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# Role of the Cohort Team

**WHO MAKES UP THE COHORT CORE TEAM?**

The Cohort Core Team is made up of the individual Parish Core Team members (pastor/administrator and four other members) who are part of the cohort.

**ANNOUNCEMENTS AT LITURGY**

Team gives a brief update on ***Faith in Our Future***at least every other week during the announcement.

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

The role of the Cohort Core Team includes the following:

1. To share significant findings in the parish evaluations (Parish Evaluation of Criteria For Planning)
2. To share and reflect upon the findings on the Parish Summary Report
3. To share and discuss the implications of the data found on the Data Verification Forms
4. To be responsible for discussing and discerning the Cohort Evaluation of the Standards
5. To come to consensus and be responsible for submitting the Cohort Suggestion regarding the preferred Model or Models for the future. (Yellow Sheet found in “Forms” in your Planning Guide.) This form and the other significant materials need to be submitted to the Diocesan Planning Commission no later than June 1, 2016. **(Please send an early draft of the Suggestion Form to your Reid Group Consultant one week before the due date.)**
6. To ensure regular communication about the progress of the work of the Cohort with all parishes involved
7. To respond to the Diocesan Planning Commission’s Preliminary Recommendations for your Cohort (Violet Sheet found in “Forms” in your Planning Guide) by October 1, 2016.  **(Please send an early draft of the Response Form to your Reid Group Consultant one week before the due date.)**
8. To support implementation of Bishop O’Connell’s decision regarding the future parish structure.

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

The role of the Cohort Core Team Chair includes the following:

1. Schedule meetings
2. Ensure that there is a working agenda
3. Convene the group and lead prayer or ask someone to be prayer leader
4. Act as a communication link with the other chairs of the parish core teams
5. Keep the group on task
6. Form sub-committees, if appropriate, and assign certain tasks or parts of the Cohort Evaluation of the Criterion (yellow sheets) to be drafted by them for review by the whole Cohort Core Team
7. Ensure that the group accomplishes its task according to the timeline
8. Be sure that there is good communication between sub-committees and the Cohort Team as a whole
9. Ensure that there is consensus on the Suggestion for the Model or Models to be given to the Diocesan Planning Commission or submission of a majority and minority report with rationale for each
10. Reconvene the Cohort Core Team when the Diocesan Planning Commission sends its Preliminary Recommendation. Enable the Cohort Core Team to do the response requested which will go to the Diocesan Planning Commission (Violet sheet)
11. Ensure that there is an implementation plan in place after Bishop O’Connell approves the work of the Diocesan Planning Commission

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

The role of the Cohort Core Team Secretary includes the following:

1. Keeps notes or minutes from each meeting and distributes them appropriately
2. Ensures that there is on-going communication with all the parishes in the Cohort
3. Keeps the materials for the Cohort and insures that all the documents are submitted to the ***Faith in Our Future:*** Diocesan Planning Commission **no later than June 1, 2016.**  **(Please send a draft of it to your Reid Group Consultant one week before the due date.)**
4. Ensures that the Cohort Response is submitted to the Diocesan Planning Commission **no later than October 1, 2016.**  (Please submit an early draft of the Response to your Reid Group Consultant **one week before the due date.)**

**WHO CAN ASSIST US IN *THE FAITH IN OUR FUTURE* PLANNING PROJECT?**

A designated consultant from The Reid Group will be available to work with you throughout the project. Sometimes the consultant will be available to be on-site to work with you. At all times the consultant will be available by phone or email to be of assistance. Diocesan Parish Facilitators who live or work in the Diocese of Trenton will also be on hand to assist you. They have expertise in helping to prepare agendas, facilitate meetings, and aid with follow-up questions or concerns. Please discuss with your consultant from The Reid Group the support you need and he or she will make every effort to get assistance for you.

# Cohort Evaluation of

# Criteria for Planning

In Preparation for Making a Suggestion for a Future Model or Models

**To work as a cohort you will need:**

1. Each Parish’s Self Evaluation Form of the Criteria for Planning (at least one copy so a representative can speak from it.)
2. Each Parish’s Data Verification Form (one copy for each member of the Cohort Team)
3. Each Parish’s “Parish Summary” (one copy for each member of the Cohort Team)
4. One copy of this document for each member of the Cohort Team.

