

DIOCESE OF DAVENPORT



POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

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Policy promulgated at the Pastoral Center of the Diocese of Davenport—effective
May 30, 2006

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Bishop of Davenport

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§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

Introduction

In those parishes with a parish life administrator, this policy supersedes the applicable sections in Parish Councils and Parish Finance Councils in the Diocese of Davenport, policies §I-1800 and §V-2000 exclusive.

§II-5001 Definitions

II-5001 Policy

Parish life administrator - a qualified deacon or lay person entrusted with a participation in the exercise of the pastoral care of a parish where there is no resident pastor.

Canonical pastor - the priest supervisor of the parish life administrator in the pastoral care of the parish. While he may mandate various specific duties to the parish life administrator and other parish ministers when appropriate and permitted by canon law, the canonical pastor cannot delegate his general responsibilities and thus ultimately remains responsible for the performance of these functions.

Sacramental priest - a priest who provides the sacraments in a parish where there is a parish life administrator. The sacramental priest is preferably not the same person as the canonical pastor, depending on local needs and circumstances. The sacramental priest is appointed by the bishop, is accountable to the canonical pastor, and collaborates with the parish life administrator who coordinates the day-to-day activities of a parish.

§II-5002 Appointment of Canonical Pastors, Parish Life Administrators and Sacramental Priests

II-5002 Policy When the Bishop determines that the pastoral needs of a particular area or parish require it, he will appoint a canonical pastor, a parish life administrator, and if applicable, a sacramental priest.

Procedures

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

§II-5002.1 Canonical Pastor

II-5002.1 Policy

If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care. (cc.517.2)

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§II-5002.2 Parish Life Administrator

II-5002.2 Policy

In the Diocese of Davenport, the office of parish life administrator is established whereby a qualified deacon or non-ordained person is entrusted by the Bishop with a participation in the exercise of the day-to-day pastoral care and administration of a parish where there is no resident pastor or parochial administrator. He or she has the duty to empower the people of the parish to assist in carrying out the mission of the Church. The parish life administrator is an ex-officio voting member of the parish council, the parish finance council and the corporate board. In this case the *Articles of Incorporation* of this parish, specifically *Article V*, needs to be restated and amended.

§II-5002.3 Sacramental Priest

II-5002.3 Policy

The sacramental life of a parish served by a parish life administrator will be provided for by a priest who will be named the sacramental priest. The sacramental priest is appointed by the Bishop. The parish life administrator in collaboration with the sacramental priest will arrange for providing sacramental and other pastoral services as needed in administering the day-to-day pastoral care of the parish. Those deacons who are appointed as parish life administrators shall discharge the duties which are proper to the diaconate, in order to preserve the integrity of the diaconal ministry and according to their ministerial assignment by the Bishop. (cc.528.2). (see *The National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, #48.)

Procedures

The sacramental priest is preferably not the same person as the canonical pastor. He may be a priest in residence at the parish but have another full-time assignment or be the pastor of another parish.

§II-5003 Parochial Care of Several Parishes

II-5003 Policy

When circumstances require it, the pastoral care of a parish or of several parishes together can be entrusted to a team of several priests in solidum with the requirement, however, that one of them should be the moderator in exercising pastoral care, that is, he should direct their combined activity and answer for it to the bishop.. (cc. 517.1).

§II-5004 Transition Team

II-5004 Policy

When circumstances require it, the Diocese will provide guidance to the parish through the services and ministries of the Diocesan transition team.

Procedures

The Diocesan transition team is normally comprised of the Vicar General and appropriate Diocesan staff.

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§II-5005 Accountability

II-5005 Policy

The canonical pastor and parish life administrator are accountable to the Bishop or his delegate. The parish life administrator is supervised by the canonical pastor and regularly reports to him on all facets of the life of the parish. The sacramental priest is accountable to the canonical pastor. In order to foster collaborative ministry, the parish life administrator, sacramental priest and canonical pastor shall take part in a mutual evaluation process on an annual basis.

While Canon 517.2 specifies that the canonical pastor is to direct the pastoral care of the parish, he and the parish life administrator are to respect the ministry of one another in keeping with the diocesan role descriptions, faculties, and mandates. In conflicts between the canonical pastor and the parish life administrator, the two need to collaboratively bring matters to a resolution. When this is not possible, the Bishop or his delegate will facilitate a resolution.

The parish life administrator represents the parish community (practically, even if not juridically) and is involved in ecumenical, area, cluster, deanery, and Diocesan networks of pastors even though he/she is not canonically the same as a pastor.

Procedures

- a) The Bishop's delegate will ordinarily be the vicar general.
- b) The mutual evaluation process is included in the appendix.

§II-5006 Term of Office

II-5006 Policy

A parish life administrator is appointed by the Bishop. The Bishop has sole authority to terminate the parish life administrator.

§II-5007 Diocesan Requirements and Certification

II-5007 Policy

To be considered for appointment as a parish life administrator, a person must meet diocesan requirements and be certified for this ministry by the Bishop.

Procedures

- a) The Diocesan Office of Pastoral Services will have responsibility for assisting the Bishop in administering the certification process.
- b) After consultation and in collaboration with the Diocesan Priest Personnel Board, names of certified candidates will be submitted to the Bishop for consideration of appointment as parish life administrators.
- c) The criteria for eligibility for this position are given in the *National Certification Standards* found in the appendix.
- d) Exception to any of the above is to be determined on an individual basis.

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§II-5008 Job Descriptions

II-5008 Policy

The job descriptions for canonical pastor, parish life administrator and sacramental priest are determined by the Bishop.

Procedures

The job descriptions of the canonical pastor, parish life administrator and sacramental priest are included in the appendix.

§II-5009 Faculties and Mandates

Faculties are considered in terms of the teaching, sanctifying and ruling offices (munera) of the Church and are given by the law itself (a iure) or by delegation (ab homine). In general, faculties by law relate to the teaching and sanctifying offices. If given by the law, faculties are received through ordination (true faculties from ecclesiastical law or through divine law) as “powers” (potestas). Faculties are also given through an office or apart from an office (e.g., in danger of death). Faculties by delegation relate to the ruling office, which may be general or special. General delegations may be for an indeterminate or determinate period of time.

As a general rule, clerics who have the power to celebrate a sacrament have the faculty to celebrate that sacrament. The two exceptions are Confirmation and Reconciliation, in which case a priest must have the specific faculty given either by office or by danger of death.

As a general rule, faculties related to the teaching and sanctifying offices cannot be delegated or sub-delegated. Marriage is the exception. Only the bishop has the power to delegate by law. The bishop may delegate his power to delegate. Whether that power is in general or in specific cases must be specified. Delegations and sub-delegations may not be further sub-delegated, unless that option is specifically included in the first delegation. Delegations and sub-delegations are to be in writing.

II-5009 Policy

Faculties to the parish life administrator are assigned from the Bishop. Because deacons are already assigned certain faculties by virtue of ordination, the additional faculties received on appointment as a parish life administrator will of necessity differ from those granted to a lay parish life administrator.

The canonical pastor has the ordinary powers and faculties that accompany the office of pastor. Some of these, in turn, are mandated by the canonical pastor to the parish life administrator in order to allow the parish life administrator to enjoy the legal competence to fulfill his or her duties within those areas. The mandate is a sharing in the canonical pastor's authority, not a faculty that the parish life administrator exercises in his or her own right. Therefore, the faculties from the Bishop and the mandates from the canonical pastor are given in separate documents.

Procedures

The following documents are included in the appendix:

- a) Faculties to the deacon parish life administrator from the Bishop
- b) Mandates to the deacon parish life administrator from the canonical pastor
- c) Faculties to the lay parish life administrator from the Bishop
- d) Mandates to the lay parish life administrator from the canonical pastor

§II-5010 Liturgical Guidelines

II-5010 Policy

Liturgical guidelines for lay parish life administrators will be established by the Diocesan Director of Liturgy.

Procedures

The liturgical guidelines for lay parish life administrators are included in the appendix.

§II-5011 Salary and Benefits

II-5011 Policy

Salary and benefits for parish life administrators will be established as part of the compensation policies published by the Diocese. (cc. 231.1, 231.2, 281.1, 281.2, 281.3)

Procedures

The chart of salaries and benefits are included in the appendix.

§II-5012 Periodic Review

II-5012 Policy

It will be the responsibility of the vicar general to provide for an peiodic review of the parish life administrator position policies.

Procedures

- a) Time for review to be determined as needed.
- b) Results of review will be reported to the Bishop and the Diocesan Presbyteral Council.

APPENDIX A: NATIONAL CERTIFICATION STANDARDS

2003 NATIONAL CERTIFICATION STANDARDS, CORE COMPETENCIES, AND SPECIALIZED COMPETENCIES FOR PASTORAL MINISTERS, CATECHETICAL LEADERS, YOUTH MINISTERS, PASTORAL ASSOCIATES, AND PARISH LIFE COORDINATORS (PARISH LIFE ADMINISTRATORS)

Note: PCL refers to Parish Catechetical Leader, PA refers to Pastoral Associate, PLA refers to Parish Life Administrator. (In the original listing of standards this is noted as PLC Parish Life Coordinator but the Diocese of Davenport approved the term Parish Life Administrator in 2005.)

Standard 1: A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God

Core Competencies - A lay ecclesial minister shall:

- 1.1 Discern and respond to the call of the Holy Spirit to live as a disciple of Jesus Christ.
- 1.2 Identify personal gifts and challenges through self-reflection and spiritual companionship.
- 1.3 Reflect commitment to the Gospel through regular prayer, ongoing study and theological reflection, action on behalf of justice, and fulfillment of ministerial responsibilities.
- 1.4 Discern and address current realities in the church and the world in light of the gospel.
- 1.5 Give witness to an integrated spirituality formed by Scripture, theological reflection, prayer, and communal worship.
- 1.6 Relate respectfully with a diversity of persons, age groups, and cultures.
- 1.7 Engage in personal, life-long faith formation and continuing education.

Specialized Competencies - Parish Catechetical Leader - A parish catechetical leaders shall:

- 1.8 PCL Identify the various Christian spiritualities informing personal faith development.
- 1.9 PCL Recognize God's activity in personal life experiences and articulate this understanding with others.
- 1.10 PCL Give witness to compassion, justice and charity in personal and pastoral relationships.
- 1.11 PCL Engage in intentional evangelization efforts consistent with the Church's mission (GDC 239)
- 1.12 PCL Identify with Jesus Christ by striving to acquire his zeal for forming disciples (GDC 239)

Standard 2: A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.

Core Competencies - A lay ecclesial minister shall:

- 2.1 Develop ministerial goals integrated with Gospel values.
- 2.2 Maintain a support system and set responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.
- 2.3 Accept and articulate one's ministerial vocation as coming for God and confirmed by the ecclesial community.
- 2.4 Model ecclesial ministry, collaboration, and leadership on the example of Jesus.
- 2.5 Identify with the universal church and its global mission so that all ministerial activity flows from that mission.

Specialized Competencies - Parish Catechetical Leader - A parish catechetical leader shall:

- 2.6 PCL Engage in ongoing professional education and formation.
- 2.7 PCL Exercise flexibility in ministerial situations.
- 2.8 PCL Respond to the grace of leadership in catechetical ministry as a response to baptism.
- 2.9 PCL Give witness to the faith through worship and service.

