

# DIOCESE OF DAVENPORT



## POLICIES RELATING TO PARISH LIFE COORDINATOR

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### References and Abbreviations

BB	<i>Book of Blessings</i> (1989)
CB	<i>Ceremonial of Bishops</i> (1989)
cc.	canons from the <i>Code of Canon Law</i> (1983)
CVL	<i>Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry</i> (2006)
DAPNE	<i>Directory for the Application of the Principles and Norms on Ecumenism</i> (1993)
DMLPD	<i>Directory for the Ministry and Life of Permanent Deacons</i> (1998)
DSCAP	<i>Directory for Sunday Celebrations in the Absence of a Priest</i> (2012)
EDM	<i>Ecclesiae de mysterio</i> (Instruction on Certain Questions Regarding the Collaboration of the Non-ordained Faithful in the Sacred Ministry of Priests, 1997)
HCWE	<i>Rite of Holy Communion and Worship of the Eucharist Outside Mass</i> (1976)
ND	<i>National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States</i> (2019)
OCF	<i>Order of Christian Funerals</i> (1997 with appendix)
OE	<i>Ordo exsequiarum</i> (Order of Funerals, 1969)
OICA	<i>Ordo initiationis christianae adultorum</i> (Order of Christian Initiation of Adults, 1989)
OUI	<i>Ordo unctionis infirmorum eorumque pastoralis curae</i> (Order for Anointing and Pastoral Care of the Sick, 1972)
PA	pastoral associate
PCPFC	<i>Parish Councils and Parish Finance Councils in the Diocese of Davenport</i> (2016)
PCS	<i>Pastoral Care of the Sick: Rites of Anointing and Viaticum</i> (1983)
PLC	parish life coordinator
RCIA	<i>Rite of Christian Initiation of Adults</i> (1988)
RP	<i>Rite of Penance</i> (2010)
USCCB	United States Conference of Catholic Bishops, <i>Administration of Communion and Viaticum by an Extraordinary Minister</i> (2013)

## **§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR**

### **Introduction**

*In those parishes with a parish life coordinator, this policy supersedes the applicable sections in Parish Councils and Parish Finance Councils in the Diocese of Davenport, policies §I-1800 and §V-2000 exclusive.*

The role of the parish life coordinator exists solely because of the shortage of priests. It is an extraordinary position that must constantly promote the vocation of the priest in order that a pastor might be found who is “the proper shepherd of the parish entrusted to him, exercising pastoral care in the community entrusted to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share.” (c.519)

If a parish cannot be assigned a pastor in residence, canon law allows for the naming of one pastor for more than one parish (c. 526); for a community of priests to care for a group of parishes with one priest as a moderator (c. 517 §1); and for a deacon, lay person or group to participate in the exercise of pastoral care of a parish under the supervision of a priest moderator (c. 517 §2):

If, because of a lack of priests, the diocesan bishop has decided that participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon, to another person who is not a priest, or to a community of persons, he is to appoint some priest who, provided with the powers and faculties of a pastor, is to direct the pastoral care.

The decision by the bishop to assign a parish life coordinator to a parish is a last resort when other solutions for the pastoral care of the parish are not possible. This addresses the rights of the parishioners: “The Christian faithful have the right to receive assistance from the sacred pastors out of the spiritual goods of the Church, especially the word of God and the sacraments.” (c. 213)

If the decision is made by the bishop to assign a parish life coordinator, the assignment of a competent deacon to this role is preferred:

Where permanent deacons participate in the pastoral care of parishes which do not, because of a shortage, have the immediate benefit of a parish priest, they always have precedence over the non-ordained faithful. In such cases, it is necessary to specify that the moderator of the parish is a priest and that he is its proper pastor. To him alone has been entrusted the *cura animarum*, in which he is assisted by the deacon. (DMLPD, 41)

(The) primary distinction lies between the ministry of the lay faithful and the ministry of the ordained, which is a special apostolic calling. Both are rooted in the sacramental initiation, but the pastoral ministry of the ordained is empowered in a unique and essential way by the sacrament of holy orders. (CVL, 20)

## §II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

### §II-5001 Definitions

#### **II-5001 Policy**

Parish Life Coordinator - a qualified deacon or lay person entrusted with a participation in the exercise of the pastoral care of a parish where there is no pastor. The parish life coordinator is directly supervised by the priest moderator. The role of the parish life coordinator is distinct from a pastoral associate whose role in the pastoral care of a parish is more limited and who does not receive faculties or mandates associated with the position of a parish life coordinator.

Priest Moderator - the priest moderator is the supervisor of the parish life coordinator in the pastoral care of the parish. While he may mandate various specific duties to the parish life coordinator and other parish ministers when appropriate and permitted by canon law, the priest moderator cannot delegate his general responsibilities and thus ultimately remains responsible for the performance of these functions.

Sacramental Minister - a priest or deacon who provides the sacraments in a parish where there is a parish life coordinator. The sacramental minister is appointed by the bishop. If the priest moderator and sacramental minister are separate individuals, he is accountable to the priest moderator and collaborates with the parish life coordinator who coordinates the day-to-day activities of a parish.

### §II-5002 Appointment of Priest Moderators, Parish Life Coordinators and Sacramental Ministers

#### **II-5002 Policy**

When the bishop determines that the pastoral needs of a particular area or parish require it, he will appoint a priest moderator, a parish life coordinator, and if applicable, a sacramental minister.

#### ***Procedures***

In making this determination and appointment, the bishop will be advised as needed by the parish council and the Diocesan Priests' Personnel Board. The appropriate dean will be consulted.

