

# **Regional Area Planning Meeting Packet Table of Contents**

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## Phase II Executive Summary

We are most grateful for the many hours and thoughtful consideration given to the Phase I planning meetings. It is evident that people were engaged in the process.

Parishes looked closely at their strengths and weaknesses and listed them for other parishes to see. This can be useful information in individual parish strategic planning as well as in our local area planning.

We remind you of the guiding principles for our planning process stated on page 1 of the Planning Process booklet. We continue to be mindful of our mission as a diocese, our vision and the values we hold in common. As a Eucharistic community, we live out Jesus' call to go and make disciples of all nations and to love God and neighbor.

Many parishes are cooperating with other parishes in RCIA, youth ministry, bookkeeping staff and more. At your parish meetings you looked for further sharing and cooperation. As our number of Catholics decrease in parishes, more parish sharing will be needed. Our data shows that half as many infants were baptized in our parishes in 2008 as forty years earlier. Also there were less than half as many marriages in this same time period. Plus some parishes are experiencing population shifts for a variety of reasons; keeping accurate census data can be a challenge for some parishes.

The Priests' Personnel Board will look at answers specifically to # 6 in meeting 2 on recommendations concerning the assignment of priests in your area. The chair of this board serves on the Diocesan Planning Commission.

The diocesan staff will use information from #7 of meeting 2 for further planning. This question asked what programs and services are valued most by parishes. And what suggestions do you have to strengthen diocesan services?

Our Catholic schools are important for our Church. Our superintendent of schools, Lee Morrison, is looking at the answers to # 8 of meeting 2 to help with strengthening our schools. Each local planning area with a school will need to take into serious consideration how their plans will affect the school(s) in their planning area.

The Diocesan Planning Commission will be conducting four regional meetings for the pastor/PLA and the two lay representatives who will serve on the Local Area Planning Committee to attend. Bishop Amos will speak at each of the four regional meetings. The process and anticipated outcomes for Phase III will be explained and attendees will meet with their Local Area Planning Committee.

Based on the information submitted from the parishes and the Living Our Faith document, we have set up the following **Local Area Planning Committees**. These groups are somewhat flexible. Priest numbers are somewhat fluid. We are dealing with human beings and circumstances change. We are also projecting seminarians in this number and they are all in a discernment process. The number in bold parenthesis is the number of priests we ask that you plan to have in your local area somewhere in the next eight years and your local area planning group will state the year by which you believe you can reach this number. The number in italics next to it is the number of priests now serving these parishes.

O = Oskaloosa, B = Bettendorf, MP = Mount Pleasant, S = Solon

Fr. Mike Volkmer - O

Albia (2) 3  
Centerville  
Georgetown  
Lovilia  
Melrose

Fr. Tim Sheedy - B

Our Lady of Lourdes  
St. John Vianney  
Camanche  
LeClaire (3) 3.5

Fr. P. Hilgendorf - O

Bloomfield (1) 2  
St. Mary, Ottumwa  
St. Patrick, Ottumwa

Deacon Frericks - B

Blue Grass (2.5) 3  
Buffalo  
St. Alphonsus, Davenport  
St. Anthony, Davenport  
St. Mary, Davenport

Fr. Nick Adam - O

Brooklyn (2) 2.5 \*  
Grinnell  
Newton  
Colfax

Fr. Brian Shepley - O

Victor (1) 1  
Marengo  
Williamsburg

Fr. Dave Steinle - MP

Burlington (2) 3  
West Burlington  
Dodgeville

Fr. Ken Kuntz - B

DeWitt (4) 6.66  
Grand Mound  
Welton  
Charlotte  
Delmar  
Lost Nation  
Petersville  
Sugar Creek  
Toronto  
Clinton  
(One priest could be a  
parochial vicar.)

Fr. Jason Crossen - S

Muscatine (2) 3  
West Liberty  
Wilton

Fr. Wally Helms - S

St Thomas More, Coralville  
Cosgrove  
Oxford (2) 3  
Solon

Msgr. Drake Shafer - B

Holy Family, Davenport  
Our Lady of Victory, Dav  
Sacred Heart, Davenport  
St. Paul, Davenport  
St. Ann, Long Grove  
(6) 7.5 (One priest could be  
a parochial vicar.)

Fr. Steve Page - M.P

Fairfield (1) 1\*  
Richland/E. Pleasant Plain

Fr. T. Richmond - M. P.

Washington (1) 1.5  
Columbus Junction

Fr. G. Beckman - M.P.

