

# Pastoral Region Plan

September 7, 2013

## St. Gabriel & St. Michael

### Overview

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The Pastoral Region Planning Team (the Team) was asked to prepare a report describing how the parishes in the region will work together to sustain a vibrant church. The document “**A VIBRANT CHURCH: LIVING THE MISSION OF JESUS CHRIST IN THE ARCHDIOCESE OF CINCINNATI**” provided the basis for the topics that are covered in this plan.

The topics are as follows:

1. Mass Schedule
2. Non-Eucharistic Worship
3. Deacons, Staff & Lay Leadership
4. Facilities
5. Finances
6. Catholic School Issues
7. Faith Formation
8. Other Parish Programs
9. Areas of Collaboration

This report outlines a plan to be implemented at such a time when there will be one pastor for the Pastoral Region.

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#### Mass Schedule

The Team considered three scenarios when designing the schedule for weekday, Holy Day Masses, seasonal liturgies (including Advent, Christmas, Lent and Easter) and Sunday Liturgies.

- A. Schedule for only the Pastor available
- B. Schedule with the Pastor and one Associate Pastor
- C. Schedule with the Pastor and the possibility of assistance from retired and/or religious priests.

#### Proposed Mass Schedule

It is important to note that this schedule is merely a proposal based on the best information available at this time. Any Mass schedule adopted by the Region will be informed by the realities of the situation when the plan is implemented.

#### Sunday Mass

##### *Current Schedule*

St. Michael: 5:00p (Vigil), 8:00a, 9:30a, 11:30a

St. Gabriel: 5:00p (Vigil), 7:30a, 9:30a, 11:30a

##### *Scenario A*

St. Michael: 5:00p (Vigil); 11:30a

St. Gabriel: 9:00a

##### *Scenario B*

St. Michael: 5:00p (Vigil); 9:30a, 11:30a

St. Gabriel: 5:00p (Vigil), 9:30a, 11:30a

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## *Scenario C*

St. Michael: 5:00p (Vigil), 8:15a (cut if necessary), 9:30a, 11:30a

St. Gabriel: 5:00p (Vigil, cut if necessary), 9:00a, 11:30a

## Weekday Mass

### *Current Schedule*

St. Michael: M-F: 8:15a

St. Gabriel: M-F: 7:00a, Saturday: 8:00a

### *Scenario A*

St. Michael: M, W, F: 8:15a

St. Gabriel: T, TH: 7:00a

### *Scenario B*

St. Michael: M-F: 8:15a

St. Gabriel: M-F: 7:00a, S: 8:00a

### *Scenario C*

St. Michael: M, W, F: 8:15a

St. Gabriel: T, TH: 7:00a, S: 8:00a

## Holy Days

### *Current Schedule*

St. Michael: 7:00p (Vigil), 8:15a, 12:00p

St. Gabriel: 7:00a, 12:00p, 7:00p

### *Scenario A*

St. Michael: 7:00p (Vigil), 8:15a

St. Gabriel: 12:00p

### *Scenario B*

St. Michael: 7:00p (Vigil), 8:15a, 12:00p

St. Gabriel: 7:00a, 12:00p

### *Scenario C*

St. Michael: 7:00p (Vigil), 8:15a, 12:00p

St. Gabriel: 7:00a, 12:00p

## Holy Thursday

### *Scenario A*

St. Michael: 7:00p

### *Scenario B*

St. Michael: 7:00p

St. Gabriel: 7:30p

### *Scenario C*

St. Michael: 7:00p

St. Gabriel: 7:30p

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## Good Friday

### *Scenario A*

St. Michael: 7:00p

St. Gabriel: 12:00p

### *Scenario B*

St. Michael: 1:30, 7:00p

St. Gabriel: 12:00p, 7:30p

### *Scenario C*

St. Michael: 1:30, 7:00p

St. Gabriel: 12:00p, 7:30p

## Easter

### *Current Schedule*

St. Michael: 15 min. after sunset (Vigil), 8:00a, 9:30a, 11:30a

St. Gabriel: 7:30p (Vigil), 7:30a, 9:30a, 11:30a

### *Scenario A*

St. Michael: Vigil Mass, 11:30a

St. Gabriel: 9:00a

### *Scenario B*

St. Michael: Vigil Mass, 9:30a, 11:30a

St. Gabriel: 7:30p (Vigil), 9:30a, 11:30a

### *Scenario C*

St. Michael: Vigil Mass, 9:30a, 11:30a

St. Gabriel: 9:30a, 11:30a

## Christmas

### *Current Schedule*

St. Michael: 3:00p, 5:00p, 11:00p 9:00a, 11:00a

St. Gabriel: 6:00p, Midnight, 9:30a, 11:30a

### *Scenario A*

St. Michael: Midnight, 11:30a

St. Gabriel: 9:00a

### *Scenario B*

St. Michael: 5:00p, Midnight, 11:30a

St. Gabriel: 6:00p, Midnight, 9:30a

### *Scenario C*

St. Michael: 5:00p, Midnight, 11:30a

St. Gabriel: Midnight, 9:00a

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## Non-Eucharistic Worship

### Baptisms

Group Baptisms will continue to be celebrated outside of Mass on the 4th Sunday of the month at St. Michael Church by a deacon, and at St. Gabriel on the 3rd Sunday of the month during Mass or on Sunday afternoon at the request of the parents. In addition, parishioners may request to celebrate the sacrament of Baptism during a Sunday Mass at either parish, but these requests are limited to one per month. If individual baptisms during Mass become too difficult to facilitate with one priest, we propose moving both parishes to a group Baptism schedule.