### §II-5002.1 Priest Moderator

#### **II-5002.1 Policy**

If the diocesan bishop should decide that due to the unavailability of a priest the pastoral care of a parish is to be entrusted to a qualified deacon, to a qualified lay person or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care. (c. 517 §2 paraphrased)

### §II-5002.2 Parish Life Coordinator

#### **II-5002.2 Policy**

In the Diocese of Davenport, the ministry of parish life coordinator is established whereby a qualified deacon or non-ordained person is entrusted by the bishop with a participation in the exercise of the day-to-day pastoral care and administration of a parish where there is no pastor or parochial administrator. The parish life coordinator has the duty to empower the people of the parish to assist in carrying out the mission of the Church. The parish life coordinator is an ex-officio voting member of the parish council, the parish finance council and the corporate board. In this case the *Articles of Incorporation* of this parish, specifically *Article V*, needs to be restated and amended.

### §II-5002.3 Sacramental Minister

#### **II-5002.3 Policy**

When the priest moderator cannot provide for all or some of the sacramental needs of the parish, another priest and/or deacon may be assigned by the bishop to meet those needs. A deacon may be assigned for the specific purpose of providing the sacraments and liturgical leadership according to the order of the diaconate and the faculties granted to him by the bishop. The parish life coordinator in consultation with the priest moderator will arrange for the provision of sacramental and other pastoral services as needed in administering the day-to-day pastoral care of the parish. Deacons who are appointed as parish life coordinators shall discharge the duties that are proper to the diaconate, in order to preserve the integrity of diaconal ministry and according to their ministerial assignment by the bishop (c. 528 §2). (see *The National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, #48)

#### **Procedures**

The priest who serves as a sacramental minister may be a priest in residence at the parish but have another full-time assignment or be the pastor of another parish. If the parish does not have a deacon assigned to it for diaconal ministry in general, a deacon from a neighboring parish or the deanery may be assigned to assist the sacramental minister or priest moderator.

Depending on the circumstances, the priest moderator may provide for the liturgical needs of the parish, or the bishop may assign another priest and/or a deacon as a sacramental minister. Deacons are assigned by the bishop for ministry in the Diocese. Four scenarios are given below as examples of what this might look like:

#### Scenario 1: - Solo

The priest moderator takes care of all the liturgical needs of the parish. A sacramental minister is not needed.

#### Scenario 2: - Priest moderator and sacramental minister (priest)

The priest moderator provides for some but not all of the sacraments that can only be provided by a priest. The bishop assigns a priest to assist him as a sacramental minister.

#### Scenario 3: - Priest moderator and sacramental minister (deacon)

The priest moderator provides for all the sacraments that can only be provided for by a priest, but a deacon is assigned for the sacraments outside of Mass.

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### Scenario 4: - Sacramental minister (priest and deacon)

A priest is assigned as a sacramental minister to provide for all the sacraments that can only be provided by a priest. In addition, a deacon is assigned for the sacraments outside of Mass.

### §II-5003 Installation of the Parish Life Coordinator

The liturgy for the installation of a parish life coordinator can be found in Appendix F.

### §II-5004 Transition Team

#### **II-5004 Policy**

When circumstances require it, the Diocese will provide guidance to the parish through the services and ministries of the diocesan transition team.

#### **Procedures**

The diocesan transition team consists of appropriate diocesan staff who are assigned by the local ordinary.

### §II-5005 Accountability

#### **II-5005 Policy**

The priest moderator is accountable to the bishop. The parish life coordinator is accountable to the priest moderator. The parish life coordinator is supervised by the priest moderator and regularly reports to him on all facets of the life of the parish. The sacramental minister is accountable to the priest moderator. The parish life coordinator shall take part in an evaluation process on an annual basis.

The priest moderator is to supervise the pastoral care of the parish with the assistance of the parish life coordinator.  
(c. 517 §2)

The parish life coordinator may represent the parish community (practically, even if not juridically) and is involved in ecumenical, area, cluster, deanery and diocesan networks of pastors according to the discretion of the priest moderator and by means of the faculties and mandates granted.

#### **Procedures**

The evaluation process is conducted by the priest moderator annually. An ongoing, mutually collaborative process of feedback should exist between the priest moderator and the parish life coordinator.

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### §II-5006 Term of Office

#### **II-5006 Policy**

A parish life coordinator is appointed by the bishop. The bishop has sole authority to terminate the appointment of the parish life coordinator.

### §II-5007 Diocesan Requirements and Certification

#### **II-5007 Policy**

To be considered for appointment as a parish life coordinator, a person must meet diocesan requirements for this ministry. A process of discernment by the applicant and the Church must take place before the bishop appoints an applicant to a parish life coordinator position.

#### **Procedures**

- a) The criteria for eligibility for this position are given in the National Standards for Lay Ecclesial Ministers, which is available from the National Association for Lay Ministers. First consideration is given to applicants who have completed a college graduate level course of study comparable to a Master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study. Candidates who are in the process of completing this requirement may be considered.
- b) Exception to any of the above is determined on an individual basis by the bishop.

### §II-5008 Job Descriptions

#### **II-5008 Policy**

The job descriptions for priest moderator, parish life coordinator and sacramental minister are determined by the bishop.

#### **Procedures**

The job descriptions of the priest moderator, parish life coordinator and sacramental minister are included in Appendix A.