Standard 3: A lay ecclesial minister integrates knowledge of Catholic faith within ministry

Core Competencies - A lay ecclesial minister, using biblical, historical, doctrinal, and ecclesial sources shall:

- 3.1 Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition, and creation by:
 - 3.1.1 Utilizing the insights of Scripture and tradition as a resource for worship, evangelization, social justice, and theological reflection.
 - 3.1.2 Explaining how the Scriptures are divinely inspired and were shaped by the ideas, laws, concepts, and texts of the people of God within their cultural context.
 - 3.1.3 Identifying major themes and concepts in Scripture and tradition in light of church teaching, diverse cultural interpretation, and contemporary crucial exegesis and hermeneutics.
 - 3.1.4 Identifying the contents of major biblical texts and concepts and their relationship to one another and human experience.
- 3.2 Know and integrate into ministerial practice a theology of God as one and triune, Jesus Christ, and the human person by:
 - 3.2.1 Identifying the historical development and meaning of the creedal statements associated with the three persons of the Trinity.
 - 3.2.2 Describing the meanings and message of the paschal mystery.
 - 3.2.3 Integrating basic principles of Christian anthropology—an understanding of human existence, nature, grace, sin, and redemption—into ministerial practice.
 - 3.2.4 Describing the activity of the Spirit in the church and world.
- 3.3 Know and integrate into ministerial practice a theology of church as it developed through history by:
 - 3.3.1 Demonstrating an ecclesiology of domestic church, parish, (arch)diocesan/eparchial church, and universal church.
 - 3.3.2 Describing the nature and structure of the Catholic Church, including its apostolic origins, church as communion and sacrament, magisterium and authority, and mission
 - 3.3.3 Interpreting ecclesial events in the light of church history, Vatican II documents, and subsequent church teaching.
 - 3.3.4 Explaining the role of Mary and the communion of saints in prayer and church tradition.
 - 3.3.5 Articulating the vision for the enculturation of the Gospel and the new evangelization as expressed in current church documents
- 3.4 Know and integrate into ministerial practice a theology of liturgy/worship by:
 - 3.4.1 Explaining basic liturgical principles, the liturgical year, liturgical ministries, the devotional and sacramental life of the church, and components of liturgical celebrations.
 - 3.4.2 Utilizing pastoral and liturgical skills to design and, when appropriate, lead community prayer.
- 3.5 Know and integrate into ministerial practice a theology of sacraments by:
 - 3.5.1 Identifying major sacramental concepts, including Jesus as the primordial sacrament, the sacramental nature of the church, and the development and meaning of the seven sacraments.
 - 3.5.2 Explaining the meaning of the sacraments as celebrations of the paschal mystery and of grace.
- 3.6 Know and integrate into ministerial practice a theology of pastoral ministry by:
 - 3.6.1 Articulating pastoral responses that invite the community into discipleship and witness according to the pastoral needs of people from various cultures.
 - 3.6.2 Demonstrating skill in theological reflection.
 - 3.6.3 Understanding a theology of pastoral ministry that supports collaboration among bishops, presbyters, deacons, lay ecclesial ministers, and all the people of God.
- 3.7 Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching for the transformation of church and society by:
 - 3.7.1 Articulating the principles for Catholic moral teaching and personal moral decision-making.
 - 3.7.2 Articulating the basic principles of Catholic social teaching.
 - 3.7.3 Utilizing Catholic social teaching to read the signs of the times in both church and society
- 3.8 Know and integrate a theology of Catholic spirituality into prayer and ministerial practice by:
 - 3.8.1 Integrating into ministry an understanding and appreciation of diverse forms and multi-cultural expressions of individual and communal Catholic spirituality and prayer.
 - 3.8.2 Fostering the connection between spirituality and social action.

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- 3.9 Know and integrate into ministerial practice a respectful understanding of ecumenism and other faith traditions by:
 - 3.9.1 Identifying the historical background of the church's moments of separation and its efforts toward unity.
 - 3.9.2 Promoting opportunities for dialogue, prayers, and actions for justice with others in ecumenical and interfaith contexts.

Specialized Competencies - Parish Catechetical Leader - *A parish catechetical leader shall:*

- 3.10 PCL Convey a Catholic understanding of conscience, conscience formation and the process of moral decision-making.
- 3.11 PCL Identify the major themes relating to peace, justice, and Christian living in the sacred Scriptures, the documents of Vatican Council II, encyclicals, and statements of the U.S. Bishops.
- 3.12 PCL Explain in age-appropriate manner the core themes of Scripture and tradition
- 3.13 PCL Articulate an understanding of the relations of the persons of the Trinity with the mission of Jesus.
- 3.14 PCL Explain the church's historical development and its relevance of the modern church.
- 3.15 PCL Describe the activity of the Spirit in the church as sustaining the proclamation of the Gospel in every corner of the world. (GDC 43)
- 3.16 PCL Promote the ecclesiological renewal confirmed by Vatican II.
- 3.17 PCL Interpret life in the light of theology.
- 3.18 PCL Explore the meaning of inspiration, historical development, literary criticism, and biblical themes in an age-appropriate manner.
- 3.19 PCL Demonstrate an understanding and appreciation of the various rituals of the Catholic Church.
- 3.20 PCL Identify the elements of our Catholic faith that are rooted in Jewish traditions.
- 3.21 PCL Explore the impact of Mary and the saints on contemporary culture.
- 3.22 PCL Develop programs that create openness to interaction with persons of other faith traditions.

Standard 4: A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community and pastoral care with sensitivity to diverse situations.

Core Competencies - *A lay ecclesial minister shall:*

- 4.1 Implement the principles and processes of pastoral care by:
 - 4.1.1 Promoting celebrations of sacraments and all significant life-moments of individuals, groups, and cultures.
 - 4.1.2 Listening with empathy and solidarity in the spirit of Gospel values.
 - 4.1.3 Working toward inclusion of persons with disabilities in every area of parish life.
 - 4.1.4 Recognizing the signs of need for professional help in an individual and offering resources for assistance.
 - 4.1.5 Knowing the signs of physical, sexual, and psychological abuse and adhering to civil and ecclesial procedures for reporting abuse.
 - 4.1.6 Nurturing communities of wellness and responding to persons-at-risk in collaboration with other pastoral ministers through programs of prevention and pastoral care.
 - 4.1.7 Developing ways to respond to community crises in collaboration with other pastoral ministers and community resources.
- 4.2 Implement the principles and processes of evangelization and faith formation as outlined in the *General Directory for Catechesis*, and other national and universal church documents.
- 4.3 Understand and appreciate the gifts diverse cultures bring to the faith community.
- 4.4 Foster multicultural faith experiences.
- 4.5 Integrate a family perspective and greater understanding of the diversity of family structures in ministry.
- 4.6 Empower others to develop and articulate their own personal faith and to identify and utilize their unique gifts.

Specialized Competencies - Pastoral Associate - *A pastoral associate shall:*

- 4.7 PA Integrate Catholic social justice teachings with the exercise of a given ministry by:
 - 4.7.1 Integrating and applying Catholic social justice teachings to all pastoral activities within the exercise of the parish's ministry.
 - 4.7.2 Incorporating opportunities for justice and service to the church and broader community into existing programs

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- 4.7.3 Incorporating theological reflection within parish justice and service experiences.
- 4.8 PA Preach in pastoral settings in accord with national and diocesan norms.
- 4.9 PA Preside at liturgies in accord with liturgical principles and national and diocesan norms.
- 4.10 PA Provide pastoral care and assistance to petitioners and respondents in marriage annulments.
- 4.11 PA Understand the history of the parish in the light of the history of the greater church, ecumenical relationships, and cultural diversity.
- 4.12 PA Apply appropriate social analysis to ministerial practice.

Parish Life Administrator (Coordinator) - A parish life administrator (parish life coordinator) shall:

- 4.7 PLA Integrate Catholic social justice teachings with the exercise of a given ministry by:
 - 4.7.1 PLA Integrating and applying Catholic social justice teachings to all pastoral activities within the exercise of the parish's ministry.
 - 4.7.2 PLA Incorporating opportunities for justice and service to the church and broader community into existing programs
 - 4.7.3 PLA Incorporating theological reflection within parish justice and service experiences.
- 4.8 PLA Preach in pastoral settings in accord with national and diocesan norms.
- 4.9 PLA Preside at liturgies in accord with liturgical principles and national and diocesan norms.
- 4.10 PLA Provide pastoral care and assistance to petitioners and respondents in marriage annulments.
- 4.11 PLA Understand the history of the parish in the light of the history of the greater church, ecumenical relationships, and cultural diversity.
- 4.12 PLA Apply appropriate social analysis to ministerial practice.
- 4.13 PLA Foster ongoing conversion among parishioners and address, invite, encourage, and support the formation of parish community.
- 4.14 PLA Ensure the sacramental life and prayer life of the parish by:
 - 4.14.1 PLA Collaborating with the worship committee and the sacramental priest (Canon 517.2) to provide for the liturgical and sacramental life of the parish.
 - 4.14.2 PLA Providing for sacramental preparation of parishioners in collaboration with the catechetical leader, the youth ministry leader, and where applicable, the Catholic school administrator.
- 4.15 PLA Where applicable, facilitate the relationship of the parish with the Catholic school and its attendant boards and organizations.
- 4.16 PLA Provide programs for evangelization, life-long faith formation, and religious education in collaboration with the catechetical leaders, the you ministry leader, and, where applicable the Catholic school administrator.
- 4.17 PLA Promote the church's commitment to ecumenism, and cultivate ecumenical as well as interfaith relations.

Parish Catechetical Leader - A parish catechetical leader shall:

- 4.7 PCL Guide and assist the catechists in parish catechetical ministry.
- 4.8 PCL Implement the catechumen model in age-appropriate ways.
- 4.9 PCL Contribute to developing the parish as an evangelizing and catechizing community.
- 4.10 PCL Involve the family as an essential partner in the faith formation process.
- 4.11 PCL Demonstrate awareness and sensitivity to all ethnic and cultural groups in catechesis.
- 4.12 PCL Develop all opportunities for faith formation inclusive of and accessible to persons with disabilities.
- 4.13 PCL Implement approved liturgical principles for the celebrations of the sacraments.
- 4.14 PCL Utilize a variety of prayer experiences in catechetical sessions.
- 4.15 PCL Serve as a resource regarding the catechetical dimension of initiation into the church.
- 4.16 PCL Integrate Catholic social teachings into all faith formation.
- 4.17 PCL Promote faith formation as a lifelong process for all parishioners.
- 4.18 PCL Design, implement, and evaluate parish catechetical experiences.
- 4.19 PCL Promote media literacy and the use of media.

Note: (4.7 thru 4.10.8 YML –Youth Ministry Leaders) are not included in this appendix. Please consult the original document on the web-site: www.NFCYM.org.

Standard 5: A lay ecclesial minister provides effective leadership, administration and service, in the spirit of collaboration.

