or lay ministry.		Select one	
c. Adults are invited to and given opportunities for training in the diaconate and lay ministry.		Select one	
d. Participation in programs promoting the discernment of gifts to lay ministry are encouraged.		Select one	

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Stewardship and Outreach

- Time, Talent, and Treasure
- Advocacy and Outreach
- Comprehensive View of Stewardship

“The Church’s social doctrine is an integral part of her evangelizing ministry.”
(*Compendium of the Social Doctrine of the Church*, no. 66)

“The Church’s social doctrine ‘is itself a valid instrument of evangelization’ and is born of the always new meeting of the Gospel message and social life. Understood in this way, this social doctrine is a distinctive way for the Church to carry out her ministry of the Word and her prophetic role. ‘In effect, to teach and to spread her social doctrine pertains to the Church’s evangelizing mission and is an essential part of the Christian message, since this doctrine points out the direct consequences of that message in the life of society and situates daily work and struggles for outreach in the context of bearing witness to Christ the Savior’ .”

(*Compendium of the Social Doctrine of the Church*, no. 67)

Part of the stewardship activity of the parish reflects the need to encourage the faithful to work for outreach based on Catholic Social Teachings. This includes offering direct service to those in need, working for respect life, attempting to eliminate the causes of poverty and living by the values of the Gospel.

Advocacy is another component of building a more just world. Advocating with other religious groups to elected officials for just laws can be a powerful and successful ecumenical effort to alleviate issues affecting the marginalized and poor.

As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.

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Prayerful Reflection—Stewardship and Outreach

Service and outreach are constitutive elements of the Gospel. It is impossible to be a disciple without reaching out to others and thus preparing for the reign of God. On our faith journey we come across many needs of the human community and many ways to meet those needs. As a parish, how do we embrace a discipleship of service?

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Serving God involves serving one's neighbor. As we begin to evaluate how we reflect the Gospel mandate to serve, let us listen to the Word of God:

“Then the king will say to those on his right, 'Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.'

Then the righteous will answer him and say, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink?' When did we see you a stranger and welcome you, or naked and clothe you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'” (Matthew 25:34-38; 40)

For reflection and sharing: (Choose one or two questions to share your reflections with your small group.)

1. On your faith journey when have you seen needs and responded to them? Describe the situation?
2. What role has your parish community played in helping you to serve others?
3. What collaborative projects have you done in service of others?
4. What are three hopes that you have related to being a servant parish?
5. How familiar are you with Catholic social teachings?
6. How have you gotten involved in Respect Life issues?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Time, Talent, and Treasure

Criterion 9 Parishioners are educated and formed in stewardship where all disciples share their time, talent, and treasure.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. All catechetical programs integrate social outreach and stewardship.		Select one	
b. The parish has an active stewardship committee.		Select one	
c. Parishioners volunteer their time to be involved in parish mission		Select one	
d. Parishioners use their talents for the building up of the Church and the world in light of the Reign of God		Select one	
e. The parish has programs where all are expected to share their talents and insights such as activities for families, separated, divorced, single parents, widowed, etc.		Select one	

Advocacy and Outreach

Criterion 10 Advocacy and outreach programs are well integrated into parish life.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. An organized program of instruction in social teaching has been implemented to discuss issues in light of Catholic Social Teaching.		Select one	
b. The parish has outreach programs to assist people who are poor and most in need.		Select one	
c. Parishioners are trained to take part in advocacy at the state and local level especially in regard to all outreach and all respect life issues.		Select one	

Comprehensive View of Stewardship

Criterion 11 Being good stewards of all God’s gifts and contributing to and participating in activities of the larger Church are embodied in parish life.	Present Activity	1=going strong 2=adequate 3=needs help 4=let’s begin	Notes for Planning
Indicators: a. Opportunities to understand that stewardship has the power to shape and mold our understanding of our lives and the way in which we live are provided on an on-going basis to all parishioners.		Select one	
b. Parishioners are given opportunities to learn more about respecting and caring for all creation with a special emphasis on respecting human life in all stages from conception to natural death.		Select one	
c. Parishioners are encouraged to see their work as a way to prepare for the reign of God on earth.		Select one	
d. Parishioners understand that they have gifts from God to use in building up the Church through sharing their talents.		Select one	

