Table of Contents

[ROLE OF THE PARISH CORE TEAM 2](#_Toc403131443)

[DATA VERIFICATION FORM 3](#_Toc403131444)

[PARISH PLANNING FORM 5](#_Toc403131445)

[Sacramental Life of the Parish 7](#_Toc403131446)

[Prayerful Reflection—Sacramental Life of the Parish 8](#_Toc403131447)

[Sacramental Life of the Parish 9](#_Toc403131448)

[Sacramental Celebrations 10](#_Toc403131449)

[Parishioners 11](#_Toc403131450)

[Evangelization, Catechesis and Catholic Schools 12](#_Toc403131451)

[Prayerful Reflection—Evangelization, Catechesis and Catholic Schools 13](#_Toc403131452)

[Evangelization 14](#_Toc403131453)

[Catechetical Formation 15](#_Toc403131454)

[Catholic Schools 17](#_Toc403131455)

[Formation and Education 18](#_Toc403131456)

[Stewardship and Justice 19](#_Toc403131457)

[Prayerful Reflection—Stewardship and Justice 20](#_Toc403131458)

[Time, Talent and Treasure 21](#_Toc403131459)

[Social Justice, Advocacy and Outreach 22](#_Toc403131460)

[Comprehensive View of Stewardship 23](#_Toc403131461)

[Effective Administration 24](#_Toc403131462)

[Prayerful Reflection—Effective Administration 25](#_Toc403131463)

[Effective Leadership 26](#_Toc403131464)

[Financial Stability 27](#_Toc403131465)

[Diminishing Number of Priests 28](#_Toc403131466)

[Geographic Proximity 29](#_Toc403131467)

[Parish Staff & Facilities 30](#_Toc403131468)

[WAYS FOR THE CORE TEAM AND PARISH PASTORAL COUNCIL TO INVOLVE THE PARISH IN EVALUATING THE CRITERIA 31](#_Toc403131469)

[SAMPLE A: A PARISH SURVEY 33](#_Toc403131470)

[SAMPLE B: A PARISH SURVEY 35](#_Toc403131471)

[PARISH SUMMARY REPORT FORM 39](#_Toc403131472)

[PARISHIONER INPUT RECORD 42](#_Toc403131473)

***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# ROLE OF THE PARISH CORE TEAM

**WHAT IS THE PARISH CORE TEAM**?

The Parish Core Team is made up of the pastor and four parish leaders whom he selects to help lead the ***Connected in the Spirit*** Planning Process in the parish and to contribute to the work of the cohort. Often, the four parish leaders include a Parish Council and/or Finance Council member, one staff person, and two at-large leaders or parish elders.

**WHAT IS THE ROLE OF THE PARISH CORE TEAM?**

The Core Team has six primary roles. These include:

1. To lead the parish through the planning process.
2. To be responsible for the parish’s evaluation of itself according Criteria established by the Archdiocese.
3. To be accountable for the parish summary and verification of data.
4. To participate in cohort planning and in suggesting a model for the most effective way they can work together in the future.
5. To respond to the Archdiocesan Planning Commission’s Preliminary Recommendation for their cohort.
6. To ensure implementation of the Archbishop’s decision for their parish and cohort.

**WHAT IS THE ROLE OF PARISH CORE TEAM CHAIR?**

* Schedule meetings.
* Insure that there is a working agenda.
* Convene the group and lead prayer or ask someone to be prayer leader.
* Act as a communication link with other parish leadership groups.
* Insure that the parish as a whole is aware of the work of the Core Team through on-going communications.
* Keep the group on task.
* Insure that the group accomplishes its task according to the timeline.
* In cohort meetings, work with other Core Team Chairs to facilitate the work and accomplish the tasks needed to produce a Suggestion Form to be sent to the Archdiocesan Planning Commission.
* Work with Cohort Team chair to create a Response Form based on the Recommendation sent to the cohort by the Archdiocesan Planning Commission.
* Insure that there is an implementation plan in place after the Archbishop approves the Recommendation.

**WHAT IS THE ROLE OF THE PARISH CORE TEAM SECRETARY?**

* Keep notes or minutes from each meeting and distribute them appropriately.
* Insure that the various forms are properly filled out and presented in a timely way to the appropriate groups.
* Insure that there is on-going communication with the parish on appropriate aspects of the work of the Core Team and the Cohort Teams.

**ARCHDIOCESE OF INDIANAPOLIS**

# DATA VERIFICATION FORM

**See Background Data provided to the pastors or PLCs as a resource to help you fill in this form. Make any needed corrections in the data provided.**

**Name of Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish Code: \_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_ Deanery: \_\_\_\_\_\_**

The following data has been supplied to the Archdiocese of Indianapolis by your parish.

