



In-Depth Evaluation of Parish Life

Prayer: Call to Conversion and Holiness

O God and Father of us all,
you give us the Church
as the sign of our salvation in Jesus your Son.

We pray for all the members of the Church
in the Archdiocese of Philadelphia:
bishops, priests, deacons, religious and laity,
that we may always be united with Christ
and his mission.

We entrust to you all our parishes, schools
and institutions,
their many challenges and needs in our time,
that they may grow in fidelity to the Gospel
and its way of life.

We ask for the grace
of greater participation in the Sacraments,
especially the Holy Eucharist and Penance,
that they may sow the seeds of a deeper life of faith
and priestly vocation.

May the Blessed Virgin Mary,
Saint John Neumann and Saint Katharine Drexel
obtain for all of us in the Archdiocese of Philadelphia
a renewed commitment to Conversion of heart
and Holiness of life.

We ask this through Christ our Lord.
Amen.

Archdiocese of Philadelphia
Fall 2011

We are blessed in the Archdiocese of Philadelphia by the vibrancy of so many parish communities, by the fidelity of our priests, the service of our deacons, the contribution of our religious, and the active participation of our laity. This vibrancy demands that we continue to be proactive in guaranteeing that our parishes continue to have what is needed to accomplish their role in the mission of Christ. To do so requires that we examine the demographics of our parishes in light of the number of priests available to serve our communities, in light of the migration of our people, and in light of our financial resources to maintain and support our parishes.

Such an examination is itself a “moment of great hope” for each parish community. It serves as an opportunity to renew the commitment of the people to the priorities of our Catholic faith and our archdiocesan family. It also calls forth the gifts of all in the parish and presents an opportunity for collaboration appropriate to the state of life of each person.

Called to Conversion and Holiness

Pastoral Letter, October 19, 2010

Cardinal Justin Rigali

Overview

The ***In-Depth Evaluation of Parish Life*** is a process designed for the parish implementation committee to review the life and events of each parish in relation to the mission of the Church. This process is divided into seven areas of concentration to be discussed at monthly meetings throughout the year.

1. A Worshiping Parish: Prayer and Sacramental Life
2. A Welcoming and Caring Parish: Family and Community
3. A Witnessing and Proclaiming Parish: Invitation and Evangelization
4. An Educational and Formational Parish: Initiation and Faith Formation
5. A Parish Responsive to Others: Pastoral Outreach and Service for Justice
6. An Effectively Administered Parish: Leadership and Care of Facilities, Personnel and Finances
7. A Gifted Parish, Living Responsibly: Stewardship Formation and Practice

Process

Each area of concentration invites the implementation committee to: look at the life and events of the parish in light of the mission of Christ; assess the external conditions which affect the parish and establish priorities for 3-5 years.

Before each meeting, the members of the committee should receive, reflect on and fill out the Parish Survey. At the monthly meeting, each member shares what they see as the strengths and weaknesses in that particular area of parish life. It is from this discussion that two or three agreed upon priorities are determined. The committee will then develop concrete actions, timelines and responsibilities to accomplish the priorities.

At the conclusion of this in-depth evaluation, the results will be shared with all members of the parish. Results will also be shared with regional Bishops at the time of the parish canonical visit. A brief summary of the results will be sent to the Office for Archdiocesan Planning Initiatives.

Process for In-Depth Evaluation of Parish Life

Pre-Meeting Preparation



□ Getting Started

- Convene committee established for discussion of pastoral letter: *Called to Conversion and Holiness*. This committee consists of the parish Pastoral Council and representatives from: Parish Financial Council, Catholic School, Religious Education Program and other active parishioners.
- Consider using a trained facilitator to assist in this process. For information call the Office of Research and Planning at 215-587-3545.
- *Schedule meetings* from October to May
- *Provide materials* for each committee member prior to each meeting:
 - ❖ Parish Survey pertaining to that month's discussion (each committee member should read and fill out before the meeting)
 - ❖ Agenda for that month

Meeting Agendas and Parish Surveys can be downloaded at:
http://archphila.org/conversion/conversion_index.htm