ARCHDIOCESE OF NEW YORK

Parish Evaluation of Criteria for Planning

Effective Administration

- Parish Leadership
- Financial Stability
- Diminishing number of Priests
- Geographic Proximity and Mass attendance
- Adequate Staff and Adequate Facilities

The life of the parish is supported by its leadership as it plans for the future. The parish community's commitment of time, talent, and treasure shall ensure proper and just fiscal administration, business, personnel, and property management in response to it. It is important that the Finance Council, the Pastor/Administrator and Pastoral Staff, and the Parish Council maintain a collaborative relationship. These areas of leadership must take responsibility for being effective in responding to the needs of parishioners.

As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.

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Prayerful Reflection—Effective Administration

The parish administrative function and structures serve the mission of the parish. One can have many wonderful ideas about mission, witness, and service but unless there is a way to make it work, the ideas are just that, ideas. Parishes that effectively witness to the Gospel are well organized and empower ministers to be people of Word, Worship and Service. The ministry of administration is essential to effective parishes.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death, resurrection and his sending the Spirit to be with us until the end of time.

In the Acts of the Apostles we read that as the community grew, the original disciples realized that they need help in serving all the needs of the community, so they chose seven more people to serve. Listen as the reading from Acts is proclaimed.

“At that time, as the number of disciples continued to grow, the Hellenists complained against the Hebrews because their widows were being neglected in the daily distribution. So the Twelve called together the community of the disciples and said, "It is not right for us to neglect the word of God to serve at table. Brothers, select from among you seven reputable men, filled with the Spirit and wisdom, whom we shall appoint to this task, whereas we shall devote ourselves to prayer and to the ministry of the word.” (Acts 6:1-4)

For reflection and sharing: Choose one or two questions to share with your group.

1. When have you been asked to serve because the needs of the community were increasing?
2. What talents do you have for administration?
3. What gifts might you be able to contribute to the running of the parish?
4. What core values do you think those involved in administration should have?
5. Name three essential qualities you think someone who contributes in any way to the administration of a parish should have?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

Effective Leadership

Criterion 12 The pastor /administrator, staff, parish council and finance council exert effective leadership that embodies stewardship and points to the future.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The staff and councils pray together.		Select one	
b. Pastoral leadership encourages the fullest possible collaboration of clergy, religious, and laity in their common mission.		Select one	
c. The councils reflect the particular population of the parish.		Select one	
d. The pastoral staff is trained and well qualified to provide the service they are hired to do and the staff receives on-going education and formation.		Select one	
e. The councils receive on-going formation.		Select one	
f. The parish council evaluates and responds to the needs of the parish.		Select one	

Financial Stability

Criterion 13 The parish is financially stable and exercises good stewardship of its resources.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish has a well operating finance council with a financial plan in place.		Select one	
b. The parish is able to pay its debts within a reasonable time.		Select one	
c. The parish has met its archdiocesan financial obligations.		Select one	
d. The parish is not overly dependent on special fundraising activities.		Select one	
e. Parish priorities are reflected in financial decisions.		Select one	
f. The parish ensures proper fiscal administration, business management and maintenance.		Select one	
g. The focus of the Finance Council is on stewardship of resources in both managing costs and developing revenue.		Select one	

Diminishing Number of Priests

Criterion 14 In its planning, the parish takes into account the diminishing number of priests.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish is supporting the pastor/administrator and is not making unreasonable demands on him for his time and for sacramental ministry.		Select one	
b. The parish is studying the parish models for the future and will work generously with its cluster to suggest a model, which takes into account the diminishing number of priests, even if this means it might consolidate with another parish.		Select one	
c. The parish is training and/or hiring lay people to help with some of the parish services and activities, including business management and administration.		Select one	