Please verify that it is correct according to your records. If corrections are needed, please make the changes and submit two copies with your Suggestion Response Sheet to the Planning Commission. (Copies will be forwarded to the offices that supplied this information.) Use the data (if necessary, the corrected data) in your planning both as a parish and as a cohort of parishes.

Analyze the trends in the data.\* (Please indicate if the trend is… **S**table, **I**ncreasing, **D**ecreasing)

|  |
| --- |
| 1. Church capacity: \_\_\_\_\_\_\_\_\_\_\_\_  (Please insert the number) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **(Fiscal Year)** | **2010** | **2011** | **2012** | **2013** | **2014** | **2015** | \* The trend is  **S/I/D** |
| 2. | Total Registered Households |  |  |  |  |  |  |  |
| 3. | Number of Parishioners |  |  |  |  |  |  |  |
| 4. | Number of Sunday Masses |  |  |  |  |  |  |  |
| 5. | Average weekend Mass Attendance in October |  |  |  |  |  |  |  |
| 6. | Total Sunday Mass Attendance (weekly) in  Languages other than English: (Please indicate language/s): | | | | | | | |
| A. Spanish |  |  |  |  |  |  |  |
| B. |  |  |  |  |  |  |  |
| 7. | Number of  Infant Baptisms |  |  |  |  |  |  |  |
| 8. | Number of children who received  First Communion |  |  |  |  |  |  |  |
| 9. | Number of young people who received Confirmation |  |  |  |  |  |  |  |
| 10. | Rite of Christian Initiation (Adults) |  |  |  |  |  |  |  |
| 11. | Marriages |  |  |  |  |  |  |  |
| 12. | Funerals-Burials |  |  |  |  |  |  |  |
| 13. | School Enrollment (Elementary)  if applicable… |  |  |  |  |  |  |  |
| 14. | Elementary Catechesis |  |  |  |  |  |  |  |
| 15. | Adolescent Catechesis |  |  |  |  |  |  |  |
| 16.. | Adult  Catechesis |  |  |  |  |  |  |  |
| 17.. | Financial Status |  |  |  |  |  |  |  |
|  | Fiscal Year\* | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | \* The trend is  S/I/D |
|  | Income | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | Expenses | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | Net Income | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | Cash Reserves | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | Outstanding Debt | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | Diocesan Aid | **$** | **$** | **$** | **$** | **$** | **$** |  |
|  | \*Excludes Capital Projects | | | | | | | |

***CONNECTED IN THE SPIRIT:***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# PARISH PLANNING FORM

(PLEASE COMPLETE THIS SECTION BEFORE COHORT TRAINING SESSIONS.)

Please use the pages that follow to do two things:

* To initiate prayer and faith-sharing experiences based on the major topics of the Criteria for the Planning Process. Holy water, a Crucifix, a Bible and a lighted candle are suggested for each prayer and faith-sharing experience.
* To evaluate your parish’s experience of Sacramental Life of the Parish; Evangelization, Catechesis and Catholic Schools; Stewardship and Justice; and Effective Administration. Your evaluations will be used for cohort planning.

Name of your parish:      City:

Names of other parishes in cohort to which your

Parish belongs:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

Table of Contents

PARISH PLANNING FORM 5

Sacramental Life of the Parish 7

Prayerful Reflection—Sacramental Life of the Parish 8

Sacramental Life of the Parish 9

Sacramental Celebrations 10

Parishioners 11

Evangelization, Catechesis and Catholic Schools 12

Prayerful Reflection—Evangelization, Catechesis and Catholic Schools 13

Evangelization 14

Catechetical Formation 15

Catholic Schools 17

Formation and Education 18

Stewardship and Justice 19

Prayerful Reflection—Stewardship and Justice 20

Time, Talent and Treasure 21

Social Justice, Advocacy and Outreach 22

Comprehensive View of Stewardship 23

Effective Administration 24

Prayerful Reflection—Effective Administration 25

Effective Leadership 26

Financial Stability 27

Diminishing Number of Priests 28

Geographic Proximity 29

Parish Staff & Facilities 30

**ARCHDIOCESE OF INDIANAPOLIS**

**Parish Evaluation of Criteria for Planning**

# Sacramental Life of the Parish

* Eucharist as Source and Summit of Life & Mission
* Sacramental Celebrations and Devotional Practices
* Parishioners Trained for Sacramental & Liturgical Ministry

The Christian faithful are those who have been incorporated in Christ through baptism and, thus, constituted as the people of God. As sharers in Christ’s priestly, prophetic and royal office in their own manner, they are called to exercise the mission which God has entrusted to the Church. The Christian is called to fulfill the mission in the world, according to each one’s state in life. (Canon 204)

Basic to the mission is the spiritual foundation of each Christian. The individual Christian finds oneself in a parish community where that person is nourished supported, and formed especially by the Eucharist. These elements are found in prayer and worship, as well as in the formation for discipleship which takes place in communion with other parishioners, the Archdiocese of Indianapolis and the universal Church.

