

# Pastoral Region Plan

By and Between

St. Andrew the Apostle Catholic Church  
Milford, Ohio

and

St. Elizabeth Ann Seton Parish  
Milford (Mt. Repose), Ohio

Dated: June 30, 2006

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## **Pastoral Region Plan**

This Pastoral Region Plan (the Plan) is adopted by St. Andrew the Apostle Catholic Church, 552 Main Street, Milford, OH 45150 (St. Andrew), and St. Elizabeth Ann Seton Parish, 5890 Buckwheat Road, Milford, OH 45150 (SEAS). The date of adoption of this Plan is the 30th day of June in the year 2006.

*All planning is rooted in prayer and in the belief that the Holy Spirit is guiding the planning process.*

### **Section 1. Purpose and Background**

In 2004 the Archdiocese of Cincinnati predicted that within the next ten years, there might not be enough priests in the Archdiocese to assign one pastor to each parish. Archbishop Daniel E. Pilarczyk established committees to consider, propose and implement methods for dealing with this problem. Working through the deaneries, the Archbishop arranged for some parishes to collaborate to form Pastoral Regions. Depending on the severity of the predicted priest shortage, each Pastoral Region may be assigned only one pastor.

St. Andrew and SEAS have been asked to form a Pastoral Region. Recognizing that each Pastoral Region will have its own particular characteristics and needs, Archbishop Pilarczyk has asked each Pastoral Region to adopt a Pastoral Region Plan by July 1, 2006.

The purpose of the Plan is to provide written guidelines for how St. Andrew and SEAS will collaborate in such essential areas as worship, the function of paid staff, the role of lay leadership, the use of facilities, allocation of finances, the operation of our parochial school, faith formation, and other areas of parish life, once this Pastoral Region has only one pastor.

### **Section 2. Governing Principles**

- 2.1 This Plan incorporates the Guiding Values and the Planning Parameters set forth on pages 3 and 4 of the Pastoral Regions Planning Guidelines attached to this Plan as Exhibit A.
- 2.2 Both St. Andrew and SEAS are healthy, active and substantial parishes. Functioning within the Pastoral Region, both parishes shall remain separate, and each shall maintain its identity as a separate parish. Exhibit B to the Plan provides additional information on each parish.
- 2.3 Although remaining separate, each parish will collaborate, cooperate and, where specified in this Plan, share in the use of resources, in order to facilitate and support the Pastoral Region and to promote the Guiding Values adopted by this Plan.

- 2.4 This Plan provides important guidelines, but is not a rigid set of rules. As circumstances change and evolve, the pastor and lay leadership of the Pastoral Region may make such changes or adopt such additional provisions to this Plan as may be necessary, remaining within the spirit and intent currently expressed in this Plan.

### **Section 3. Governance of the Pastoral Region**

- 3.1 The pastor shall have final responsibility for all governance matters that may arise at St. Andrew, at SEAS, and concerning the Pastoral Region. Recognizing that one pastor will be challenged to govern two active and substantial parishes, the pastor is encouraged to delegate a significant portion of his non-sacramental responsibilities to staff and to lay leaders at each parish.
- 3.2 The pastor shall form a Pastoral Region Council. This Council shall consist of six members, three from each parish. Membership on this Council shall be (a) the Parish Pastoral Council President (or equivalent officer) from each parish, (b) the two Administrators described in Section 5 below, and (c) two parishioners (one from each parish) appointed by the pastor. The Pastoral Region Council shall advise and assist the pastor on matters affecting the Pastoral Region and with all questions that arise concerning the interpretation of this Plan.
- 3.3 The Pastoral Region Council, with the approval of the pastor, will determine its meeting schedule and the structure of its meetings. The two appointed members of the Pastoral Region Council shall each serve for three years.
- 3.4 Any parishioner of St. Andrew or SEAS may propose an amendment to the Plan by submitting it in writing to the Pastoral Region Council. Amendments to the Pastoral Region Plan approved by the Pastoral Region Council shall be drafted in final form by the Pastoral Region Council, or its delegate, and recommended to the pastor and to both parishes. To become effective, any amendment to the Pastoral Region Plan must be approved by the Parish Pastoral Council (or equivalent) of both St. Andrew and SEAS, and by the pastor.

### **Section 4. Governance of the Parishes**

- 4.1 Except as provided in this Plan, each parish shall retain the governance structure and related documents (for example, a parish charter or mission statement) that exist at the date the Plan is adopted.
- 4.2 Each parish shall retain all lay councils, commissions or committees, and their related documents (for example, Parish Pastoral Council and its By-Laws; Finance Council and its By-Laws) that exist at the date the Plan is adopted.
- 4.3 The lay advisory bodies described in Section 4.2 shall serve in an advisory capacity to the pastor. Governance documents shall remain in full force and effect at each parish; provided that, if a conflict exists between any such document and this Plan, then the terms of this Plan will control.

- 4.4 Each parish may amend its governing documents or restructure its advisory bodies in accordance with the terms and conditions that exist at the parish at the time this Plan is adopted. The pastor must approve any such amendment or restructuring.