Farmington (4) 6  
Ft. Madison  
Keokuk  
Montrose  
West Point  
Houghton  
St. Paul  
Mt. Pleasant

C. Kaalberg - S

Hills (2) 2\*  
Lone Tree  
Nichols  
Riverside  
Richmond  
Wellman

Fr. John Spiegel - S

St. Mary, Iowa City  
Newman, Iowa City  
St. Wenceslaus, Iowa City  
(3) 4 (One priest could be a  
Parochial Vicar)

Fr. Dave Hitch - S

St. Patrick, Iowa City  
West Branch (2) 3.5  
Mechanicsville  
Tipton

Fr. Steve Ebel - O

Oskaloosa  
Pella (2) 3  
Knoxville  
Melcher

Fr. Charles Fladung - O

Keota (1) 1.3  
North English  
Sigourney

19 groups

## **Phase III – Local Planning Committee Established and Develops Preliminary Plan**

### **Summary**

Diocesan Planning Commission will facilitate local area meetings for pastors/parish life administrators and two representatives from each parish in locations across the Diocese. A review of the Phase II Executive Summary will be shared with time for all parishes present to meet with other parishes they might wish to establish collaboration with.

As each parish determines the parish(es) they will collaborate with on a preliminary plan, Local Area Planning Committees will be established. Local Area Planning Committees meet to develop a preliminary plan that meets the priest availability and builds collaboration and cooperation between the parishes by May 31, 2011. The Local Area Planning Committee consists of the Pastor/parish life administrator and two representatives from each parish in the collaboration.

### **Goals – Phase III**

1. Local parish leaders will form a Local Area Planning Committee.
2. Local Area Planning Committee will review Collaborative Models (Appendix D) and Parish Staffing Possibilities (Appendix E) to determine appropriate choice(s) for the local planning area.
3. Compile a Preliminary Plan for inter-parish collaboration and cooperation for the parishes within a given local planning area that will be shared with local parishes/parishioners for their consideration (Phase IV) by no later than May 31, 2011.
4. Preliminary Plan must meet the priest availability for the deanery/local area.
5. Submit Preliminary Plan to Sr. Laura Goedken, [goedken@davenportdiocese.org](mailto:goedken@davenportdiocese.org) by May 31 before beginning Phase IV.

### **Local Area Planning Guidelines**

Each Local Area Planning Committee will formulate a Preliminary Plan for their specific local planning areas of the Diocese. The Local Area Planning Committee will consider the following in the development of these Preliminary Plans.

- Guidance of the Holy Spirit (prayer services available at [http://www.davenportdiocese.org/planning/diocesan\\_planning\\_resources.htm](http://www.davenportdiocese.org/planning/diocesan_planning_resources.htm))
- Input received from local parish leaders
- Area Planning Data – as distributed for each local planning area
- Diocese of Davenport Planning Guidelines – see page 1

In Phase IV, the next stage of the planning process, local parish leaders (pastors/parish life administrators and two representatives) will be expected to meet with other

representatives from the planning area. They will consider the recommendations that might be helpful for the strengthening of the plan for the local area by no later than August 31, 2011.

### **Local Area Planning Committee Notes**

Bishop Amos will appoint a local pastor or parish life administrator to be the convener of each Local Area Planning Committee and to preside over its deliberations. In some instances the local pastor or parish life administrator who convenes and presides over the work of the Local Area Planning Committee may want to appoint a facilitator to chair meetings.

A member of the Diocesan Planning Commission will be present at the first meeting of the Local Area Planning Committee to help with task orientation and to be a resource to members of the committee. Beyond the first meeting, Commission members will continue to be available for ongoing consultation and assistance as needed.

## **Convener of Local Area Planning Committee (LAPC)**

**Primary responsibility:** To be the convener of your Local Area Planning Committee and to oversee its deliberations.

1. Attend all meetings of your LAPC.
2. Recruit a facilitator who will chair the meetings of your LAPC.
3. Prior to each meeting distribute the minutes and agenda to your LAPC members and forward a copy of the minutes to Dan Ebener, [ebener@davenportdiocese.org](mailto:ebener@davenportdiocese.org), Director of Planning for the Diocese.
4. Work closely with the facilitator on items 3-5 below.
5. Ensure the preliminary plan is submitted by May 31, 2011 to Sister Laura Goedken, Planning Commission, prior to beginning Phase IV. The Final Plan, after feedback by parish members, submitted to Sister Laura by August 31, 2011.