Geographic Proximity

Criterion 15 The parish is taking into account its	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning

Making All Things New – Archdiocese of New York
 Parish Evaluation of Criteria – Long Form

geographic proximity to other parishes and its Mass attendance when it plans for the future.			
Indicators: a. The parish has shared pastoral programs with near-by parishes.		Select one	
b. The parish has shared liturgies with a neighboring parish.		Select one	
c. The parish has worked to jointly schedule weekend Masses with neighboring parishes.		Select one	
d. Parishioners share programs and festivals which bring them socially together.		Select one	
e. Parishioners and parish leaders are examining geographic distances as they plan for the future.		Select one	

Parish Staff

Criterion 16 The parish has adequate and well-trained and compensated staff as well as appropriate and well maintained facilities to carry out its mission	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish has hired well qualified professional staff to carry out its mission in all aspects of pastoral care.		Select one	
b. Non-paid people are well-trained to be successful providers of services in the parish.		Select one	
c. The parish has adequate space for offices, for liturgy, meeting areas for various size groups, catechesis, parish gatherings and needed places for other ministries and forms of pastoral care.		Select one	
d. The parish buildings have been evaluated by qualified engineers and deemed to be structurally sound now and in the foreseeable future and are handicapped accessible.		Select one	
e. The parish grounds		Select one	

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Parish Evaluation of Criteria – Long Form

and buildings are well maintained and there is a plan in place for on-going maintenance “replacements”.			
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ARCHDIOCESE OF NEW YORK
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PARISH SUMMARY REPORT FORM

Name of Parish _____ City _____

In 50 words describe the uniqueness of your parish, highlighting important historical or cultural aspects which the Archdiocesan Advisory Group would want to know.

After evaluating your parish based on the Criteria for Planning, what do you consider your three greatest strengths?

- 1.
- 2.
- 3.

Based on the Criteria for Planning, what are three areas where you hope to improve?

- 1.
- 2.
- 3.

Section II – Parish and Cluster Materials

HOW IS YOUR PARISH STAFFED TO ACCOMPLISH ITS MISSION?

Please list all paid positions and check if they are full or part time.

Paid Ministry Positions (List Principal by name and the number of teachers in Catholic School)

Name of Position	Full/Part time	Check, if shared with another parish
Example: <i>Youth Minister</i>	<i>Full time</i>	X

- 1.
- 2.
- 3.
- 4.
- 5.

Paid Support Positions (i.e. Secretary, Bookkeeper, Maintenance, etc.)

Name of Position	Full/Part time	Check, if shared with another parish
Example: <i>Secretary Religious Ed.</i>	<i>Part time</i>	

- 1.
- 2.
- 3.
- 4.
- 5.

Section II – Parish and Cluster Materials

Non-paid Ministry Positions

Name of Position	Full/Part time	Check, if shared with another parish
------------------	----------------	--------------------------------------

Examples:

<i>Organist</i>	<i>Part-time</i>	
<i>Youth Minister</i>	<i>Part-time</i>	

- 1.
- 2.
- 3.
- 4.
- 5.

Non-paid Support Positions

Name of Position	Full/Part time	Check...as above...
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Example:

<i>Secretary Religious Ed.</i>	<i>Part time</i>	
--------------------------------	------------------	--

- 1.
- 2.
- 3.
- 4.
- 5.

Is there anything else you want the Archdiocesan Advisory Group to know about your parish that impacts long term planning for you and/or the Archdiocese of New York?

**ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW**

PARISHIONER INPUT RECORD

COUNTY: _____ PASTORAL AREA: _____

PARISH: _____ CITY: _____

CHECK LIST

- | | | |
|---|-----|----------------|
| 1. Bulletin Inserts | ___ | How Often? ___ |
| 2. Bulletin Article | ___ | How Often? ___ |
| 3. Pastor/Administrator or Core Team Letter | ___ | How Often? ___ |
| 4. Prayers of the Faithful | ___ | How Often? ___ |
| 5. Parish Website | ___ | How Often? ___ |
| 6. Town Hall Meetings | ___ | How Often? ___ |
| 7. Small Group Meetings
(other than the Core Team) | ___ | How Often? ___ |
| 8. Sub-Committee Meetings | ___ | How Often? ___ |
| 9. Parish Surveys | ___ | How Often? ___ |
| 10. Other | ___ | How Often? ___ |

Which approach or approaches were most effective and why?

Is there any approach you would consider a “Best Practice?”

Is there anything else you want to say?

Thank You! Please send your feedback to Sr. Eileen Clifford with your Cluster Suggestion Form.

ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW

PARISH COMMUNICATION GUIDELINES

2013

Information to Be Communicated

Any of the information can be used in bulletin inserts or news releases to local media or parish websites.

Cardinal Dolan has begun a new initiative called *Making All Things New*, a process designed to have parishes plan for the future in concert with other parishes. The Cardinal's over-all goal is to enhance the vibrancy of parish life in the Archdiocese of New York so that parishes will be even more effective signs and centers of faith, hope, and love to all God's people. Due to many factors, including demographic shifts, the diminishing number of priests, and the financial situation of many parishes, a process was needed for parishes to work together, in order to strengthen and enhance parish life. Given the availability and leadership of priests as well as deacons, men and women religious, and lay people, the Cardinal thought that this is the right time for us to act as good stewards of our human and financial resources and discover ways to reorganize parishes, so that current parishioners may be well served both now and in the future.

In the *Making All Things New* process all parishes in the archdiocese will be involved in working with neighboring parishes to assess their strengths, name their concerns, and explore how they can work together to better serve the People of God. While understanding that change is inevitable, and that in some cases parishes and building will close, they will be asked to suggest a future model or models of parish life. In addition to some parishes closing, other models might include parishes sharing a pastor or pastoral administrator; 2 or more parishes working closely together at time, sharing staff and programs; or, 2 or more parishes joining together to form a new parish.

An Archdiocesan Advisory Group appointed by Cardinal Dolan made up of priests, deacons, religious and lay people will review the suggestions and evaluation material presented from the Clusters of parishes, make a preliminary recommendation with a rationale back to the Cluster and ask for a response with a rationale. After studying the responses across the archdiocese and considering demographic data and parish data, the Archdiocesan Advisory Group will make final recommendations to Cardinal Dolan. He in turn will consult with the Presbyteral Council and other consultative bodies before making a decision for each Cluster. Once the decisions are made, each Cluster of parishes will begin implementation in 2015.

Times of Transition

By their very nature, times of transition are unsettling. During this process, it is likely that some will believe that the decisions are already made and their voice does not count. Others may feel that, if only the archdiocese had the correct information, they would see how great their parish is and exempt them from participating in this process. Even those who do not share these misperceptions might be anxious or uncertain about what changes this process will bring. Because of these concerns, effective communication is vitally important throughout the ***Making All Things New*** process. Those involved with change, both directly and indirectly, need accurate and consistent information regarding the future of the parish and the reasons for change. We have developed the following guidelines to assist parish leaders and anyone helping to facilitate the parish process, ***Making All Things New***.

- When people experience tension, lack of communication is typically cited as a primary source of the stress. We must not underestimate the positive impact of effective communication — and the negative results when communication is lacking. Communication is more than simply putting forth information; it is a dynamic, two-way process.

Please make every effort to communicate with the various groups in your area with sensitivity to appropriate timing and procedure, and remember that people need to hear information multiple times in order to process it. Help your parishioners to keep in focus the goals of the plan as stated by Cardinal Dolan.