□ Suggested Timeline of Monthly Topics

- A Worshiping Parish: Prayer and Sacramental Life, **Oct. 2011**
- A Welcoming and Caring Parish: Family and Community, **Nov. 2011**
- A Witnessing and Proclaiming Parish: Invitation and Evangelization, **Jan. 2012**
- An Educational and Formational Parish: Initiation and Faith Formation, **Feb. 2012**
- A Parish Responsive to Others: Pastoral Outreach and Service for Justice, **Mar. 2012**
- An Effectively Administered Parish: Leadership and Care of Facilities, Personnel and Finances, **Apr. 2012**
- A Gifted Parish, Living Responsibly: Stewardship Formation and Practice, **May 2012**

□ Agenda for Meetings

- Opening Prayer
- Focus
- Reflection
- Discussion on Parish Survey
- Action Steps
- Next Meeting
- Closing Prayer
- (At the first meeting, establish the dates for the rest of the meetings)

A Worshipping Parish: Prayer and Sacramental Life

October 2011 - Meeting Agenda - #1



☐ **Opening Prayer**

- **Read and Reflect:** Acts 2:42-47
"They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers."
- **Share:** In what ways does our parish prayer life strengthen our community?

☐ **Focus**

- To look at the quality of our prayer, worship and sacramental life and then develop action steps to deepen them.

☐ **Reflection**

- **Sacrosanctum concilium, Constitution On the Sacred Liturgy, SC #2**
"The Liturgy is . . . the outstanding means by which the faithful can express in their lives, and manifest to others, the mystery of Christ and the real nature of the true Church."
- **Catechism of the Catholic Church, #1074, SC #10**
"The liturgy is the summit toward which the activity of the Church is directed; it is also the font from which all her power flows. It is therefore the privileged place for catechizing the People of God."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1- section 2, page 2- section 1 **Annual Pastoral Report:** #36-73, 150

☐ **Discussion on Parish Survey - A Worshipping Parish**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 1		October 2011	<i>Does it happen?</i>	<i>*How well?</i>	<i>**How important is it?</i>
A Worshiping Parish - Prayer and Sacramental Life					
		Y / N			
1	Parishioners recognize worship as the center and focal point from which everything else follows.				
2	Sunday Mass is celebrated with reverence in a manner faithful to the liturgical norms and Archdiocesan guidelines.				
3	The number of Sunday Masses is in proportion to the number of parishioners, and the size of the worship space is appropriate.				
4	Sunday Mass is offered in the language(s) spoken by parishioners.				
5	In accord with liturgical norms, training is provided by the parish or through Archdiocesan programs for liturgical ministers, including lectors, Extraordinary Ministers of Holy Communion, music ministers (directors, choirs, cantors, musicians), altar servers, hospitality/ushers, etc.				
6	Liturgical ministers fully represent the parish community.				
7	Regular opportunities for the celebration of the Sacrament of Penance/Reconciliation are provided in accord with liturgical norms, Archdiocesan guidelines, as well as the needs and convenience of the parishioners.				
8	Catechesis and celebration of the Sacrament of Baptism are provided according to Archdiocesan guidelines.				
9	Effective preparation for and celebration of the Sacrament of Marriage are provided according to Church Law and Archdiocesan guidelines.				
10	Catechesis and celebration of First Penance, First Holy Communion and Confirmation are provided in accord with Archdiocesan guidelines.				
11	Clergy and laity plan and participate together in the celebration of the Sacraments, devoting appropriate resources to these activities.				
12	There is a properly formed worship committee to assist in the coordination and implementation of the parish's liturgical life with appropriate catechesis of all.				
13	Homilies are provided at all Sunday and holy day Masses (and even at weekday Masses) following the norms for preaching.				
14	Liturgies are scheduled at a variety of times to meet the many needs of parishioners, taking into consideration Mass times of neighboring parishes.				
15	Forty Hours Devotions are celebrated annually.				
16	Frequent and regular opportunities are offered for Exposition of the Blessed Sacrament.				
17	Regular celebration of the Liturgy of the Hours is provided as part of the prayer life of the parish.				
18	Effective pastoral care for the Catholic Funeral Rites is provided according to the Order of Christian Funerals.				
19	Effective and ongoing ministry to bereaved persons is provided through a structured program or more informal care, including meeting with the bereaved family to plan funeral liturgies and burial.				
20	Sufficient devotional and culturally sensitive services are provided to meet the needs of all parishioners.				
21	The Sacrament of the Anointing of the Sick is celebrated, individually and communally, as pastoral need demands.				
22	Regular celebration of the Sacraments is provided for parishioners who are homebound.				
23	The liturgical rites of the Rite of Christian Initiation of Adults (R.C.I.A.) are celebrated to initiate adults and children of catechetical age, and to receive baptized Christians into full Communion.				
24	Accurate parish sacramental registers and record of Mass Intentions are maintained in accord with Church law and Archdiocesan guidelines.				