### §II-5009 Faculties and Mandates

*Faculties are considered in terms of the teaching, sanctifying and ruling offices (munera) of the Church and are given by the law itself (a iure) or by delegation (ab homine). In general, faculties by law relate to the teaching and sanctifying offices. If given by the law, faculties are received through ordination (true faculties from ecclesiastical law or through divine law) as "powers" (potestas). Faculties are also given through an office or apart from an office (e.g., in danger of death). Faculties by delegation relate to the ruling office, which may be general or special. General delegations may be for an indeterminate or determinate period of time.*

*As a general rule, clerics who have the power to celebrate a sacrament have the faculty to celebrate that sacrament. The two exceptions are Confirmation and Reconciliation, in which case a priest must have the specific faculty given either by office or by danger of death.*

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*As a general rule, faculties related to the teaching and sanctifying offices cannot be delegated or sub-delegated. Marriage is the exception. Only the bishop has the power to delegate by law. The bishop may delegate his power to delegate. Whether that power is in general or in specific cases must be specified. Delegations and sub-delegations may not be further sub-delegated, unless that option is specifically included in the first delegation. Delegations and sub-delegations are to be in writing.*

### **II-5009 Policy**

Faculties to the parish life coordinator are given by the bishop. Because deacons are already assigned certain faculties by virtue of ordination, the additional faculties received on appointment as a parish life coordinator will of necessity differ from those granted to a lay parish life coordinator.

The priest moderator has the ordinary powers and faculties that accompany the office of pastor. Some of these, in turn, are mandated by the priest moderator to the parish life coordinator in order to allow the parish life coordinator to enjoy the legal competence to fulfill his or her duties within those areas. The mandate is a sharing in the priest moderator's authority, not a faculty that the parish life coordinator exercises in his or her own right. Therefore, the faculties from the bishop and the mandates from the priest moderator are given in separate documents. Faculties given by the bishop and mandates given by the priest moderator are given according to the needs of the parish as determined by the bishop and priest moderator.

### **Procedures**

The following documents are included in Appendix C:

- a) Faculties that may be given to the deacon parish life coordinator by the bishop
- b) Mandates that may be given to the deacon parish life coordinator by the priest moderator
- c) Faculties that may be given to the lay parish life coordinator by the bishop
- d) Mandates that may be given to the lay parish life coordinator by the priest moderator

## §II-5010 Liturgical Guidelines

### **II-5010 Policy**

Liturgical guidelines for lay parish life coordinators will be established by the Diocesan director of liturgy.

### **Procedures**

The liturgical guidelines for lay parish life coordinators are given in Appendix D.

## §II-5011 Salary and Benefits

### **II-5011 Policy**

Salary, remuneration and benefits for a parish life coordinator, sacramental minister and priest moderator will be established by the bishop as part of the compensation policies published by the Diocese. (cc. 231.1, 231.2, 281.1, 281.2, 281.3)

### **Procedures**

Remuneration and benefits are included in Appendix B and in the "Compensation for Clergy in the Diocese of Davenport." Current salary ranges are provided by the Diocesan human resources coordinator.

**§II-5012 Periodic Review**

**II-5012 Policy**

It will be the responsibility of the vicar general to provide for a periodic review of the parish life coordinator position policies.

***Procedures***

- a) Review of the policy is to be determined by the vicar general or his delegate.
- b) Results of review will be reported to the bishop.

**APPENDIX A: JOB DESCRIPTIONS**

I. Priest Moderator

Reports to: Bishop or his delegate

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care” (c. 517 §2). The priest “provided with the powers and faculties of a pastor” shall be referred to as the priest moderator.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. General

- a) The priest moderator is to have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform.
- b) The priest moderator is to “direct the pastoral care” of the parish and is therefore the person to whom the parish life coordinator is directly accountable.

Specifically this would include:

- i. Assisting in the establishment and development of ministerial goals and plans for the parish life coordinator.
  - ii. Evaluating the work of the parish life coordinator in terms of these goals and plans.
  - iii. Providing pastoral support to the parish life coordinator.
  - iv. Meeting with the parish life coordinator regularly in order to learn more about the life of the parish.
- c) Conflicts between the parish life coordinator and the priest moderator that cannot be resolved shall be referred to the bishop or his delegate.

2. Administration

- a) “In all juridic affairs the pastor represents the parish according to the norm of law” (c. 532). Therefore, this responsibility falls to the priest moderator.
- b) The priest moderator abides by diocesan guidelines and policies in all that pertains to parish pastoral administration, including the mandates that he grants to the parish life coordinator.
- c) The priest moderator is to work collaboratively with parish staff and parish committees, as appropriate.
- d) If the priest moderator grants a mandate to the parish life coordinator to preside at meetings of the parish finance council and pastoral council, he is not obligated to regular attendance at these meetings.

3. Diocese

- a) The priest moderator is expected to familiarize himself with all diocesan policies, handbooks and procedures to assure just practices, and to make every effort to support the mission statement of the Diocese.
- b) The priest moderator attends regional meetings and participates in priestly activities according to diocesan practice. “He is to cooperate with his own bishop and the presbyterium of the Diocese also working so that the faithful have concern for parochial communion.” (c. 529)

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

1. He must be in the sacred order of the presbyterate.
2. Moreover, he is to possess those qualities that are required by universal or particular law to care for the parish in question.

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3. Since he has the “powers and faculties of a pastor” (c. 517 §2), his suitability must be evident by some means determined by the diocesan bishop (c. 521).
4. He must be in general good health.
5. He must have the ability to organize, to work collaboratively, to facilitate, to communicate, and to delegate—all in a spirit of collegiality and subsidiarity.
6. He must be committed to personal and professional growth.

### B. Education, Training and/or Experience

1. Experience in pastoral care and administration.
2. Experience in collaborative ministry.

### V. Salary, Remuneration and Benefits

Remuneration and benefits are included in Appendix B and in the “Remuneration for Clergy in the Diocese of Davenport.”

