

Proposed Plan to support New Families of Parishes and Pastors

1. Two day gathering : Scheduled for January 19-20, 2021
(Managing Change/Transition, Collaborative Ministry, Appreciate Inquiry – discernment of gifts, Evangelization, Mission-Oriented Parishes, Personal/Self Care – Boundaries)
Intended audience: Pastors and Parochial Vicars of Pioneer Families of those Families of Parishes which will be activated in July

In January we will have meetings with parish staff – pastoral and support - to answer questions.

2. Family of Parishes start to pray for the newly named Family that they will be missionary-oriented parishes:
 - A Prayer for Mission-Oriented parishes that can be said at home, before meetings, etc. (e.g., Year of Prayer)
 - Intercessory prayers

Throughout the months leading up to the activation (July) of the Family of Parishes, the current pastors of the parishes should ensure that the parish community(ies) continue to work collaboratively on the outreach project(s), seek opportunities of prayer and learning for the parishioners.

3. *Building Healthy and Effective Parish Teams.* Recommended that this be completed by all staff of an activated parish. It is best that this is not done immediately upon naming but after activation. It would be good to budget time and money for an upcoming course.
4. Dinner Meeting (January-February):
 - Who: Newly assigned Pastor of Family and associates meets with the priest (the present parish priests with the newly appointed Pastor and associate (s).
 - Hosted by a present pastor/administrator
 - What: an initial discussion regarding residence, time to socialize, set an agenda for future meetings.
5. Lunch with all staff (January):
 - Who: Newly assigned Pastor with all parish staff (e.g., secretaries, book keepers, business managers, custodians)
 - Why: introduce yourself and to listen to their hopes and concerns
6. Gathering of Lay Ecclesial Ministers (LEMs) and Gathering of Deacons of the newly named Family of Parishes
 - Gathering of LEMS: Director of Lay Ecclesial Ministries and the Family and Youth Specialist meet with LEMs of newly named Families to discuss co-responsible ministry, transitioning to a Family of Parishes model and being a Mission-oriented Church
 - Gathering of Deacons: Director of Permanent Deacons meets with Permanent Deacons of newly named Families to LEMs to discuss co-responsible ministry, transitioning to a Family of Parishes model and being a Mission-oriented Church

7. Dinner with Pastoral teams (February):
 - Who: Newly assigned Family Pastor and associate(s) to meet with present Pastoral Teams including any priests who have been reassigned/retiring
 - This is meant to address the human level (no business), as a way of getting to know the people – e.g., getting to know each other as human *beings* (not human *doings*); who are they, what are their hobbies; knowing more about each other's families, etc.
8. Meeting with Parish Pastoral Councils and Financial Committees:
 - Who: New Pastor of Family and associate(s) meet with current pastoral teams, parish pastoral council and financial committees (February-March)
 - What: hearing about the blessings and the needs/challenges of each parish in the family; establishment of a Transition Team (three Members from each parish); explore pastoral plan and pastoral activity, financial situation, sacramental history, technology; building reports; human resources etc.
 - Before the pastors go into this meeting they will be provided with a package from the Diocesan office with pertinent reports on file.
9. Transition team:
A Transition Team is to be led by the designated pastor and comprised of:
 - the associate(s)
 - Representatives of Lay Ecclesial Ministers (1) and Deacons (1) from the Family
 - one administrative assistant
 - two members from each of the Parish Pastoral Councils (PPC) in the Family (chosen by their respective PPCs) - these people would ideally end up forming a temporary PPC for the family for the first year of the new model

Responsibilities:

- Meets every couple of weeks during the six-month preparation period
 - Develop a comprehensive communication plan to keep parishioners of the FoP up to date on the progress of the implementation and to regularly communicate with others in the deanery/diocese
 - Select a name for the FoP (see directive)
 - Develop a workable Mass time schedule using the criteria (see directive)
 - Plan the integration of liturgical ministries and other parish committees, groups or organization when possible (note not all organizations will integrate)
 - Develop a Pastoral Plan (for the first six months); draft an outline of possible second six months
 - Develop a personnel plan for their family (this might include, but is not limited to planning to hire a Business Manager). You might need to consider writing (re-writing) job descriptions, professional development needs. Do not forget that the Diocese has plans for ongoing formation
 - Discern office location(s); accommodation needs (e.g., priest residence)*
 - Develop an inventory of facilities and resources*
- *Decisions made with the people right people present. It is important to look at all options and consider the present and future needs.

10. Diocesan team visit #1 - Appreciative Inquiry (February - March): Human Resources and Pastoral Services will visit each pastor to review and prepare the pastor to conduct an Appreciative Inquiry. Pastors will be supplied with a set of *appreciative inquiry* questions that will prepare him to meet (one-on-one) with members of Pastoral team staff (i.e., Deacons, Lay Ecclesial Ministers, Secretaries, Custodian).
11. Parishioner Involvement and Communication (March/April):
Communication throughout the process is vital.
Diocese of London staff will need to support the new pastor as he:
 - Meets with Parish Pastoral Council and Financial Committee of each of the Parishes
 - Communicates with the parishioners (e.g., Town Hall meetings especially over the first 6 months)
 - Set up subcommittees (which could be made up of members of the transition team?) that will help the Pastor discern:
 - New Mass schedule (if necessary)
 - Consistent approach to Sacramental Preparation
 - Naming of the new Family of Parishes (criteria)
 - A common project (missionary in nature, addressing the needs of the geographical community), if one has not been started, will help build relationships
12. Diocesan team visit #2 – Finance, IT and Building (March/April):
 - Who: Rob, Dave, Dino and/or Otilia to visit with pastor and associate at each Family of Parish, business managers, members of the transition team
 - What: discern needs, review office space needs; help determine a projected timeline for proposed workPlease note: it is not possible to guarantee all work, depending on scope of work, will be ready for the day the Families of Parishes are activated.
13. Diocesan team visit #3 -Accounting (June):
 - Who: Otilia, Carrie and Mike to hold training for financial and secretarial team members
 - What: address upcoming changes in procedure
 - Where: London District Catholic School Board – Catholic Education Centre 5200 Wellington Rd. South London
14. Launch: Consider ways that you will launch your Family of Parishes. (July)
 - Official announcement of Family of Parish Name
 - Celebrate the launch (e.g. parish dinner, parish picnic)
 - Installation of Pastor; Rite of Recognition ceremony for Pastoral Team
15. Pastoral Services Visit (July): For Pastors, Parochial Vicars, and parish team
 - What to look forward to (what will the next year look like)
 - We listen to them... care and concerns

16. Diocesan team visit #4 – Departmental check in (October)
 - Each department (Finance, Pastoral Services, Human Resources, IT and Building) of the diocese will check in by phone. This is be an opportunity to continue supporting the Pastoral Team and the Staff as continue to grow in being a mission-oriented Family of Parishes forming disciples of Jesus.
17. Monthly meetings of Pastors with the Bishops beginning in September. These meetings will include, from time to time, Associate Pastors and/or other team/staff members as needed.
TBD

We will be working with you to provide a day of prayer for each of the Families of Parishes Pastoral Team
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