* 3 - well 2 - adequate 1 - needs attention
** 3 - essential 2 - important 1 - not important now

A Welcoming and Caring Parish: Family and Community

November 2011 - Meeting Agenda - #2



☐ **Opening Prayer**

- **Read and Reflect:** Acts 4: 32-35
"There was no needy person among them, for those who owned property or houses would sell them, bring the proceeds of the sale, and put them at the feet of the apostles, and they were distributed to each according to need."
- **Share:** In what ways does our parish care for those in need?

☐ **Focus**

- To evaluate the witness of being a welcoming and caring community and then develop action steps to deepen them.

☐ **Reflection**

- **Ecclesia in America #41**
"The parish is a privileged place where the faithful concretely experience the Church. Parishes are called to be welcoming and fraternal, ... attentive to the cultural diversity of the people, open to pastoral projects which go beyond the individual parish...The parish can be the source of great hope. It can gather people in community, assist family life, overcome the sense of anonymity, welcome people and help them to be involved in their neighborhood and in society."
- **General Directory for Catechesis, USCCB, #257**
"The parish is called to be a fraternal and welcoming family where Christians become aware of being the people of God."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1- section 1, U.S. Census #1, **Annual Pastoral Report:** #74-76, 84-85, 145-150

☐ **Discussion on Parish Survey - A Welcoming and Caring Parish**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 2

November 2011

A Welcoming and Caring Parish - Family and Community

	<i>Does it happen?</i>	<i>*How well?</i>	<i>** How important is it?</i>
	Y / N		
1 Parishioners create and nourish a strong sense of community. Members identify themselves with the Catholic Church and with their parish community and seek to improve it.			
2 The parish enables and forms lay leaders, providing for collaborative ministry. Lay involvement and leadership reflects the makeup of the parish. (young and old, men and women, races, nationalities, language groups).			
3 The parish provides pastoral care for families through programs on parenting, ministry to divorced, separated, persons in troubled marriages and families and the bereaved.			
4 The parish provides formation opportunities for families which promote family prayer, catechesis in the home, participation in the sacramental life of the Church as well as the understanding and witness of Catholic faith and morals.			
5 The parish promotes a sense of belonging and an atmosphere of hospitality.			
6 Greeters welcome visitors and new parishioners at Mass.			
7 Parish organizes ongoing home visitation.			
8 Parish hosts frequent hospitality gatherings after Mass and annual social events.			
9 The parish rectory staff (full-time and part-time) are welcoming and considerate in their interaction with others.			
10 The parish provides regular and effective communication with parishioners, through Sunday bulletins, information packets, newsletters, emails and web site.			
11 Parish provides some form of child care, as well as a Children's Liturgy of the Word, during some Sunday Masses and other significant functions.			
12 The parish provides regular and effective ministry to persons who are elderly, sick or homebound.			
13 The parish makes a special effort to include single parents, divorced persons and others with unique needs.			
14 The parish provides welcomes and provides vibrant spiritual, liturgical, social and cultural opportunities for the various ethnic groups, in particular recent immigrants to this country.			
15 The parish provides access and effective ministry to persons with disabilities, including them in all aspects of parish life.			

* 3 - well 2 - adequate 1 - needs attention ** 3 - essential 2 - important 1 - not important now

A Witnessing and Proclaiming Parish: Invitation and Evangelization

January 2012 - Meeting Agenda - #3



☐ **Opening Prayer**

- **Read and Reflect:** Matthew 28: 18-20
"Then Jesus approached and said to them, "All power in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations . . . Teaching them to observe all that I have commanded you."
- **Share:** In what ways does our parish witness and proclaim the faith?

☐ **Focus**

- To evaluate the effectiveness of being a witnessing and proclaiming parish and then develop action steps.