Core Competencies - A lay ecclesial minister shall:

- 5.1 Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management
- 5.2 Demonstrate proficiency in the organization and administration of ministry programs.
- 5.3 Conduct self in a manner consistent with a professional code of ethics and the provisions of civil and church law.
- 5.4 Work effectively with parish and (arch)diocesan personnel, systems, and structures.
- 5.5 Collaborate with the community leaders of the various cultural groups present in the parish or diocese to develop culturally appropriate responses to particular pastoral needs.
- 5.6 Exhibit a spirit of discipleship in ministerial service.

Specialized Competencies - Pastoral Associate - A pastoral associate shall:

- 5.7 PA Utilize leadership skills in ministry by:
 - 5.71 PA Recognizing addressing, respecting, and assisting with the implementation of the parish vision.
 - 5.72 PA Communicating and collaborating with other lay ecclesial ministers as well as with the larger church community and its structures.
 - 5.73 PA Communicating effectively in the diversity of parish settings and groups, with diverse cultures, and with people of various opinions and leadership styles.
 - 5.74 PA Applying faith and moral development concepts to learning situations, program design and implementation.
- 5.8 PA Coordinate specialized pastoral ministers.

Parish Life Administrator (Parish Life Coordinator) - A parish life administrator (coordinator) shall:

- 5.7 PLA Provide leadership and direction in fulfilling the mission of the parish by:
 - 5.7.1 (PLA) Accepting institutional and ministerial responsibility and exercising authority in the area of leadership and decision-making.
 - 5.7.2 (PLA) Developing a vision, aware of the Holy Spirit in individuals, the church and its diverse cultural expressions, as well as the larger community.
 - 5.7.3 PLA Collaborating effectively with organizations, diocesan and parish staff and groups, parish lay ecclesial ministers, the presbyteral moderator (canonical pastor) and the sacramental moderator (sacramental priest) (cc. Canon 517.2)
 - 5.7.4 PLA Communicating parish goals and plans openly and effectively, and being accountable to the community for their implementation.
 - 5.7.5 PLA Applying diocesan policies and church laws with due pastoral care.
 - 5.7.6 PLA Using appropriate theories, models, processes, and methods in parish systems planning.
 - 5.7.7 PLA Inviting and enabling all persons to fully respond to their baptismal call to evangelize and serve.
- 5.8 PLA Provide fiscal oversight, personnel management, and legal oversight, including all pertinent areas of civil and church law, by:
 - 5.8.1 PLA Implementing just and appropriate personnel practices.
 - 5.8.2 PLA Encouraging decision-making at appropriate levels.
 - 5.8.3 PLA Exercising appropriate financial management and working collaboratively with the parish finance council in keeping with diocesan regulations, policies, and procedures.
 - 5.8.4 PLA Recruiting the time, talent, and treasure of all members of the church to provide for the needs of the parish and outreach to others, with awareness of the diversity of cultures and, hence, of leadership and participation styles in the church.
 - 5.8.5 PLA Providing for annual and strategic planning in light of the mission and goals of the parish and involving the parish in all levels of planning.
 - 5.8.6 PLA Guiding the parish implementing church law, diocesan policies, and procedures in pastoral and authentic ways.
 - 5.8.7 PLA Ensuring the observances of all applicable civil laws.
- 5.9 PLA Assist in connecting the parish and the larger community.

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- 5.10 PLA Appreciate and support cultural diversity.
- 5.11 PLA Advocate for and support the development of outreach to and relationship with the wider community in which the parish exists.

Parish Catechetical Leader - *A parish catechetical leader shall:*

- 5.7 PCL Direct the parish catechetical ministry.
- 5.8 PCL Develop parish catechetical policies in accord with diocesan policies and guidelines
- 5.9 PCL Collaborate with the parish staff regarding catechetical ministry.
- 5.10 PCL Develop a comprehensive vision and plan for parish catechesis based on ecclesial catechetical documents.
- 5.11 PCL Advocate for quality education for students in both public and Catholic schools.
- 5.12 PCL Demonstrate effective oral and written communication skills for catechetical purposes.
- 5.13 PCL Provide orientation and in-servicing of catechetical committee members and formation teams in their areas of responsibilities.
- 5.14 PCL Implement catechetical programs that are in accord with the Code of Canon Law and diocesan policies.
- 5.15 PCL Demonstrate an understanding of civil law and legal issues as these apply to the parish catechetical program.
- 5.16 PCL Develop professional skills for catechetical ministry.
- 5.17 PCL Exercise effective supervision of catechetical employees and volunteers.
- 5.18 PCL Recognize and foster leadership ability among volunteers.
- 5.19 PCL Demonstrate the ability to motivate others.

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APPENDIX B: JOB DESCRIPTIONS

I. Identifying Information – Canonical Pastor

Status: Fulltime Part-time 10-month 12 month Exempt Non – Exempt

Reports to: Vicar General / Bishop

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2). The priest “provided with the powers and faculties of a pastor” shall be referred to as the canonical pastor.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. General

- a) The canonical pastor is to have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform.
- b) The canonical pastor is to “direct the pastoral care” of the parish and is therefore the person to whom the parish life administrator is directly accountable.
Specifically this would include to:
 - i. Assist in the establishment and development of ministerial goals and plans for the parish life Administrator.
 - ii. Evaluate the work of the parish life administrator in terms of these goals and plans.
 - iii. Provide pastoral support with the parish life administrator.
 - iv. Meeting with the parish life administrator regularly in order to learn more about the life of the parish.
- c) Conflicts between the parish life administrator and the canonical pastor that cannot be resolved shall be referred to the Vicar General.

2. Administration

- a) "In all juridic affairs the pastor represents the parish according to the norm of law" (Canon532). Therefore, this responsibility falls to the canonical pastor.
- b) Abiding by Diocesan guidelines and policies in all that pertains to parish pastoral administration, including the mandates that he grants to the parish life administrator.
- c) The canonical pastor is to work collaboratively with parish staff and parish committees, as appropriate.
- d) Since the canonical pastor grants a mandate to the parish life administrator to preside at meetings of the parish finance council and pastoral council, he is not obligated to regular attendance at these meetings.

3. Diocese

- a) The canonical pastor is expected to familiarize himself with all Diocesan policies, handbooks and procedures to assure just practices, and to make every effort to support the mission statement of the Diocese.
- b) The canonical pastor attends regional meetings and participates in priestly activities according to Diocesan practice. "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." [Canon 529]

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

1. To become a canonical pastor, one must be in the sacred order of the presbyterate.
2. Moreover, he is to be outstanding in sound doctrine and integrity of morals and endowed with zeal for souls and other virtues; he is also to possess those qualities which are required by universal or particular law to care for the parish in question.
3. "For the office of pastor to be conferred on someone, his suitability must be clearly evident by some means determined by the Diocesan Bishop, even by means of examination." (Canon 521)
4. Good health (physical, psychological, spiritual).
5. Ability to organize, to work collaboratively, to facilitate, to communicate, and to delegate—all in a spirit of collegiality and subsidiarity.
6. Commitment to personal and professional growth.

B. Education, Training and/or Experience

1. Experience in pastoral care and administration.
2. Experience in collaborative ministry.

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

I. Identifying Information – Parish Life Administrator

Status: Fulltime Part-time 10-month 12 month Exempt Non – Exempt

Reports to: Canonical Pastor / Vicar General / Bishop

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2). The deacon or lay person(s) entrusted with the ordinary pastoral and administrative care of a parish (or mission) shall be referred to as the parish life administrator.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. Pastoral Responsibilities

- a) Nurturing a sense of community within the parish and fostering an atmosphere in which the free and generous sharing of gifts given for the good of the community is a priority.
- b) Participating in the liturgical life of the community and providing liturgical leadership in accord with diocesan policies governing the role of the parish life administrator in liturgy and preaching and in keeping with faculties that have been granted.
- c) Encouraging a strong sense of discipleship that expresses itself in outreach to the poor, the elderly, the needy, the sick, as well as in other social action and evangelization.
- d) Collaborating with the sacramental priest in preparing for sacraments.
- e) Overseeing the faith formation of children, youth, and adults, sacramental preparation (including RCIA), and assisting those in the parish seeking assistance from the Diocesan tribunal.
- f) Facilitating clear, honest and open communication within the parish and between the parish and the diocese, its offices and staffs.
- g) Exercising ministry in a spirit of collegiality and subsidiarity.
- h) Relating aspects of parish life to the life and mission of the Universal Church.
- i) Initiating and providing for ecumenical involvement wherever possible.
- j) Being knowledgeable about local resources in order to make appropriate referrals.

2. Administrative responsibilities include:

- a) Abiding by diocesan guidelines and policies in all that pertains to parish pastoral administration.
- b) Involving parishioners in the administrative functions of the parish.
- c) Familiarizing the parish council and the finance council with their respective administrative roles and evaluating their performance in these roles.
- d) Submitting reports, respecting deadlines established by the diocese.
- e) Keeping accurate records, particularly insofar as these reflect the sacramental life of the parish.
- f) Presiding at meetings within the parish as required.
- g) Exercising stewardship over parish properties, and helping to foster a sense of stewardship (development and divestment) within the parish.
- h) Overseeing the budget process in collaboration with pastoral councils and finance councils in ways consistent with their respective roles.
- i) Overseeing all parish maintenance, repairs and construction.
- j) Acting in accord with the mandates granted by the canonical pastor

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

3. Diocese

- a) The parish life administrator is expected to familiarize himself/herself with diocesan policies, handbooks and procedures and to demonstrate support for the mission statement of the Diocese.
- b) The parish life administrator attends regional meetings and participates in diocesan events.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

1. Active, faithful membership in the Roman Catholic Church.
2. General good health (physical, psychological, spiritual).
3. Liturgically based spirituality centered on the prayer life of the Church.
4. Skill as an initiator, ability to organize, to work collaboratively, to facilitate and to delegate.
5. Experience in maintaining confidentiality.
6. Reasonable familiarity with the area, people and culture.
7. Commitment to personal and professional growth.

B. Education, Training and/or Experience

Category I

1. Educationally qualified applicants who lack practical experience as a pastoral associate may be asked to complete a one-year internship with appropriate remuneration as a pre-requisite to official appointment by the bishop.
2. Promising applicants who lack necessary educational requirements may be accepted on a probationary basis provided they undertake a college-level program judged by the diocese to include areas of ministry essential to the ministry of the parish life administrator. The individual may apply to the parish or diocese for education financial assistance.
3. Formal appointment is considered upon successful completion of the internship and/or studies program.

Category II

1. A bachelor's degree in a field related to parish ministry or related experience.
2. Experience of three or more years in some phase of parish ministry.
3. Background in aspects of pastoral administration and a willingness to augment their basic education and develop new skills.

Category III

1. A master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study or related experience.
2. Experience of three or more years in some phase of parish ministry.
3. Background in sacramental rites, liturgy of the word, prayer, homiletics, canon law, annulment processes, administration, team ministry, budgeting and finance.

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

I. Identifying Information – Sacramental Priest

Status: Fulltime Part-time 10-month 12 month Exempt Non – Exempt

Reports to: Canonical Pastor / Vicar General / Bishop

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2). The sacramental priest is a priest who is appointed by the Bishop to provide sacramental ministry for a parish whose central leader is the parish life administrator. Parish life administrators who are deacons continue to function according to the faculties received through ordination and from the Bishop.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. General

- a) The sacramental priest should have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform.