### Reconciliation

Reconciliation will be offered every Saturday at 4:00 at whichever parish the pastor is presiding. For the parish where there is no Saturday Mass offered, Reconciliation will be offered at a different specified time (possibly Saturday morning) to be determined by the pastor. If an additional priest is able to preside at a second Saturday vigil Mass, he would be available for Reconciliation.

1. First Confessions: TBD by DRE schedule and pastor's schedule
2. Communal Celebration of Sacrament of Reconciliation: Morning celebrations for the school children will continue during Advent and Lent at both parishes. Evening celebrations will alternate between parishes during Advent and Lent.

### Anointing of the Sick

This sacrament will continue to be offered after certain Masses or by appointment. As a region, we will continue to encourage communal celebration of Anointing of the Sick by incorporating it into special Masses or services at both parishes (subject to pastor availability).

### Marriage

As a region, we typically have 20- 30 weddings per year. These marriages will be scheduled according to the pastor's and the deacons' schedules. If necessary, we would be willing to consider more weddings performed outside of Mass so that the deacon(s) can assist.

### Funerals

Based on current numbers, our region would have approximately 60 funerals per year. These will be scheduled according to pastor's and deacons' schedules. However, with the influx of more retirement communities in our region, we are concerned that the number of funerals will continue to grow and may become a challenge for the pastor of this region. If so, we recommend using more retired priests (if possible) or encouraging more funerals outside of Mass so we can better utilize our deacons.

### Confirmation

The Sacrament of Confirmation is currently celebrated by both parishes. This practice will continue with assistance from the DRE. The parishes could potentially move toward celebrating together as a Pastoral Region in one celebration if the pastor and staff persons agree.

### Benediction and Adoration

Currently this is celebrated at St. Michael every Monday evening and on the first Friday of the month. This is celebrated only during Lent at St. Gabriel. We will keep the current schedule in place until Lent. During Lent, an alternating schedule could be developed and we could look for assistance from our deacon(s) and lay ministers.

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## Deacons, Staff & Lay Leadership

In a collaborative Pastoral Region, both parishes remain autonomous and share a Pastor. Both parishes retain their staffs (see list below) including deacons and consultative bodies. The Pastoral Region Coordinating Committee comprised of members of both parishes will remain in place, meeting at least twice annually to advise the Pastor on implementation and modification of the plan.

The Pastor will determine how to lead the two parishes in order to form a Vibrant Church in the region. There are several models which could accomplish this goal. The decision as to which model would be most appropriate would be made by the pastor at the time, and not in advance. He would assess the particular factors impacting leadership, consider relative advantages and disadvantages, then implement the most effective model.

### Sample models

1. The pastor divides himself between the two parishes, as time and energy allow, in an effort to provide the same leadership and services that two priests did previously.
2. The pastor requests that a priest be assigned to the region as Parochial Vicar, and then divides the priestly leadership responsibilities for the two parishes between the two priests. If the Vicar, often referred to as an Associate Pastor, is from among the junior clergy, it may be unlikely that the pastor would delegate leadership/administrative duties to him. The pastor would likely be expected to work with consultative bodies of both parishes. If, however, the Vicar has experience and competence, then the duties could be shared. One priest would work with the Councils and Commissions of one parish, while the other priest worked with the Councils and Commissions of the other parish. The pastor would have the ultimate responsibility for both. Sacramental and liturgical responsibilities would be shared on a rotation basis, under the supervision of the pastor, so that both priests would have a presence as preside at both parishes.
3. The pastor hires a Pastoral Administrator, (deacon or lay person) and delegates the non-sacramental leadership roles in one of the parishes to that person. Thus, the Administrator would work with the Councils and Commissions of the parish, supervise employees and volunteers, and in general lead the parish. The pastor would supervise the Administrator, and would also enlist the sacramental/liturgical assistance of retired and/or religious priests, especially for Sunday liturgies.

### Current staff positions at St. Gabriel Parish

- Deacons – 1 part-time paid
- Music Director – part-time paid
- Director of Religious Education- part-time paid
- Office Personnel- 1 full-time paid secretary; 1 part-time paid secretary; 1 part-time paid bookkeeper; volunteers
- Maintenance- 1 part-time paid janitrix; volunteers provide lawn care and snow removal; gardening and minor repairs are outsourced

### Current staff positions at St. Michael Parish

- Pastoral Associate/Adult Faith Formation Minister/Deacon- full-time paid
- Youth Faith Formation Minister- full-time paid
- Pre-school Religious Education Coordinator- part-time paid
- Business Manager- full-time paid
- Music Minister- full-time paid
- Parish Secretary- 2 full-time paid
- Communications Coordinator- 1 part-time paid
- Bookkeeper- 1 part-time paid
- Parish Maintenance – 1 full-time paid

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## Facilities

### Current usage

St. Gabriel uses all buildings including the church, school, parish house with offices and meeting space, and rectory. All buildings are in excellent condition. Ongoing appropriate maintenance is provided.

