



Vision 2016

Parish Pastoral Plan Guidebook

January, 2015

LETTER TO THE DIOCESE OF WINONA

Dear brother priests, deacons, consecrated women and men, brothers and sisters in the Lord Jesus:

With grateful hearts for God's abundant goodness to us, we embark on this Pastoral Planning process in our Diocese of Winona. This time in the life of our diocese also coincides with the invitation of Pope Francis *"to a renewed personal encounter with Jesus Christ, or at least an openness to letting Him encounter them. I ask all of you to do this unfailingly each day."* Throughout the Council Documents of Vatican II, the Council Fathers reminded us of the universal call to holiness. Especially in chapter five of *Lumen Gentium* we hear the call to holiness:

Therefore in the Church, everyone, whether belonging to the hierarchy, or being cared for by it, is called to holiness, according to the saying of the Apostle: "For this is the will of God, your sanctification". However, this holiness of the Church is unceasingly manifested, and must be manifested, in the fruits of grace which the Spirit produces in the faithful; it is expressed in many ways in individuals, who in their walk of life, tend toward the perfection of charity, thus causing the edification of others; in a very special way this (holiness) appears in the practice of the counsels, customarily called "evangelical." LG 5:39

This universal call to holiness, centered in the Eucharist, will be our focus throughout this process that we hope will be a time of grace to strengthen our parish and diocesan life in Christ. Aware of my Episcopal motto, and the love of Christ that unites us, we can "Rejoice in Hope" (Romans 12:12) as we approach this important time in our diocese.

The Catholic Faith was brought to the bluffs, rivers and plains of southern Minnesota over 125 years ago as the pioneer people began to settle the land. With their strong faith in God, their hope for the future, and with determination, they built up the visible Church of God, the Mystical Body of Christ. Succeeding generations up to our own day have continued to spread the message of the Gospel and to live it with similar faith, hope, and perseverance. The Church in the Diocese of Winona has made a difference in peoples' lives. Through the celebration of the Eucharist and the Sacramental life of the Church we have grown closer to Jesus Christ, and have shared that relationship in service and works of charity, as well as the formation of the Catholic faithful through catechesis.

From the gift of the Eucharist, Perpetual Eucharistic Adoration has been a treasure rediscovered in each of our Deaneries the past 20 years. Our own Cathedral of the Sacred Heart will celebrate 21 years of Perpetual Eucharistic Adoration this year. The Eucharist is the center of our lives and from it we receive the grace to live out the call to holiness each day. At diocesan, parish and school meetings, we begin with a time of prayer before the Blessed Sacrament, many times a Holy Hour. This will also be the heart of our planning process as we gather across the diocese these coming months ahead.

We have celebrated our 125th anniversary of the Diocese of Winona this past September. At our celebration we came to a deep recognition of the abundance of gifts and talents in our Diocese. We seek to be proactive and wise in our stewardship and growth as a Catholic community. We seek to understand, embrace and leverage our growing diversity in all forms. And as we seek to be good stewards of our temporal matters, we must also commit to and assure that our priests live healthy, holy and happy lives. We must also commit to prudently use our limited financial and personnel resources and to take advantage of the opportunities which changes in technology and communication offer. And we are grounded in a shared practice of adoration for 30 minutes or more whenever we gather, so that we are more tuned to the calling of the Holy Spirit, and the pastoral needs of the faithful.

In this process of pastoral planning we must ask and answer some key questions:

- What is God calling us as individual Catholics, as a parish and as a Diocese, to be?
- What are our common and unique identities, roles and responsibilities as priests, deacons, religious and laity?
- What are the characteristics of vibrant, sustainable and faith-filled Catholic Parishes and Schools?
- What are the characteristics of healthy, holy and faith-filled priests whose lives sustain and feed both the Faithful and themselves?
- How will we become a stronger, more visible presence with Vision 2016 and how can we track our progress along the way?

This Parish Pastoral Plan Process is intended to provide a clear, consistent, simple and straight-forward process of organizing and reporting our assessment of our parishes. Together we will set goals towards Vision 2016 that will help us be the light of Christ in the world. We will together define the key actions we must take at the parish level to build the Catholic Church and to attend to the pastoral and sacramental needs of the faithful. This diocesan-wide and parish level assessment, reflection, planning and action will enable us all to live holy lives, rooted in Jesus Christ. We will grow in our faith and be strengthened in our Catholic identity so we can enable our parishes and schools and thus the entire Diocese of Winona to indeed become a stronger, more visible presence of Christ in southern Minnesota.

Sincerely yours in Christ,

Bishop John Quinn

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Prayer for Pastoral Planning Diocese of Winona

Almighty God, we, the people of the Diocese of Winona, prayerfully look to the future. During this time of pastoral planning, we implore the Holy Spirit to pour out upon us the gifts of wisdom, courage and hope.

May we exercise the virtue of prudence by opening our hearts and minds to be good stewards of the legacy of faith inherited from those who built the Church on the prairie, the hills and in the valleys.

May we exercise the virtue of justice by opening our hearts and minds to assure that the voices of people from all generations, all vocations and all areas of the Diocese are welcomed and respected.

May we exercise the virtue of fortitude by opening our hearts and minds to understand and acknowledge the spiritual and practical realities of our day and prepare for the days to come; and

May we exercise the virtue of temperance by opening our hearts and minds to accept the changes in diocesan, parish and personal life that the Holy Spirit, through this planning process, is guiding us to make.