☐ **Reflection**

- **Go and Make Disciples #10**
"Evangelization is bringing the Good News of Jesus into every human situation and seeking to convert individuals and society by the divine power of the Gospel itself."
- **Code of Canon Law #528**
"The pastor...is to make every effort with the aid of the Christian faithful, to bring the gospel message also to those who have ceased practicing their religion or who do not profess the true faith."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1 – section 3, U.S. Census #2,3 **Annual Pastoral Report:** #103-123

☐ **Discussion on Parish Survey - A Witnessing and Proclaiming Parish**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 3		January 2012		<i>Does it happen?</i>	<i>*How well?</i>	<i>** How important is it?</i>
A Witnessing and Proclaiming Parish - Invitation and Evangelization						
		Y / N				
1	The parish has active programs of evangelization to share the Catholic faith and mission and appropriate resources are made available to support their efforts.					
2	The parish provides opportunities for those not part of the Catholic community to learn about the Catholic Faith and participate in the R.C.I.A.					
3	The parish provides, as far as possible and as needed, effective programs for parish spiritual renewal.					
4	The parish provides and promotes opportunities for a variety of prayer experiences, such as charismatic prayer, Faith-sharing.					
5	The Pastor actively works towards the convalidation of marriages and pastorally provides tactful and sensitive contacts with cohabiting couples to assist them in their situation and faith.					
6	Through various programs, the parish provides outreach to persons who have become estranged from the Church. (Catholics Returning Home, Landings)					
7	The parish provides opportunities for vocational discernment, as well as regular and structured approaches to prayer for vocations, including priesthood, permanent diaconate, consecrated life, married and single-life.					
8	The parish provides and advertises retreat and faith formation opportunities for all persons, ages and constituency groups, as well as regular Days of Prayer and spiritual exercises for parish staff and all parishioners.					
9	The parish provides education/formation opportunities for the laity, responsive to the primary and distinctive character of their vocation. This secular character is expressed in the Church's call of the laity to bring the Gospel to the structures of society: family life, political life, workplace, science and the arts, mass media.					
10	The parish provides outreach to young adults in all faith-related areas.					
11	The parish assures opportunities for parishioners to develop a missionary spirit and support of missionary efforts.					
12	There is a designated parish evangelization contact person.					
13	The pastor appoints a parish ecumenical and interreligious representative who is charged with promoting and planning ecumenical activity.					

* 3 - well 2 - adequate 1 - needs attention
 ** 3 - essential 2 - important 1 - not important now

An Educational and Formational Parish

Initiation and Faith Formation

February 2012 - Meeting Agenda - #4



☐ Opening Prayer

- **Read and Reflect:** Deuteronomy 6:4-9
"Take to heart these words which I enjoin on you today. Drill them into your children. Speak of them at home and abroad, whether you are busy or at rest. Bind them at your wrist as a sign and let them be as a pendant on your forehead. Write them on the doorposts of your houses and on your gates."
- **Share:** In what ways does our parish assist all members to grow in their faith?

☐ Focus

- To evaluate the effectiveness of sharing the faith at all age levels and then develop action steps.

☐ Reflection

- **The General Directory for Catechesis #257**
"The parish is, without doubt, the most important locus in which the Christian community is formed and expressed. The parish is also the usual place in which the faith is born and in which it grows. ...the prime mover and pre-eminent place for catechesis."
- **National Directory for Catechesis #22**
"Catechesis develops a deeper understanding of the mystery of Christ, encourages more profound incorporation into the Church, and nourishes Christian living."

☐ Look at Statistics - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1-section 3, U.S. Census #3, School Report page 1, 2,
Annual Pastoral Report:#103-130

☐ Discussion on Parish Survey - An Educational And Formational Parish

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ Action Steps (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ Next meeting