### **Section 5. Administration of the Parishes**

- 5.1 The pastor shall hire or retain an existing Administrator at each parish. The term "Administrator" shall refer to a person who possesses, by virtue of education and experience, the temporal and pastoral skills necessary to successfully manage an active and substantial parish that does not have a full time pastor. There shall be one Administrator who serves St. Andrew, and another who serves SEAS.
- 5.2 The St. Andrew Administrator shall serve full time at an office located at St. Andrew, and will be responsible for all aspects of the day to day operation and management of the parish. The St. Andrew Administrator, with the approval of the pastor, shall hire or retain such other part and full time staff at St. Andrew as may be necessary for the proper and efficient management of the parish. The St. Andrew Administrator will report to the pastor.
- 5.3 The SEAS Administrator shall serve full time at an office located at SEAS and will be responsible for all aspects of the day to day operation and management of the parish. The SEAS Administrator, with the approval of the pastor, shall hire or retain such other part and full time staff at SEAS as may be necessary for the proper and efficient management of the parish. The SEAS Administrator will report to the pastor.

### **Section 6. Celebration of Sunday Eucharist and other Masses**

- 6.1 Every effort shall be made to celebrate Mass each Sunday such that Holy Communion will be available to every parishioner in the Pastoral Region.
- 6.2 In recognition of the current October count at each parish, the following Sunday Mass schedule shall be maintained:
- 6.2.1 At St. Andrew: One Saturday Vigil Mass and Three Sunday Masses
- 6.2.2 At SEAS: One Saturday Vigil Mass and Three Sunday Masses
- 6.3 The parishes, with the approval of the pastor, will set their Mass times.
- 6.4 The Pastoral Region will need, in addition to the pastor, a parochial vicar plus at least two non-pastor priests to ensure that the Mass schedule described above can be maintained each weekend. A non-pastor priest shall be defined as: associate pastors, retired priests, diocesan priests in non-parish ministries (e.g., seminary, high school, etc.), and religious order priests.

- 6.5 Additional Masses may be scheduled on Christmas, Easter, and on Holy Days, depending on the availability of non-pastor priests.
- 6.6 Daily Mass will be celebrated at least once each day, Monday through Saturday, within the Pastoral Region. The pastor will determine the time and location of each daily Mass.
- 6.7 Nursing/Retirement Home Masses. The pastor shall, with the assistance of the parochial vicar and such other non-pastor priests as may be available, endeavor to celebrate Mass for the residents of the nursing and retirement facilities in the Milford area, including SEM Villa, SEM Terrace, SEM Laurels, SEM Havens, the Clermont Nursing Home, and The Arbors. The pastor shall determine the location and schedule of these Mass celebrations.

### **Section 7. The Pastor**

- 7.1 The duties of the pastor shall be consistent with guidelines published by the Archdiocese of Cincinnati, attached to this Plan as Exhibit C; provided that, in recognition of the challenges inherent in having one pastor for two parishes, the pastor is encouraged to delegate a significant portion of his non-sacramental responsibilities to staff and to lay leaders at each parish.
- 7.2 In consideration of available living quarters and other facilities at both parishes, it is recommended that the pastor reside in the rectory at St. Andrew. St. Andrew shall be responsible for the operation and maintenance of the rectory, with costs shared as provided below.
- 7.3 In order to promote best use of time and staff, and to facilitate an orderly administration, it is recommended that the pastor have one primary office, located in the St. Andrew office space. St. Andrew shall be responsible for the operation and maintenance of the pastor's office space at St. Andrew, with no cost sharing.
- 7.4 There will be one administrative assistant assigned full time to the pastor and located in the St. Andrew offices.
- 7.5 An office will be dedicated to the pastor at the SEAS parish offices to allow the pastor to hold meetings and carry out such other activities as he may require at SEAS. SEAS shall be responsible for the operation and maintenance of the pastor's office space at SEAS, with no cost sharing.
- 7.6 With respect to the pastor, the following costs and expenses shall be shared equally by both parishes:
  - 7.6.1 The salary, benefits and any stipend provided to the pastor;
  - 7.6.2 The cost to use, maintain, clean, repair and operate the rectory where the pastor resides; and
  - 7.6.3 The wages and benefits provided to the pastor's administrative assistant; either all, or the portion of the assistant's time spent serving the pastor.

- 7.7 Recognizing that being pastor for two thriving parishes presents unique challenges, the pastor will, within practical limits, remain accessible to parishioners from both parishes, and will celebrate Mass at both parishes in a reasonably consistent manner.

### **Section 8. Deacons**

- 8.1 Each parish shall retain its existing deacons. The pastor shall determine the nature and location of the service provided by existing deacons, and by any additional deacons that become available to the Pastoral Region.
- 8.2 To alleviate the burden on the pastor, the pastor is encouraged to use deacons for the celebration of sacraments, and for other liturgical celebrations, as permitted by canon law.