## §II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

### I Parish Life Coordinator

Reports to: Priest Moderator

### II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care” (c. 517 §2). The deacon or lay person(s) entrusted with assisting the priest moderator in the pastoral and administrative care of a parish shall be referred to as the parish life coordinator.

### III. Position Content

#### A. Major Position Responsibilities and Regular Activities

##### 1. Pastoral Responsibilities

- a) Nurturing a sense of community within the parish and fostering an atmosphere in which the free and generous sharing of gifts given for the good of the community is a priority.
- b) Participating in the liturgical life of the community and providing liturgical leadership in accord with Diocesan policies governing the role of the parish life coordinator in liturgy and preaching and in keeping with faculties that have been granted.
- c) Encouraging a strong sense of discipleship that expresses itself in outreach to the poor, the elderly, the needy and the sick, as well as in other social action and evangelization.
- d) Collaborating with the sacramental minister and/or deacon in preparing for sacraments.
- e) Overseeing the faith formation of children, youth and adults; sacramental preparation (including RCIA); and assisting those in the parish seeking the services of the diocesan tribunal.
- f) Facilitating clear, honest and open communication within the parish and between the parish and the Diocese, its offices and staff.
- g) Exercising ministry in a spirit of collegiality and subsidiarity.
- h) Relating aspects of parish life to the life and mission of the Universal Church.
- i) Initiating and providing for ecumenical involvement whenever possible.
- j) Being knowledgeable about local resources in order to make appropriate referrals.

2. Administrative responsibilities may include some or all of the following, which may require mandates from the priest moderator:

- a) Abiding by diocesan guidelines and policies in all that pertains to parish administration.
- b) Involving parishioners in the administrative functions of the parish.
- c) Familiarizing the parish council and the finance council with their respective administrative roles and evaluating their performance in these roles.
- d) Submitting reports, respecting deadlines established by the Diocese.
- e) Keeping accurate records, particularly insofar as these reflect the sacramental life of the parish.
- f) Presiding at meetings within the parish as required by the priest moderator (mandate may be required).
- g) Exercising stewardship of parish finances and properties, and helping to foster a sense of stewardship within the parish (mandate may be required).
- h) Overseeing the budget process in collaboration with the priest moderator, parish council and finance council in ways consistent with their respective roles.
- i) Overseeing all parish maintenance, repairs and construction (mandate may be required).
- j) Acting in accord with the mandates granted by the priest moderator.

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### 3. Diocese

- a) The parish life coordinator is expected to familiarize himself/herself with diocesan policies, handbooks and procedures and to support the mission of the Diocese.
- b) The parish life coordinator attends regional meetings and participates in diocesan events.

## IV. Position Specifications/Requirements

### A. Skills, Knowledge and/or Abilities

1. Active, faithful membership in the Roman Catholic Church.
2. General good health (physical, psychological, spiritual).
3. Liturgically based spirituality centered on the prayer life of the Church.
4. Ability to initiate, organize, work collaboratively, facilitate and delegate.
5. Capacity to maintain confidentiality.
6. Reasonable familiarity with the area, people and culture.
7. Commitment to personal and professional growth.

### B. Education, Training and/or Experience

The completion of a college graduate level course of study comparable to a Master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred.

## V. Salary, Remuneration and Benefits

Remuneration and benefits are included in Appendix B. Current salary ranges are provided by the Diocesan human resources coordinator.

## §II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

### I. Sacramental Minister

Reports to: Priest Moderator

### II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care” (c. 517 §2). The sacramental minister is a priest or deacon who is appointed by the bishop to provide sacramental ministry for a parish. Parish life coordinators who are deacons continue to function according to the faculties received through ordination and from the bishop.

### III. Position Content

#### A. Major Position Responsibilities and Regular Activities

##### 1. General

- a) The sacramental minister should have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform. Therefore, the sacramental minister demonstrates a pastoral ability to:
  - i. Work collaboratively with the staff.
  - ii. Provide spiritual direction and counseling.
  - iii. Support and assist the parish life coordinator.

##### 2. Specific

- a) The sacramental minister, in collaboration with the parish life coordinator, provides for the sacramental life of the parish. He celebrates the Mass and the other sacraments and rites as needed.
- b) Through his involvement in the parish, he develops relationships with the people and, where possible, through visits to the homebound. He may assume, in dialogue with the parish life coordinator, other duties related to his personal gifts.
- c) He may delegate the authority to administer the sacraments according to the faculties given by the bishop. Delegations and sub-delegations may not be further sub-delegated, unless that option is specifically included in the first delegation. Delegations and sub-delegations are to be in writing. He shares this responsibility with the priest moderator.

### IV. Position Specifications/Requirements

#### A. Skills, Knowledge and/or Abilities

The sacramental minister is a priest or deacon who possesses the ability to collaborate and communicate.

#### B. Education, Training and/or Experience

The sacramental minister must be ordained.

### V. Salary, Remuneration and Benefits

Remuneration and benefits are included in Appendix B and in the “Remuneration for Clergy in the Diocese of Davenport.”

## §II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

### APPENDIX B: SALARIES AND BENEFITS

Note: Compensation for members of religious orders is determined by each order. The current salary ranges are available from the Diocesan Human resources coordinator and are based on information from the *National Association of Church Personnel Administrators Manual*.

The completion of a college graduate level course of study comparable to a Master's degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred. Candidates who are in the process of completing this requirement may be considered.

- a) Salary doesn't include: mileage, professional expenses, parish-paid expenses or benefits.
- b) Consideration should be given to parish life coordinators assigned to more than one parish for the added responsibilities of administering multiple parishes.
- c) Salary ranges are based on information from the *National Association of Church Personnel Administrators Manual*.