St. Michael uses all buildings including the church, school, parish house with offices and meeting space. Currently there is no rectory on the parish grounds. The parish house is serviceable; conditions vary for all other buildings. Ongoing appropriate maintenance is provided.

### Future plans and possibilities

For St. Gabriel, there are no plans for future expansion.

For St. Michael, there is interest to purchase the house on the corner of Oak and Creek Rd. and the house on the corner of Maple and Creek Rd. in order to expand.

## Finances

Since our Pastoral Region is a collaborative region, with the two parishes remaining autonomous while sharing a pastor, there would be no commingling of financial resources. Each parish would keep its own respective set of financial records, its own savings and checking accounts. Each parish would have its own Finance Council.

The responsible parties of both parishes will together determine the criteria by which they will make financial decisions. When the services of a paid staff person, whether clerical or lay, are to be shared proportionately by the two parishes, the sharing of related costs for salary, benefits, etc., is to be agreed upon by the responsible parties in advance and put in writing. When activities of one parish are offered to the other parish, agreement about sharing of expenses is to be made by responsible parties in advance and put in writing.

The terms of financial decisions will be reviewed annually by both parishes.

## Catholic School Issues

Currently, each of the two parishes in the Pastoral Region operates a school. St. Gabriel participates in the funding and operation of St. Gabriel Consolidated School; St. Michael operates St. Michael Parish School.

It is the understanding of the Pastoral Region Coordinating Committee that there will be no foreseeable changes to either school as a result of a shared pastor.

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## Faith Formation

This proposal for Faith Formation assumes these four principles:

1. Current staff persons who coordinate Faith Formation at each parish will remain in place.
2. The staff persons, volunteer leaders, and commission members for Faith Formation at each parish will be in regular communication with each other in order to be informed about programs and services, and to search for effective collaboration and the best sharing of resources as appropriate.
3. Cooperative and collaborative efforts between both parishes will build relationships between members of both parishes.
4. Careful scheduling of Faith Formation programs by staffs and volunteers at both churches will create more opportunities for success and will minimize scheduling conflicts.

These four principles will guide the following Faith Formation ministries at both parishes in the Pastoral Region:

1. Adult Faith Formation
2. Baptismal Preparation
3. Children's Faith Formation
4. High School Faith Formation
5. Marriage Preparation
6. RCIA
7. Sacramental Preparation: First Reconciliation, First Eucharist, Confirmation
8. Training of Lay Ministers
9. Vacation Bible School

## Updated Pastoral Region reports

It is recommended that updated reports on the status of Faith Formation be channeled through one identified person so that the pastor receives one report in order to facilitate timely and clearer understanding of developments in the Pastoral Region.

## Other Parish Programs

There are no additional parish programs not already identified in other sections of this plan.

## Areas of Collaboration

Group	Type	St. Gabriel	St. Michael	Opportunity
Altar Rosary Society	Social/Liturgical	yes	yes	no
Women Together	Social (book club)	no	yes	maybe
Knights of Columbus	Service	Men's Roundtable	Council	maybe
CCD	Faith Formation	yes	yes	no
RCIA	Faith Formation	yes	yes	yes
Vacation Bible School	Youth Faith	yes	no	yes
Festival	Fundraising	June	June	maybe
Spaghetti Dinner	Fundraising	no	yes	no
Bible Study	Adult Faith	sometimes	sometimes	yes
Other Religious Classes for Adults	Adult Faith	sometimes	sometimes	yes
St. Vincent de Paul Society	Service	yes	yes	no
Youth Commission	Youth	no	yes	yes
Young Families	Family	no	yes	yes
Network of Care	Health & Wellness	yes (funerals, hostings)	yes	no
Caregivers	Health & Wellness	no	yes	no

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Group	Type	St. Gabriel	St. Michael	Opportunity
Thanksgiving Ecumenical Service	Faith/Service	no	no	yes
Maple Knoll Village Outreach	Service/Liturgical	yes	no	no
Brookwood	Service/Liturgical	no	yes	No
Cottingham	Service/Liturgical	no	yes	No
Lenten Fish Fry	Fundraising	no	yes	no
Fr. Lay Generation	Social	no	yes	no
Community Outreach	Service	no	yes	no
Peace & Justice Commission	Service	no	yes	maybe
Christmas Giving Tree	Service	yes	yes	no
Liturgy Committee / Worship Commission	Liturgy	yes	yes	no
Education Commission	Faith	no	yes	maybe
Bereavement	Health & Wellness	yes	yes	maybe