**Please use the pages which follow to:**

1. Gather in prayer, reflection, and faith sharing using one of the readings which will be proclaimed at next Sunday’s liturgy
2. Evaluate your cohort’s experience of the criteria related to:
	* Sacramental Life
	* Evangelization, Catechesis & Catholic Schools
	* Communal Life
	* Stewardship & Leadership
3. Plan for a cooperative opportunity with your cohort parishes by suggesting a parish model or models for your future. Please be sure to consider any diocesan ministries or institutions in your geographical area.

This work will be the basis for your suggestion to be developed for the Diocesan Planning Commission.

 Name of your parish: City:

**Names of other parishes in cohort to which your Parish belongs:**

Name of your cohort parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:

Name of your cohort parish: City:

Name of your cohort parish: City:

Name of your cohort parish: City:

Name of your cohort parish: ffg

# Cohort Planning

# sacramental life

**Name of Cohort Parishes**

Parish: City:

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:

Parish: City:

Parish: City:

Parish: City:

Parish: City:

**COHORT PLANNING** | sacramental life

**Current Reality**

1. Discuss among the cohort parishes the present activity, strengths, and concerns related to **Criteria # 1 of Sacramental Life** which each parish evaluated. Significant discussion points included:
2. What key thoughts occurred to you from looking at the present reality?
3. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary for Sacramental Life?

**Preferred Future**

1. What are some ideas we might explore together to enhance our experience of Sacramental Life as a cohort?
2. What are some hoped for results?

# Cohort Planning

# evangelization, catechesis

# & Catholic SCHOOLS

**Name of Cohort Parishes**

Parish: City:

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:

Parish: City:

Parish: City:

Parish: City:

Parish: City:

# COHORT PLANNING | evangelization, catechesis & catholic SCHOOLS

**Current Reality**

1. Discuss among the cohort parishes the present activity, strengths, and concerns related to **Criteria # 2, 3, 4 of Evangelization, Catechesis & Catholic Schools** which each parish evaluated.

Significant discussion points included:

1. What key thoughts occurred to you from looking at the present reality?
2.

1.

 c.

1. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary related to Evangelization, Catechesis, & Catholic Schools as a cohort?
2.

1.

c.

**Preferred Future**

1. What are some ideas we might explore together to enhance our sense of welcoming and Evangelization, Catechesis & Catholic Schools as a cohort?
2.
3. What are some hoped for results?
4.

# Cohort Planning

# Communal Life

**Name of Cohort Parishes**

Parish: City:

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:

Parish: City:

Parish: City:

Parish: City:

Parish: City:

### COHORT PLANNING | COMMunal Life

**Current Reality**

1. Discuss among the cohort parishes the present activity, strengths, and concerns related to **Criteria 5 and 6, Communal Life** which each parish evaluated.

 Significant discussion points included:

1. What key thoughts occurred to you from looking at the present reality?
2.
3.
4. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary for Communal Life as a cohort?
5.

**Preferred Future**

1. What are some ideas we might explore together to enhance our community life?
2. What are some hoped for results?

# Cohort Planning

# STewardship & Leadership

**Name of Cohort Parishes**

Parish: City:

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:

Parish: City:

Parish: City:

Parish: City:

Parish: City:

### COHORT PLANNING | stewardship & leadership

**Current Reality**

1. Discuss among the cohort parishes the present activity, strengths, and concerns related to **Criteria #7, 8, 9 the leadership and pastoral aspects of Stewardship and Leadership** which each parish has evaluated. Be sure to discuss each criterion: staff and council leadership; working with other parishes; adequate staff; support for the diocesan and universal Church.

Significant **discussion points** included:

1.
2. What **key thoughts** occurred to you from looking at the present reality?
3.
4. What are the **planning implications** based on the information from the Data Verification material for criteria # 7, 8 **and 9** under Stewardship and Leadership as a cohort?
5.

**Preferred Future**

1. What are some ideas we might explore together to enhance our efforts dealing with leadership and the pastoral issues related to our cohort?
2. What are some hoped for results?
3.

# Communication Issues Checklist (FOR EACH PARISH)

 **Action Person(s) Responsible**

 **1.** Consulted with leaders within the parish Pastor/Administrator or delegate

 to determine the most effective ways

 to communicate with various groups.

 Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **2.** Created effective ways to communicate Pastor/Administrator or delegate with significant groups within the parish

 and between parishes.

*Staff* What: When:

*Volunteers* What: When: \_\_\_\_\_\_\_\_\_\_\_

*Youth* What: When: \_\_\_\_\_\_\_\_\_\_\_

*Others* What: When: \_\_\_\_\_\_\_\_\_\_\_

 **3.** Created effective ways to communicate Pastor/Administrator or delegate

 with other groups.