Therefore, the sacramental priest demonstrates a pastoral ability to:

- ii. Work collaboratively with the staff.
- iii. Provide spiritual direction and counseling.
- iv. Support and assist the Parish life administrator.

2. Specific

- a) The sacramental priest, in collaboration with the parish life administrator provides for the sacramental life of the parish including the celebration of Mass on Sundays and Holy Days and on other appropriate occasions. He celebrates the other sacraments and rites as needed.
- b) He develops relationships with the people through parish visitations and, where possible, through visits to the homebound. He may assume, in dialogue with the parish life administrator, other duties related to his personal gifts.
- c) He may delegate the authority to administer the sacraments according to the faculties given by the Bishop. He shares this responsibility with the canonical pastor.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

The sacramental priest is a priest who, in addition to his priestly qualification, possesses the ability to collaborate and communicate.

B. Education, Training and/or Experience

1. To become a sacramental priest, one must be in the sacred order of the presbyterate.

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

APPENDIX C: STARTING SALARIES AND BENEFITS

Note: Compensation for members of religious orders are determined by the *Compensation for Religious Ministering in Iowa Dioceses*

Education / Training / Experience

<u>Parish Annual Appeal Goal</u>	<u>Category I</u>		<u>Category II</u>		<u>Category III</u>	
	<u>range</u>		<u>range</u>		<u>range</u>	
Level #1 Parish \$0-\$30,000	\$25,181	\$29,378	\$32,279	\$37,658	\$40,349	\$45,172
Level #2 Parish \$30,000.01-\$50,000	\$29,378	\$33,575	\$37,658	\$43,038	\$45,172	\$49,995
Level #3 Parish \$50,000.01-\$70,000	\$33,575	\$37,771	\$43,038	\$48,418	\$49,995	\$54,820
Level #4 Parish \$70,000.01 and higher	\$37,771	\$41,968	\$48,418	\$53,730	\$54,820	\$62,059

Certification in the Parish Life Administrator curriculum of the Diocesan Ministry Formation Program or its equivalent is required of all parish life administrators.

Category I

1. Educationally qualified applicants who lack practical experience as a pastoral associate may be asked to complete a one-year internship with appropriate remuneration as a pre-requisite to official appointment by the Bishop.
2. Promising applicants who lack necessary educational requirements may be accepted on a probationary basis provided they undertake a college-level program judged by the Diocese to include areas of ministry essential to the ministry of the parish life administrator. The individual may apply to the parish for education financial assistance.
3. Formal appointment is considered upon successful completion of the internship and/or studies program.

Category II

1. A bachelor's degree in a field related to parish ministry or completion of diaconate formation or completion of ministry formation program with the parish life administrator track.
2. Experience of three or more years in some phase of parish ministry.
3. Background in aspects of pastoral administration and a willingness to augment their basic education and develop new skills.

Category III

1. A master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study or equivalent education and experience.
2. Experience of three or more years in some phase of parish ministry.
3. Background in sacramental rites, liturgy of the word, prayer, homiletics, canon law, annulment processes, administration, team ministry, budgeting and finance.

Notes:

- a) Salary doesn't include: mileage, professional expenses, parish-paid expenses or benefits.
- b) Parish life administrators assigned to more than one parish should negotiate a salary according to the combined Annual Diocesan Appeal (ADA) goal levels of the parishes. Consideration should be given to the added responsibilities of administering multiple parishes.
- c) Salary ranges are based on the 2005-2006 *National Association of Church Personnel Administrators Manual*.
- d) Parish ADA levels match the levels used for priest compensation.

Reimbursed and Covered Professional Expenses for Parish Life Administrators

Reimbursed Professional Expenses

The following details what are and are not expenses available for reimbursement. Reimbursement is made only after incurring the expense. Receipts must accompany request for reimbursement.

Mileage

- a) Pay at current diocesan rate only after documentation
- b) Pay tolls, parking, but not fines
- c) Pay vehicle rental associated with business purposes – rental separate from personal auto
- d) Business miles should be reimbursed monthly from the mileage log

Professional Expenses

- a) Professional memberships paid personally, but not personal memberships such as country club dues, health club, YMCA, etc.
- b) Professional periodicals such as daily scheduler, subscriptions to professional journals/magazines such as *Modern Liturgy*; *Church*; *Today's Parish*, etc; homily helps, etc., but not *Readers' Digest*, *New York Times*, novels, etc.
- c) Professional clothing such as alb, but not other personal clothing worn for non-ritual use.
- d) Retreats, meetings, and conferences associated with ministry.
- e) Professional education costs that are associated with ministry, but not classes that are for personal development such as personal financial planning. These would be costs beyond the normal continuing education costs budgeted by the parish. Approval from Vicar General prior to admission is required.
- f) A personal computer does not qualify for reimbursement.
- g) Dry cleaning of personal clothing does not qualify for reimbursement.
- h) Premium channels on cable TV and personal long distance phone calls do not qualify for reimbursement.
- i) Professional computer software (such as Code of Canon Law, Catechism of the Catholic Church, etc on CD-ROM) may be reimbursed.

Parish Expenses

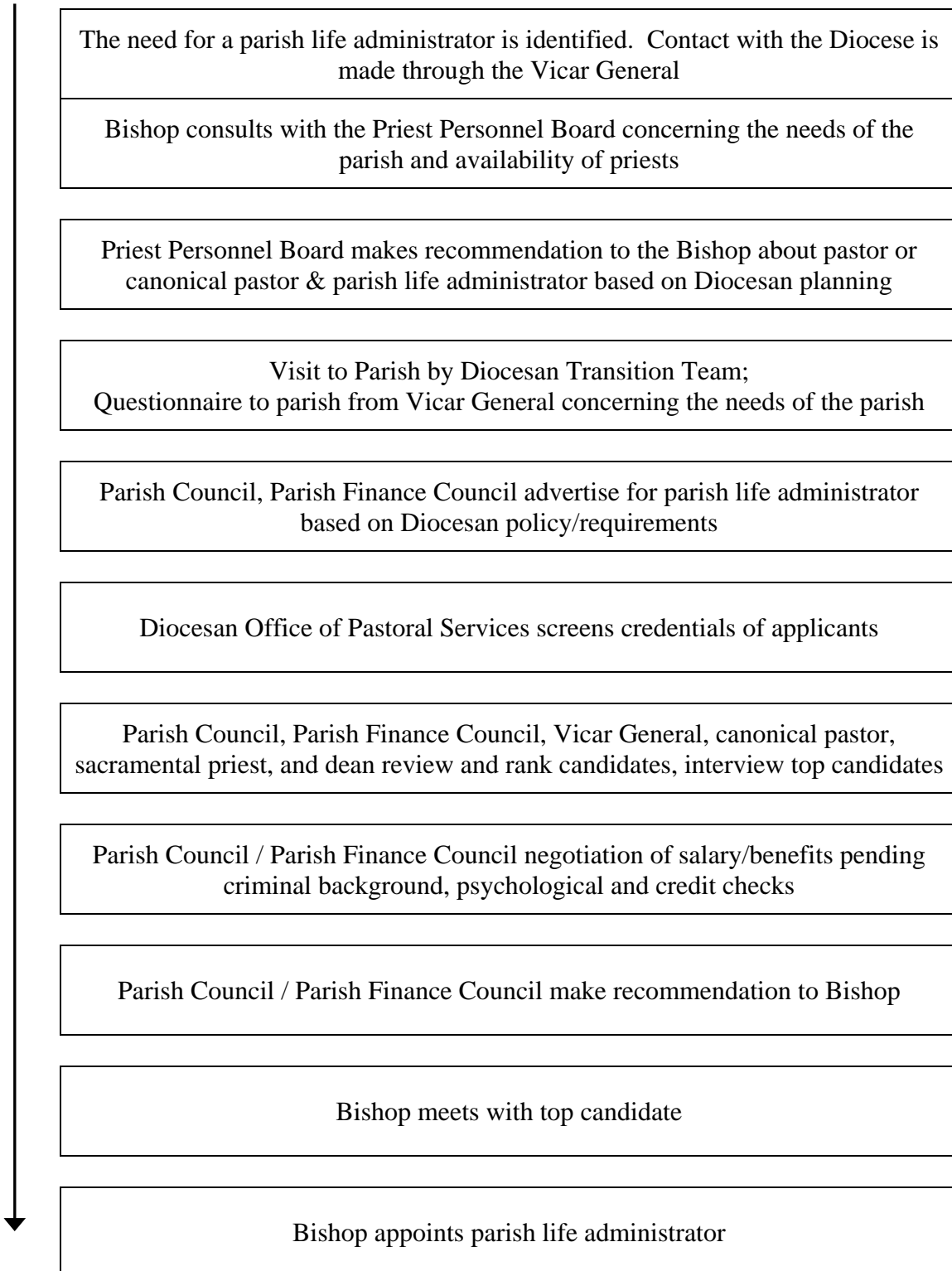
The following details the expenses that are paid by the parish directly:

- a) Catholic newspapers and one secular newspaper such as the local newspaper
- b) Basic Internet access for computer and other necessary office equipment.
- c) Cleaning of church and other buildings owned by the parish.
- d) Cleaning of parish vestments but not personal clothing
- e) Hospitality expenses for events such as the Bishop's confirmation dinner, meals for deanery meetings not meals for a personal gathering of friends or associates, teacher appreciation banquet, etc.
- f) Telephone service – with the exception of personal long distance calls

Other Benefits:

- a) Health insurance premiums as established in the Diocesan plan.
- b) Sick days, holidays, vacations, retreat days, and retirement as established by the Diocesan plans and policies.
- c) Housing allowance – following IRS policy (see *Diocesan Financial Issues*, USCCB)

APPENDIX D: PARISH LIFE ADMINISTRATOR APPOINTMENT PROCESS



APPENDIX E: SAMPLE ADVERTISEMENT AND INTERVIEW QUESTIONS

SAMPLE (207 words)

Parish Life Administrator - deacon or lay person entrusted with the ordinary pastoral and administrative care of [a parish] [a cluster of parishes] of X families. Responsibilities include: nurturing a sense of community; participating in the liturgical life of the community with the sacramental priest; encouraging a strong sense of discipleship; overseeing faith formation; facilitating clear, honest and open communication within the parish and between the parish and the diocese, its offices and staffs; exercising stewardship; and overseeing the budget process in collaboration with pastoral councils and finance councils. Required skills and knowledge include: active, faithful membership in the Roman Catholic Church; liturgically based spirituality centered on the prayer life of the Church; skill as an initiator; ability to organize, to work collaboratively, to facilitate and to delegate; experience in maintaining confidentiality. Completion of the Diocesan Ministry Formation Program or its equivalent required. Bachelor's degree in a field related to parish ministry or related experience recommended. Master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study or related experience with experience of three or more years in some phase of parish ministry preferred. Contact (Board President or Chairperson of Search Committee) phone and/or address for application or information. Equal Opportunity Employer.