Under the protection of Blessed Mary, our Mother, may we discern and implement what is best for the diocesan Church and all the faithful of southern Minnesota.

We pray this through Christ, our Lord.

Identity, Roles and Responsibilities

	Priests	Deacons	Laity
Identity: Who They Are	<ul style="list-style-type: none"> Incorporated into the Body of Christ through Baptism Participating in the Priestly, Prophetic and Kingly Office of Christ A cleric ordained to <i>Ministerium</i>, i.e., a service to God’s People in word and sacrament in communion with the Bishop and in fraternity with the body of priests Radically consecrated by Holy Orders to Christ, the Head, Shepherd and Spouse of the Church Called to holiness Called to chaste lives lived in Celibacy 	<ul style="list-style-type: none"> Incorporated into the Body of Christ through Baptism Participating in the Priestly, Prophetic and Kingly Office of Christ A cleric ordained to <i>Diakonia</i>, i.e., a service to God’s People in communion with the Bishop and his body of priests Radically consecrated by Holy Orders to Christ, the Servant Called to holiness Called to chaste lives lived in Holy Matrimony or Celibacy 	<ul style="list-style-type: none"> Incorporated into the Body of Christ through Baptism Participating in the Priestly, Prophetic and Kingly Office of Christ Consecrated by Baptism to Christ to live a manner of life marked by a secular character Called to holiness Called to chaste lives lived in Holy Matrimony or the single life
Place: Where They Fulfill Identity	<ul style="list-style-type: none"> In and for the Church 	<ul style="list-style-type: none"> More present and involved than the priest in the secular world 	<ul style="list-style-type: none"> In the secular world
Mission: What They Do	<ul style="list-style-type: none"> Priestly: In the Person of Christ the Head, make an offering to God of himself and on behalf of the People at the Altar and in his daily life Prophetic: Accept the Gospel in faith and proclaim it with authority in word on behalf of the Church Kingly: Seek to guide the community entrusted to him and to maintain it in unity, in addition to seeking to overcome sin in himself 	<ul style="list-style-type: none"> Priestly: Make an offering to God of himself around the Altar and in his daily life as a reflection of the diaconal character of the Church and as a reminder of her mission to serve as Jesus did Prophetic: Accept the Gospel in faith and proclaim it in word and deed for the Church and in the world Kingly: Seek to be a driving force for the Church’s service toward the local Christian community as a sign of the Lord Christ Himself in addition to seeking to overcome sin in himself 	<ul style="list-style-type: none"> Priestly: Make an offering to God of themselves around the Altar and in their daily lives Prophetic: Accept the Gospel in faith and proclaim it in word and deed in the world Kingly: Seek to overcome in themselves the kingdom of sin and to serve Jesus in the poor through justice and charity, and to restore to creation all its original value



Responsibilities

Priests

- Preach and Administer the Sacraments
- Preside over the offering of the Holy Sacrifice of the Mass
- Collaborate with the Bishop as the primary teacher of the Faithful
- Collaborate with the Bishops in the formation, governance, and guidance of the Christian faithful

Deacons

- Preach and Administer some of the Sacraments
- Be leaders in works of charity and justice
- Collaborate with the Bishop and the priests in calling all to holiness
- Educate the Christian community on the social dimensions of the Gospel

Laity

- Participate in the Sacraments and the Sacred Liturgy
- Works of charity and justice
- Evangelize in the workplace
- Faithful Citizenship
- Sanctify the Family

Responsibilities of Pastor and Parishioners

Roles and Responsibilities of Pastors According to the Code of Canon Law

Source: http://www.vatican.va/archive/ENG1104/_P1U.HTM

CHAPTER VI.

PARISHES, PASTORS, AND PAROCHIAL VICARS

- Can. 528 §1. A pastor is obliged to make provisions so that the word of God is proclaimed in its entirety to those living in the parish; For this reason, he is to take care that the lay members of the Christian faithful are instructed in the truths of the faith, especially by giving a homily on Sundays and holy days of obligation and by offering catechetical instruction. He is to foster works through which the Spirit of the Gospel is promoted, even in what pertains to social justice. He is to have particular care for the Catholic education of children and youth. He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.
- §2. The pastor is to see to it that the Most Holy Eucharist is the center of the parish assembly of the faithful. He is to work so that the Christian faithful are nourished through the devout celebration of the sacraments and, in a special way, that they frequently approach the sacraments of the Most Holy Eucharist and penance. He is also to endeavor that they are led to practice prayer, even as families, and take part consciously and actively in the sacred liturgy which, under the authority of the diocesan bishop, the pastor must direct in his own parish and is bound to watch over so that no abuses creep in.
- Can 529 §1. In order to fulfill his office diligently, a pastor is to strive to know the faithful entrusted to his care. Therefore he is to visit families, sharing especially in the cares, anxieties, and griefs of the faithful, strengthening them in the Lord, and prudently correcting them if they are failing in certain areas. With generous love he is to help the sick, particularly those close to death, by refreshing them solicitously with the sacraments and commending their souls to God; with particular diligence he is to seek out the poor, the afflicted, the lonely, those exiled from their country, and similarly those weighed down by special difficulties. He is to work so that spouses and parents are supported in fulfilling their proper duties and is to foster growth of Christian life in the family.
- §2. A pastor is to recognize and promote the proper part which the lay members of the Christian faithful have in the mission of the Church, by fostering their associations for the purposes of religion. He is to cooperate with his own bishop and the presbyterium of the diocese, also working so that the faithful have concern for parochial communion, consider themselves members of the diocese and of the universal Church, and participate in and sustain efforts to promote this same communion.