The spirituality of communion is reflected in a leadership style that promotes co-responsibility in mission and is respectful of the contributions of all.

**As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.**

Name of your parish:      City:

Names of other parishes in cohort to which your

Parish belongs:

Name of your cohort parish:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

## Prayerful Reflection—Sacramental Life of the Parish

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in the future. Each parish is an expression of the mission and ministry of Jesus. We gather to further his mission and to continue to prepare for the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind us of God’s presence, where possible.

Planning is about seeing. It is about seeing all the good we have done. It is about seeing how God’s grace has been present in our lives and in our parish. Read and reflect on the following Gospel passage:

“When they arrived at Bethsaida, they brought to him a blind man and begged him to touch him.

He took the blind man by the hand and led him outside the village. Putting spittle on his eyes he laid his hands on him and asked, ‘Do you see anything?’

Looking up he replied, ‘I see people looking like trees and walking.’

Then he laid hands on his eyes a second time and he saw clearly; his sight was restored and he could see everything distinctly.

Then he sent him home and said, ‘Do not even go into the village.’” (Mark 8:22-26)

For reflection and sharing: Choose one or two questions which particularly speak to you.

1. On your faith journey when were you blind to God’s presence? As you look back when were you most aware of God’s presence? Who or what helped you to see?
2. What role has the parish community played in your faith journey? When have you felt most connected to others on your journey?
3. What do you think are the core values of your parish community?
4. What collaborative projects have happened in your parish?
5. What do you think are the “blind spots” in your parish?
6. What three hopes do you have for your parish in the future?
7. What gifts do you bring to your parish community?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

### 

### Sacramental Life of the Parish

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 1**  **The Eucharist is the source and summit of the life and mission of the parish.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Eucharist and all sacraments are celebrated with prayerfulness and according to Liturgical Law, and Diocesan directives. |  |  |  |
| 1. Homilies speak to the lives of the people. |  |  |  |
| 1. All sacramental celebrations involve well prepared sacramental ministers. |  |  |  |
| 1. People participating at Mass are provided worship aids such as missalette, hymnals and/or orders of worship. |  |  |  |
| 1. Parents are involved in quality theological and sound sacramental preparation programs that speak to the needs of today’s families. |  |  |  |

### Sacramental Celebrations

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 2**  **Sacramental celebrations and devotional practices reflect the cultural heritage of the people assembled.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The Sacrament of Penance is encouraged with adequate times available. |  |  |  |
| 1. Anointing of the Sick is celebrated communally and when requested individually. |  |  |  |
| 1. RCIA is the formation experience for those adults seeking the Sacraments of Initiation. |  |  |  |
| 1. Enriching sacramental preparation for those receiving as well as parents, is available for all sacraments. |  |  |  |
| 1. Various forms of devotional prayer are fostered in your parish, which reflect the cultural heritage of the assembly. |  |  |  |
| 1. Funerals are celebrated with compassion and understanding. |  |  |  |

### Parishioners

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 3**  **Parishioners are well trained for sacramental and liturgical ministries.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Ministers of hospitality are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy. |  |  |  |
| 1. Ministers of the Word (Lectors) are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy. |  |  |  |
| 1. Ministers of the Eucharist are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy. |  |  |  |
| 1. Sacristans are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy. |  |  |  |
| 1. The Environment Committee is trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy. |  |  |  |

**Archdiocese of Indianapolis**

**Parish Evaluation of Criteria for Planning**

# Evangelization, Catechesis and Catholic Schools

* Evangelization
* Catechetical Formation
* Catholic School Education
* Vocational Awareness

Evangelization according to Pope Paul VI is the reason the Church exists. It is the purpose of the Church to bring the good news of Jesus Christ, what he stood for, what he did, what he empowered us to do for all humanity. Programs of lifelong education and catechetical formation based on the Catholic faith and teaching, including sacramental preparation and Catholic schools**,** shall be available through cooperative efforts between and among parishes.

**As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.**

Name of your parish:      City:

Names of other parishes in cohort to which your

Parish belongs:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

## Prayerful Reflection—Evangelization, Catechesis and Catholic Schools

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in education and formation. Each parish is an expression of the mission and ministry of Jesus through its education and formation programs and activities as well as its evangelization efforts. We gather to further his mission and to continue to build the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind us of God’s presence, where possible.

Evangelization, education and formation are essential parish ministries. Jesus, particularly in Matthew’s Gospel, is the teacher *par excellence*. Listen as the Gospel is proclaimed:

“When he saw the crowds, he went up the mountain, and after he had sat down, his disciples came to him.