Places to Advertise

Newspapers

Ad Random
National Catholic Reporter
P.O. Box 281
Kansas City, Missouri 64141

Des Moines Register
715 Locust Street
Des Moines, Iowa 50309

Catholic Mirror
P.O. Box 10372
Des Moines, Iowa 50306
Phone: 515-237-5041
Fax: 515-237-5070

Quad City Times
500 E 3rd Street
Davenport, Iowa 52801

Catholic Messenger
736 Federal Street
Davenport, Iowa 52803
Phone: 563-323-9959
Fax: 563-323-6612

The Witness
1229 Mt. Loretta Ave
PO Box 917
Dubuque, IA 52004
Phone: 563-588-0556
Fax: 563-588-0557

The Globe
1825 Jackson St.
PO Box 5079
Sioux City, IA 51102-5079
Phone: 712-255-2550
Fax: 712-255-4901

The Catholic Post
409 N.E. Madison Ave
Peoria, IL 61602
Phone: 309-673-3603
Fax: 309-673-0334

Other

Ministry Resource Center, Inc.
3920 North Lawndale Avenue
Chicago, Illinois 60618
312-583-6862

Questions Not Allowed During the Interview and Selection Process

Employers are to rely upon “relevant information” in making hiring decisions. Federal and State laws prohibit asking any questions in an interview that may be discriminatory. Questions not allowed on applications or in interviews include (from Iowa Workforce Development, www.iowaworkforce.org):

Following is a short list of some questions that are considered discriminatory and should be avoided:

1. Age. The Age Discrimination in Employment Act prohibits age discrimination against persons aged 40 and older. The Iowa Civil Rights Act goes a step farther by prohibiting discrimination against persons aged 18 and older.
2. Arrests. An arrest is no indication of guilt. Requesting such information can discourage minority applicants and is illegal. If you ask about convictions, make sure a statement accompanies the question that a conviction will not necessarily disqualify the applicant from being hired.
3. Availability to work on weekends and evenings. This is acceptable if asked of all applicants and it is a business necessity for the person to be available to work at those times.
4. Citizenship, birthplace and national origin. The fair and advisable way to obtain this information is to ask: “Are you either a U.S. citizen or an alien authorized to work in the United States?” The “yes” or “no” answer provides all needed information without disclosing if the applicant is a citizen or an alien.
5. Creed or religion. Not an acceptable question unless religion is a bona fide occupational qualification.
6. Credit records. Not an acceptable question unless it is job related.
7. Disability. It is acceptable to ask if the applicant can perform the essential functions of the job with or without reasonable accommodation. Make sure you have identified and provided the applicant with those essential functions before you ask the question.
8. Family status. An acceptable question only when determining if the applicant has responsibilities or commitments that would interfere with work schedules and, if asked of all applicants, regardless of gender.
9. Height and weight. Not an acceptable question unless it is job related.
10. Language. An acceptable question only if it is job related. It is not acceptable to require a person to read and write English if the person can be shown how to do the job or instructed verbally. It can be acceptable if there is a risk of personal safety.
11. Sex, gender preference. Not an acceptable question unless it is a bona fide occupational qualification (BFOQ).

General Interview Questions That Can Be Asked Any Candidate

1. Tell me about yourself.
2. Give us your experience or examples where a sense of community within your parish has occurred that fosters sharing and using one’s gifts and the gifts of others in service.
3. How have you participated in the liturgical life of the parish?
4. What kind of cultural diversity training and activities have you participated?
5. What kind of outreach have you been involved to the elderly, special needs, poor, and needy?
6. How are you committed to life-long faith formation? Please give specific examples or programs.
7. How have you developed healthy relationships with youth and children? What kind of training have you had in dealing with youth and children?
8. Give examples of how you would facilitate and collaborate in a clear, open, and honest communication with staff, parish council, finance council and parish.
9. How in your life and in your parish have you fostered a sense of stewardship with personal and communal resources?
10. As a skilled initiator, how do you organize, manage, facilitate, respect deadlines, and delegate while practicing sound decision-making skills? Give an experience or example of this ability.
11. What are your weaknesses?
12. Why should we hire you?
13. Why did you leave your last position?
14. Why are you interested in this position?
15. What did you dislike about your past jobs?
16. Why do you want to work here?
17. Where do you want to be in five years?

APPENDIX F: FACULTIES AND MANDATES

Faculties Granted by the Bishop for Lay Parish Life Administrators

For the effective discharge of your ministry as parish life administrator in the parish of _____, you have been given the following authorization by a special implementation of the universal law, particularly Canon 517.2, and the episcopal grant of the Most Reverend _____, Bishop of Davenport.

I authorize you to carry out the following acts of ministry and grant you the necessary empowerment to act in those instances expressly included in this document, where specific authorization, empowerment, or permission of the Diocesan Bishop or local ordinary is required.

Unless otherwise noted, you may not validly subdelegate these faculties.

Unless otherwise noted, you may validly use these faculties only within the territory of the parish of _____, in _____, Iowa.

Unless otherwise noted, the exercise of all liturgical ministries is to be in accord with Diocesan Policies regarding the participation of parish life administrators in the liturgy and Diocesan Policies regarding lay preaching.

Ministry of the Word

Liturgies of the Word and Hours

You may lead prayer at Services of the Word apart from the Eucharistic Liturgy, the Liturgy of the Hours, and penitential celebrations which do not include the Sacrament of Penance. If you will be absent, you may appoint another properly prepared lay person to lead prayer.

Sunday Celebrations

On Sundays and holy days of obligation, you may lead prayer at Sunday Celebrations in the Absence of a Priest according to Diocesan policy. With the permission of the canonical pastor, when you are absent or impeded, you may appoint a person who has been authorized by me to lead prayer in your place.

Preaching

You may preach at all liturgical celebrations at which you lawfully lead prayer in the parish church.

The Catechumenate and Baptism

Minor Exorcism and Blessings

You may celebrate the minor exorcisms of the catechumenate and the blessings of catechumens (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

Abbreviated Catechumenate in Exceptional Circumstances

You may use the abbreviated catechumenate in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the diocesan bishop is necessary to use the abbreviated process (cc. 851, 1°; OICA 240, 274; RCIA USA 331-332).

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

Infant Baptism

Apart from danger of death, in individual instances, you may celebrate infant baptism only if one of the following conditions applies: (1) a priest or deacon has already scheduled the baptism, but he is unable to come and another priest or deacon is not available; or (2) no priest or deacon can celebrate the baptism within four weeks after the child's birth.

Participation of Christian Minister

For pastoral reasons, at the parents' request, you may permit a minister of another church or ecclesial community to take part in the celebration of baptism by reading a lesson, offering a prayer or blessing as permitted by law (DAPNE 97). The Catholic minister alone must celebrate the actual baptism.

Eucharist

Extraordinary Minister of Holy Communion

You may distribute Holy Communion outside Mass to the sick, infirm, and aged who cannot come to church. In celebrations with Communion outside of Mass, you shall follow Diocesan policy. In keeping with good liturgical practice, you should exercise only one liturgical ministry in a given celebration.

Exposition of the Eucharist

In the absence of a priest or deacon, you may expose publicly the Blessed Sacrament for the adoration of the faithful and repose it afterwards (HCWE 91-92; c. 943).

Other Acts of Divine Worship

Blessings

You may celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon.

Penitential Celebrations

You may lead prayer and preach at penitential celebrations when the Sacrament of Penance is not celebrated (RP 36-37).

Other Sacramentals

You may celebrate the rites for visits to the sick and say the prayers on the occasion of death (OUI 138, 151; PCS 212, 221). On Ash Wednesday, you may administer ashes previously blessed by a priest or deacon (BB 1659). You may celebrate other sacramentals in accord with Canon 1168.

Funeral Liturgy outside Mass

You may celebrate the funeral rites of the Church-the vigil, the funeral liturgy outside Mass, and the rite of committal-for deceased parishioners, including a catechumen, and for non-parishioners, if this was requested by them before death or by the person in charge of the funeral arrangements (OCF 14; OE 19; EDM art. 12; c. 1177, §2).

Funerals outside Mass with Cremated Remains Present

You may celebrate the funeral liturgy in the presence of the cremated remains of a deceased person, taking into account the concrete circumstances in each case, and always observing the following conditions: (1) There is no anti-Christian motive for choosing cremation (c. 1176, §3). (2) The cremated remains will be handled with respect and buried or entombed in a place reserved for this purpose. (3) There is no other canonical prohibition of a funeral liturgy, namely, for notorious apostates, heretics, and schismatics and other manifest sinners for whom ecclesiastical funerals cannot be granted without public scandal to the faithful (c. 1184). Doubtful cases are to be referred to the Bishop or his delegate.

Select Faculties in Danger of Death

The first faculty is granted by law but may be listed for information. The other faculties are granted by the delegation of the local ordinary.

Baptism

If a priest or deacon is unavailable, you may baptize anyone not yet validly baptized, including a fetus, provided the person is alive (cc. 861, §2; 868, §2; 871). Those who had the use of reason at any time during their life may not be baptized without having manifested this intention; they must also have some knowledge of the principal truths of the faith and must promise to observe the commandments of the Christian religion (c. 865, §2).

Viaticum

If a priest is unavailable, you may celebrate the Rite of Viaticum Outside Mass, except the parts reserved to a priest or deacon, with at least the presumed permission of the canonical pastor, who must be notified afterwards (c. 911, §2; PCS 197-211). You may also give Viaticum to a baptized non-Catholic who is in danger of death, in accord with the law (cc. 844, §§ 3-4).

Commendation of the Dying

If the Parish Priest or another priest is unavailable, you may celebrate the Rite of Commendation of the Dying (OUI 142; PCS 165, 212-222).

These faculties remain in effect as long as you hold the office of parish life administrator.

Given at Davenport, Iowa

Bishop of Davenport

Chancellor

Seal of the Diocese

Mandates Granted by the Canonical Pastor to the Lay Parish Life Administrator

I, _____, grant you, _____, the following mandates, to be fulfilled in accord with canon law and civil law. These mandates are in effect for the duration of your office as Parish Life

Administrator of _____, in _____, Iowa unless they are legitimately amended or revoked.

Administration of Temporal Goods

1. To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description; in accord with the canons I remain the sole legal representative of the parish (c. 532; cc. 1281-1288).

Pastoral and Finance Councils

2. To preside in my absence at meetings of the parish pastoral council and finance council (cc. 536 and 537).

Decisions

3. To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions¹, and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the canonical pastor. If I cannot be reached regarding a matter that is urgent, you may decide the matter and subsequently advise me or the local ordinary of your decision.

Record-Keeping

4. To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual reports requested by the diocese (c. 1287).

Given at _____ on _____.

Signature of Canonical Pastor: _____

Signature of Notary or Witness: _____

Copies to Bishop and parish archives.

Seal of the Parish

¹ What constitutes a “more important decision” is determined collaboratively by the canonical pastor and the parish life administrator.

Faculties Granted by the Bishop for Deacon Parish Life Administrators

For the effective discharge of your ministry as parish life administrator in the parish of _____, you have been given the following authorization by a special implementation of the universal law, particularly Canon

517.2, and the episcopal grant of the Most Reverend _____, Bishop of Davenport.

In addition to the faculties granted to deacons in this diocese, I authorize you to carry out the following acts of ministry and grant you the necessary empowerment to act in those instances expressly included in this document, where specific authorization, empowerment, or permission of the diocesan bishop or local ordinary is required.

