

Pastoral Planning Guide

Overall goal: To ensure that the Church’s mission of Sacrament, Word, Worship, Community and Service continues in a vibrant way under the constraints of priest availability, demographics, and financial resources.

The planning team * will coordinate the process of addressing each of these issues and ensure good, two-way communication throughout planning. Bishop Matano may indicate constraints or other areas where planning is needed, and the list of issues may be modified as needed.

Key Area	What	How	Who
Sacramental and Ministerial Responsibilities	Determine which parishes best naturally affiliate in a manner that promotes the unity and cooperation among all parishes in a deanery	Small group work with Pastors, staff, and Pastoral/Finance Councils	Regarding Leadership: Bishop Matano with input from the Pastors, Councils, and Dean Ministerial collaboration may take place among multiple communities
	Assess ministry needs and priorities for the parishes (Mass attendance, evangelization, life-long faith formation, liturgy, music, pastoral care, funerals/bereavement, social ministry)	Community needs assessment, parish ministry survey, staff survey, small group work using OPRP resource or Parish Self-Evaluation resource	The planning team (which includes the Pastors and Parochial Vicars) after input from Pastoral/Finance Councils, parishioners and staff
	Determine options on how sacramental and ministerial responsibilities beyond the parishes can be handled (i.e. at a local college, hospitals, senior living/nursing homes, prisons, etc.)	Discussion with Pastors, Dean, senior priests, deacons, Deanery Pastoral Planning Committee	The planning team (which includes the Pastors and Parochial Vicars), recognizing that there may be appointments by the Bishop in some of these categories
	Determine weekend and weekday Mass schedules	Use Mass Schedule change resource to bring in input from all communities impacted	By the Pastors after input from planning team, parishioners and staff. All decisions subject to final approval by Bishop Matano so he may lend his support to the transition
Human Resources	Assess administrative needs for the parishes	Staff survey, current (and accurate) job descriptions	By the Pastors with input from the Diocesan HR Director and Finance Directors
	Re-align staffing to meet ministerial/ administrative needs in light of available financial resources	Using the ministerial priorities identified through a parish ministry survey	By the Pastors with input from the Diocesan HR Director and Finance Directors

* The planning team must include Pastors/Pastoral Administrators, Parochial Vicars, Finance Directors, and equal representation from all communities involved. It is recommended that it includes representatives from the Pastoral and Finance Councils of each community, and possibly representation from the ministerial staff.

Key Area	What	How	Who
	Volunteer leadership development	Identify types of volunteer leadership possible and resources needed for training. This should complement the staffing assessments.	Pastors with input from Parochial Vicars, staff, planning team, and Pastoral/Finance Councils
	Pastor and priest appointment	Input from current priests and Pastors, using ministerial insights from the planning team	Bishop Matano after the Priest Personnel Board process
	Deacon appointment	Input from current priests, Pastors, and deacon(s) using ministerial insights from the planning team	Bishop Matano after the Deacon Personnel Board process
Buildings and Infrastructure	Gather and assess current building usage and projected capital repairs; develop long-term plan options (which may include various alternative scenarios depending on opportunities to sell/rent various buildings)	Use the Parish Infrastructure Needs report and ministry building usage data to determine the financial and ministerial implications of keeping, selling or renting each structure	The planning team (which includes the Pastors and Parochial Vicars) with input from the Finance Director, Finance and Pastoral Councils, building/property committees and personnel, parishioners at large, and the Diocesan Office of Buildings and Properties
Fiscal Responsibilities	Assess the available resources and how they can support the ministerial priorities of the parish(es)	Use the Parish Infrastructure Needs report, ministry building usage data, proposed staffing changes, ministerial priorities information, and current/projected parish financial data	Pastor, with input from Parochial Vicars, the Finance Director and Pastoral/Finance Councils
	Create strategies for increasing income/revenue opportunities	Stewardship development	Pastor, with input from Finance Director and Pastoral/Finance Councils
	Create strategies for decreasing expenses	Discussion with Finance and Pastoral Councils	Pastor, with input from Finance Director and Pastoral/Finance Councils