### **Section 9. Parish Finances**

- 9.1 Except as otherwise specifically stated in this Plan:
- 9.1.1 Financial assets and records of each parish shall be kept and maintained separately.
  - 9.1.2 Each parish shall conduct its own separate Offertory collection, and each parish shall retain the funds collected.
  - 9.1.3 Each parish shall have its own separate bank accounts. Each parish shall pay its expenses out of its own resources.
  - 9.1.4 Each parish shall conduct its own separate fund-raising and stewardship projects and programs, and each parish shall retain the funds raised.
  - 9.1.5 In keeping with Archdiocese regulations, there shall be no discretionary account or fund at either parish, and no discretionary account or fund for the pastor.
- 9.2 There shall be no separate Pastoral Region bank account or funds. All funding required for the Pastoral Region shall come in equal shares from St. Andrew and SEAS.
- 9.3 The parishes may, as proposed by their lay leadership and approved by the pastor, elect to engage in joint or cooperative fund-raising, stewardship and other projects, with an agreement in advance as to cost sharing and sharing of net proceeds.

### **Section 10. Parish Facilities**

- 10.1 Except as otherwise specifically stated in this Plan, each parish shall operate and maintain its separate plant, property, facilities and equipment. Exhibit D to this Plan describes the principal facilities at each parish. In keeping with existing

practice and custom, the parishes may, and they are encouraged to, use their facilities to support joint parish events, functions and celebrations.

- 10.2 Each parish may, at its sole cost and expense, renovate, improve, tear down or otherwise modify any of its properties, as proposed by the lay leadership of the parish and approved by the pastor (and, if required, approved by the Archdiocese).
- 10.3 The Pastoral Region shall not be deemed to own or operate any property or facility. The parishes shall make their facilities available, on a reasonable basis and without rent or other cost, to the Pastoral Region as the need arises.
- 10.4 The parishes may, as proposed by their lay leadership and approved by the pastor, elect to engage in joint or cooperative building or renovation projects that could benefit both parishes. The parishes shall agree in advance as to cost sharing and sharing of the benefit of any such project.

### **Section 11. Shared Staff and Ministries**

- 11.1 SEAS and St. Andrew have a long history of cooperative and collaborative programs, activities, ministries and other projects. Over time this has resulted in many jointly operated and/or funded ministries and, at present, one jointly funded staff member, as described in Exhibit E to this Plan.
- 11.2 Through efforts of the pastor and of the lay leaders, the parishes are encouraged to continue this tradition. With the approval of the pastor and both parishes, additional jointly funded employees and ministries may be established.
- 11.3 The parishes are also encouraged to modify existing programs or events, and to create new programs and events, such that the program or event becomes a joint or shared effort on the part of both parishes. Such joint efforts should be approved in advance by the pastor and the lay leadership of both parishes, and should include agreements in advance concerning the sharing of the costs and benefits of the program or event.

### **Section 12. St. Andrew – St. Elizabeth Ann Seton School**

- 12.1 SEAS and St. Andrew are currently served by their consolidated school, St. Andrew/St. Elizabeth Ann Seton School (SASEAS). Upon the formation of the Pastoral Region, there shall be no change to the structure or operation of SASEAS, and all of its governing documents and governing bodies shall remain in full force and effect.
- 12.2 The parishes may continue to provide financial support to SASEAS as they have before the formation of the Pastoral Region. This has always been a separate determination by each parish, and it shall remain so; provided, however, that the parishes shall always have the authority, with the approval of the pastor, to propose and implement one or more new strategies for funding and support of SASEAS, including any jointly funded or mutually cooperative arrangements.

**Section 13. Worship and Faith Formation**

- 13.1 Recognizing that each parish has a unique faith life and liturgy, each parish shall retain its existing Worship Commission or similar body, to act in an advisory capacity to the pastor.
- 13.2 Likewise, each parish shall retain its existing faith formation programs, and shall operate them separately, especially with reference to RCIA for adults and children and PRP programs. However, the parishes may modify an existing faith formation program, or create a new one, such that the program becomes a joint or shared effort on the part of both parishes. This shall only be undertaken if the pastor and the lay leadership of both parishes agree that a jointly operated faith formation program would benefit both parishes.

**Section 14. Unforeseen Matters and Extended Future**

- 14.1 This Plan has been prepared to guide the parishes through the transition into a Pastoral Region with one pastor, and to provide for the governance and structure of the Pastoral Region in its early years. Through reading, discussing, and implementing this Plan, the parishes hope to set a spirit and standard of practice that will prayerfully guide the pastor and the lay leaders of the parishes and of the Pastoral Region through this process. When unforeseen situations arise, the spirit and standards of practice set by this Plan should be applied as applicable.
- 14.2 It is intended by the parishes that this document, as amended from time to time, will continue to provide guidance into the future, recognizing that the governance and structure of the Pastoral Region with one pastor into the extended future will depend less upon this Plan than on the grace of God and His will for our parishes.

This Pastoral Region Plan is hereby adopted.

**St. Andrew the Apostle  
Catholic Church**

**St. Elizabeth Ann Seton Parish**

By: \_\_\_\_\_  
Fr. Rob Waller, Pastor

By: \_\_\_\_\_  
Fr. Michael Cordier, Pastor