He began to teach them, saying:

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.” (Matthew 5:1-10)

For reflection and sharing: Choose several questions which appeal to you for sharing.

1. How does your parish educate and form the community to live out the beatitudes?
2. How does it educate and form children and adults at various stages of their faith life journey?
3. How does your parish demonstrate that it values lifelong faith formation and education?
4. What gifts do you contribute to your parish’s faith formation and education programs and processes?
5. How is your parish an evangelizing parish?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

### Evangelization

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 4**  **Evangelization is recognized as the essential aspect of the life and mission of the Church.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Parish leadership and membership are formed in a vision of the new evangelization based on Church teachings. |  |  |  |
| 1. The parish encourages racial and ethnic harmony and appropriate appreciation of differences within the parish and beyond. |  |  |  |
| 1. Newcomers are welcomed and incorporated into parish life. |  |  |  |
| 1. Efforts are made to reach out to the alienated, inactive and unchurched. |  |  |  |
| 1. The parish sees itself as an evangelizing parish—spreading the Gospel message in all aspects of parish life. |  |  |  |
| 1. Parish ministries, committees and commissions are aware of their role in the work of the new evangelization. |  |  |  |

### Catechetical Formation

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 5**  **The parish provides excellent lifelong catechetical formation, including but not limited to family catechesis, youth and young adult ministry and adult formation.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. A comprehensive well-integrated Catholic catechetical plan exists which provides opportunities for all adults, including the elderly and young adults, to continually learn about their faith and integrate it into everyday life. |  |  |  |
| 1. Children and youth of all ages are provided with high quality programs with trained catechists and youth leaders. |  |  |  |
| 1. Adequate funds, resources, staff, on-going training and appropriate space are allocated to implement catechetical plans. |  |  |  |
| 1. Catechetical programs are rooted in the teachings of the Church and evaluated on a regular basis for conformity to the Catechism of the Catholic Church. |  |  |  |
| 1. Parents are helped to teach their children the Catholic faith and values. |  |  |  |

### Catholic Schools

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 6**  **The parish actively encourages and supports diocesan Catholic schools in their operation and mission.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Our parish supports Catholic School Education. |  |  |  |
| 1. The Catholic school(s) our children attend have teachers who are certified to teach religion. |  |  |  |
| 1. Service learning is incorporated into the curriculum. |  |  |  |
| 1. Catholic values and the teachings of the Church are found integrated into instruction. |  |  |  |
| 1. Parents are involved in the school and support it financially. |  |  |  |
| 1. Families are encouraged to send their children to Catholic Schools. |  |  |  |
| 1. Student achievement and growth meet expectations. |  |  |  |

### Formation and Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 7**  **Formation and education in vocational awareness is an integral part of all catechetical programs.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Education for vocation awareness is an integral part of the catechetical programs and parochial school curriculum and helps young people discern their vocation. |  |  |  |
| 1. A special emphasis is placed on inviting men to consider a vocation to priesthood and men and women a vocation to religious life. |  |  |  |
| 1. Adults are invited to and given opportu­ni­ties for training in the diaconate and lay ministry. |  |  |  |
| 1. Participation in programs promoting the discernment of gifts to lay ministry are encouraged. |  |  |  |

**Archdiocese of Indianapolis**

**Parish Evaluation of Criteria for Planning**

# Stewardship and Justice

* Time, Talent and Treasure
* Social Justice Advocacy and Outreach
* Comprehensive View of Stewardship

*“The Church’s social doctrine is an integral part of her evangelizing ministry.”*

(*Compendium of the Social Doctrine of the Church*, no. 66)

*“The Church's social doctrine ‘is itself a valid instrument of evangelization’ and is born of the always new meeting of the Gospel message and social life”.* Understood in this way, this social doctrine is a distinctive way for the Church to carry out her ministry of the Word and her prophetic role. ‘In effect, to teach and to spread her social doctrine pertains to the Church's evangelizing mission and is an essential part of the Christian message, since this doctrine points out the direct consequences of that message in the life of society and situates daily work and struggles for justice in the context of bearing witness to Christ the Savior’ .”

(*Compendium of the Social Doctrine of the Church*, no. 67)

Part of the stewardship activity of the parish reflects the need to encourage the faithful to work for justice based on Catholic Social Teachings. This includes offering direct service to, those in need, working for respect life, attempting to eliminate the causes of poverty and living by the values of the Gospel.

Advocacy is another component of building a more just world. Advocating with other religious groups to elected officials for just laws can be a powerful and successful ecumenical effort to alleviate issues affecting the marginalized and poor.