In these pages you will find:

1. Communication Goals
2. Audiences
3. Communication Strategies
4. Communication Tools
5. Tips for Working with the Media

1. Communication Goals

- Help people recognize and understand the reasons for change. (Resources: Cardinal Dolan’s statements, Question and Answer Sheets, etc.)
- Update the parish community *regularly*, sharing accurate and appropriate information in a timely manner.
- Communicate the same information to all parishes in the Cluster.
- Correct misinformation and control rumors.
- Manage the communication process effectively.

2. Audiences

Be aware of the various groups concerned with your parish situation:

- Parishioners
- Staff
- Volunteers
- Neighboring Clusters
- Neighboring church leaders (both Catholic and other denominations)
- Civic community
- Neighborhood

Section II – Parish and Cluster Materials

- Elected officials
- Media
- Others of importance to your parish

3. Communication Strategies

- Respect for people should guide all communication efforts. *How you communicate is as important as what you say.* Openness to those whose opinions differ from yours is critically important.
- Keep a positive attitude and help parishioners and staff through the various stages of the planning and implementation process.
- Maintain a calm presence. Your ability to do so will diminish the impact of rumors and can assuage fears.
- Receive critical comments simply as information that may be helpful to the process. Try to understand the reasons prompting the criticism, and do not take it personally.
- Show respect for the community's history while calling people forward to build the future together. Build on the image of ***Making All Things New.***
- Listen to people's concerns: calm fears when possible: help people see their importance to the new community.
- State facts accurately and clearly explain procedures. Information shared clearly and directly will help to reduce the tendency toward "power plays."
- Recognize that premature information sharing, before decisions are actually made or before those most closely affected have been informed, may thwart the planning process and cause divisiveness within the community. It is important for parish leaders to maintain confidentiality until the *agreed-upon time* to share information.
- Remember that appropriate information sharing needs to be ongoing. It is important not to assume that, since you have put forth information once, people have understood it. Not everyone is at the same "readiness" level, and we need to respect people's need to hear information many times in order to truly process it. Regular and repeated updates help people feel more grounded and secure amidst transition.
- Avoid the tendency to think that because the core team knows what is happening, communication has taken place. Sharing information with each of the audiences listed in section 2 needs to be carefully planned and implemented.
- Communicate important information directly to parishioners, staff, and anyone else personally affected by a situation *before the media* reports it.

No matter the audience, specifically target information.

- Determine the most appropriate timing and sequence for sharing information with

Section II – Parish and Cluster Materials

particular individuals and/or groups.

- Identify the best ways to share information. A few possibilities include:
 - Letters
 - Town hall meetings
 - Question/answer sheets
 - Individual/small group meetings
 - Newsletters
 - Media releases, etc.
 - Web Site updates
 - Parish Bulletins

You know your community better than anyone. Draw upon the wisdom and power of people within the parish to help you determine the most effective ways to communicate with different groups. **When you are working as a Cluster, be sure the same information goes to all parishes in the Cluster at the same time.**

- Be consistent in the information you give to various individuals and groups. Having a single point person to whom people may address their questions is helpful.
- Be aware of individuals and/or groups who may have their own agenda.
- Help people recognize that pushing individual agendas harms the entire community.
- Have a back-up plan for combating rumors and addressing information leaks.

4. Communication Methods

Again, draw upon the wisdom of your own community to help you. Here are a few examples to assist you.

- Speak from the pulpit about the planning process and update parishioners about the progress of the plan.

Include regular bulletin announcements to reinforce your pulpit messages. When more than one parish is involved, use the same announcements in all bulletins, if the information affects both parishes. (See samples which follow)

- Pray in the general intercessions for the mission of the church and for the Holy Spirit's guidance throughout the parish's planning process.
- Make sure all parishioners actually have the recommendation and rationale.
- As you hold parish meetings, routinely draw people's attention to the reality of parishes in transition throughout the archdiocese and in archdioceses and dioceses all over the country.