## **Facilitator of the Local Area Planning Committee (LAPC)**

1. Chair all meetings of your LAPC.
2. Maintain a contact list of the members of your LAPC.

**In conjunction with the Convener the Facilitator will:**

3. Secure a secretary for taking minutes. (Can be sought from among the LAPC attendees or an outside person may be brought in.)
4. Formulate the agenda for all LAPC meetings.
5. Prepare drafts of the local area plan for review, discussion and deliberation by your LAPC

# Outline for Preparing Preliminary Plan

The following outline is designed to guide the Local Area Planning Committees to develop a Preliminary Plan that meets the priest availability and builds collaboration and cooperation between parishes for submission by May 31, 2011 to Sister Laura Goedken, Planning Commission, Diocese of Davenport. It lists components to specifically address and incorporate into the submitted plan (Part A & Part B). The outline parallels steps in the planning process and provides a common structure for Committees to use.

**Parish strengths (individual/collective) and existing collaboration to build upon to strengthen pastoral care in the collaborating area.**

Related to:

- Composite summaries                      **Parish Meetings #1 and #2**
- Present activities                          **Areas of Collaboration**

**Key realities, trends and their implications for pastoral care in the collaborating area.**

Related to:

- Demographic trends                      **Parish Profile Data**
- Sacramental statistics                    **Sample Worksheet (packet)**
- Staffing                                      **Getting Started (packet)**
- Facilities
- Finances

**Preliminary Plan – Part A** Model/Structure to be used for continued collaboration.

- Collaborative model or an adaptation of a model                      **Form in Packet**
- Other structure for collaboration    **Collaborative Models (packet)**

**Preliminary Plan – Part B** Action Plan: list priority issues and related goals to strengthen pastoral care in the collaborating area.

For each priority issue, include:

**Action Plan Chart in Packet**

- Description of the issue
- A key goal to address this issue in the coming years
- Key resources and structures to support this goal
- Basic financial plan and budget with major costs and revenues
- Basic timeline and 1<sup>st</sup> year action steps for implementation of each goal

## PRELIMINARY PLAN – PART “A”

Parishes involved: \_\_\_\_\_

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Describe model or structure for continued collaboration. Consult Appendix “D:  
Collaborative Models”

Describe pastoral arrangements:

1. Number of priests = \_\_\_\_\_
2. Where will the priest(s) live?
3. Number of weekend Masses to be celebrated = \_\_\_\_\_
4. Describe the distribution of weekend Masses to be celebrated in each parish:
5. List other staff that will be needed (eg. Parish Life Administrator, Pastoral Associate, Business Manager, etc)
6. List each priority issue for the proposed Preliminary Plan. Detail each priority issue on **Preliminary Plan -- Part “B”**.

Priority Issue # 1: \_\_\_\_\_

Priority Issue #2: \_\_\_\_\_

And so forth.....

**Return Part “A” and Part “B” no later than May 31, 2011 to Sister Laura Goedken, [goedken@davenportdiocese.org](mailto:goedken@davenportdiocese.org). (780 West Central Park Ave., Davenport, IA 52804-1901)**

An electronic Word version of Part A/B can be found at [http://www.davenportdiocese.org/planning/diocesan\\_planning\\_resources.htm](http://www.davenportdiocese.org/planning/diocesan_planning_resources.htm).

# PRELIMINARY PLAN – PART “B”

## ACTION PLAN FOR INTER-PARISH MINISTRY COLLABORATION

(Use this chart to describe each priority issue of the Preliminary Plan Outline – Duplicate chart as needed)

Parishes Involved: \_\_\_\_\_

Priority Issue # \_\_\_\_\_ : Description: \_\_\_\_\_

Key Goal to address this issue: \_\_\_\_\_

| Key resources and structures needed to support this goal | Basic financial plan and budget with major costs and revenues | Persons responsible to implement this goal | Basic timeline of implementation | First year action steps to implement this goal |
|--|---|--|----------------------------------|--|
|  |   |  |                                  |  |