Responsibilities of Pastor and Parishioners

continued

Roles and Responsibilities of Pastors According to the Code of Canon Law

Source: <http://www.vatican.va/archive/ENG1104/P1U.HTM>

Can. 530 The following functions are especially entrusted to a pastor.

1. the administration of baptism;
2. the administration of the sacrament of confirmation to those who are in danger of death, according to the norm of \Rightarrow Can. 883, n. 3;
3. the administration of Viaticum and of the anointing of the sick, without prejudice to the prescript of \Rightarrow Can. 1003, §§2 and 3, and the imparting of the apostolic blessing;
4. the assistance at marriages and the nuptial blessing;
5. the performance of funeral rites;
6. the blessing of the baptismal font at Easter time, the leading of processions outside the church, and solemn blessings outside the church;
7. the more solemn Eucharistic celebration on Sundays and holy days of obligation.

Can. 543 §1. If the pastoral care of some parish or of different parishes together is entrusted to priests in solidum, each of them is obliged to perform the tasks and functions of pastor mentioned in Can. \Rightarrow 528, \Rightarrow 529, and \Rightarrow 530 according to the arrangement they establish.
All of them have the faculty of assisting at marriages and all the powers to dispense granted to a pastor by law; these are to be exercised, however, under the direction of the moderator.

§2. All the priests who belong to the group:

1. are bound by the obligation of residence;
2. are to establish through common counsel an arrangement by which one of them is to celebrate a Mass for the people according to the name of \Rightarrow Can. 534;
3. the moderator alone represents in juridic affairs the parish or parishes entrusted to the group.

Responsibilities of Pastor and Parishioners

continued

The following responsibilities should be addressed for a viable parish community.

Items marked * must be the responsibility of a priest/pastor.

Items marked with a † should have direct oversight by a priest or parish director.

Other items could be delegated to properly trained, formed and supervised lay persons.

I. WORSHIP AND SPIRITUALITY

1. Planning, coordinating the celebration of Mass, sacraments
2. Work with liturgical committee or commission
3. Presiding/conducting
 - * A. Weekend Masses
 - B. Wake Services
 - * C. Wedding (Priest/Deacon)
 - * D. Baptism (Priest/Deacon)
 - * E. Funeral Mass
 - F. Devotions/Prayer Services
4. Preaching (Priest/Deacon)
5. Daily Community Prayer
6. Preparing people for sacraments
7. Care for the Dying
8. Spiritual direction
9. Promote prayer, family prayer

Responsibilities of Pastor and Parishioners

continued

II. EDUCATION AND FORMATION

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

III. PASTORAL CARE OR SERVICE

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

IV. COMMUNITY BUILDING AND LEADERSHIP DEVELOPMENT

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

V. ADMINISTRATION

- † 1. Lead councils, pastoral and finance
- † 2. Personnel
 - A. Hiring
 - B. Supervising (In consultation/collaboration with Parish Council and Core Staff)
 - C. Developing
3. Planning
- † 4. Ensuring financial management
- † 5. Ensuring care of buildings, assets
- * 6. Legal concerns
- † 7. Maintain records
8. Ensure communication: within parish, with diocesan offices, other

VI. RELATION TO OTHER COMMUNITIES

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

PASTORAL VISION

Vision 2016

Having celebrated our 125th Jubilee, the people of the Diocese of Winona will be more:

- | | |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Catholic | <i>People of deep prayer and ongoing conversion, more fully embracing our Catholic identity and faith, fulfilling our roles and responsibilities as clergy, religious and laity</i> |
| Eucharistic | <i>People with full, active and conscious participation in the Sacred Liturgy, the sacraments and devotions that are celebrated with reverence and according to liturgical norms</i> |
| In Communio | <i>People operating in "communio" with their priests, bishop and Catholic Church in living out our shared Mission with faith, hope and love</i> |
| Engaged | <i>People grateful for the gift of life who know and witness each day the teachings of Christ and his Church. People responding to their encounter with Christ and engaged in the local and global community with acts of evangelization, charity and justice to the human and spiritual needs of others, including sharing the faith with love and humility</i> |
| United | <i>People who cooperate and collaborate within and among parishes, fully aware of the abundance of gifts freely given to us and operating with a shared focus and energy to better allow all to live healthier, happier and holier lives</i> |

Vision 2016 Measures *A series of Measures of becoming a stronger, more visible presence in southern Minnesota*

**Context
and
Teaching
for Parish
Pastoral
Plans**

Parish Pastoral Plan Element A: Vibrant and Vital Diocese	
Measure	Vision 2016
A. Clarity, Acceptance and Implementation of Vision 2016 and Implementation of the Parish Pastoral Plans	Our Priests and Deacons strongly support the Diocesan Vision 2016 and its decisions and are providing pastoral leadership in the implementation of our Parish Pastoral Plan in partnership with parishioners
B. Use of Adoration whenever we gather- to ground and enliven our spirit, our awareness and our work	Priests, Deacons and parishioners are strongly engaged in Adoration for 30 + minutes prior to our shared meeting and work
C. Technology and Communications are bridging the distance between us in effective and efficient ways	Diocesan and parish investment in technology and communications allows for meeting "at a distance" limiting drive times and inefficient use of time
D. Parish Ministry and Operational Needs are met	105 % of parish ministry and operational needs are met and Diocesan / Special Appeals are fully funded annually
E. Transparency and Collaboration between Parishioners, Priests and Staff	Priests, Staff and Parishioners are appropriately transparent and effectively collaborating with each other in achieving the Parish Pastoral Plan Actions and Goals