- Date, time, place and give assignments

☐ Closing Prayer—Call to Conversion and Holiness

Parish Survey - 4		February 2012				
An Educational and Formational Parish - Initiation and Faith Formation		<i>Does it happen?</i>	<i>*How well?</i>	<i>** How important is it?</i>		
		Y / N				
1	Parishioners commit to the religious education and spiritual formation of adults and children to bring them to a deeper understanding of Church doctrine, conversion to Christ and personal witness to the Faith. Appropriate resources are then made available to support their efforts.					
2	In support of parents, who have the God-given responsibility as the first teachers in the faith, the parish provides a parish elementary school and/or a Parish Religious Education Program.					
3	The parish school has a strong Catholic identity demonstrated by a Catholic faculty committed to Catholic life and education, the celebration of Sacraments and devotions, service to the needy, a fully developed religion program with qualified teachers, and an organized evangelization program when serving a significantly non-Catholic community.					
4	The parish incorporates fully the parish school into parish life. Parish subsidy to the school is not an excessive percentage of the school's entire budget, and the parish does not have an excessive percentage of its entire income directed towards the school operating budget.					
5	School teachers are properly degreed, qualified, competent and remunerated.					
6	The proper formation for all parochial school teachers and catechists is provided, according to Archdiocesan guidelines.					
7	The parish provides an effective program of religious education and formation for all children and youth, including immigrants, those whose primary language is not English, children with disabilities, as well as members of ethnic communities, in grades K through 12.					
8	An adequate number of catechists and support personnel, properly educated, for the program of religious education is provided.					
9	The parish provides programs of sacramental preparation for candidates, sponsors of the candidates, and for parents of candidates, including those whose primary language is not English.					
10	The parish has a professionally degreed, qualified director/coordinator for the program of religious education.					
11	Ongoing Faith formation for all members of the parish is sensitive to the cultural and linguistic needs of parishioners.					
12	There is a Parish Coordinator of Adult Faith Formation.					
13	There is initial and ongoing formation of catechists for adults.					
14	The implementation of R.C.I.A. is coordinated by a parish leader and supported by an R.C.I.A. team.					
15	The parish provides regular and effective ministry to single people.					
16	The parish provides regular and effective ministry to youth and young adults which will foster their full participation within the larger parish community.					
17	There is a Coordinator for Youth and Young Adult Ministry.					
* 3 - well 2 - adequate 1 - needs attention ** 3 - essential 2 - important 1 - not important now						

A Parish Responsive to Others: Pastoral Outreach and Service for Justice

March 2012 - Meeting Agenda - #5



☐ **Opening Prayer**

- **Read and Reflect:** Matthew 25: 35-40
"Lord, when did we see you hungry and feed you, or thirsty and give you drink? . . . Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me."
- **Share:** In what ways does our parish reflect this Scripture passage?

☐ **Focus**

- To evaluate the level of outreach and service to others and then develop action steps.

☐ **Reflection**

- **Pope Benedict XVI, Papal Address May 26, 2009**
"To live charity is a primary form of mission. The word proclaimed becomes visible when it is incarnated in acts of solidarity and sharing and in gestures that concretely demonstrate the face of Christ, the true friend of humanity."
- **Go and Make Disciples #18**
"The fruit of evangelization is changed lives and a changed world—holiness and justice, spirituality and peace."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** U.S. Census #4, **Annual Pastoral Report:** #150

☐ **Discussion on Parish Survey - A Parish Responsive to Others**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 5 **March 2012**

March 2012

A Parish Responsive to Others -

Pastoral Outreach and Service for Justice

Does it happen?

***How well?**

**** How important is it?**

Y/N

1	The parish demonstrates charity to the poor (the homeless, recent immigrants and those at the margins of society) in keeping with the Church's preferential option for the poor.			
2	The parish identifies ways of working for peace and justice.			
3	The parish engages in dialogue, prayer and service with other religious denominations and their leadership.			
4	The parish raises the consciousness of parishioners regarding Catholic teaching on life issues, racial, ethnic and cultural issues, issues of peace and justice, leading to appropriate action in the parish and neighborhood.			
5	A designated portion of parish resources is given for service of the poor.			
6	The parish shares resources with local parishes and/or suburb-to-city parishes where appropriate.			
7	The parish provides opportunities for food and clothing collections.			
8	The parish encourages participation in all aspects of civic affairs, giving witness to Gospel values.			
9	Ministry, including referral services, is provided directly or in collaboration with other agencies, to persons with special needs.			
10	The parish participates in all archdiocesan special collections for the poor.			

* 3 - well 2 - adequate 1 - needs attention

**** 3 - essential 2 - important 1 - not important now**

An Effectively Administered Parish: Leadership and Care of Facilities, Personnel and Finances

April 2012 - Meeting Agenda - #6



☐ **Opening Prayer**

- **Read and Reflect:** Corinthians 12: 7-11
"To each individual the manifestation of the Spirit is given for some benefit. . . . But one and the same Spirit produces all of these, distributing them individually to each person as he wishes."
- **Share:** How do the gifts of the community make us a more vibrant parish?

☐ **Focus**

- To evaluate the various levels of leadership, the use of our structures and the use of our finances and then develop action steps.