**"SAMPLE" WORKSHEET**  
**WAYS OF INFORMATION YOUR GROUP MAY/DA MAY NOT WANT TO DEVELOP**

|    | 1                         | 2        | 3 | 4        | 5 | 6        |
|----|---------------------------|----------|---|----------|---|----------|
|    |                           | PARISH A |   | PARISH B |   | PARISH C |
| 1  |                           |          |   |          |   |          |
| 2  | PASTOR IN RESIDENCE       | X        |   | X        |   | X        |
| 3  | PARISH TYPE ADM.          |          |   |          |   |          |
| 4  | PASTORAL ASSOCIATE        |          |   | X        |   |          |
| 5  | OFFICE ADM. STAFF         | 1/2      |   | 1        |   | 1/2      |
| 6  | MAINTENANCE STAFF         | 1/2      |   | 1        |   | 1/2      |
| 7  | CHURCH SEATING SIZE       | 150      |   | 500      |   | 200      |
| 8  | PARISH ACTIVITY SPACE     | NO       |   | YES      |   | YES      |
| 9  | # STUDENTS IN C-C-D       |          |   |          |   |          |
| 10 | # STUDENTS IN CATH SCHOOL |          |   |          |   |          |
| 11 | ADULT ED PROGRAMS         | 1        |   | 3        |   | 0        |
| 12 | SR. CITIZEN MINISTERS PR. | 1/2      |   | 0        |   | 1/2      |
| 13 | CEMETERY RESPONSIBILITY   | YES      |   | NO       |   | YES      |
| 14 | MESSENGER SUBSCRIPTIONS   |          |   |          |   |          |
| 15 | # FAMILIES                |          |   |          |   |          |
| 16 | # ENVELOPE HOLDERS        |          |   |          |   |          |
| 17 | PARISH FINANCES           |          |   |          |   |          |
| 18 | - DISBURSEMENTS           |          |   |          |   |          |
| 19 | - DEBT                    |          |   |          |   |          |
| 20 | - RESTRICTED FUNDS        |          |   |          |   |          |
| 21 | FUNERALS                  | 5        |   | 25       |   | 7        |
| 22 | 1ST COMM.-                |          |   |          |   |          |
| 23 |                           |          |   |          |   |          |
| 24 |                           |          |   |          |   |          |
| 25 |                           |          |   |          |   |          |
| 26 |                           |          |   |          |   |          |
| 27 |                           |          |   |          |   |          |
| 28 |                           |          |   |          |   |          |
| 29 |                           |          |   |          |   |          |
| 30 |                           |          |   |          |   |          |
| 31 |                           |          |   |          |   |          |
| 32 |                           |          |   |          |   |          |

**Regional Mtg Packet**

**Feb. 15, 2011**

GETTING STARTED  
SOME "SAMPLE" QUESTIONS YOU MAY OR MAY NOT  
WANT TO USE

WHAT HELPS OR TYPES OF HELP DOES PARISH NEED/WANT?

WHAT SERVICES DO YOU PROVIDE THAT COULD ACCOMMODATE MORE?

WHAT TYPES OF THINGS WOULD YOU DO IF LARGER?  
IN POPULATION? MORE BLDG SPACE?

DO SOME BUILDINGS HAVE EXCESS SPACE?

WHAT REGULAR ACTIVITIES WOULD YOU LIKE TO HAVE  
WITHIN 20 MILES?

WHAT OCCASIONAL ACTIVITIES WOULD YOUR PARISH  
LIKE TO HAVE AVAILABLE

- 5 MILES
- 10 MILES (MINUTES)
- 20 MILES (MINUTES)

WHAT ONE OR TWO THINGS OR ACTIVITIES COULD YOUR  
PARISH DO/OR BE INVOLVED IN TO ENHANCE THE  
"EUCCHARISTIC COMMUNITY" IN YOUR AREA?

WOULD YOUR PARISH WANT TO CONTINUE AS A PARISH IF THEY ONLY  
HAD SUNDAY MASS ONCE PER MONTH?  
TWICE PER MONTH?

Regional Mtg. Packet Feb 15, 2011

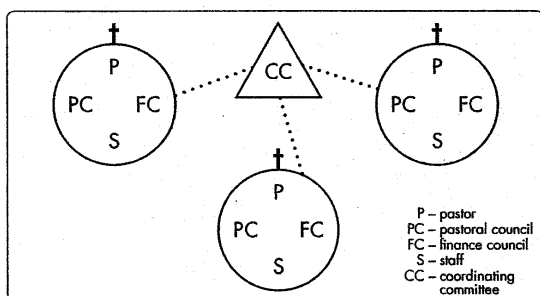
## Collaborative Models<sup>1</sup>

As the number of priest declines, pastors are being asked to assume responsibility for several parishes at the same time. While terminology differs from diocese to diocese, this phenomenon is often referred to as parish clustering. The Diocese of Davenport has historically referred to Model I: Coordinated Separate Parishes as Linked Parishes vs. Clustered Parishes. Outlined here are six basic multi-parish collaborative models. While these are here for discussion purposes, in reality there are countless variations on each of these six models. Each model outlined here is shown with three parishes. In reality each model could apply to anything from a two parish cluster to a six or more parish cluster. Each model has advantages and disadvantages. There is no “one size fits all” model of collaboration.

Determining which model will work in a given situation is dependent on such variables as relative size of parishes involved, distance between parishes, culture and ethnic identities, economic and spiritual vitality, parish histories and traditions, leadership skills, styles and presence of pastor(s), presence and support for Catholic school(s), etc.