Vision 2016 Measures *A series of Measures of becoming a stronger, more visible presence in southern Minnesota*

Parish Pastoral Plan Element B: Vibrant and Vital Catholic Parishes	
Measure	Vision 2016
A. Quality of and Participation in Liturgy and the Sacraments	70+ % parishioner participation in Sunday liturgy and Sacraments that is: <ul style="list-style-type: none"> • in fidelity to Norms and Rubrics, • found to be the best source of faith and teaching by parishioners, and • engaging and meaningful to Celebrant and parishioners
B. Stewardship of Time, Talent and Treasure	70+ % parish household participation in: <ul style="list-style-type: none"> • weekly stewardship @ 2+ % of gross income and • annual parish ministry or community service in some form by all faithful
C. Quality of and Participation in Faith Formation of the parish	70+ % parishioner and staff satisfaction with the breadth and quality of Faith Formation for all ages and conditions
D. Quality of and Participation in Pastoral Care and Social Justice Ministries of the parish	70+ % parishioner and staff satisfaction with the breadth and quality of Pastoral Care and Social Justice Ministries
E. Welcoming, honoring and integration of all parishioners and parish story and culture	70+ % parishioner satisfaction with the welcoming, honoring and integration of all parishioners, especially new people, communities and cultures
F. Engagement and Effectiveness of Parish Trustees, Finance Council and Pastoral Council	70+ % parish leadership satisfaction with the quality and effectiveness of Consultative Leadership in accordance to Church teaching

Vision 2016 Measures *A series of Measures of becoming a stronger, more visible presence in southern Minnesota*

**Context
and
Teaching
for Parish
Pastoral
Plans**

Parish Pastoral Plan Element C: Healthy, Happy and Holy Priests and Deacons	
Measure	Vision 2016
A. Understanding, Acceptance and Living Out of Identity, Life and Ministry	Priests and Deacons acknowledge, accept and live in accordance with Church teaching, standards and norms from which come their identity and ministry with satisfaction and to the best of abilities
B. Competency, Development and Engagement in Pastoral Ministry	Parish leadership and staff experience their Priests and Deacons as competent to highly competent in most pastoral ministry
C. Priestly Fraternity	Priests and Deacons committing to and finding high satisfaction from consistent and collaborative priestly fraternity at least on a monthly basis
D. Manageable Work / Ministry Load	Priests averaging between 45 - 55 hours per week and Deacons averaging between 10 - 15 hours per week in duties, thus allowing for prioritized time for prayer and leisure within policy and norms
E. Operating with a Healthy Balance of Authority and Partnership and Effective Delegation of Parish Administration to Laity	Parish leadership and staff experience the parish as operating with a healthy balance of authority and partnership across all areas of parish life and ministry and effective delegation of parish administration by the pastor
F. Vocations to Priesthood	Steady to increasing advocacy for the priesthood by pastor and parish leadership as well as in the # of candidates from the parish

Vision 2016: Diocese of Winona Described and Lived as:

- **Catholic** *People of deep prayer and ongoing conversion, more fully embracing our Catholic identity and faith, fulfilling our roles and responsibilities as clergy, religious and laity*
- **Eucharistic** *People with full, active and conscious participation in the Sacred Liturgy, the sacraments and devotions that are celebrated with reverence and according to liturgical norms*
- **In Communio** *People operating in "communio" with their priests, bishop and Catholic Church in living out our shared Mission with faith, hope and love*
- **Engaged** *People grateful for the gift of life who know and witness each day the teachings of Christ and his Church. People responding to their encounter with Christ and engaged in the local and global community with acts of evangelization, charity and justice to the human and spiritual needs of others, including sharing the faith with love and humility*
- **United** *People who cooperate and collaborate within and among parishes, fully aware of the abundance of gifts freely given to us and operating with a shared focus and energy to better allow all to live healthier, happier and holier lives*

Vision 2016 Measures- Setting Annual Goals and Actions

- **Step 3: Parish Pastoral Plan Action and Accountability**
 - **Clement A: Vibrant and Vital Diocese**
 - **Clement B: Vibrant and Vital Catholic Parishes**
 - **Clement C: Healthy, Happy and Holy Priests and Deacons**

2016 - Assessing and Describing Our Current Reality

- **Step 2: Combined Parish Pastoral Plan 2014 Assessment and 2015 - 2016 Goals Setting**
- **Evaluation of current 2014 conditions and set 2015 - 2016 goals for:**
 - **Element A: Vibrant and Vital Diocese,**
 - **Element B: Vibrant and Vital Catholic Parishes,**
 - **Element C; Healthy, Happy and Holy Priests and Deacons**
 - **Parish histories, cultures and key desires for transition and unity**
- **Step 1: Plan for Use of Goods**
 - **Due Diligence for Finance, Debt, Facilities, Religious and Sacred Articles, Cemeteries, Staffing, Contracts, Endowments and Restricted Gifts**
 - **The Parish Book of parish history, cultures, names, pictures and key hopes for transition and unity**
 - **Receiving Parish Pastor and Diocesan Staff review and finalization of Proposal to the Office of the Bishop for review , refinement and approval**