### Reimbursed and Covered Professional Expenses for Parish Life Coordinators

#### Reimbursed Professional Expenses

The following details what are and are not expenses available for reimbursement. Reimbursement is made only after incurring the expense. Receipts must accompany requests for reimbursement.

#### Mileage

- a) Pay at the current diocesan rate only after documentation
- b) Pay tolls, parking, but not fines
- c) Pay vehicle rental associated with business purposes – rental is separate from personal auto expenses
- d) Business miles should be reimbursed monthly from the mileage log

#### Professional Expenses

- a) Professional memberships paid personally, but not personal memberships such as country club dues, health club, YMCA, etc.
- b) Professional periodicals such as daily scheduler, subscriptions to professional journals/magazines such as *Modern Liturgy*; *Church*; *Today's Parish*, etc; homily helps, etc., but not *Readers' Digest*, *New York Times*, novels, etc.
- c) Professional clothing such as alb, but not other personal clothing worn for non-ritual use.
- d) Retreats, meetings and conferences associated with ministry.
- e) Professional education costs that are associated with ministry, but not classes that are for personal development such as personal financial planning. These would be costs beyond the normal continuing education costs budgeted by the parish. Approval from the priest moderator prior to admission is required.
- f) A personal computer does not qualify for reimbursement.
- g) Dry cleaning of personal clothing does not qualify for reimbursement.
- h) Premium channels on cable TV and personal long distance phone calls do not qualify for reimbursement.
- i) Professional computer software (such as Code of Canon Law, Catechism of the Catholic Church, etc. on CD-ROM) may be reimbursed.
- j) Certain cellular telephone costs for business use only.

#### Parish Expenses

The following details the expenses that are paid by the parish directly:

- a) Catholic newspapers and one secular newspaper such as the local newspaper.
- b) Basic Internet access for computer and other necessary office equipment.
- c) Cleaning of church and other buildings owned by the parish.
- d) Cleaning of parish vestments but not personal clothing.
- e) Hospitality expenses for events such as the bishop's confirmation dinner, meals for deanery meetings but not meals for a personal gathering of friends or associates, teacher appreciation banquet, etc.

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- f) Telephone service – with the exception of personal long distance calls.

**Other Benefits:**

- a) Health insurance premiums as established in the diocesan plan.
- b) Sick days, holidays, vacations, retreat days, and retirement as established by diocesan plans and policies.
- c) Housing allowance – following IRS policy (see *Diocesan Financial Issues*, USCCB)

## **APPENDIX C: FACULTIES AND MANDATES**

### **Faculties That May Be Granted by the Bishop for Lay Parish Life Coordinator**

Unless otherwise noted, the exercise of all liturgical ministries is to be in accord with diocesan policies regarding the participation of parish life coordinators in the liturgy and diocesan policies regarding lay preaching.

*These faculties may be used only in the territory of the parish (or within the limits of the pastoral charge). Those marked with an “\*” may be exercised only in the absence of a cleric.*

#### **Ministry of the Word**

##### **Liturgies of the Word and Hours\***

You may lead prayer apart from the Eucharistic celebration, including at Liturgies of the Word, penitential celebrations that do not include the sacrament of penance, and the Liturgy of the Hours. If you will be absent, you may subdelegate this faculty to another suitably instructed lay person (c. 230 §3, 1174 §2; GILH 258).

##### **Sunday Celebrations\***

On Sundays and holy days of obligation, if a deacon is not available, you may lead prayer at Sunday Celebrations in the Absence of a Priest according to diocesan policy. With the permission of the priest moderator, when you are absent or impeded, you may appoint a person who has been authorized by me to lead prayer in your place.

##### **Preaching\***

You may preach at all liturgical celebrations at which you may lawfully lead prayer in the parish church. (c. 766; EDM art. 2).

#### **The Catechumenate and Baptism**

##### **Minor Exorcism and Blessings\***

You may celebrate the minor exorcisms of the catechumenate and the blessings of catechumens (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

##### **Abbreviated Catechumenate in Exceptional Circumstances**

You may use the abbreviated catechumenate in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the diocesan bishop is necessary to use the abbreviated process (c. 851, 1°; OICA 240, 274; RCIA USA 331-332).

##### **Infant Baptism**

Apart from the danger of death, in individual instances, you may celebrate infant baptism only if a priest or deacon has already scheduled the baptism, but he is unable to come and another priest or deacon is not available.

##### **Participation of Christian Minister**

For pastoral reasons, in particular circumstances and at the parents' request, you may permit a minister of another church or ecclesial community to take part in the celebration of baptism by reading a lesson, offering a prayer, or the like as permitted by law. The actual baptism is to be celebrated by the Catholic minister alone (DAPNE 97).

### **Eucharist**

#### **Extraordinary Minister of Holy Communion\***

You may distribute Holy Communion outside Mass to the sick, infirm and aged who cannot come to church. Whenever Mass cannot be celebrated on a weekday or Sunday, you may distribute Holy Communion at the Liturgy of the Word or the Liturgy of the Hours. You may distribute Holy Communion under either species during Mass when necessary (c. 230 §3; 910 §2; EDM art. 8).

#### **Exposition of the Eucharist\***

You may expose publicly the Blessed Sacrament for the adoration of the faithful and repose it afterwards (HCWE 91-92; c. 943).

### **Other Acts of Divine Worship**

#### **Blessings\***

You may celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon.

#### **Penitential Celebrations\***

In the absence of a deacon you may lead prayer at penitential celebrations when the Sacrament of Penance is not celebrated (RP 36-37).