**As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.**

Name of your parish:      City:

Names of other parishes in cohort to which your

Parish belongs:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

## Prayerful Reflection—Stewardship and Justice

Service and justice are constitutive elements of the Gospel. It is impossible to be a disciple without reaching out to others and thus preparing for the reign of God. On our faith journey we come across many needs of the human community and many ways to meet those needs. As a parish, how do we embrace a discipleship of service?

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind all of God’s presence, where possible.

Serving God involves serving one’s neighbor. As we begin to evaluate how we reflect the Gospel mandate to serve, let us listen to the Word of God:

“Then the king will say to those on his right, 'Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.'

Then the righteous will answer him and say, ‘Lord, when did we see you hungry and feed you, or thirsty and give you drink?’ When did we see you a stranger and welcome you, or naked and clothe you?” And the king will say to them in reply, ‘Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.’” (Matthew 25:34-38; 40)

For reflection and sharing: (Choose one or two questions to share your reflections with your small group)

1. On your faith journey when have you seen needs and responded to them? Describe the situation?
2. What role has your parish community played in helping you to serve others?
3. What collaborative projects have you done in service of others?
4. What are three hopes that you have related to being a servant parish?
5. How familiar are you with Catholic social teachings?
6. How have you gotten involved in Respect Life issues?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

### Time, Talent and Treasure

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 8**  **Parishioners are educated and formed in stewardship where all disciples share their time, talent and treasure.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. All catechetical programs integrate social justice and stewardship. |  |  |  |
| 1. The parish has an active stewardship committee. |  |  |  |
| 1. Parishioners volunteer their time to be involved in the parish mission. |  |  |  |
| 1. Parishioners use their talents for the building up of the Church and the world in light of the Reign of God. |  |  |  |
| 1. The parish has programs where all are expected to share their talents and insights such as activities for families, separated, divorced, single parents, widowed, etc. |  |  |  |

### Social Justice, Advocacy and Outreach

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 9**  **Social justice, advocacy and outreach programs are well integrated into parish life.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. An organized program of instruction in social teaching has been implemented to discuss issues in light of Catholic Social Teaching. |  |  |  |
| 1. The parish has outreach programs to assist people who are poor and/or marginalized. |  |  |  |
| 1. Parishioners are trained to take part in advocacy at the state and local level especially in regard to justice and all respect life issues. |  |  |  |

### Comprehensive View of Stewardship

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 10**  **Being good stewards of all God’s gifts and contributing to and participating in activities of the larger Church are embodied in parish life.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. Opportunities to understand that stewardship has the power to shape and mold our under­standing of our lives and the way in which we live are provided on an on‑going basis to all parishioners. |  |  |  |
| 1. Parishioners are given opportunities to learn more about respecting and caring for all creation with a special emphasis on respecting human life in all stages from conception to natural death. |  |  |  |
| 1. Parishioners are encouraged to see their work as a way to prepare for the reign of God on earth. |  |  |  |
| 1. Parishioners understand that they have gifts from God to use in building up the Church through sharing their talents. |  |  |  |

**Archdiocese of Indianapolis**

**Parish Evaluation of Criteria for Planning**

# Effective Administration

* Parish Leadership
* Financial Stability
* Diminishing Number of Priests
* Geographic Proximity and Mass attendance
* Adequate Staff
* Adequate Facilities

The life of the parish is supported by its leadership as it plans for the future. The parish community’s commitment of time, talent and treasure shall ensure proper and just fiscal administration, business, personnel and property management in response to it. It is important that the Finance Council, the Pastor and Pastoral Staff and the Parish Pastoral Council maintain a collaborative relationship. These areas of leadership must take responsibility for being effective in responding to the needs of parishioners.

**As you evaluate your parish, please consider the use of the word parish to supporting Catholic schools, as well as all parish ministries.**

Name of your parish:      City:

Names of other parishes in cohort to which your

Parish belongs:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

Name of your cohort parish:      City:

## Prayerful Reflection—Effective Administration

The parish administrative function and structures serve the mission of the parish. One can have many wonderful ideas about mission, witness, and service but unless there is a way to make it work, the ideas are just that, ideas. Parishes that effectively witness to the Gospel are well organized and empower ministers to be people of Word, Worship and Service. The ministry of administration is essential to effective parishes.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life-death-resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind all of God’s presence, where possible.

In the Acts of the Apostles we read that as the community grew, the original disciples realized that they needed help in serving all the needs of the community, so they chose seven more people to serve. Listen as the reading from Acts is proclaimed.

“At that time, as the number of disciples continued to grow, the Hellenists complained against the Hebrews because their widows were being neglected in the daily distribution.

So the Twelve called together the community of the disciples and said, "It is not right for us to neglect the word of God to serve at table. Brothers, select from among you seven reputable men, filled with the Spirit and wisdom, whom we shall appoint to this task, whereas we shall devote ourselves to prayer and to the ministry of the word.” (Acts 6:1-4)

For reflection and sharing: Choose one or two questions to share with your group.