Parish Pastoral Plan

Timing

January – April, 2015

Deanery Meetings as scheduled across the timeframe

1. Deanery Meeting 1: *Understanding Vision 2016 and the Parish Pastoral Plan Foundations and Teaching*
 1. Review of the Vision 2016 Process to-date and through 2016
 2. Review of the demographics and data in 2015 and projected for 2018

2. Deanery Meeting 2: Organize and develop the data and materials needed for the Second Meeting
 1. Review and reflection of Parish Pastoral Plan Guidebook
 - Introductory Letter and Prayer
 - Context and Teaching
 - Identity, Roles and Responsibilities
 - Process Map and Tools

April – August, 2015

Following the Deanery meetings

1. Following the deanery meetings, all affected parishes should move immediately to address the following steps:
 1. Providing of pastoral care and communications to parishioners who are grieving the possible changes of their local Catholic Parish
 2. Organizing, writing and preservation of the Catholic Parish Book narrative with pictures, if available
 3. Development of a Proposal for Use of Goods in consultation with the parishioners, staff, and receiving Pastor
 4. Meeting of receiving Pastor with Diocesan Officials to finalize Proposal for Use of Goods and forwarding of Proposal to the Office of the Bishop

September, 2015 – February, 2016

As scheduled across the timeframe

As the Office of the Bishop is in the review and finalization of the Plan for Use of Goods from the affected parishes, the pastor, staff and lay leaders for all affected parishes meet in a series of (3) three facilitated three-hour meetings to develop a Parish Pastoral Plan.

First Parish Cluster Meeting: *Reviewing, Reflecting and Interpreting the Array of Data, Information, Trends and Conditions*

- Identification and location of the combined registered parishioner households
- Review and reflection on the affected parishes story, culture and current conditions of its parishioners
- Review and reflection on the Plan for Use of Goods submitted to the Office of the Bishop
- Review and reflection on updated parish / area demographics and trends
- Review and reflection on the sacramental, financial, facilities and ministries condition and trends

September, 2015 – February, 2016

continued

Second Parish Cluster Meeting: *Assessing the Current Reality of the Combined Parish and Setting Two-Year Goals towards Vision 2016*

1. Assessment of Current Reality utilizing the four Vision 2016 Elements and Measures
2. Setting of DRAFT Goals for the next two years utilizing the four Vision 2016 Elements and Measures

Third Parish Cluster Meeting: *Finalizing the Assessment, Goals and Actions of the Parish Pastoral Plan*

1. Finalization of the Assessment of Current Reality and Goals utilizing the four Vision 2016 Elements and Measures
2. Deepening the Goals beyond the Vision 2016 Elements and Measures to best meet the parish pastoral needs
3. Developing the Key Actions and Accountability for the Goals
4. Finalizing the Parish Pastoral Plan for communication to the parishioners and the Office of the Bishop

Parish Pastoral Plan

Expectations

1. Pastor
 - a. Provide pastoral leadership to all of the combined parish parishioners through the process at a Vision 2016 level
 - b. Fulfill your duties as defined by Canon Law and Diocesan Policy
 - c. Identify lay leadership for coordination and partnership of the process for a Parish Pastoral Plan
 - d. Operate with transparency and partnership with the Office of the Bishop in a timely and constructive manner
 - e. Pray for the Parish, its leaders, faithful and implementation of the Parish Pastoral Plan

2. Staff
 - a. Operate with transparency and partnership with the pastor and lay leadership in a timely and constructive manner
 - b. Support the process as needed with data, information and tasks
 - c. Fulfill your duties as defined by Canon Law, Diocesan Policy and Position Description and/or Employment Agreement
 - d. Participate in process of assessment, goal setting and action commitments as an employee of the parish
 - e. Pray for the Parish, its leaders, faithful and implementation of the Parish Pastoral Plan

3. Parish Finance Council and Parish Pastoral Council
 - a. Operate with transparency and partnership with the pastor, staff and lay leadership in a timely and constructive manner
 - b. Fulfill your duties as defined by Canon Law and Diocesan Policy
 - c. Support the process as needed with data, information and tasks
 - d. Participate in process of assessment, goal setting and action commitments
 - e. Pray for the Parish, its leaders, faithful and implementation of the Parish Pastoral Plan

4. Parishioners
 - a. Operate with transparency and partnership with the pastor, staff and lay leadership in a timely and constructive manner
 - b. Fulfill your duties as defined by Canon Law
 - c. Participate in process of feedback and input into assessment, goal setting and action commitments
 - d. Pray for the Parish, its leaders, faithful and implementation of the Parish Pastoral Plan

Resources

Issue	Contact Person	Email and Phone
<ul style="list-style-type: none"> • Parish Pastoral Plan Format and Requirements • Demographics 	Msgr. Richard Colletti, Director and Coordinator of Planning	rcolletti@dow.org / 507-454-4643
<ul style="list-style-type: none"> • Due Diligence Policy and Procedure 	Very Rev. Glenn Frerichs, Office of Judicial Vicar	gfrerichs@dow.org / 507-454-4643
<ul style="list-style-type: none"> • Finances and Debt Management 	Larry Dose, Director of Finance	ldose@dow.org / 507-858-1241
<ul style="list-style-type: none"> • Facilities Development and Management 	Mary Hamann, Director of Facilities	mhamann@dow.org / 507-858-1244
<ul style="list-style-type: none"> • Insurance 	Ryan Christianson, Catholic Mutual	rchristianson@catholicmutual.org 1-800-494-6452
<ul style="list-style-type: none"> • Communications and Stewardship 	Joel Hennessy, Director of Communications	jhennessy@dow.org / 507-858-1249