 *Neighboring church leaders and parishes*

 What: When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Civic community* What: When:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Funeral Homes, Hospitals*, *Nursing facilities*, *Prison/Jail facilities)*

*Elected officials* What: \_ When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Media* What: When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Others*  What: When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **4.** Identified a point person to whom people Pastor/Administrator

 may address questions as they arise.

Name: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **5.** Held town hall meetings, giving people Pastor/Administrator

 the opportunity to express concerns and ask questions.

Moderator(s): Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

 **6.** Communicated the same information to people Pastor/Administrator or delegate

 of all parishes involved (same bulletin announcements

 or newsletters, same pulpit announcements, etc.).

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **7.** Kept information confidential until Pastor/Administrator or delegate

 the agreed-upon time to share it.

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **8.** Repeated important information in multiple Pastor/Administrator or delegate

 settings, understanding that people need

 to hear things more than once.

What: When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **9.** Provided regular updates to parishioners Pastor/Administrator

regarding the ***Faith in Our Future*** process.

What: When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **10.** Established a plan to address Pastor/Administrator or delegate

 information leaks and control rumors.

Keeper of the plan: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 **11.** Sought help from the diocese regarding

 Communications when necessary.

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Thank You! Please send your feedback to Sherrie Sporek - sspore@Dioceseoftrenton.org with your Cohort Suggestion form.

# COHORT WORK

# STEPS FOR PREPARING THE SUGGESTION FORM

1. **ATTEND THE COHORT TRAINING MEETING IN MARCH/APRIL.**
	1. Be prepared to share information with your Cohort parishes from the Parish Self Evaluation process, including the Data Verification Forms.
	2. Schedule one meeting in March, two in April and two more in May as a cohort.
	3. Decide on your Cohort’s approach to the four criteria areas, including whether to form sub-committees to discuss each area or examine the four areas as a whole Cohort Core Team.
	4. Prepare a bulletin and/or pulpit announcement related to cohort work. Continue to pray for the ***Faith in Our Future*** process at the General Intercessions at Mass.
2. **SUGGESTED AGENDA FOR MEETING ONE - *AFTER THE COHORT TRAINING IN MARCH/APRIL 2016***
	1. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
	2. Begin discussions as sub-committees or as the Cohort Core Team on the results of the parish self-evaluations (Data Verification Form, Parish Evaluation Forms and Parish Summary Report Forms in the areas of (Sacramental Life, Evangelization, Catechesis and Catholic Schools, Communal Life and Stewardship and Leadership).
	3. Prepare a bulletin and/or pulpit announcement related to cohort work. Continue to pray for the ***Faith in Our Future***process at the General Intercessions at Mass.
3. **SUGGESTED AGENDA FOR MEETING TWO - *AFTER THE COHORT TRAINING IN EARLY – MID APRIL 2016***
4. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
5. Summarize work accomplished and the learnings about each parish from the earlier meetings. Discuss any key issues that have surfaced already.
6. Continue discussions as sub-committees or as the Cohort Core Team on the results of the parish self-evaluations (Data Verification Form, Parish Evaluation Forms and Parish Summary Report Forms) in the areas of (Sacramental Life, Evangelization, Catechesis and Catholic Schools, Communal Life and Stewardship and Leadership).
7. Use the Cohort Evaluation Form to identify ways you might work together in the future. Please be sure to consider any diocesan ministries or institutions in your geographical area.
8. Have an initial discussion about the six Models found in Section I of this Planning Guide.
9. Prepare a bulletin and/or pulpit announcement related to cohort work. Continue to pray for the ***Faith in Our Future***process at the General Intercessions at Mass.
10. **SUGGESTED AGENDA FOR MEETING THREE *- AFTER THE COHORT TRAINING IN MID – LATE APRIL 2016***

1. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
2. Finish discussions as sub-committees or as the Cohort Core Team on the results of the parish self-evaluations (Data Verification Form, Parish Evaluation Forms and Parish Summary Report Forms) in the areas of (Sacramental Life, Evangelization, Catechesis and Catholic Schools, Communal Life and Stewardship and Leadership).
3. Prepare an initial draft of the Cohort Suggestion Form to be presented to the Parish Council for feedback. Consider holding a parish town hall meeting to present the draft to the parish for feedback. Note the cohort might incorporate two or more models with a rationale. For example, Parish A and B might merge and then collaborate with Parish C.
4. Prepare a bulletin and/or pulpit announcement related to cohort work. Continue to pray for the ***Faith in Our Future***process at the General Intercessions at Mass.
5. **SUGGESTED AGENDA FOR MEETING FOUR - *AFTER THE COHORT TRAINING IN EARLY– MID MAY 2016***
6. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
7. Incorporate parish feedback from the town hall meetings and/or surveys into the draft Cohort Suggestion Form as feasible.
8. Finalize the draft Cohort Suggestion Form. What needs to be clarified? What needs to be expanded? How would the model or models be implemented based on our parish responses to the Parish Evaluation of Criteria for Planning form and our cohort evaluation.
9. Send a Cohort Suggestion draft to the designated Reid Group Consultant via email by **June 1, 2016.**
10. Prepare a bulletin and/or pulpit announcement related to cohort work. Continue to pray for the ***Faith in Our Future***process at the General Intercessions at Mass.
11. **SUGGESTED AGENDA FOR MEETING FIVE - *AFTER THE COHORT TRAINING IN LATE MAY 2016***
12. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
13. Use this meeting to consider the feedback from your Reid Group consultant and finalize your Cohort Suggestion(s) to the Diocesan Planning Commission and incorporate all the documents needed including:\*
	1. Parish Input Record (Green)
	2. Parish Self Evaluation Form for each parish in the cohort (Green)
	3. Data Verification Form for each parish (Yellow)
	4. Parish Summary Form for each parish (Pink/Salmon)
	5. Cohort evaluation of the Criteria (Yellow)
	6. Cohort Suggestion Form (Yellow)
14. Finalize the Cohort Suggestion Form.

\*The colors reflect the material in your binders. They are named here in color to help you easily identify them. When you submit your documents online, the colors are not relevant, except to help you identify the forms that are needed.

# COHORT SUGGESTION

# TO THE DIOCESAN PLANNING COMMISSION

**DUE: JUNE 1, 2016**

**Cohort made up of the following parishes:**

Name: City: County:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: County:

Name: City: County:

Name: City: County:

Name: City: County:

Name: City: County:

**What:**

In preparation for our suggested model we did the following: (Check the appropriate items.)

1. We as individual parishes evaluated ourselves based on the Criteria set by the diocese.
2. We, as a cohort, studied and applied the Criteria set by the diocese and have considered diocesan ministries or institutions in our geographical area.
3. We worked in our cohort to discover where and how we could be cooperative in achieving the goals of the ***Faith in Our Future*** process.
4. We studied and analyzed the relevant data from our parishes and understand the implications of the data for our future.
5. We prayed together and studied the Models for Parish Reorganization.

**Based on the above we suggest to the Diocesan Planning Commission one or more of the models below that we adopt for our cohort:**

\_\_\_ MODEL ONE: COLLABORATIVE PARISHES

\_\_\_ MODEL TWO: LINKED PARISHES

\_\_\_ MODEL THREE: MERGED PARISHES

\_\_\_ MODEL FOUR: IN SOLIDUM TEAM

\_\_\_ MODEL FIVE: PARISH LIFE DIRECTOR

\_\_\_ MODEL SIX: PERSONAL PARISHES

**For our cohort this model would look like:**

*(Describe what the model or models would mean for your cohort.*

*Refer to specific pages in the Cohort Planning material which details your relationship.)*

**RATIONALE:**

**We make this suggestion for the following reasons:**

**This suggestion addresses the 5 goals of the *Faith in Our Future* process in the following ways:**

**Signatures of Cohort Core Teams from each parish:**

**DATE:**

**Date due: June 1, 2016**

Please send the original electronically to:

**Sherrie Sporek** – sspore@dioceseoftrenton.org

**Thank you!**

# RESPONSE

# COHORT PRELIMINARY RECOMMENDATION RESPONSE FORM

**DUE: October 1, 2016**

**COHORT:**

**PARISH, CITY (Preliminary Recommendation-from the Diocesan Planning Commission)**

It is recommended that the following parishes:

**RATIONALE:**

**(Diocesan Planning Commission’s Rationale for their Preliminary Recommendation)**

**COHORT CORE TEAM RESPONSE**

**The What**

Our response to the Preliminary Recommendation is . . .

**The Why**

Our reasons for this response are . . .

**COHORT CORE TEAM MEMBERS (PLEASE INCLUDE SIGNATURES)**

**DATE:**

**Date due: October 1, 2016**

Please send the original electronically to:

**Sherrie Sporek** – sspore@dioceseoftrenton.org

**Thank you!**