Ideally the determination of which model should be utilized in a given situation should emerge from a prayerful collaborative planning process that involves parishioners, staff, pastoral councils, pastors or parish life administrators and the diocese.

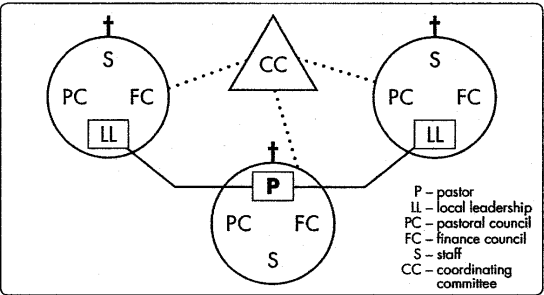
### Model I: Coordinated Separate Parishes (Linked Parishes)



- Each parish has a pastor (P), Pastoral Council (PC), Finance Council (FC) and staff (S).
- Cooperation between parishes is facilitated through a Coordinating Council (CC).
- Programs, staff, resources, shared and planning done through consensus of pastors and representatives on the CC with the support of respective parish leadership, i.e. PC, FC and staff.

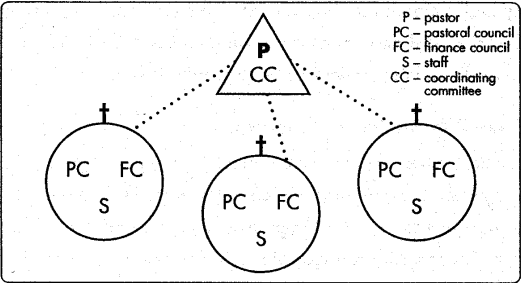
<sup>1</sup> Courtesy of Diocese of Green Bay

**Model II: One Pastor – Separate Parishes – With Parish Life Administrators (local leadership)**



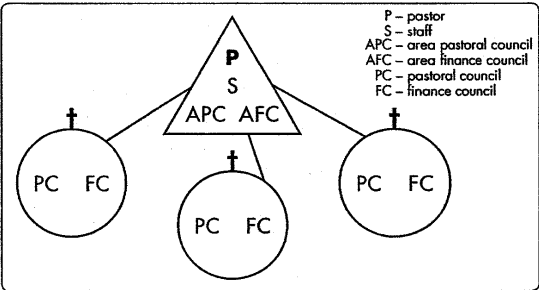
- There is one canonical P for all three parishes.
- Each parish maintains separate lay leadership structures, i.e. PC & FC & S.
- The canonical P serves primarily in one parish, while two Parish Life Administrators (PLAs) lead the other two parishes providing pastoral care in all areas except sacramental ministry.
- Cooperation between parishes is facilitated through a CC.

**Model III: One Pastor – Separate Parishes**



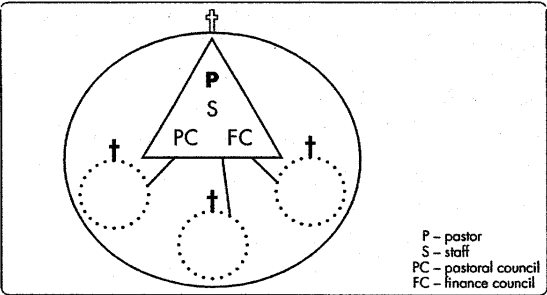
- There is one P who provides leadership, sacramental and pastoral care for all three parishes.
- Each parish maintains separate lay leadership structures, i.e. PC & FC & S.
- Cooperation between parishes is facilitated through a CC.

**Model IV: One Pastor – Centralized Team & Council**



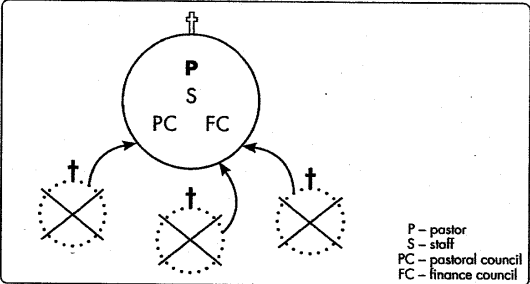
- One P who works with one S – may work out of one location in service to all three parishes.
- Individual parishes may have minimal support staff.
- Area Pastoral Council (APC) is primary consultative body for P and can have greater decision making influence than individual parish PC and FC.
- APC has budget and pays salaries of P, S, inter-parish programs and services.

**Model V: Merged Parish**



- One P and S in service to all three parishes.
- All councils, committees, finances, and sacramental records are merged together to create a new canonical parish with one PC, FC, S and three worship sites or churches.