☐ **Reflection**

- **Pope John Paul II, On the Formation of Priests In the Circumstances of the Present Day #38**
"Today, the pressing pastoral task of the new evangelization calls for the involvement of the entire People of God, and requires a new fervor, new methods and a new expression for the announcing and witnessing of the Gospel. This task demands priests who are deeply and fully immersed in the mystery of Christ and capable of embodying a new style of pastoral life, marked by a profound communion with the pope, bishops and priests, and a fruitful cooperation with the lay faithful, always respecting and fostering the different roles, charisms and ministries present within the ecclesial community."
- **Ecclesia in America #41**
"Parishes are called to be open to the full range of charisms, services and ministries, organized in a communal and responsible way . . . attentive to the cultural diversity of the people."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1- section1, U.S. Census, **Annual Pastoral Report: #86-102, Annual Parish Financial Report, Facilities (Building) Evaluation, Current Church and School Operating Budget**

☐ **Discussion on Parish Survey - An Effectively Administered Parish**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 6		April 2012	Does it happen?	*How well?	** How important is it?
An Effectively Administered Parish - Leadership and Care of Facilities, Personnel and Finances					
		Y / N			
1	Parishioners recognize and accept their rights and responsibilities as baptized Catholics to fully participate in the life of the Church.				
2	Pastoral leadership encourages full collaboration among parishioners assisting them to take an active, responsible role in the life of the parish.				
3	The parish has a sufficient number of members in their active years who participate productively in parish ministry.				
4	The number of parish staff and parishioner volunteers, as well as their training and sense of mission, are adequate to carry out all of the work of the parish.				
5	The parish has secure space and files for all official documents.				
6	Worship space is of adequate size, sacred design and environment to celebrate the rites of the Church and to accommodate the usual number of worshipers according to the Church's liturgical norms.				
7	Parish has facilities adequate to house the priests and religious of the parish.				
8	Parish has space adequate to engage in the education and formation of members.				
9	Parish has space (such as a center, hall or auditorium) adequate for parishioner's social needs.				
10	Parish has space adequate for staff work areas, meetings, and larger gatherings of persons.				
11	Parish has office equipment/supplies (i.e., computers, copiers and fax machines) adequate to function effectively.				
12	Parish office and other support services are staffed adequately to operate effectively.				
13	Parish custodial service is staffed adequately to care and maintain all the property and buildings.				
14	Parish has adequate rectory staff (housekeeper, cook) to allow the priests to be attentive to pastoral responsibilities.				
15	Parish has a Parish Business Manager to handle administrative and plant concerns, to allow priests to give sufficient time to pastoral responsibilities.				
16	Parish is in compliance with all governmental laws and regulations as well as Archdiocesan policies and procedures related to personnel, both salaried and volunteer, including appropriate background checks.				
17	Parish is in compliance with all governmental laws and regulations as well as Archdiocesan policies and procedures related to proper financial reporting and adherence to proper accounting standards.				
18	Parish has regular and effective communication among staff (staff meetings) to ensure that accurate information is shared in a timely manner and promote cooperation and collaboration among staff.				
19	Parishioners are able to contact clergy and other staff throughout the normal day and evening hours, and in case of an emergency.				
20	Parish has an active and effective Parish Pastoral Council, which assists the pastor in developing, implementing and regularly reviewing the Parish Pastoral Plan.				
21	Parish has an active and effective Parish Finance Council, constituted according to Canon Law and archdiocesan guidelines.				
22	Parish has a developed plan to achieve and maintain financial stability. If applicable, a Debt Service Plan is formulated.				
23	Parish has an effective program of sacrificial giving (stewardship).				
24	Parish has a development or endowment committee to assist in parish fundraising needs.				
25	Parish meets financial obligations including those to Archdiocese (assessments, pension funds, health care plans, special collections).				
26	Parish has an annual balanced operational budget.				
27	Parish provides annual parish financial report to Archdiocese and parishioners.				
28	Parish has a current accurate census of parish membership (computer-based Church software maintained from an Annual Parish Census/Visitation).				
29	Parish takes active responsibility, as appropriate, in implementing the various goals of the Area Pastoral Plan.				
* 3 - well 2 - adequate 1 - needs attention ** 3 - essential 2 - important 1 - not important now					

A Gifted Parish, Living Responsibly: Stewardship Formation and Practice

May 2012 - Meeting Agenda - #7



☐ **Opening Prayer**

- **Read and Reflect:** Sirach 35: 7-9
"In generous spirit pay homage to the Lord, be not sparing of freewill gifts. With each contribution show a cheerful countenance, and pay your tithes in a spirit of joy. Give to the Most High as he has given to you, generously according to your means."
- **Share:** In what ways does a generous heart receive back a hundredfold.