1. When have you been asked to serve because the needs of the community were increasing?
2. What talents do you have for administration?
3. What gifts might you be able to contribute to the running of the parish?
4. What core values do you think those involved in administration should have?
5. Name three essential qualities you think someone who contributes in any way to the administration of a parish should have?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

### Effective Leadership

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 11**  **The pastor, staff, parish pastoral councils and finance councils exert effective leadership that embodies stewardship and points to the future.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The staff and councils pray together. |  |  |  |
| 1. Pastoral leadership encourages the fullest possible collaboration of clergy, religious and laity in their common mission. |  |  |  |
| 1. The councils reflect the particular population of the parish. |  |  |  |
| 1. The pastoral staff is trained and well qualified to provide the service they are hired to do and the staff receives on‑going education and formation. |  |  |  |
| 1. The councils receive on‑going formation. |  |  |  |
| 1. The parish pastoral council evaluates and responds to the needs of the parish. |  |  |  |

### Financial Stability

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 12**  **The parish is financially stable and exercises good stewardship of its resources.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The parish has a well operating finance council with a financial plan in place. |  |  |  |
| 1. The parish is able to pay its debts within a reasonable time. |  |  |  |
| 1. The parish has met its diocesan financial obligations. |  |  |  |
| 1. The parish is not overly dependent on special fundraising activities. |  |  |  |
| 1. Parish priorities are reflected in financial decisions. |  |  |  |
| 1. The parish ensures proper fiscal administration, business management and maintenance. |  |  |  |
| 1. The focus of the Finance Council is on stewardship of resources in both managing costs and developing revenue. |  |  |  |

### Diminishing Number of Priests

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 13**  **In its planning, the parish takes into account the diminishing number of priests.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The parish is supporting the pastor and not making unreasonable demands on him for his time and for sacramental ministry. |  |  |  |
| 1. The parish is studying the parish models for the future and will work generously with its cohort to suggest a model, which takes into account the diminishing number of priests, even if this means it might merge with another parish. |  |  |  |
| 1. The parish is training and/or hiring lay people to help with some of the parish services and activities, including business management and administration. |  |  |  |

### Geographic Proximity

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 14**  **The parish is taking into account its geographic proximity to other parishes and its Mass attendance when it plans for the future.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The parish has shared pastoral programs with near-by parishes. |  |  |  |
| 1. The parish has shared liturgies with a neighboring parish. |  |  |  |
| 1. The parish has worked to jointly schedule weekend Masses with neighboring parishes. |  |  |  |
| 1. Parishioners share programs and festivals which bring them socially together. |  |  |  |
| 1. Parishioners and parish leaders are examining geographic distances as they plan for the future. |  |  |  |

### Parish Staff & Facilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 15**  **The parish has adequate and well-trained and compensated staff as well as appropriate and well maintained facilities to carry out its mission.** | **Present Activity** | **1=going strong**  **2=adequate**  **3=needs help**  **4=let’s begin** | **Notes for Planning** |
| Indicators:   1. The parish has hired fully qualified professional staff to carry out its mission in all aspects of pastoral care. |  |  |  |
| 1. Non-paid people are well-trained to be successful providers of services in the parish. |  |  |  |
| 1. The parish has adequate space for offices, for liturgy, meeting areas for various size groups, catechesis, parish gatherings and needed places for other ministries and forms of pastoral care. |  |  |  |
| 1. The parish buildings have been evaluated by qualified engineers and deemed to be structurally sound now and for the foreseeable future and are handicapped accessible. |  |  |  |
| 1. The parish grounds and buildings are well maintained and there is a plan in place for on-going maintenance, “replacements.” |  |  |  |

***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# WAYS FOR THE CORE TEAM AND PARISH PASTORAL COUNCIL TO INVOLVE THE PARISH IN EVALUATING THE CRITERIA

#### I. PURPOSES

1. To involve parishioners in learning about and assessing the Criteria for Planning based on parish life
2. To help enhance the vitality of parish life by planning for the future

#### II. POSSIBLE APPROACHES

**APPROACH #1 – PARISH ASSEMBLY FOCUS**

In this approach, the Core Team studies the Criteria in the following manner.

1. The Core Team appoints a Parish Self Study Group to oversee the evaluation process.
2. The Parish Self Study Group convenes two Parish Assemblies or Town Hall meetings to help assess how the parish is measuring up according to the Criteria. One meeting would assess half the areas, while the second meeting would assess the other half. Assistance in helping to plan Parish Assemblies or Town Hall meetings will be provided by The Reid Group upon request, with the help of parish facilitators.
3. The Parish Self Study Group prepares a draft report for review by the Core Team and the Parish Pastoral Council, based on the input from the Assemblies.
4. The Core Team prepares the final evaluation of the Criteria according to the Parish Planning form. This evaluation will be used in cohort deliberations and submitted to the Planning Commission.