**Model VI: Build & Close**



- All three parishes are merged.
- Together they build a new larger church.
- Existing churches are closed and properties sold to provide funding for building new church.
- New parish has one P, S and traditional leadership structure with PC and FC



# Parish Consolidation - Canonical Implications

Canon 515 of the Code of Canon Law provides that the diocesan bishop alone can determine to erect, suppress or alter a parish. He is not to make such a decision unless he has received the advice of the Presbyteral Council. It has been the practice of the Diocese of Davenport not to send such matters to the Presbyteral Council unless there has been some form of consultation with the parish pastoral council, the parish finance council and the parishioners.

As clusters develop their plans, some clusters will consider the consolidation of parishes within the cluster. Clusters that develop a plan that includes the consolidation of parishes within the cluster must understand that there are specific canonical formalities that must be followed in individual circumstances. Appropriate diocesan staff will work with clusters that include the consolidation of parishes in their cluster plan to assure that all canonical formalities are followed. Below is a very brief overview of two ways that consolidation can take place.

- **The merger of two or more parishes.**
  - A merger is a canonical action in which two or more existing parishes come together to form a completely new parish.
  - The emphasis is not on the loss of identity, but on coming together as equals to form a completely new parish.
  - The formerly existing parishes no longer exist, either as separate parishes or as a group of parishes joined together. Rather, in the process of merging they lose their individual identities completely and form an entirely new parish that never before existed.
  - All goods and property formerly belonging to the distinct parishes automatically go to the new parish. Likewise, all existing debts and liabilities automatically pass from the formerly existing parishes to the new parish. All ecclesiastical goods and obligations of the formerly existing parishes remain those of the new parish. Should the new parish wish to alienate (sell) some of the property or goods belonging to the former parishes, it is free to do so, taking into consideration the canonical limits of alienation. Any restrictions or instructions attached to any funds, goods or property of the formerly existing parishes must be respected by the new parish.
  - Parish boundaries are adjusted so that the new parish encompasses all of the territories of the formerly existing parishes.
  - The people of the formerly existing parishes are members of the new parish.
  
- **The closing of a parish.**
  - A parish is a public juridic person. When a parish is closed, it no longer exists. Even though the buildings and property remain visible, the parish does not exist.
  - All of the goods and property of the closed parish temporarily revert to the Diocese as the juridic person superior to the parish. Likewise, all existing debts and liabilities temporarily pass from the closed parish to the Diocese. Any restrictions or instructions attached to any funds, goods or property of the closed parish must be respected by the Diocese as it distributes them as required by Church law.
  - The Diocese will redistribute all assets, liabilities, goods and property of the closed parish to the parishes where the Christian Faithful of the territory of the closed parish are assigned.
  - The territory of the closed parish is reallocated to a neighboring parish or parishes.
  - The people of the closed parish may become members of the parish to which the territory of the location of their residence in the closed parish has been reallocated.

## **Consensus Decision-Making**

The definition of consensus here is not unanimity but rather a sense of agreement among those making the decision. The best test of consensus is that everyone in the room either supports the decision or is willing to live with the decision. Trying to reach consensus builds more ownership in group decisions.

To reach consensus, the group first listens to each other and then tries to integrate the interests of all parties into a collaborative solution. This is best done by seeking first to understand the needs and interests of others before trying to shape an agreement.

When the facilitator thinks the group may have reached consensus, he or she asks the group, "Do we have consensus?" If someone disagrees, the group listens to that person's point of disagreement, attempts to modify the decision to incorporate that person's viewpoint and checks once again for consensus.

Some members of the group may need to be reminded that consensus does not always mean full agreement, but that everyone can live with the group decision.

# A Glossary of Key Terms

*NB. Some of the following terms may not be the exact terms according to Canon Law.  
(e.g. "canonical pastor," "sacramental minister," etc.)*

**Bishop** – The ordained minister, appointed by the Pope, who enjoys “the fullness of the sacrament of Holy Orders” and is the pastoral leader of a diocese.

**Building Commission (Diocesan)** – Serves the Bishop by advising him regarding building projects including parishes and other diocesan entities. The commission also directly assists parishes and institutions by providing appropriate recommendations and resources.

**Canonical Pastor (aka Priest Supervisor)** – A priest who supervises the ministry of a Parish Life Administrator in the pastoral care of the parish.