#### **Other Sacramentals\***

You may celebrate the rites for visits to the sick and pray the prayers on the occasion of death (OUI 138, 151; PCS 212, 221). On Ash Wednesday, you may administer ashes previously blessed by a priest or deacon (BB 1659). You may celebrate other sacramentals in accord with canon 1168.

#### **Funeral Liturgy outside Mass\***

You may celebrate the funeral rites of the Church – the vigil, the Funeral Liturgy Outside Mass, and the Rite of Committal – for deceased parishioners, including a catechumen, and for non-parishioners, if this was requested by them before death or by the person in charge of the funeral arrangements (OCF 14; OE 19; EDM art. 12; c. 1177 §2).

#### **Funerals of Unbaptized Children\***

You may celebrate funeral rites for children who died before baptism, provided the parents had intended to have them baptized (c. 1183 §2).

#### **Funeral of Baptized Non-Catholic\***

You may celebrate the Church's funeral rites for a validly baptized member of another church or ecclesial community, provided this would not be contrary to the wishes of the deceased person and provided the minister of the deceased person is not available (c. 1183 §2; DAPNE 120).

#### **Funerals outside Mass with Cremated Remains Present\***

You may celebrate the funeral liturgy in the presence of the cremated remains of a deceased person, taking into account the circumstances in each case.

**Select Faculties in Danger of Death**

The first faculty is granted by law; the other faculties are granted by delegation.

**Baptism\***

You may baptize anyone in danger of death who is not yet validly baptized.

**Viaticum\***

You may celebrate the Rite of Viaticum Outside Mass, except the parts reserved to a priest or deacon, with at least the presumed permission of the priest moderator, who must be notified afterwards (c. 911 §2; PCS 197-211). You may also give Viaticum to a baptized non-Catholic who is in danger of death, in accord with the law (c. 844 §§3-4).

**Commendation of the Dying\***

You may celebrate the Rite of Commendation of the Dying (OUI 142; PCS 165, 212-222).

**Mandates That May Be Granted by the Priest Moderator to the Lay Parish Life Coordinator**

Note: Mandates are granted according to the needs of the parish as determined by the priest moderator. The granting of any mandate not described below must be approved by the bishop in writing.

**Administration of Temporal Goods**

To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description. In accord with the canons I remain the sole legal representative of the parish. (c. 532; cc. 1281-1288). Any action requiring the approval of the corporate board of the parish must be presented to me in advance.

**Pastoral and Finance Councils**

To preside in my absence at meetings of the parish pastoral council and finance council (cc. 536, 537).

**Decisions**

To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions<sup>1</sup>, and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the priest moderator. If I cannot be reached regarding a matter that is urgent, you must contact the vicar general or his delegate.

**Record-Keeping**

To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual and other reports requested by the Diocese (c. 1287).

\_\_\_\_\_  
Priest Moderator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parish Life Coordinator

\_\_\_\_\_  
Date

<sup>1</sup> What constitutes a “more important decision” is determined collaboratively by the priest moderator and the parish life coordinator.

### **Faculties That May Be Granted by the Bishop for Deacon Parish Life Coordinators**

*In addition to the faculties granted to deacons with a pastoral assignment in the Diocese of Davenport, the following faculties are also granted. They may be used only in the territory of the parish (or within the limits of the pastoral charge). In exercising these faculties, the provisions of applicable diocesan policies must be followed.*

#### **Deputation of Catechists**

You may depute catechists, truly worthy and properly prepared, to celebrate the minor exorcisms of the catechumenate and the blessings of the catechumens when a priest or deacon cannot be present (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

#### **Abbreviated Catechumenate in Exceptional Circumstances**

You have the faculty to permit the simple rite for the initiation of an adult in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the diocesan bishop is necessary to use the abbreviated rite (c. 851, 1°; OICA 240, 274; RCIA USA 331-332).

#### **Dispensation from Scrutinies**

For a serious reason, you may dispense a catechumen from participating in one scrutiny or, in extraordinary circumstances, from two. The extraordinary circumstances for granting the dispensation from two scrutinies are those mentioned in faculty 1.2 (OICA 52, 66.3; RCIA 20, 34.3).

#### **Sunday Celebrations in the Absence of a Priest**

When no priest is available to celebrate Mass, and neither you nor another deacon is available for the Sunday Celebration of the Word or liturgy of the hours, you may appoint a suitably instructed lay minister, approved by the bishop for this function, to take your place, using the appropriate rite (DSCAP 24; EDM art. 7).

#### **Designation of Eucharistic Minister**

You may appoint a qualified person to distribute holy communion for single occasions when you are presiding at a communion service and there are too many communicants and insufficient ordinary and extraordinary ministers of communion, or when it is necessary to bring Viaticum to a dying person and no ordinary or extraordinary minister is available (c. 230 §3; EDM art. 8 §1).

#### **Lay Minister of Exposition**

In the absence of a priest, deacon, instituted acolyte, or extraordinary minister of communion, you may, in individual instances, appoint a lay person to publicly expose the Eucharist for the adoration of the faithful and afterward to repose it (HCWE 91-92).

#### **Permission to Marry in Another Catholic Church**

You may permit a parishioner to be married in another Catholic church or oratory (c. 1118 § 1).

#### **Blessings**

You may permit competent lay ministers and catechists to celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon, provided sufficient clergy (or instituted acolytes and lectors) are unavailable (BB 18d).

