

9/28/17— Bishop Matano may indicate constraints or other areas where planning is needed, and the list of issues may continue to be modified by the planning team

Areas for Pastoral Planning in Auburn-N. Cayuga

Overall goal: To ensure that the church’s mission of Word, Worship, Community and Service continues in a vibrant way in the Auburn-N. Cayuga area under the constraints of priest availability, demographics, and financial resources.

The planning team will coordinate the process of addressing each of these issues and ensure good, two-way communication throughout planning.

Key Area	What	How	Who
Sacramental and Ministerial Responsibilities	Determine parish configuration for the time when priests move to senior priest status or are given different appointments. Priest Personnel projects that the number of priests available to these parishes will decline from the current 6 (5 Pastors, one of whom also serves as Prison Chaplain, and one Parochial Vicar) to 4 (all of whom might not be Pastors)	Consideration of possible models identified by the Planning Team or Priest Personnel	Bishop Matano after recommendation from the Planning Team (which includes the Pastors and Parochial Vicar) and input from local Pastoral/ Finance Councils
	Assess ministry needs for the Auburn and Northern Cayuga area; identify areas of ministry for collaboration among some or all of the parishes; determine ministry priorities	Possible tools: parish ministry survey, staff survey, community needs assessment, focus groups	The Planning Team (which includes the Pastors and Parochial Vicar) after input from Pastoral/Finance Councils, parishioners and staff
	Determine options on how sacramental and ministerial responsibilities beyond the parishes can be handled (e.g. St. Joseph School, The Commons on St. Anthony, Auburn Community Hospital, Cayuga Community College, Auburn Correctional Facility, Tyburn Academy)	Discussion with Pastors, senior priests, deacons	The Planning Team (which includes the Pastors and Parochial Vicar), recognizing that there may be appointments by the Bishop in some of these categories
	Determine weekend and weekday Mass schedules	Use Mass Schedule change resource to include input from all communities impacted	By the Pastors after input from the Planning Team, parishioners, and staff. All decisions subject to final approval by Bishop Matano so he may lend his support to the transition.
Human Resources	Assess administrative needs for the parishes	Staff survey, current (and accurate) job descriptions	By the Pastors with input from the Diocesan HR Director and Finance Director

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	Re-align staffing to meet ministerial/administrative needs in light of available financial resources	Using the ministerial priorities identified through a parish ministry survey	By the Pastors with input from the Diocesan HR Director and Finance Director
	Volunteer leadership development	spiritual gifts assessment and other tools; identify types of volunteer leadership possible and resources needed for training. This should complement the staffing assessments.	Pastors with input from Parochial Vicar, staff, Planning Team, and Pastoral/Finance Councils
	Pastor and priest appointment	Input from Pastors, using ministerial insights from the Planning Team	Bishop Matano after the Priest Personnel Board process
	Deacon appointment	Input from Pastors and Deacons using ministerial insights from the Planning Team	Bishop Matano after the Deacon Personnel Board process
Buildings and Infrastructure	Gather information and assess current building usage and projected capital repairs, and develop a long-term plan for building usage or sale	Use the Parish Infrastructure Needs report and ministry building usage data to determine the financial and ministerial implications of keeping, selling or renting each structure	The Planning Team (which includes the Pastors, Parochial Vicar and Finance Director) with input from Finance and Pastoral Councils, Building/Property Committees and personnel, parishioners at large, and the Diocesan Office of Buildings and Properties
St. Joseph School	Address cash flow, increasing financial resources, fundraising, and recruitment/enrollment. Connect the school more directly to the parishes and ensure pastoral presence.	With the help of diocesan finance staff; benchmark other schools for areas of improvement	St. Joseph administration/DOR School Office with input from the planning team and school personnel/families