Section II – Parish and Cluster Materials

- On a weekly basis insert one section of Goals or Criteria in the parish bulletin: Sacramental life; Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education; Stewardship and Outreach; and Effective Administration. Add a question for reflection appropriate to your parish. Use these for all parish meetings, section by section as feasible.
- If common questions surface regarding your parish's situation, compile a question and answer sheet for inclusion in the bulletin or for mailing to all parishioners if this will be more helpful. It is important that people continue to feel informed and to know that they have accurate, updated information.
- Provide up-dated information on your parish Web site, if appropriate.
- Send a letter to denominational leaders of your area or gather them together to discuss the planning process affecting your parish. Request their prayers and support during the planning process and for the emerging parish community.

5. Working with the Media

If you are contacted by reporters from newspapers, television, or radio stations, particularly reporters from outside of your local community, please consult with the Office of Communications before responding. They can help you determine the best way to respond, and may be able to provide you with information about the topic at hand. If you do find yourself in a position where you will be dealing with reporters, the following guidelines and suggestions may be helpful to you.

Parishioners, staff, and anyone else personally affected by a situation should receive important information directly from you or from another appropriate source *before* the media reports it. Nonetheless, newspapers, radio, and TV reporters can play an important role in communicating messages about the parish's planning process. The keys to working with the media include; 1) understanding them, 2) developing a good relationship, 3) delivering a solid message.

Understand the Media

- Know your area reporters and editors and the deadlines they face. The archdiocese can help you identify them.
- Remember that you are in charge, even if a reporter becomes aggressive.
- If reporters inquire about a situation which parishioners are yet unaware of, remind them of your need to respect the parishioners' right to hear information directly from you. Statements such as "it's an internal matter at this point..." or "no decisions have yet been made..." are appropriate.

Develop a Good Relationship with Reporters

- Generally it is better to work with the media than to be non-responsive. "No comment" can portray you or the parish as being uncooperative.

Section II – Parish and Cluster Materials

- Designate one individual as official parish spokesperson and instruct anyone who may receive media inquiries to route questions to the spokesperson. Make sure you return phone calls promptly.
- Ask what information reporters need and when their deadline is. Rather than feeling pressured to respond immediately, indicate you'll get back to them. It is important then to follow-up prior to the deadline.
- Depending upon the circumstance, you may wish to have available names and phone numbers of others to suggest for media interviews, so reporters don't randomly approach parishioners or council members. Help those to be interviewed prepare their thoughts.

Deliver a Solid Message

- Don't be afraid to ask reporters what aspect of the issue they want to cover or if they are talking to others. This will help you anticipate questions and prepare for the answers.
- During the interview, state clearly and calmly what you believe to be most important. Find opportunities to address your main points, even if the reporter's questions do not elicit them directly.
- Deliver a quotable "sound bite." Be brief but informative. Use specific examples, analogies, and relevant statistics or attributed quotes.
- Flag your answer: "The most important thing is..." or "It all boils down to..."
- Be honest. Don't feel pressured to respond if you don't know the answer. Replies such as "we haven't worked out the details," "we don't know yet," or "we haven't given thought to that" are reasonable.

It is important to help all involved to recognize the dangers of using media to push one's own agenda. Taking issues to the media that would better be dealt with internally destroys trust and impedes the process of working through difficulties. Trying to use media in personal battles often backfires.

Conclusion

Implementing a sound communication strategy with your various parish audiences is the best way to assure a successful planning process. By taking time from the outset to explain the issues and offer opportunities for feedback, you will lay the groundwork for building a cohesive faith community.

ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW

PARISH COMMUNICATION SAMPLES

INTRODUCTION

Being part of *Making All Things New* provides many opportunities for good communication with all parishioners and the community as a whole. Some ideas which follow will aid in letting all members of the parish know what *Making All Things New* is and what the parish is doing as part of it.