**Funeral of Unbaptized Children**

You may permit church funeral rites for children who died before baptism, provided their parents had intended to have them baptized (c. 1183 §2)

**Funeral of Baptized Non-Catholic**

You may celebrate the Church's funeral rites (outside Mass) for a validly baptized member of another church or ecclesial community, provided this would not be contrary to the wishes of the deceased person and provided the minister of the deceased person is not available (c. 1183 §3; DAPNE 120).

**Feast Days and Days of Penance**

In individual cases and for a just cause, you may dispense parishioners anywhere they are, and others who are in the parish territory, from the obligations to attend Mass and abstain from work on Sundays and holy days of obligation, or you may commute the obligation to another pious work. Under the same conditions, you may dispense from or commute the obligations of fast and abstinence on a day of penance (c. 1245).

**Mandates That May Be Granted by the Priest Moderator for Deacon Parish Life Coordinators**

Note: Mandates are granted according to the needs of the parish as determined by the priest moderator. The granting of any mandate not described below must be approved by the bishop in writing.

**Administration of Temporal Goods**

To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description. In accord with the canons I remain the sole legal representative of the parish (c. 532; cc. 1281-1288). Any action requiring the approval of the corporate board of the parish must be presented to me in advance.

**Pastoral and Finance Councils**

To preside in my absence at meetings of the parish pastoral council and finance council (cc. 536, 537).

**Decisions**

To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions<sup>2</sup>, and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the priest moderator. If I cannot be reached regarding a matter that is urgent, you must contact the vicar general or his delegate.

**Record-Keeping**

To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual and other reports requested by the Diocese (c. 1287).

\_\_\_\_\_  
Priest Moderator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parish Life Coordinator

\_\_\_\_\_  
Date

<sup>2</sup> What constitutes a “more important decision” is determined collaboratively by the priest moderator and the parish life coordinator.

**APPENDIX D: LITURGICAL GUIDELINES**

PARTICIPATION OF THE LAY PARISH LIFE COORDINATOR IN THE CELEBRATION OF THE EUCHARIST		
Action	Guide	Rationale
<b>Preparations</b>		
Coordinating liturgical ministers, setting up, preparing for liturgy	Should	As the one who knows the people and their gifts best, the PLC is chiefly, but not exclusively, responsible for calling forth the gifts present in the assembly and offering opportunities for training and growth in ministry. The PLC is to see that ministers are empowered to serve the community’s worship. Therefore, the PLC is to see that those with the appropriate gifts set up for Mass, and that the specific ministers are there on time and prepared to minister.  The PLC is responsible to see that people from the community who have the various gifts needed to provide for good liturgies are called forth and trained. These include ministers such as readers, altar servers, sacristans, ushers, extraordinary ministers of Holy Communion, and musicians.
Sitting with the assembly	Should	Since the PLC is not a liturgical role, the PLC would normally sit with the assembly in the nave. The PLC would sit in the sanctuary only if exercising a specific liturgical ministry.
Vesting	Generally no	“In the Dioceses of the United States of America, acolytes, altar servers, readers, and other lay ministers may wear the alb or other appropriate and dignified clothing.” (GIRM #339) The norm should be to follow the guide for the other liturgical ministers in the parish.
<b>Gathering</b>		
Greeting people before & after Mass	May (before); Should (after)	As the community’s leader, the PLC is to take a very active part in the community’s gathering for worship. Dependent upon specific circumstances, the PLC is to greet and welcome the members of the assembly as they gather for worship. The PLC should also be at the entry of the church as the assembly leaves after the liturgy.
<b>Introductory Rites</b>		
Introducing the Mass of the Day	May	The PLC may serve as the commentator. (This role is outlined in GIRM ##105b, 31, 50)
Rite of Blessing with Holy Water	No	The priest celebrant blesses the water. ( <i>Appendix 1 of Missal</i> )
Penitential Act	First Form (Confiteor): no Second Form (Dialogue): no Third Form (invocations): may assist	It is the priest celebrant’s role to invite people to recall God’s mercy and compassion. Concerning the third form, the rubrics say, “The Priest, or a Deacon, or another suitable minister, then says the following or other invocations...” (Order of Mass #6). In the absence of a Deacon, or if serving as the cantor, the PLC may exercise this ministry. When the Bishop presides, the Deacon makes the invocations in the third form. (CB 149)

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<b>Liturgy of the Word</b>		
Proclaiming the Scripture Readings and Psalm Response	May	The PLC may serve as a reader and/or psalmist.
Proclaiming the Gospel	No	“The function of proclaiming the readings is by tradition not presidential but ministerial. Therefore the readings are to be read by a reader, but the Gospel by the Deacon or, in his absence, by another Priest. If, however, a Deacon or another Priest is not present, the Priest Celebrant himself should read the Gospel, and moreover, if no other suitable reader is present, the Priest Celebrant should also proclaim the other readings as well. (GIRM #59)
Giving the Homily	No	The Homily should ordinarily be given by the Priest Celebrant himself or be entrusted by him to a concelebrating Priest, or from time to time and, if appropriate, to the Deacon, but never to a lay person.” (GIRM #66)
Announcing the Prayer of the Faithful	May	The intentions “are announced from the ambo or from another suitable place, by the Deacon or by a cantor, a reader, or one of the lay faithful.” When the deacon is present he announces the intentions of the Prayer of the Faithful. The priest celebrant opens and concludes the prayer from the chair. (GIRM 69-71, 171d)
<b>Liturgy of the Eucharist</b>		
Preparing the Altar and the Gifts	May	The PLC may exercise the ministry of the server. (GIRM ##139, 140, 178, 190)
Incensing the gifts	No	The priest celebrant incenses the gifts and the altar.
Incensing the assembly	May	After the Priest has incensed the Offerings, the PLC, in the absence of a Deacon or acolyte, may incense the Priest and people ((GIRM ##75, 144, 178)
Other aspects of the Liturgy of the Eucharist	No	It is for the Priest alone to voice the Eucharistic Prayer, say the introduction to and embolism of the Lord’s Prayer, give the greeting at the Sign of Peace, break the bread (assisted by the Deacon or a concelebrant if necessary, but not by a lay person) and say the invitation to Communion. (GIRM ##147-159; cf. 83)
Distributing Communion	May	The PLC may serve as an Extraordinary Minister of Holy Communion.
<b>Concluding Rite</b>		
Making announcements	Should	When present, the PLC is encouraged to make announcements for the parish as an exercise of his/her role as the one responsible for the daily life of the parish.
Giving the Final Blessing	No	This is the role of the Priest Celebrant.
Dismissal	No	This is the role of the Deacon, or, in his absence, the Priest Celebrant.