Unless otherwise noted, you may validly use these faculties only within the territory of the parish of _____, in _____, Iowa.

Unless otherwise noted, you may subdelegate any of these faculties in individual cases to another priest or deacon in good standing.

Deputation of Catechists

You may depute catechists, truly worthy and properly prepared, to celebrate the minor exorcisms of the catechumenate and the blessings of the catechumens when a priest or deacon cannot be present (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

Abbreviated Catechumenate in Exceptional Circumstances

You have the faculty to permit the simple rite for the initiation of an adult in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the Diocesan Bishop is necessary to use the abbreviated rite (c. 851, 1°; OICA 240, 274; RCIA USA 331-332).

Dispensation from Scrutinies

You may dispense from one scrutiny for a serious reason or, in extraordinary circumstances, even from two. The extraordinary circumstances for granting the dispensation from two scrutinies are those mentioned in faculty 2 (OICA 52, 66, §3; RCIA 20, 34, §3).

Sunday Celebrations in the Absence of a Priest

In accordance with Diocesan policy, when no priest is available to celebrate Mass, and neither you nor another deacon is available for the Sunday Celebration of the Word or liturgy of the hours, you may appoint a suitably instructed lay minister, approved by the Bishop for this function, to take your place, using the appropriate rite (DSCAP 24; EDM art. 7).

Designation of Eucharistic Minister

You may appoint a qualified person to distribute holy communion for single occasions when you are presiding at a communion service and there are too many communicants and insufficient ordinary and extraordinary ministers of communion, or when bringing Viaticum to a dying person is necessary and no ordinary or extraordinary minister is available (c. 230, §3; EDM art. 8, §1).

Lay Minister of Exposition

In the absence of a priest, deacon, acolyte, or extraordinary minister of communion, you may, in individual instances, appoint a lay person to expose publicly the Eucharist for the adoration of the faithful and afterward to repose it (HCWE 91-92).

Permissions to Marry

You may permit: (1) the marriage of transients (*vagi*), provided the Diocesan marriage preparation program is observed to the extent possible, and baptismal certificates or sworn affidavits show they are free to marry; (2) the marriage of a person who is bound by natural obligations toward another party or children arising from a previous union, provided these obligations are being fulfilled; and (3) the marriage of a Catholic with another Catholic who has notoriously rejected the faith, provided the norms of canon 1125 have been observed (c. 1071, §1, nn. 1, 3, 4; §2).

Permission to Marry in Another Catholic Church

You may permit a parishioner to be married in another Catholic church or oratory (c. 1118, § 1).

Blessings

You may permit competent lay ministers and catechists to celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon, provided sufficient clergy [or instituted acolytes and readers] are unavailable (DB/BB 18d).

Funeral of Unbaptized Children

You may permit church funeral rites for children who died before baptism, provided their parents had intended to have them baptized (c. 1183, §2)

Funeral of Baptized Non-Catholic

You may celebrate the Church's funeral rites for a validly baptized member of another church or ecclesial community, provided this would not be contrary to the wishes of the deceased person and provided the minister of the deceased person is unavailable (c. 1183, §3; DAPNE 120).

Feast Days and Days of Penance

In individual cases and for a just cause, you may dispense parishioners anywhere they are and others who are in the parish territory from the obligations to attend Mass and abstain from work on Sundays and holy days of obligation, or you may commute the obligation to another pious work. Under the same conditions, you may dispense from or commute the obligations of fast and abstinence on a day of penance (c. 1245).

Vows and Oaths

You may dispense from private vows, provided the dispensation does not injure the acquired rights of others. You may dispense from promissory oaths, unless dispensation from an oath would tend to harm one or other persons who refuse to remit its obligation. You may commute the obligation of a private vow or oath to a lesser good. This faculty may be used on behalf of parishioners wherever they are staying and within the boundaries of the parish on behalf of visitors (cc. 1196, 1°; 1203).

These authorizations are granted to _____ and are valid:

- from _____ until _____;
- during your present assignment;
- until revoked.

Given at Davenport, Iowa

Bishop of Davenport

Chancellor

Seal of the Diocese

Mandates Granted by the Parish Priest for Deacon Parish Life Administrators

I, _____, grant you, _____, the following mandates, to be fulfilled in accord with canon law and civil law. These mandates are in effect for the duration of your office as Parish Life

Administrator of _____, in _____, Iowa unless they are legitimately amended or revoked.

Administration of Temporal Goods

1. To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description; in accord with the canons I remain the sole legal representative of the parish (c. 532; cc. 1281-1288).

Pastoral and Finance Councils

2. To lead prayer in my absence at meetings of the parish pastoral council and finance council (cc. 536 and 537).

Decisions

3. To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions², and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the canonical pastor. If I cannot be reached regarding a matter that is urgent, you may decide the matter and subsequently advise me or the local ordinary of your decision.

Record-Keeping

4. To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual reports requested by the diocese (c. 1287).

Given at _____ on _____.

Signature of Canonical Pastor: _____

Signature of Notary or Witness: _____

Copies to Bishop and parish archives.

Seal of the Parish

² What constitutes a “more important decision” is determined collaboratively by the canonical pastor and the parish life administrator.

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APPENDIX G: INSTALLATION OF PARISH LIFE ADMINISTRATOR

After the gospel, the parish life administrator-elect stands before the Bishop (or his representative), who then presents the candidate to the community.

PRESENTATION *(By Bishop)*

Bishop: My dear friends, because I am aware of your pastoral needs and am confident of N's qualifications, I now commend N to you as your new Parish Life Administrator.

[PRESENTATION *(By Bishop's Representative-the priest presiding at the Mass)*

Another Minister:³ Father N., after consultation, Bishop N. has chosen N as the new Parish Life Administrator of this parish. I now have the pleasure of presenting him/her to you and the people of this community.

Representative: My dear friends, because Bishop N is aware of your pastoral needs and is confident of N's qualifications, he has asked me to express, in his name, his pastoral concern for the people of this parish, and he commends N to you as your new Parish Life Administrator.]

WELCOME BY THE PEOPLE *(The people express their approval and support by their applause)*

HOMILY *(By the Bishop or his priest-representative)*

PRESENTATIONS *(As each group is announced by the Bishop or his representative, they come forward to greet).*

CANONICAL PASTOR AND SACRAMENTAL PRIEST

Bishop/Rep.: N., my sister/brother, Father N will be the canonical pastor of this parish, and Father N will share in providing the sacraments to this community. May the three of you mutually support each other as you minister together for the good of this community.

PARISH STAFF

Bishop/Rep.: N., these are also your co-workers in the vineyard, assisting you in caring for the people of this parish. Share in this ministry with them in a spirit of mutual trust, common prayer, and genuine concern.

PARISH COUNCIL

Bishop/Rep.: N., this is the pastoral council of N. parish. It is the voice of this community and will assist and counsel you as you minister to this parish. Always be attentive to the needs they express.

FINANCE COUNCIL *(IF CONSTITUTED)*

Bishop/Rep.: N., this is the finance council of N. parish. Respect the expertise they bring to the stewardship of this parish's material resources.

³ Such as another priest (e.g., dean, canonical pastor, sacramental priest) or deacon.

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TRUSTEES

Bishop/Rep.: N., these are the civil trustees of this parish. As the lay officers of the parish corporation they will share with you and Father N [the canonical pastor] the responsibility for the parish's corporate and legal affairs.

PROFESSION OF FAITH AND OATH

Bishop/Rep.: Remember, my sister/brother N., to always love these people whom you have been called to serve. Be a wise and patient teacher, and a gentle minister, so that you may help lead them to Christ who will strengthen all that you do.

As a teacher of the faith, I ask you now to lead your community in the profession of faith.

The parish life administrator then faces the people and leads them in the Creed. At the end, s/he adds the following oath (if the bishop is present, it is recited facing him; if not, it is recited facing the people):

With firm faith I also believe everything contained in God's Word, written or handed down in tradition and proposed by the Church, whether in solemn judgment or in ordinary and universal magisterium, as divinely revealed and calling for faith.

I also firmly accept and hold each and every thing that is proposed by the Church definitively regarding teaching on faith and morals.

Moreover, I adhere with religious submission of will and intellect to the teaching which either the Roman pontiff or the college of bishops enunciate when they exercise the authentic magisterium even if they proclaim those teachings in an act that is not definitive.

INTERCESSION *(The Prayer of the Faithful follows. An intercession for the new parish life administrator is included)*

Gracious God, you have nourished and protected your Church by providing it faithful ministers. Strengthen our sister/brother N. as s/he begins a new ministry among us, and help us all to follow your Son, Jesus Christ, who is Lord for ever and ever.

APPENDIX H: PEER REVIEW PROCESS
Mutual Performance Review

Name: _____ Month/Year of Review: _____ Parish Name: _____

Performance Ratings: (circle one where appropriate)

- 4 Excellent performance on a consistent basis – explanation needed
- 3 Above average performance on a consistent basis
- 2 Performance meets the basic job requirements
- 1 Performance fails to meet job requirements – explanation needed

The person being evaluated completes Parts I, II, III.

Both the person being evaluated and the person evaluating complete Part IV jointly.

Part I: Describe an experience during this period that energized you in ministry:

Part II: Describe an experience during this period that drained you in ministry:

Part III: List five key goals/responsibilities, which flow from your role description and evaluate your performance:

1. Key Responsibility: _____

Mark [satisfactory or unsatisfactory]

Comment: _____

2. Key Responsibility: _____

Mark [satisfactory or unsatisfactory]

Comment: _____

3. Key Responsibility: _____

Mark [satisfactory or unsatisfactory]

Comment: _____

4. Key Responsibility: _____

Mark [satisfactory or unsatisfactory]

Comment: _____

5. Key Responsibility: _____

Mark [satisfactory or unsatisfactory]

6. Comments: _____

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Part IV - Jointly with Facilitator
SKILLS

RATING

satisfactory [S] or unsatisfactory [U]

COMMENTS

Contributes to a sense of community	[S]/[U] _____	
Lead prayers well at parish liturgies/prayer	[S]/[U] _____	
Maintains a spirit of hope	[S]/[U] _____	
Articulates a sense of parish vision	[S]/[U] _____	
Listens – uses conflict management skills	[S]/[U] _____	
Consults others when needed	[S]/[U] _____	
Delegates appropriately	[S]/[U] _____	
Plans, organizes, and sets goals	[S]/[U] _____	
Manages effectively under pressure	[S]/[U] _____	
Affirms co-workers, parishioners and volunteers	[S]/[U] _____	
Shows initiative	[S]/[U] _____	
Holds/participates in meetings	[S]/[U] _____	
Complies with diocesan policies	[S]/[U] _____	
Administers budget with good stewardship	[S]/[U] _____	
Completes reports clearly and on time	[S]/[U] _____	
Personifies love, understanding, and sensitivity	[S]/[U] _____	
Engages in personal prayer	[S]/[U] _____	
Takes appropriate time for self	[S]/[U] _____	
Participates in continuing education	[S]/[U] _____	

Overall evaluation: Excellent Above Average Satisfactory Needs Improvement Unsatisfactory

Summary of Strengths: _____

Summary of Improvement Needed: _____

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Specific Goal(s) in Which You Plan to Strengthen and Associated Target Dates:

General Comments: _____

Signature: _____ Signature: _____
Parish Life Administrator Canonical Pastor

Date: _____

Copies of this review are to be sent to the Vicar General and also kept on file at the parish.