**APPROACH #2 – TASK FORCE FOCUS**

In this approach, the Core Team studies the Criteria in the following manner.

1. The Core Team appoints a Task Force.
2. The Task Force studies the Criteria and assesses them based on their knowledge and experience of the parish.
3. The Task Force consults with committees in the parish and other parish leaders in doing the evaluation.
4. The Task Force prepares a draft report for review by the Core Team and the Parish Pastoral Council and if feasible, the parish at large.
5. The Core Team prepares the final evaluation of the Criteria according to the Parish Planning Form. This evaluation will be used in cohort deliberations and submitted to the Planning Commission.

**APPROACH #3 – PARISH AUDIT FOCUS**

In this approach, the Core Team studies the Criteria in the following manner.

1. The Pastor hires a planning consultant.
2. The consultant convenes individual and focus group interviews.
3. The consultant prepares a draft report for review by the Core Team and the Parish Pastoral Council.
4. The Core Team prepares the final evaluation of the Criteria according to the Parish Planning Form. This evaluation will be used in cohort deliberations and submitted to the Planning Commission.

**APPROACH #4 –CORE TEAM AND WORK GROUP FOCUS**

In this approach, the Core Team and Parish study the Criteria in the following manner.

1. The Pastor works with others on the Core Team and appoints a Work Group.
2. The Work Group studies the Criteria based on their knowledge and experience of the parish.
3. The Work Group prepares a draft report for the Core Team and the Parish Pastoral Council.
4. The Core Team prepares the final evaluation of the Criteria according to the Parish Planning Form. This evaluation will be used in cohort deliberations and submitted to the Planning Commission.

**APPROACH # 5 – PARISH SURVEY**

In this approach, the Core Team works with a small subcommittee to design, collate and analyze a parish survey to assess the parishioners’ thoughts on parish ministry and function. The survey could be developed to be primarily used online, using a format such as Survey Monkey or the survey could be mailed or distributed to the parishioners in hard copy with a deadline and place for returning it. Many parishes choose to do a combination of both with the primary focus being online. For those who do not have access or capacity to deal with the online survey, printed copies are provided. See Sample which follows.

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**ARCHDIOCESE OF INDIANAPOLIS**

# SAMPLE A: A PARISH SURVEY

**INTRODUCTION**

These questions can be included in a written survey or are effective for small groups meeting in homes or in meetings after Mass. These questions may also be used for an online survey. The summaries are useful in completing the Parish Planning Form.

1. **What do you appreciate most about your parish?**
2. **What are a few areas where you hope to grow stronger?**
3. **What is important to you about liturgy and why do you care?**
4. **What are some ways liturgy and the sacramental life of the parish could be enhanced?**
5. **What opportunities do you see in your parish to increase the effectiveness of evangelization and lifelong faith formation?**
6. **What would it take to create a strong awareness of the need for vocations to ordained ministry, religious life and the lay ministry?**
7. **What bold steps might we take to enhance our personal and our parish’s stewardship of time, talent and treasure?**
8. **What social justice challenges can we embrace to make a positive difference in our parish, our region and ultimately the world?**
9. **What needs our immediate attention in terms of staffing the parish and facilities?**
10. **What are two or three hopes you have for the future of the Catholic community in your area?**
11. **How do you envision working with other parishes to create a viable future of Catholic life in your community, especially given finances, demographics and the diminishing number of priests?**
12. **How can we support each other in taking the next steps in the *CONNECTED IN THE SPIRIT* process?**

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**ARCHDIOCESE OF INDIANAPOLIS**