**Catechesis** – “The efforts which help individuals and communities acquire and deepen Christian faith and identity through initiation rites, instruction, and formation of conscience. It includes both the message presented and the way in which it is presented.” (*National Catechetical Directory, #5*)

**Charism** – A divine spiritual gift to individuals or groups for the good of the community. (cf 1 Cor 12: 7, 11)

**Clustered Parishes** – A grouping of two or more parishes served by one pastor. The parishes retain their separate identities, but collaborate in sharing ministries and resources.

**Collaboration** – “The identification, release, and union of all the gifts in ministry for the sake of mission. This definition has three key elements. First, the essence of collaborative ministry is gift. Second, collaboration is never an end in itself: it is a vehicle for ministry. Third, the goal of collaborative ministry is always the mission of Jesus Christ.” (Collaboration: Uniting Our Gifts in Ministry, L. Sofield, Ave Maria Press, © 2000, p. 17)

**Code of Canon Law** – The systematic arrangement of the universal laws of the Roman Catholic Church that includes the structure and authority of the Church as well as the rights and responsibilities of members. It was revised in 1983 to incorporate the work of the Second Vatican Council.

**Consensus** – A sense of agreement among those making a decision. Everyone either supports the decision or is willing to live with the decision. Consensus builds more ownership in group decisions. (cf. Appendix “G” of the *Local Area Parish Planning Process* booklet.)

**Consolidated Parish** – A grouping of parish communities that has decided to form a new parish corporation. There is one pastor, one pastoral council, one finance council, and a consolidation of financial assets and liabilities.

**Convener** – A local pastor or parish life administrator, appointed by Bishop Amos, to preside over the deliberations of each Local Area Planning Committee.

**Deacon** – The diaconate is the first order in ordained ministry. Deacons serve in the ministry of liturgy, of the word, and of charity.

**Dean** – A priest who is the representative of the Bishop in a geographical area known as a deanery. His function involves promotion, coordination, and supervision of the common pastoral activity within the deanery.

**Deanery** – A grouping of nearby parishes served by a dean.

**Diocesan Planning Commission** – An advisory group appointed by Bishop Amos in January 2008 to recommend changes and plan for the future of the Diocese through the year 2020. Its responsibilities include:

- Study and build upon the existing plan of the Living the Faith Task Force (2005).
- Develop an updated plan for parish and deanery structuring using information from the existing plan, updated statistical data and unforeseen changes which have occurred.
- Consider the appointments of priests in the Diocese over the next ten years, considering the sacramental needs of parishioners, the use of Parish Life Administrators and the Wellness Document for Clergy.
- Consult with deans and deaneries for their input.
- Consider possible new clustering, consolidating or closing of parishes.
- Report to and consult with parish, deanery and diocesan leaders during the process of developing the updated plan.
- Meet with and listen to the input of various diocesan groups, councils and commissions, especially the Diocesan Pastoral Council and Presbyteral Council.
- Report back to the Bishop on a regular basis.
- Submit to the Bishop a recommended plan of action that prepares the Diocese for changes expected to occur between now and the year 2020.

**Diocese** – The “local church,” a portion of the people of God entrusted to a bishop for their pastoral care in a specific geographical area.

**Discernment** – The act of discovering one’s path of life through a process of searching the heart and therein finding God’s will. It is a two-way process involving the individual as well as the Church.

**Evangelization** – The holistic proclamation of the gospel. The plan and strategy for Catholic evangelization of the USCCB, *Go and Make Disciples*, lists three goals: 1) to bring about in all Catholics such an enthusiasm for their faith, that, in living

their faith in Jesus, they freely share it with others; 2) to invite all people in the United States whatever their social or cultural background, to hear the message of salvation so that they may come to join us in the fullness of the Catholic faith; and 3) to foster Gospel values in our society, promoting the dignity of the human person, the importance of the family and the common good of our society so that our nation may continue to be transformed by the saving power of Jesus Christ.

**Finance Council** – A group of the Christian faithful at the parish or diocesan level who assist the pastor or bishop by providing counsel regarding financial matters, including assisting in the administration of temporal goods.

**Lay Ecclesial Minister** – A professional in church ministry, typically having graduate degrees in theology and/or pastoral ministry. Many serve as pastoral ministers or pastoral associates participating with the pastoral leader in the direct pastoral care of faith community members.

**Linked Parishes** – Parishes that are actively engaged in collaborative ministries, but not formally being served by one pastor.

**Liturgical Commission** (Diocesan) – Responds to the liturgical and spiritual needs of the diocesan church. Through coordinating, assisting, teaching and modeling, the Liturgical Commission assists the bishop in his ministry as moderator, custodian and promoter of the liturgy of the diocese.