APPENDIX I: MINISTRY FORMATION CURRICULUM

Approved 4/2006

“The church has always required proper preparation of those who exercise a ministry.” *Co-Workers in the Vineyard of the Lord, A Resource for Guiding the Development of Lay Ecclesial Ministry*, (ref CIC canons 235, 236, 597)

“...lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfill their function properly.” (CIC, canon 231)

Courses	Competencies
Preaching The Word, Part I and Part II	National Certification Standards 4.8 Preach in pastoral settings in accord with national and diocesan norms.
Presiding: Parish Worship & Prayer	National Certification Standards 4.9 Preside at liturgies in accord with liturgical principles and national and diocesan norms. <i>Living the Faith Report I, A.1</i> Assist in planning weekly liturgies and preside at or provide leadership for Sunday Celebrations in the Absence of a Priest and weekday Word and Communion services outside of Mass. Prepare and give reflections, as needed. (Cf 1248.2) <i>Living the Faith Report I, B.7 a-d:</i> a) Wakes/Funerals a) assist in the planning and preparation for wakes, funerals, and graveside services with the possibility of presiding at one or all of these services. b) Be present in some way at one or all of these services. c) Record information in parish sacramental records d) Follow up with families following the death of a loved one.
Sacramental Preparation & RCIA I & II:	National Certification Standards 4.14 Ensure the sacramental life and prayer life of the parish by: 4.14.1 Collaborating with the worship committee and the sacramental moderator (Canon 517.2) to provide for the liturgical and sacramental life of the parish. 4.14.2 Providing the sacramental preparation of parishioners in collaboration with the catechetical leader, the youth ministry leader, and where applicable, the Catholic school administrator. <i>Living the Faith Report I B.1-6 SACRAMENTS</i> 1. Baptism a). Oversee preparation classes for parents. b). Schedule celebrations for the Sacrament of Baptism. c). Assist in celebrations of the sacrament .d). Record information in the Baptismal Register. 2. Confirmation a). Oversee sacramental preparation on the parish level as well as in a parish school or religious education program. b). Schedule the date for Confirmation with the diocesan office. c). Obtain all necessary information baptismal certificates, sponsors, etc ..d). Assist in the planning, preparation, and celebration of the Confirmation liturgy. e). Record information in the Confirmation Register after the sacrament has been celebrated and notify the church of Baptism or record in the local Baptismal Register the names of those who have been Confirmed. 3. Reconciliation a). Oversee sacramental preparation on the parish level as well as in a parish school or religious education program. Parental involvement is essential. b). Assist in the planning, preparation, and celebration of the sacrament, including the scheduling of confessors. 4. Eucharist a). Oversee sacramental preparation on the parish level as well as in a parish school or religious education program. Parental involvement is essential. b). Obtain baptismal verification. c). Assist in the planning, preparation, and celebration of the sacrament. d). Record information in the First Communion Register. 5. Marriage a). Meet with couples to fill in marriage forms and administer the FOCCUS. b). Facilitate FOCCUS results with each couple. c). Set the wedding date. d). Assign a sponsor couple or arrange for an Engaged Encounter weekend .e.) Set the rehearsal time. f.) Apply for any permission or dispensation, if needed. g.) Make sure all paper work is in order. h.) Lead the rehearsal, if necessary. i). Assist at the wedding ceremony if requested by the priest, deacon, the couple, or the family. j.) Record information in the Marriage Register and the Baptismal Register or notify churches of Baptism, if Catholic. Make sure the marriage license is sent to the County

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	<p>Recorder’s Office. k.) Recruit and be responsible for the training and updating of sponsor couples. l.) Assist with annulments and validations, as necessary.</p> <p>6. Sacrament of the Sick a.) Assist in planning, preparation, and celebration of the Sacrament of the Sick on a regular basis within the parish community. b.) Contact the Sacramental Priest for individual celebrations of the sacrament. c.) Respond to emergency calls to pray with the sick and their families after contacting the Sacramental Priest if anointing is needed.</p> <p>RCIA: encourage and welcome others into full membership in the church and oversee this process.</p>
<p>Life-long Faith Formation</p>	<p>National Certification Standards</p> <p>4.13 Foster ongoing conversion among parishioners and address, invite, encourage, and support the formation of parish community.</p> <p>4.15 Where applicable, facilitate the relationship of the parish with the Catholic school and its attendant boards and organizations.</p> <p>4.16 Provide programs for evangelization, life-long faith formation, and religious education in collaboration with the catechetical leader, the youth ministry leader, and where applicable, the Catholic school administrator.</p> <p><i>Living the Faith Report II A-G:</i></p> <p>A. Oversee the faith formation of children, youth, and adults in the parish. B. Participate in Faith Formation opportunities. C. Visit classes regularly, if applicable. D. Oversee the RCIA/RCIC initiation process for adults and children in the parish and record all information. E. Encourage and promote evangelization and stewardship. F. Visit and participate in Catholic school events as often as possible, if applicable. G. Participate in Vacation Bible School activities, etc., if applicable.</p> <p>Lifelong Faith Curriculum-Diocese of Davenport; Faith Formation Policies; Faith Formation Handbooks</p>
<p>Parish Life</p>	<p>National Certification Standards</p> <p>4.7 Integrate Catholic social justice teachings with the exercise of a given ministry by:</p> <p>4.7.1 Integrating and applying Catholic social justice teachings to all pastoral activities within the exercise of the parish’s ministry.</p> <p>4.7.2 Incorporating opportunities for justice and service to the church and broader community into existing programs.</p> <p>4.7.3 Incorporating theological reflection within parish justice and service experiences.</p> <p>4.11 Understand the history of the parish in the light of the history of the greater church, ecumenical relationships, and cultural diversity.</p> <p>4.12 Apply appropriate social analysis to ministerial practice.</p> <p>4.17 Promote the church’s commitment to ecumenism, and cultivate ecumenical as well as interfaith relationships.</p> <p>5.9 Assist in connecting the parish and the larger community.</p> <p>5.10 Appreciate and support cultural diversity</p> <p>5.11 Advocate for and support the development of outreach to and relationship with the wider community in which the parish exists.</p> <p>Review:</p> <p>4.1 Implement the principles and processes of pastoral care by:</p> <p>4.1.2 Listening with empathy and solidarity in the spirit of Gospel values.</p> <p>4.1.4 Recognizing the signs of need for professional help in an individual and offering resources for assistance.</p> <p>4.1.5 Knowing the signs of physical, sexual, and psychological abuse and adhering to civil and ecclesial procedures for reporting abuse.</p> <p><i>Living the Faith Report III A-L:</i></p> <p>A. Welcome new members. B. Attend social and other events sponsored by the parish. C. Be a good listener. Offer spiritual direction and counseling to the extent possible. Make referrals as needed. D. Recruit, screen, and motivate volunteers. E. Visit hospitals, the homebound, and residents in assisted living and care center facilities on regular basis. F. Follow up when people return home from</p>

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	<p>hospitalization. G. Coordinate ministry to the homebound. H. Oversee and/or provide Word and Communion Services outside of Mass at Care Center facilities on a regular basis. I. Support families when a family member is dying. J. Cooperate with local ministerial and ecumenical groups. K. Promote social justice issues and concerns in collaboration with the parish ministry of social action. L. Provide financial assistance from the parish to those who request help because of financial need or crisis</p>
<p>Annulments & Divorce Support</p>	<p>National Certification Standards 4.10 Provide pastoral care and assistance to petitioners and respondents in marriage annulments.</p>
<p>Parish Leadership & Organization Part I and Part II</p>	<p>National Certification Standards 5.7 Provide leadership and direction in fulfilling the mission of the parish by: 5.7.1 Accepting institutional and ministerial responsibility and exercising authority in the area of leadership and decision-making. 5.7.2 Developing a vision, aware of the Holy Spirit in individuals, the church and its diverse cultural expressions, as well as the larger community. 5.7.3 Collaborating effectively with organizations, diocesan and parish staff and groups, parish lay ecclesial ministers, the presbyteral moderator and the sacramental moderator (cf Canon 517.2) 5.7.4 Communicating parish goals and plans openly and effectively, and being accountable to the community for their implementation. 5.7.5 Applying diocesan policies and church laws with due pastoral care. 5.7.6 Using appropriate theories, models, processes, and methods in parish systems planning. 5.7.7 Inviting and enabling all persons to fully respond to their baptismal call to evangelize and serve. Review 5.1 Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management 5.2 Demonstrate proficiency in the organization and administration of ministry programs. 5.3 Conduct self in a manner consistent with a professional code of ethics and the provisions of civil and church law. 5.4 Work effectively with parish and (arch)diocesan personnel, systems, and structures. 5.6 Exhibit a spirit of discipleship in ministerial service. <i>Living the Faith Report IV: A-H:</i> a.) Provide leadership for the Parish Pastoral Council and its ministry areas. b.) Oversee the publication of the weekly bulletin and occasional newsletters. c.) Make sure census information is current and updated. d.) Keep sacramental records and other necessary legal documents in a fireproof file or safe. e.) Order office and liturgical supplies as needed. f.) Oversee the parish calendar. g.) Oversee the compilation and sending of the Sacramental Records Report to the Diocese at the end of the calendar year. h.) Represent or promote representation from the parish at local, deanery, and diocesan functions.</p> <p>Parish Council Handbook; Personal Behavior and Sexual Misconduct Policies; Code of Ethics</p>
<p>Parish Management-Finances, Stewardship, & Personnel Part I and Part II</p>	<p>National Certification Standards 5.8 Provide fiscal oversight, personnel management, and legal oversight, including of all pertinent areas of civil and church law, by: 5.8.1 Implementing just and appropriate personnel practices. 5.8.2 Encouraging decision-making at appropriate levels. 5.8.3 Exercising appropriate financial management and working collaboratively with the parish financial council in keeping with diocesan regulations, policies, and procedures. 5.8.4 Recruiting the time, talent, and treasure of all members of the church to provide for the needs of the parish and out reach to others, with awareness of the diversity of cultures and, hence, of leadership ad participation styles in the church 5.8.5 Providing for annual and strategic planning in light of the mission and goals of the parish and involving the parish in all levels of planning. 5.8.6 Guiding the parish in implementing church law, diocesan policies, and procedures in pastoral</p>

and authentic ways.

5.8.7 Ensuring the observance of all applicable civil laws.

Living the Faith Report V:A-C

A. Maintain job descriptions, participate in interviews, recommend for hire, and prepare contracts for hired staff. B. Conduct performance reviews for hired personnel and key volunteers .C. Implement the Diocesan Sexual Misconduct Policy and coordinate compliance with Safe Environment procedures.