BULLETIN ANNOUNCEMENTS OR MATERIAL FOR THE PARISH NEWSLETTER

Please adapt all the material that follows to your local circumstances. These are not recipes, but rather ways to save you time, so you do not have to reinvent the wheel to begin your communications campaign! All announcements do not have to be used and the order can be changed depending upon how your parish is participating in *Making All Things New*.

Bulletin Announcements do not take the place of face-to-face meetings such as town hall meetings and other more personal vehicles for communication.

Announcement 1

Making All Things New

Cardinal Dolan has asked us to be part of the current cycle of parish planning related to the *Making All Things New*. His expectation is that each parish will find neighboring parishes with whom to plan in order to:

1. Share more resources with each other and with parishes in need;
2. Avoid unneeded duplication of services; and
3. Fill in the gaps where service and ministry have not been available.

The parishes with whom we hope to work include: _____, _____,
_____.

Announcement 2

Making All Things New

The goals of the *Making All Things New* process promoted by Cardinal Dolan include:

1. To enhance the vibrancy of parish life throughout the Archdiocese of New York.
2. To strengthen the presence and ministry of the Church in the urban, suburban and rural areas of the archdiocese.
3. To foster an appreciation for and participation in Sunday Eucharist.
4. To promote new evangelization efforts throughout the archdiocese.
5. To realign parishes within the archdiocese considering the number of priests available to serve, financial resources and changing demographics.
6. To ensure that all parishioners have opportunities for quality lifelong Christian education and formation.

Section II – Parish and Cluster Materials

7. To strengthen service to those who are most in need.
8. To promote vocations to the priesthood, religious life, the diaconate and lay ministry.
9. To support new initiatives for youth, young adults and seniors.
10. To build a greater sense of unity among Catholics from all cultures within the local Church.
11. To increase collaboration among all entities in the local, national and universal Church.

As our Core Team begins to organize itself, it will be keeping these goals in mind and alerting you to how well we are doing in meeting the goals.

Announcement 3

Making All Things New

The following people are on the Core Team to do parish planning as part of *Making All Things New*: (Name people.) The Core Team attended a training session on _____date to become acquainted with the materials we will be using to assess our parish ministries.

The Core Team will be overseeing the evaluation of parish ministries based on the Criteria for Planning. The Criteria are divided into four categories: Sacramental Life of the Parish; Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education; Stewardship and Outreach; and Effective Administration.

Announcement 4

Making All Things New

The Core Team oversaw the parish evaluation of the Criteria for Sacramental Life of the Parish and found that our strengths included_____, _____, _____, _____. Our hopes for the future include _____, _____, _____. If you have any comment about these, please contact _____ at _____.

Repeat this kind of announcement for each of the other areas (Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education; Stewardship and Outreach; and Effective Administration.)
(Announcements 5-8)

Announcement 9

Making All Things New

The Core Team and Parish Council finished our parish evaluation according to the Criteria for Planning and have come to the following conclusions: (Highlight the good things happening and the hopes for the future, or any other pertinent information.)

Announcement 10

Making All Things New

As part of our planning for the future, The Core Team analyzed some of the demographic trends that are part of our parish's life. We thought you would be interested in the following: (Include what is appropriate.)

Announcement 11

Making All Things New

The Core Team has begun meeting with the cluster(s) parishes to do some joint planning to look at models for working together. The models presented by the archdiocese include collaborative, linked or consolidated parishes.

Announcement 12

Making All Things New

The Core Team invites you to a meeting to accomplish two things: 1) to hear about its deliberations on a model of working with other parishes in the future; 2) and to solicit your input. We would appreciate your attendance and participation. The meeting is _____time, place, date_____.

Announcement 13

Making All Things New

The parish Core Team working with the Core Teams in the cluster have submitted a Suggestion to the Archdiocesan Advisory Group on how the cluster might work together in the future. We suggested working on Models (designate Collaborative, Linked or Consolidated) which for our parish would mean_____. The Archdiocesan Advisory Group will consider our work and make a preliminary recommendation back to us. At that time we will be asked to respond to their preliminary recommendation.