**“Living the Faith” Task Force** – A commission appointed and charged by Bishop Franklin in 2003 to develop a 10 year plan (2005-2015) for the diocese. Its objectives include:

- Each parish within a deanery to self-determine its own future based upon a 25% reduction of priests;
- To discuss various models of parish life, that every parish or cluster without a resident pastor would have a Parish Life Administrator;
- To integrate evangelization, stewardship, and social action programs into the life of every faith community;
- To show support to parishioners whose faith may be challenged as a result of the changes that will be undertaken in their community;
- To plan for enhanced ministry to growing Hispanic and Asian populations in the diocese;
- To agree upon a reasonable workload model for priests; and
- To explore possibilities for increasing vocations to the priesthood.
- The final report was given to Bishop Franklin in April 2005.
- Download a copy @ <http://davenportdiocese.org/library/LFTF.pdf>

**Local Area Planning Committee** – A local group comprised of the pastor/PLA and two representatives of each parish. Its purpose is:

- To understand and listen to the needs and concerns of parishes in the local area;

- To develop a Preliminary Plan for area parish consideration that meets the priest availability; and
- To facilitate town hall parish meetings.

**Parish** – A “definite community of Christian faithful established on a stable basis within a diocese.” (Canon Law 515 §1). Typically, though not always, a parish has geographical boundaries. A pastor or pastoral leader is responsible for the pastoral care of all those within the parish boundaries.

**Parish Life Administrator (aka Parish Life Coordinator)** – A qualified deacon or lay person entrusted by the Bishop with a participation in the exercise of the pastoral care of a parish where there is no resident pastor. The “PLA,” supervised by a “Canonical Pastor,” has the duty to empower the people of the parish to assist in carrying out the mission of the Church.

**Parochial Vicar** – An associate parish priest assigned by the diocesan bishop to collaborate with the pastor in parish ministry.

**Pastor** – A priest in charge of a parish, responsible for administering the sacraments, instructing the congregation in the doctrine of the Church, and other services to the people of the parish.

**Pastoral Associate** – One who is professionally qualified either through academic degree and/or experience to assist the pastor with the daily pastoral care of the faithful in a parish. Needs of the parish determine which specific responsibilities are established for the pastoral associate and identified in their ministry position description.

**Pastoral Council** (Diocesan) – A representative group of the Christian faithful appointed by the bishop to investigate all those things which pertains to pastoral works, to ponder them and to propose practical conclusions to him.

**Pastoral Planning** – The process of praying and thinking together about the actions of the Body of Christ in a specific place and at a specific time. This can take place at the diocesan, regional or parish levels.

**Presbyteral Council** (Diocesan) – A representative body of priests who aids the bishop in the governance of the Diocese. The bishop must consult with the Presbyteral Council concerning various issues, such as the erection, suppression or notable alteration of a parish.

**Priests’ Personnel Board** (Diocesan) – Serves the Diocese, Bishop, priests and people by making recommendations of priest assignments, and assists in priest personnel development and pastoral planning as it relates to the priests.

**Sacramental Priest (aka Sacramental Minister)** – A priest who provides the sacraments in a parish where there is a Parish Life Administrator. He is accountable to the canonical pastor, and collaborates with the PLA who coordinates the day-to-day activities of a parish.

**Stewardship** – The profound recognition of our giftedness by God and an overwhelming sense of gratitude. We are blessed with gifts in order to place them at the service of others.

**Sunday Celebrations in the Absence of a Priest** – A celebration of the Word, or Liturgy of the Hours, (with or without giving Holy Communion) that may be used only in case of necessity when sacrifice of Sunday Mass is not possible due to the unavailability of a priest. The first option, before using *SCAP*, is to encourage parishioners to celebrate Mass with a nearby community. Diocesan policies relating to *SCAP* were promulgated October 18, 2007.

**Town Hall Meeting** – A gathering of people to allow a platform for the discussion of issues, ideas and topics that affect, and are of interest to, a certain community. It provides an opportunity for members of a community to reach out to leaders in an informal setting - and have their voices heard.

**Transparency** – The quality of communication that implies openness and accountability.

**USCCB** – The United States Conference of Catholic Bishops is an assembly of the hierarchy of the United States and the U.S. Virgin Islands who jointly exercise certain pastoral functions on behalf of the Christian faithful of the United States. Its mission is to support the ministry of bishops with an emphasis on evangelization.

**Vicar General** – A priest appointed by the diocesan bishop to assist him in the governance of the diocese. His specific duties and responsibilities, i.e., oversee diocesan and parish planning, implement directives of the bishop, supervise the civil legal work of the Diocese, serve as a liaison with the Bishop, ensure proper communication of the Diocese, participate in the preparation of budgetary and other reports, etc.