Due Diligence Arenas

Create a file or binders of the key information, data and analysis of the applicable following areas:

A. Diocesan Data Gathering Worksheet

1. Picture of Parish Facilities
 - Interior
 - Exterior
2. Civil Corporation Documents and Names of Trustees
3. Current Parish Staff
 - Name/Position/Hours worked, volunteer or paid
4. Parish Ministry Listing
(i.e., nursing home visitation, hospital, Extraordinary Ministers, homebound, etc)
5. Cemetery(s)
 - Governance
 - Ownership
 - Location and Contractual Agreements and Services needs
- a. 2013 – 14 FY Year-end Financial Reports (Chancery will provide)
6. Year-to-date Financial Report
7. 2014-2015 Budget
8. Last Audited Financial Report (Chancery will provide)
9. Sacramental History: 2008 – 2014 (Chancery will provide based on OCD reports submitted)
 - Baptism
 - First Communion
 - Confirmation
 - Weddings
 - Funerals

Overall
Due
Diligence
Data and
Informa-
tion

Plan for
Use of
Goods

Create a file or binders of the key information, data and analysis of the applicable following areas:

Diocesan Data Gathering Worksheet

11. Projected Capital Needs over \$1000, Using Information from the Previous Year 2014
 - 2014
 - 2015
 - 2016

12. Diocesan Annual Campaign Goals met
 - 2011
 - 2012
 - 2013
 - 2014

13. Endowments
 - Catholic Foundation (Foundation will provide)
 - Other

14. Religious Education Program (include number of students by grade, curriculum, teachers)
 - Elementary *
 - Middle School*
 - High School*
 - Adult
 - Special programs

(*Chancery will provide)

15. List Auxiliary Parish Organizations & Membership Numbers (i.e. KC's, Catholic Daughters, Circles, etc)

16. Parish Council Members
 - Names
 - Years on Council
 - Position (Chair, etc)
 - Minutes last 3 months meetings

17. Finance Council Members

- Names
- Years on Council
- Position (Chair etc)
- Minutes last 3 months meetings

18. Structural Assessment of facilities

(see Catholic Mutual report)

19. Households

- Number*
- Number of total members
- Age demographics

(*Chancery will provide based on submitted OCD report)

20. Current Parish Pastoral Plan (attach)

21. Number of vocations from Parish through 2013

- Priest
- Deacon
- Religious

22. Number of Masses in 2013 - 2014

- Weekend (times, average attendance number)
- Weekday (times, average attendance number)
- Special celebrations by Parish

23. Community Area Demographics

- Growth or Decline
- New Development
- Current County Population
- Trends by age group
- Potential for growth in area next 5 years

24. Schools(enrollment by grade)

- Catholic
- Public
- Private
- College or Technical Schools

25. School District(s)

- **Contracts and Agreements**

- i. Services provided for the Parish and School
- ii. Services provided by the Parish and School

- **Ecclesiastical Goods Inventory – Page 26 – 27 of Guidebook**

- **Temporal and Secular Goods Inventory – Page 28 of Guidebook**

Due Diligence Directives

A. Ecclesiastical Goods from Alienated Churches

Premise:

Sacred things which are destined for divine worship through dedication or a blessing are to be treated with reverence and not be employed for improper or profane use even if they are under the control of private individuals (Can 1171).

Decision/Placement:

- Judgment regarding the appropriate placement of ecclesiastical, sacred and religious goods that belong to an alienated church and/or to a parish that is closing will be made by the bishop or his delegate after consultation with the local pastor. A written proposal for future use will be submitted to the bishop by the local pastor. Permission from the bishop will only be granted in a written response to the proposal.
- Ecclesiastical goods must first be deemed to hold liturgical, artistic, material, cultural or historical value by the pastor.
- Decisions on the placement of a good will give first consideration to the needs and/or possible uses in a parish that is to be receiving parishioners from the closing parish. Possible future use, parish sensitivities and needs of the missions are other considerations that will be made when future placement is decided. This list of considerations is not comprehensive, as every situation will present its own, unique circumstance that must be taken into account.
- No item having a sacred character is to be sold at auction or otherwise put in a situation where misuse is possible.

Storage of Goods:

- If an immediate use for a good, sacred or religious, is not identified within the Diocese of Winona, arrangements will be made for their archived storage at the Diocesan repository located at ***location TBD***. A secondary repository will be created at ***location TBD***. This space is reserved for large items which require more than one able body to move items at any given time. All items that are placed into storage will be accompanied by appropriate identifiers such as the item's parish of origin, its years of use, particular relevancies and the identity of its donor (if applicable).
- The archived items will be cataloged in a way that allows for their future use at another Catholic church or chapel.
- Permission for future use at another location can only be given by the bishop.
- Proceeds resulting from the sale of any ecclesiastical goods held in the Diocesan repository are to be returned to their local parish for pious causes.

Gifts:

- Gifts to the Church are accepted without condition.
- The authority to determine the future use of items gifted to a parish is held with the Office of the Bishop. Past donations do not carry with them ties to benefactors or their descendents (Canon 1301).