☐ **Focus**

- To evaluate the strength of our parish stewardship and then develop action steps.

☐ **Reflection**

- **Code of Canon Law #222**
"The Christian faithful are obliged to assist with the needs of the Church so that the Church has what is necessary for divine worship, for apostolic works and works of charity and for the decent sustenance of ministers."
- **Stewardship: A Disciple's Response, USCCB**
"As Christian stewards, we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord."

☐ **Look at Statistics** - (www.archphila.org click parishes, locate parish, click Pastoral Planning Area, click Report to Pastor 2010)

- **Report to Pastor:** page 1- section1, **Annual Pastoral Report:** #130, 145, **Annual Parish Financial Report, Facilities (Building) Evaluation** (available at 215-587-3560)

☐ **Discussion on Parish Survey - A Gifted Parish, Living Responsibly**

Each person should have read and filled this out prior to the meeting.

Using the Parish Survey as the guide, reflect on these questions:

- What are our parish strengths?
- What are our parish weaknesses/challenges?
- What agreed upon priorities will we address?

☐ **Action Steps** (answer these questions for **EACH** priority)

- What specific action will we take to address this priority?
- Who will be responsible?
- How and when will it be achieved?
- How and when will it be evaluated?

☐ **Next meeting**

- Date, time, place and give assignments

☐ **Closing Prayer**—Call to Conversion and Holiness

Parish Survey - 7 **May 2012**

May 2012

A Gifted Parish, Living Responsibly - Stewardship Formation and Practice

Does it happen?

***How well?**

**** How important is it?**

Y/N

1	Parishioners recognize the parish itself as a gift from God having sufficient resources to support the mission of the parish.			
2	The pastor, staff and parishioners are not overly preoccupied with temporal affairs at the expense of the pastoral ministry.			
3	Parishioners are sufficiently willing and able to support the parish with their time, talent and treasure.			
4	Parishioners and staff are willing to collaborate with local parishes to meet the needs of the community more effectively.			
5	Parish stresses prayer and full participation in the sacramental life of the Church as absolutely fundamental to nurturing the parish's pastoral plan and vision.			
6	Parish has strong pastoral leadership and support for Stewardship as described in the United States Bishop's Pastoral, <i>Stewardship: A Disciple's Response</i> . Pastors who practice Stewardship in their own lives, create interest, by example, among the parishioners.			
7	Parish treats its employees justly regarding salaries and benefits.			
8	Parish has a functioning Stewardship Committee with the ability to access both local and national Stewardship Resources.			
9	Parishioners experience growth in faith and conversion in Christ through participation in a vibrant parish community.			
10	Parish provides Stewardship formation for parishioners of all ages.			
11	Pastor challenges parishioners to increase personal sacrifices of time, talent and treasure within the parish and the greater community.			
12	Parish conducts annual commitment renewals of time, talent and treasure to the parish.			
13	Pastor seeks and welcomes new lay leaders for service within the parish and provides appropriate formation for them.			
14	Pastor informs parishioners of the good works being done through the generosity of their commitments.			
15	Parish gives a designated portion of its resources for the service of the poor.			

* 3 - well 2 - adequate 1 - needs attention

**** 3 - essential 2 - important 1 - not important now**

Notes and Assignments



A Worshipping Parish _____

A Welcoming and Caring Parish _____

A Witnessing and Proclaiming Parish _____

An Educational and Formational Parish _____

Notes and Assignments



A Parish Responsive to Others _____

An Effectively Administered Parish _____

A Gifted Parish, Living Responsible _____



Parish Summary



A Worshiping Parish

Priorities	Action Steps

A Welcoming and Caring Parish

Priorities	Action Steps

A Witnessing and Proclaiming Parish

Priorities	Action Steps

An Educational and Formational Parish

Priorities	Action Steps

Parish Summary



A Parish Responsive to Others

Priorities	Action Steps

An Effectively Administered Parish

Priorities	Action Steps

A Gifted Parish, Living Responsibly

Priorities	Action Steps

Please return to the Office for Archdiocesan Planning Initiatives

Parish

Name

City

Vicariate

Pastor

Name

Signature

Date