GENERAL INTERCESSIONS (THESE MAY BE USED IN ANY ORDER.)

Week One

For the success of *Making All Things New*, that all parishes will faithfully participate under the guidance of the Holy Spirit to look at how they can best build the Reign of God, let us pray to the Lord. Response...

Week Two

That our Core Team will be blessed and strengthened as it participates in the *Making All Things New*, let us pray to the Lord. Response...

Weeks Three-Nine

That the Holy Spirit may continue to guide our Core Team as it evaluates our ministries of _____ (Sacramental Life, Evangelization, Catechesis, Catholic Schools, and Lifelong Religious Education, Stewardship and Outreach, Effective Administration, etc.) let us pray to the Lord. Response... (Use as appropriate.)

Week Ten

For our Core Team as it looks for ways to suggest good stewardship practices for our parish and cluster, let us pray to the Lord. Response...

Week Eleven

That the Holy Spirit will continue to be with the *Making All Things New* as our parish cluster prepares its suggestion to the Archdiocesan Advisory Group, let us pray to the Lord. Response...

Week Twelve

For all those in *Making All Things New* who are discerning plans for their future, let us pray to the Lord. Response...

Week Thirteen

That *Making All Things New* will generate attitudes and actions of sharing across the archdiocese and the larger Church, let us pray to the Lord. Response...

Week Fourteen

That *Making All Things New* will renew parish life across the Archdiocese of New York, we pray to the Lord. Response...

ANNOUNCEMENTS AT LITURGY

Besides the bulletin announcements suggested above, it is a good idea to have members of the Core Team give a brief up-date on *Making All Things New* at least once a month during the announcement time at liturgy. This will make the work of the Core Team come alive for the parish community.

ARCHDIOCESE OF NEW YORK
MAKING ALL THINGS NEW

ROLE OF ARCHDIOCESAN PARISH FACILITATORS:

Overall Description

An Archdiocesan Parish Facilitator is a person active in the Catholic Church with experience working with groups and broad knowledge of the Archdiocese of New York. These parish facilitators receive a stipend and are responsible for assisting local leaders to plan, facilitate, and evaluate parish and Cluster meetings as part of the *Making All Things New* planning process. Training will be provided by The Reid Group to enable people to be successful facilitators in this process. Flexibility is required in terms of availability to work when and where the needs arise.

Facilitation

Facilitation is a form of leadership which empowers groups to achieve their goals. Facilitators plan meetings; prepare materials; implement meetings; and contribute to the evaluation and report of meetings.

Specific Tasks of an Archdiocesan Parish Facilitator

1. Understands and articulates the purposes of the meeting in the broader context of *Making All Things New*.
2. Prepares the agendas for meetings with the Parish Core Team Chair.
3. Works with the Chair of the Parish Core Team to ensure that all the materials needed are available at the meeting.
4. Works with the Chair of the Parish Core Team to design the meeting process depending on the purpose of the meeting.
5. Ensures along with the Chair of the Parish Team that prayer has been prepared for the meeting.
6. Articulates the “ground rules” for a meeting and obtains approval of the agenda from the participants.
7. Manages conflict, if it arises.
8. Helps the group communicate effectively.
9. Helps the Chair of the Parish Core Team to provide a welcoming environment to meet the goals of the meeting.
10. Fosters leadership in others by sharing some responsibilities at the meeting.
11. Evaluates the meeting with the Chair of the Parish Core Team.

Kinds of Meetings Facilitators Oversee

1. Parish Planning Meetings
2. Parish Town Hall Meetings or Assemblies
3. Cluster Planning Meetings

Skills and Abilities needed to be an Effective Archdiocesan Parish Facilitator

1. Good facilitation skills including excellent listening skills
2. Well-honed planning and time management skills
3. Ability to think on one’s feet
4. Conflict management skills