# SAMPLE B: A PARISH SURVEY

Please help us evaluate our Parish Ministries by filling out the survey and returning it to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SACRAMENTAL LIFE OF THE PARISH Please check the correct column(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | EXCELLENT | GOOD | FAIR | COULD BE IMPROVED BY: |
| Sunday liturgy |  |  |  |  |
| Sacrament of Penance |  |  |  |  |
| RCIA |  |  |  |  |
| First Eucharist and Penance |  |  |  |  |
| Funerals |  |  |  |  |
| Weddings |  |  |  |  |
| Confirmation |  |  |  |  |
| Sacrament of the Sick |  |  |  |  |
| Infant Baptism |  |  |  |  |
| Devotions |  |  |  |  |
| Training of sacramental ministers |  |  |  |  |
| Music |  |  |  |  |
| Other |  |  |  |  |
| **Evangelization, catechesis and Catholic schools** | | | | |
|  | Excellent | Good | Fair | This area could be improved by: |
| The parish understands the church’s vision of evangelization |  |  |  |  |
| The parish is a warm and welcoming parish |  |  |  |  |
| A comprehensive and well integrated catechetical program exists for all ages of parishioners |  |  |  |  |
| The needs of youth and young adults are addressed effectively |  |  |  |  |
| Parental programs are strong, well-attended and meet the needs of today’s parents |  |  |  |  |
| The parish supports Catholic elementary and high school education |  |  |  |  |
| Vocational awareness is integrated in all catechetical programs |  |  |  |  |
| **STEWARDSHIP AND JUSTICE** | | | | |
|  | Excellent | Good | Fair | This area could be improved by: |
| Parishioners are educated and formed in stewardship where all disciples share their time, talent and treasure |  |  |  |  |
| The parish has an active stewardship committee |  |  |  |  |
| The parishioners are educated on social justice issues and encouraged to advocate to those in need |  |  |  |  |
| The parish reaches out to serve people in need. |  |  |  |  |
| **EFFECTIVE ADMINISTRATION** | | | | |
|  | Excellent | Good | Fair | This area could be improved by: |
| The pastor, staff, parish councils an finance councils exert effective leadership that embodies stewardship and points to the future |  |  |  |  |
| Prayer is integrated into all parish meetings |  |  |  |  |
| Good communication between pastor, staff, council, committees and parishioners is a hallmark of this parish. |  |  |  |  |
| The parish has a well-organized finance council |  |  |  |  |
| The parish has a balanced budget and reserve funds for extraordinary expenses and maintenance. |  |  |  |  |
| The parish has met its archdiocesan financial obligations. |  |  |  |  |
| The parish is taking into account the diminishing number of priests as it plans for the future. |  |  |  |  |
| The parish has worked collaboratively with neighboring parishes. |  |  |  |  |
| The parish has a well-trained and compensated staff. |  |  |  |  |
| The parish has adequate and handicapped accessible facilities to accomplish its mission. |  |  |  |  |
| Is there anything else you’d like to say? | | | | |

***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# PARISH SUMMARY REPORT FORM

Name of Parish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In 50 words describe the uniqueness of your parish, highlighting important historical or cultural aspects which the Archdiocesan Planning Commission would want to know.

After evaluating your parish based on the Criteria for Planning, what do you consider your three greatest strengths?

1.

2.

3.

Based on the Criteria for Planning, what are three areas where you hope to improve?

1.

2.

3.

**HOW IS YOUR PARISH STAFFED TO ACCOMPLISH ITS MISSION?**

Please list all paid positions and check if they are full or part time.

**Paid Ministry Positions (List Principal by name and the number of teachers in Catholic School)**

Name of Position Full/Part time Check, if shared with another

parish

Example:

*Youth Minister Full time X*

1.

2.

3.

4.

5.

**Paid Support Positions (i.e. Secretary, Bookkeeper, Maintenance, etc.)**

Name of Position Full/Part time Check, if shared with another

parish

Example:

*Secretary Religious Ed. Part time*

1.

2.

3.

4.

5.

**Non-paid Ministry Positions**

Name of Position Full/Part time Check, if shared with another

parish

Examples:

*Organist Part-time*

*Youth Minister Part-time*

1.

2.

3.

4.

5.

**Non-paid Support Positions**

Name of Position Full/Part time Check…as above…

Example:

*Secretary Religious Ed. Part time*

1.

2.

3.

4.

5.

Is there anything else you want the Archdiocesan Planning Commission to know about your parish that impacts long term planning for you and/or the Archdiocese of Indianapolis?

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**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

“KEEPING YOUR PARISHIONERS INVOLVED IN THE PROCESS”

# PARISHIONER INPUT RECORD

**COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEANERY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARISH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CHECK LIST

1. **Bulletin Inserts \_\_\_ How Often? \_\_\_**
2. **Bulletin Article \_\_\_ How Often? \_\_\_**
3. **Pastor or Core Team Letter \_\_\_ How Often? \_\_\_**
4. **Prayers of the Faithful \_\_\_ How Often? \_\_\_**
5. **Parish Website \_\_\_ How Often? \_\_\_**
6. **Town Hall Meetings \_\_\_ How Often? \_\_\_**
7. **Small Group Meetings \_\_\_ How Often? \_\_\_**

**(other than the Core Team)**

1. **Sub-Committee Meetings \_\_\_ How Often? \_\_\_**

**9. Parish Surveys \_\_\_ How Often? \_\_\_**

**10. Other \_\_\_ How Often? \_\_\_**

**Which approach or approaches were most effective and why?**

**Is there any approach you would consider a “Best Practice?”**

**Is there anything else you want to say?**

**Thank You! Please send your feedback to Mickey Lentz with your Cohort Suggestion Form.**