Living the Faith Report Finance Administrator I-VIII PARISH FINANCES

A. Order, number, and distribute, as applicable, yearly envelopes for parishioners' weekly use.

B. Oversee the collecting, counting, and depositing of weekly collections and other miscellaneous income. C. Prepare a weekly financial report of the Sunday collection for the bulletin. D. Record all donations received from parishioners and others outside the parish. E. Assign new parishioners envelopes and numbers, as needed. F. Pay bills and code all checks. It is recommended that two signatures be on each check. G. Keep the checking accounts balanced and reconciled on a monthly basis. H. Oversee the Mass Stipend Account. I. Promote stewardship at all levels within the parish. J. Guide and/or collaborate with appropriate entities in parish fundraising activities and insure that extraordinary projects or capital campaigns are presented within the context of the Church's teaching and practices regarding stewardship. K. Prepare and distribute the parish financial report to all parishioners at the end of the fiscal year. L. Distribute the approved parish budget at the beginning of the fiscal year to all parish members. M. Prepare individual parishioner donation reports at the end of the calendar year for tax purposes and distribute accordingly. N. Send letters to all parishioners who contribute single gifts of \$250 or more, as per the IRS requirements.

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II. THE PARISH FINANCE COUNCIL

A. Attend all Finance Council meetings. B. Prepare with Finance Council members the annual parish budget. C. Attend or delegate someone from the Finance Council to attend all Parish Council meetings. D. Prepare and oversee with the Finance Council contracts for all salaried employees. E. Collaborate with the Canonical Pastor in filling positions of membership on the Finance Council.

III. PARISH MINISTRY AREAS

A. Inform all ministry areas of their budget allowances. B. Attend Buildings and Grounds Commission meetings.

IV. DIOCESAN REQUIREMENTS

A. Enter all parish checking account balances receipts and disbursements and saving account balances on the diocesan computer program and back up for the parish file. B. Each month or quarterly, if required by the diocesan office send to the Diocese a report regarding all accounts within the Parish. C. Record and forward in a timely manner all diocesan collections to the Diocese. D. Prepare and submit to the Diocese the Year End Financial Report, signed by the Canonical Pastor and two Lay Directors. E. Prepare and obtain signatures from the Canonical Pastor and two Lay Directors for all corporate resolutions in excess of \$3,000. F. Furnish the Diocese with an annual Workman's Compensation report, if applicable.

V. THE ANNUAL DIOCESAN APPEAL

A. Announce the Annual Diocesan Appeal and encourage participation and financial support. B. Oversee the management of the Annual Diocesan Appeal reporting and sending money collected to the Diocese.

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VI. THE CATHOLIC MESSENGER

A. Promote subscriptions to *The Catholic Messenger*. B. Coordinate subscriptions and make payments to *The Catholic Messenger*.

VII. CEMETERY if applicable

A. Attend cemetery board meetings. B. Oversee cemetery finances. C. Prepare contracts for cemetery maintenance and disbursements. D. Prepare the cemetery yearly financial report.

VIII. OTHER

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	<p>A. Oversee all office equipment maintenance contracts, if applicable. B. Oversee the parish financial outreach to those who need financial assistance. C. Oversee property rental policies, including dates, distribution of keys, signed insurance papers, and rental fees, if applicable. D. Collaborate with the Canonical Pastor in requesting the appointment of Lay Directors for two-year terms as required by the Diocese. E. Prepare quarterly statements Form 941 for paid employees and send to the IRS. F. Prepare W-2 statements for all paid employees at the end of the calendar year. G. Prepare tax statements for individuals non-salaried employees being paid in excess of \$600 per year from parish funds. H. Secure all legal documents in a locked, fireproof, file cabinet or fireproof safe. I. Read periodicals, journals, books, etc. pertaining to finance administration ministry and parish life. J. Attend workshops, conferences, etc. as part of continuing education. K. Pray for the members of the parish on a daily basis. L. Take time for individual spiritual development, including an annual retreat.</p> <p>126 13</p> <p>Finance Council Handbook</p>
<p>Internship (12 months, minimum 8 hours each month)</p>	
<p>Retreat</p>	

Along with the above specialized competencies, it is understood that the formation for parish life administrators also requires competency in all certification standards including:

- Personal and Spiritual Maturity (1.1 thru 1.7 and 1.8 PCL thru 1.12 PCL *Parish Catechetical Leader*)
- Lay Ecclesial Ministry Identity (2.1 thru 2.5 and 2.6 PCL thru 2.9 PCL *Parish Catechetical Leader*)
- Catholic Theology (3.1 thru 3.9 and 3.10 PCL thru 3.22 PCL *Parish Catechetical Leader*)
- Pastoral Praxis (4.1 thru 4.6 and 4.7 PCL thru 4.19 PCL *Parish Catechetical Leader* and 4.7 YML thru 4.10 YML *Youth Ministry Leader*)
- Professional Practice (5.1 thru 5.6 and 5.7 PCL thru 5.19 PCL *Parish Catechetical Leader*)

And the competencies identified in the one-year formation for Liturgical specialization

Credentials from other training programs, college degree programs, and pastoral experiences will be reviewed using the above competencies. Credential review form available upon request.

APPENDIX J: LITURGICAL GUIDELINES

<i>PARTICIPATION OF THE LAY PARISH LIFE ADMINISTRATOR IN THE CELEBRATION OF THE EUCHARIST</i>		
Action	Guide	Rationale
Preparations		
Coordinating liturgical ministers, setting up, preparing for liturgy	Should	As the community’s leader, the one who knows the people and their gifts best, the PLA is chiefly, but not exclusively, responsible for calling forth the gifts present in the assembly and offering opportunities for training and growth in ministry. The PLA is to see that ministers are empowered to serve the community’s worship. Therefore, the PLA is to see that those with the appropriate gifts set up for Mass, and that the specific ministers are there on time and prepared to minister. The PLA is responsible to see that people from the community who have the various gifts needed to provide for good liturgies are called forth and trained. These include ministers such as lectors, altar servers, sacristans, ushers, extraordinary ministers of Holy Communion, and musicians.
Sitting with the assembly	Should	Since the primary minister of worship is the assembly and the PLA is the leader of the community, the PLA would normally sit in the assembly.
Vesting	Generally no	“In the dioceses of the United States of America, acolytes, altar servers, lectors, and other lay ministers may wear the alb or other suitable vesture or other appropriate and dignified clothing.” (GIRM #339) The norm should be to follow the guide for the other liturgical ministers in the parish.
Gathering		
Greeting people before & after Mass	May, (before) Should (after)	As the community’s leader, the PLA is to take a very active part in the community’s gathering for worship. Dependent upon specific circumstances, the PLA is to greet and welcome the members of the assembly as they gather for worship. The PLA should also be at the entry of the church as the assembly leaves after the liturgy.
Introductory Rites		
Processing	May	The PLA, because of his/her leadership in the liturgical life of the parish, may process in and out, at the place proper to the “other ministers”, that is, after the processional cross and candles and in front of the deacon with the Book of Gospels (in his absence, in front of the lector) (GIRM #120)
Introducing the Mass of the Day	May	The PLA may serve as the commentator (The role of which is outlined in GIRM #105b, 31, and 50.)
Rite of Blessing with Holy Water	No	The priest celebrant blesses the water. (<i>Appendix 1 of Sacramentary</i>)
Sprinkling of Holy Water	May	Normally the priest celebrant sprinkles the people with holy water. With good preparation and pastoral need, other people, including the PLA, could assist him in sprinkling the assembly with holy water in the absence of the deacon.
Leading the Act of Penitence	Form A: no Form B: no Form C: may	It is the priest celebrant’s role to invite people to recall God’s mercy and compassion. Concerning form C, the rubrics say, “The priest (or other suitable minister) makes the following, or other invocations.” When the bishop presides, the deacon makes the invocations in Form C. (CB 149)

§II-5000 POLICIES RELATING TO PARISH LIFE ADMINISTRATOR

Liturgy of the Word		
Proclaiming the Scripture Readings and Psalm Response	May	The PLA may serve as a lector and/or psalmist.
Proclaiming the Gospel	No	“By tradition, the function of proclaiming the readings is ministerial, not presidential. The readings, therefore, should be proclaimed by a lector, and the Gospel by a deacon or, in his absence, a priest other than the celebrant. If, however, a deacon or another priest is not present, the priest celebrant himself should read the Gospel. Further, if another suitable lector is also not present, then the priest celebrant should proclaim the other readings.” (GIRM #59)
Giving the Homily	No	“The Homily should ordinarily be given by the priest celebrant himself. He may entrust it to a concelebrating priest or occasionally, according to circumstances, to the deacon, but never to a lay person.” (GIRM #66)
Announcing the Prayer of the Faithful	May	“The intentions are announced from the ambo or from another suitable place, by the deacon or by a cantor, a lector, or one of the lay faithful.” When the deacon is present he announces the intentions of the Prayer of the Faithful. The priest celebrant opens and concludes the prayer from the chair. (GIRM 69-71 and 171d)
Liturgy of the Eucharist		
Preparing the Altar and the Gifts	May	The PLA may exercise the ministry of the server. (GIRM #139, 140, 178, 190)
Incensing the gifts	No	The priest celebrant incenses the gifts and the altar.
Incensing the assembly	May	“If incense is used, the deacon assists the priest during the incensing of the gifts...The priest, deacon or other minister incenses the assembly. Next, the priest...and the people...may be incensed by the deacon or another minister.” (GIRM #75, 144, 178) “...a deacon...incenses the bishop...then the people.” (CB #149)
Leading the rites in preparation for Communion	No	The Eucharistic prayer is the prayer of the people voiced by the priest celebrant. “The Eucharistic Prayer demands, by its very nature, that the priest say it in virtue of his ordination...says the introduction to the Lord’s Prayer...alone says the embolism...gives the greeting of peace...breaks the bread...says the preparatory prayer of Communion...” (GIRM #147-159)
Distributing Communion	May	The PLA may serve as an extraordinary minister of Communion.
Concluding Rite		
Making announcements	Should	When present, the PLA is encouraged to make announcements for the parish as an exercise of his/her role as the one responsible for the daily life of the parish.
Giving the Final Blessing	No	This is the role of the priest celebrant.
Processing	May	See note above in “Processing”

APPENDIX K: ABBREVIATIONS

BB	<i>Book of Blessings</i>
CB	<i>Ceremonial of Bishops</i>
cc.	canons from the <i>Code of Canon Law</i>
DAPNE	<i>Directory for the Application of the Principles and Norms on Ecumenism</i>
DB	<i>Rituale Romanum</i>
DSCAP	<i>Directory for Sunday Celebrations in the Absence of a Priest</i>
EDM	<i>Ecclesiae de mysterio</i>
GDC	<i>General Directory for Catechesis</i>
HCWE	<i>Rite of Holy Communion and Worship of the Eucharist Outside Mass</i>
OCF	<i>Order of Christian Funerals</i>
OE	<i>Ordo exsequiarum</i>
OICA	<i>Ordo initiationis christianae adultorum</i>
OUI	<i>Ordo unctionis infirmorum eorumque pastoralis curae</i>
PA	pastoral associate
PCL	parish catechetical leader
PCS	<i>Pastoral Care of the Sick: Rites of Anointing and Viaticum</i>
PLA	parish life administrator
RCIA	<i>Rite of Christian Initiation of Adults</i>
RP	<i>Rite of Penance</i>
USCCB	United States Conference of Catholic Bishops