Decommissioning/Disposal:

- If it is determined that a sacred or religious item is damaged beyond repair as a result of its physical state, age or otherwise, disposal may be pursued only with permission from the local pastor/parish administrator.
- For items fitting this condition that are held in the Diocesan repository, only after receiving the permission of the bishop may disposal be carried out. Disposal should be carried out using either burial or burning, in accord with Church norms.

Directives/Sequence: Issuance of a Decree of Alienation by the Bishop of Winona sets in motion the following activities:

- Priests to identify and separate personal (from Church) ecclesiastical goods.
- Diocesan staff arranges with the pastor/administrator to formulate an inventory of sacred and religious goods as soon as possible after decree is issued.
- Diocesan staff, in close consultation with the local pastor/administrator, are to research possible uses for the individual inventory items using the following criteria:
 - Use at a neighboring parish, especially those that will be receiving Catholic faithful displaced by the parish/church closing
 - Unique ties to the parish (ie: mission parish, daughter churches, common pastor)
 - Complementary style of church architecture
- Formal proposal for dissemination of ecclesiastical goods presented to the bishop for approval.
- Included in the proposal should be goods scheduled to be delivered to the Diocesan Repository.
- No goods are to be moved until written permission from the bishop is given.
- Upon receipt of written permission from the bishop, arrangements to move goods to their newfound home are to be finalized. Moves should be completed before the sale of property, unless other provisions with a buyer have been secured.

Types of Ecclesiastical Goods:

- Sacred goods are intrinsically connected with liturgical worship and therefore have a value above merely monetary or emotional consideration. Examples include, but are not limited to: tabernacles, chalices, monstrances, patens, ciboriums, altar linens, vestments and Stations of the Cross.
- Religious goods are those items readily identifiable as used in the church. Examples include, but are not limited to: stained glass windows, pews, statues and bells.

Due Diligence Directives

B. Temporal and Secular Goods from Alienated Churches

Premise:

Sensitivity to the manner in which a good may have been procured by the parish or given to the parish must be given at all times. Sacrifice on the part of an individual or family may be represented by a particular good.

Directive:

- The pastor/administrator is responsible for inventorying and determining the value of temporal and secular goods at a church that is to be alienated. Good judgment will be the rule when determining a particular item's value.
- The pastor/administrator is responsible for determining the future use for goods deemed valuable.
- Probability of use at another parish should be a first consideration when determining future use of a good holding value.
- "Market basis", a likelihood that the item(s) can be sold in exchange for monetary proceeds, should be a secondary consideration.
- Arrangements for temporal or secular goods should be finalized before the sale of property housing the item(s).
- Proceeds from the sale of any temporal or secular good may only be directed locally and toward pious goods. The funds will be kept with the local parish or directed in the same manner its funds have been.

Goods of Nominal Value:

- Goods of nominal or no value and otherwise unlikely to be used should be discarded.
- Sensitivity to the manner in which a good may have been procured by the parish or given to the parish must be given at all times. Sacrifice on the part of an individual or family may be represented by a particular good.

Gifts:

- Gifts to the Church are accepted without condition. The authority to determine the future use of items gifted to a parish is held with the Office of the Bishop. This authority may be delegated to the local pastor. Past donations do not carry with them ties to benefactors or their descendents (Canon 1301).

Examples:

Temporal and Secular goods include but are not limited to: Vases, cooking equipment, silver/dishware, planters, lawn/snow equipment, furniture, etc.

Vision 2016 Measures

A series of Measures of becoming a stronger, more visible Catholic presence in southern Minnesota

Parish Pastoral Plan Element A: Vibrant and Vital Diocese

Measure	2014 Condition	2014 - 15 Goal	2015 - 16 Goal	Vision 2016
A. Clarity, Acceptance and Implementation of Vision 2016 and Implementation of the Parish Pastoral Plans	•	•	•	Our Priests and Deacons strongly support the Diocesan Vision 2016 and its decisions and are providing pastoral leadership in the implementation of our Parish Pastoral Plan in partnership with parishioners
B. Use of Adoration whenever we gather, to ground and enliven our spirit, our awareness and our work	•	•	•	Priests, Deacons and parishioners are strongly engaged in Adoration for 30 + minutes prior to our shared meeting and work
C. Technology and Communications are bridging the distance between us in effective and efficient ways	•	•	•	Diocesan and parish investment in technology and communications allows for meeting "at a distance" limiting drive times and inefficient use of time
D. Parish Ministry and Operational Needs are Met	•	•	•	105 % of parish ministry and operational needs are met and Diocesan / Special Appeals are fully funded annually
E. Transparency and Collaboration between Parishioners, Priests and Staff	•	•	•	Priests, Staff and Parishioners are appropriately transparent and effectively collaborating with each other in achieving the Parish Pastoral Plan Actions and Goals

Parish Pastoral Plan: Elements A – C

Assessment and Goal Setting

Vision 2016 Measures

A series of Measures of becoming a stronger, more visible Catholic presence in southern Minnesota