**APPENDIX E: PARISH LIFE COORDINATOR AND PASTORAL ASSOCIATE CHART**

Comparison of Responsibilities

	Parish Life Coordinator	Pastoral Associate
Description	Professional minister who is entrusted by the diocesan bishop with the pastoral care of a parish (c. 517 §2)*	Professional minister who shares the care of the parish with the pastor or on-site pastoral team*
Responsibilities	In collaboration with a priest moderator appointed by the bishop, the parish life coordinator has the responsibility of overseeing the entire Catholic community within a specific locale*	Ministry of the pastoral associate has designated responsibilities, depending on the needs of the parish*
Supervisor:	Priest moderator	Pastor
Authority	Granted through faculties, mandates and job description	Granted through job description
Education	Graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred	Graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred
Hiring	Appointed by the bishop	Hired by the pastor
Salary	Set by the bishop according to diocesan guidelines	Set by the parish according to diocesan guidelines

\*See National Certification Standards for Lay Ecclesial Ministers

**APPENDIX F: INSTALLATION OF PARISH LIFE COORDINATOR**

Order of Installation within Mass when the Bishop Presides

*After the gospel, the parish life coordinator stands before the Bishop (or his representative).*

*Keeps crosier after gospel. Put on miter.*

**PRESENTATION OF THE PLC-ELECT**

BISHOP: My dear friends, because I am aware of your pastoral needs and am confident of PLCNAME'S qualifications for ministry, I now commend PLCNAME to you as your new parish life coordinator.

**WELCOME BY THE PEOPLE**

(applause)

*Hands off crosier. Keeps miter.*

**HOMILY**

*Miter on and takes crosier. Goes to front of altar with PLC.*

**PRESENTATIONS**

**PRESENTATION OF PRIEST MODERATOR (and SACRAMENTAL MINISTER)**

BISHOP: PLCNAME, my sister/brother, Father PMNAME will be the priest moderator of this parish, [and Father/Deacon SMNAME will share in providing the sacraments to this community.] May you mutually support each other as you minister together for the good of this parish.

**PRESENTATION OF PARISH STAFF** (*staff comes forward*)

BISHOP: PLCNAME, I present to you: NAMES OF STAFF MEMBERS. These are also your co-workers in the vineyard, assisting you in caring for the people of this parish. Share in this ministry with them in a spirit of mutual trust, common prayer, and genuine concern.

**PRESENTATION OF PARISH TRUSTEES** (*trustees come forward*)

BISHOP: PLCNAME, NAMES OF TRUSTEES, are the civil trustees of this parish. As the lay officers of the parish corporation they will share with you and with Father PMNAME the responsibility for the parish's corporate and legal affairs.

**PRESENTATION OF PASTORAL COUNCIL** (*pastoral council comes forward*)

BISHOP: PLCNAME, this is the pastoral council of PARISH NAME parish. It is the voice of this community and will assist and counsel you as you minister to this parish. Always be attentive to the needs they express.

**PRESENTATION OF FINANCE COUNCIL** (*finance council comes forward*)

BISHOP: PLCNAME, this is the finance council of PARISH NAME parish. It, too, is the voice of the people in the

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temporal needs of the parish. Respect the expertise they bring to the stewardship of this parish's material resources.

### RESPONSE OF PLC

PLC: My friends, I pledge to continue to seek your counsel, guidance, and advice – and to minister collaboratively with you – in my service as parish life coordinator.

### PROFESSION OF FAITH

*Miter off and hands off crosier.*

BISHOP: Father PMNAME, I ask you now to lead the people in the profession of their faith.

*(Priest Moderator faces people and leads them in the Profession of Faith.)*

*Returns to chair for intercessions.*

### GENERAL INTERCESSIONS

BISHOP: Let us now pray for the Church and its leaders, especially the new parish life coordinator of this parish, and for the needs of all people.

LECTOR: For Francis, our pope, for Thomas our bishop, and all the bishops of the Church, that they may lead us to a more faithful living of the gospel,  
We pray to the Lord:

For, PLCNAME, our new parish life coordinator, Father PMNAME, our [new] priest moderator, and Father [Deacon] SMNAME, our [new] sacramental minister, that they may always show us love and compassion,  
We pray to the Lord:

For ourselves, that we who form the parish of PARISH NAME may work together to proclaim the Good News of Christ's love,  
We pray to the Lord:

*(other intercessions as appropriate)*

BISHOP: Gracious God, you have nourished and protected your Church by providing it faithful clergy: Father PMNAME and Father [Deacon] SMNAME. Strengthen our sister/brother PLCNAME as s/he begins a new ministry among us, and help us all to follow your Son, Jesus Christ, who is Lord for ever and ever.

AMEN

*Miter on when bishop sits.*