Parish Pastoral Plan: Elements A – C
Assessment and Goal Setting

Parish Pastoral Plan Element B: Vibrant and Vital Catholic Parishes				
Measure	2014 Condition	2014 - 15 Goal	2015 - 16 Goal	Vision 2016
A. Quality of and Participation in Liturgy and the Sacraments	•	•	•	70+ % parishioner participation in Sunday liturgy and Sacraments that is: <ul style="list-style-type: none"> • in fidelity to Norms and Rubrics, • found to be the best source of faith and teaching by parishioners, and • engaging and meaningful to Celebrant and parishioners
B. Stewardship of Time, Talent and Treasure	•	•	•	70+ % parish household participation in: <ul style="list-style-type: none"> • weekly stewardship @ 2+ % of gross income and • annual parish ministry or community service in some form by all faithful
C. Quality of and Participation in Faith Formation of the parish	•	•	•	70+ % parishioner and staff satisfaction with the breadth and quality of Faith Formation for all ages and conditions
D. Quality of and Participation in Pastoral Care and Social Justice Ministries of the parish	•	•	•	70+ % parishioner and staff satisfaction with the breadth and quality of Pastoral Care and Social Justice Ministries
E. Welcoming, honoring and integration of all parishioners and parish story and culture	•	•	•	70+ % parishioner satisfaction with the welcoming, honoring and integration of all parishioners, especially new people, communities and cultures
F. Engagement and Effectiveness of Parish Trustees, Finance Council and Pastoral Council	•	•	•	70+ % parish leadership satisfaction with the quality and effectiveness of Consultative Leadership in accordance to Church teaching

Vision 2016 Measures

A series of Measures of becoming a stronger, more visible Catholic presence in southern Minnesota

Parish Pastoral Plan Element C: Healthy, Happy and Holy Priests and Deacons

Measure	2014 Condition	2014 - 15 Goal	2015 - 16 Goal	Vision 2016
A. Understanding, Acceptance and Living Out of Identity, Life and Ministry	•	•	•	Priests and Deacons acknowledge, accept and live in accordance with Church teaching, standards and norms from which come their identity and ministry with satisfaction and to the best of abilities
B. Competency, Development and Engagement in Pastoral Ministry	•	•	•	Parish leadership and staff experience their Priests and Deacons as competent to highly competent in most pastoral ministry
C. Priestly Fraternity	•	•	•	Priests and Deacons committing to and finding high satisfaction from consistent and collaborative priestly fraternity at least on a monthly basis
D. Manageable Work / Ministry Load	•	•	•	Priests averaging between 45 - 55 hours per week and Deacons averaging between 10 - 15 hours per week in duties, thus allowing for prioritized time for prayer and leisure within policy and norms
E. Operating with a Healthy Balance of Authority and Partnership and Effective Delegation of Parish Administration to Laity	•	•	•	Parish leadership and staff experience the parish as operating with a healthy balance of authority and partnership across all areas of parish life and ministry and effective delegation of parish administration by the pastor
F. Vocations to Priesthood	•	•	•	Steady to increasing advocacy for the priesthood by pastor and parish leadership as well as in the number of candidates from the parish

Parish Pastoral Plan: Elements A – C

Assessment and Goal Setting

Vision 2016 Parish Pastoral Plan Action and Accountability Worksheet

Parish Pastoral Plan: Elements A – C
Action Planning and Accountability

Parish Pastoral Plan Element A: Vibrant and Vital Diocese				
Measure	Key 2014 - 15 FY Key Initiatives and Actions	Steps	Who	When
A. Clarity, Acceptance and Implementation of Vision 2016 and Implementation of the Parish Pastoral Plans	•	1. 2. 3.	•	•
B. Use of Adoration whenever we gather, to ground and enliven our spirit, our awareness and our work	•	1. 2. 3.	•	•
C. Technology and Communications are bridging the distance between us in effective and efficient ways	•	1. 2. 3.	•	•
D. Parish Ministry and Operational Needs are met	•	1. 2. 3.	•	•
E. Transparency and Collaboration between Parishioners, Priests and Staff	•	1. 2. 3.	•	•

Vision 2016 Parish Pastoral Plan Action and Accountability Worksheet

Parish Pastoral Plan Element B: Vibrant and Vital Catholic Parishes				
Measure	Key 2014 - 15 FY Key Initiatives and Actions	Steps	Who	When
A. Quality of and Participation in Liturgy and the Sacraments	•	1. 2. 3.	•	•
B. Stewardship of Time, Talent and Treasure	•	1. 2. 3.	•	•
C. Quality of and Participation in Faith Formation of the parish	•	1. 2. 3.	•	•
D. Quality of and Participation in Pastoral Care and Social Justice Ministries of the parish	•	1. 2. 3.	•	•
E. Welcoming, honoring and integration of all parishioners and parish story and culture	•	1. 2. 3.	•	•
F. Engagement and Effectiveness of Parish Trustees, Finance Council and Pastoral Council	•	1. 2. 3.	•	•

Parish Pastoral Plan: Elements A – C
Action Planning and Accountability

Vision 2016 Parish Pastoral Plan Action and Accountability Worksheet

Parish Pastoral Plan Element C: Healthy, Happy and Holy Priests and Deacons

Measure	Key 2014 - 15 FY Key Initiatives and Actions	Steps	Who	When
A. Understanding, Acceptance and Living Out of Identity, Life and Ministry	•	1. 2. 3.	•	•
B. Competency, Development and Engagement in Pastoral Ministry	•	1. 2. 3.	•	•
C. Priestly Fraternity	•	1. 2. 3.	•	•
D. Manageable Work / Ministry Load	•	1. 2. 3.	•	•
E. Operating with a Healthy Balance of Authority and Partnership and Effective Delegation of Parish Administration to Laity	•	1. 2. 3.	•	•
F. Vocations to Priesthood	•	1. 2. 3.	•	•

Parish Pastoral Plan: Elements A – C

Assessment and Goal Setting

End of Parish Pastoral Plan Guidebook