

**DESCRIPTION of RESPONSIBILITIES for a
PASTORAL ADMINISTRATOR
DIOCESE OF SAGINAW**

PREFACE

A Brief History 1985 to 2016

On November 24, 1985, the Diocese of Saginaw initiated the assignment of lay Pastoral Administrators when the shortage of priests made it impossible to provide leadership through a resident pastor. Bishop Kenneth Untener, in consultation with the Office of Church Ministries and Clergy Personnel, established a committee to advise him on Guidelines for Pastoral Administrators. The Guidelines were revised in 2001 and again in 2008 to align with the resource guide for Lay Ecclesial Ministry promulgated by the USCCB in December 2005 entitled "Co-Workers in the Vineyard of the Lord." In 2003, permanent deacons were also appointed as Pastoral Administrators.

The description of responsibilities was modified in 2016 to complement the revised responsibilities of Regional Vicars in the Diocese of Saginaw and to clarify the responsibilities of the Pastoral Administrators. This revised Description of Responsibilities is complementary to the faculties and duties of a Sacramental Minister assigned to a parish.

The Position of Pastoral Administrator

A Pastoral Administrator is a Catholic in good standing who participates in the exercise of pastoral care of the parish in accord with canon 517.2. Receiving an appointment from the Bishop of Saginaw, the Pastoral Administrator assists the Bishop in the direction and administration of the parish. The Regional Vicar serves as Moderator of the parish in which the Pastoral Administrator is assigned. The Moderator serves with the powers and faculties of a Pastor and may assume the Bishop's responsibilities described below, except the responsibility to appoint a Pastoral Administrator.

GENERAL

To guide the life of the parish by leading or participating in:

1. Parish Pastoral Council, commissions, committees, and organizations
2. Parish Finance Council
3. Parish staff
4. Cohort and area vicariate meetings
5. Diocesan quarterly meetings, pastoral committees and commissions
6. Ecumenical and ministerial associations

The Pastoral Administrator meets regularly with the Moderator and facilitates an annual meeting of parish leadership with the Moderator for the purpose of informing him of the pastoral situation in the parish.

MINISTRY OF WORSHIP AND SPIRITUALITY

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A Pastoral Administrator may be deputed to expose and repose the Blessed Sacrament for adoration by the Faithful. The Pastoral Administrator is to give pastoral direction to:

1. The prayer life and worship of the parish community and the spiritual formation of the people of the parish
2. The worship commission of the parish
3. The recruitment, training and scheduling of all liturgical ministers in the parish

A Pastoral Administrator is:

1. To assure that Holy Communion is distributed to the sick, infirm, or aged who cannot attend Mass
2. To preach according to the regulations of the 2003 G.I.R.M. and *Redemptionis Sacramentum* of 2004 and other instructions promulgated by the Holy See, USCCB or the Diocese of Saginaw
3. Under special circumstances, to be a lay-leader of prayer at Sunday Celebrations in the Absence of a Priest, according to the new rite, Communion Services during the Week, Morning and Evening prayer, Liturgy of the Word, Funeral Vigil Services etc., utilizing approved ritual books if a priest or deacon is not present
4. To promote appropriate liturgical music and to give direction and supervision to musicians and choirs
5. To provide for the formation of adults and older children preparing for Baptism, Eucharist, Confirmation, or Reception into Full Communion in the Catholic Church through the RCIA
6. To provide a program of formation for parents and sponsors seeking Baptism for infants
7. To see that couples are adequately prepared for marriage, and assist them in liturgical preparation; to work on marriage cases in cooperation with the Tribunal of the Catholic Diocese of Saginaw
8. To prepare children for the sacrament of Penance prior to their reception of first Eucharist
9. To provide opportunities for private confession on a regular basis in the parish, and plan liturgical celebrations of first Penance before first Eucharist and Communal Services of Penance with private confession (Form II)
10. To give pastoral care to the dying by arranging for the celebration of the Anointing of the Sick, by visits and communion calls, and to assist the family in planning funeral liturgies
11. To assure the good quality and condition of the worship environment, vessels, vestments, linens and other items for worship in accord with the directives of the Bishop of the Diocese of Saginaw and in consultation with the Diocesan Office of Liturgy
12. To see that all sacramental record keeping is current and meets diocesan requirements

MINISTRY OF EDUCATION, CATECHESIS AND EVANGELIZATION

1. To foster life-long spiritual and faith formation for the parish and provide programs:
 - a. To direct and/or teach in adult education and faith formation programs
 - b. To serve as a resource person for faith formation and encourage involvement in diocesan faith formation programs
 - c. To ensure that diocesan guidelines/policies are followed with regard to sacramental preparation and celebration, catechesis for all ages, youth ministry, and catechist formation

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- d. To promote ministry to and with youth at the parish level and the diocesan level
 - e. To guide and motivate parish volunteers and staff working in formation programs
 - f. To continue personal formation and education in theology and catechesis
2. To foster programs of evangelization and outreach at the parish level
 3. To foster programs of vocational discernment to marriage, priesthood, religious life, and for all to live out their baptismal promises

When a Catholic School is part of the faith community or the parish is part of a system, the Pastoral Administrator must work to develop an appropriate relationship with the principal and support the efforts of the school financially and publicly.

MINISTRY OF PASTORAL SERVICE

1. To respond to issues of justice and charity within the parish, within the local community and beyond
 - a. To guide the work of the Christian Service commission in meeting justice needs and promoting awareness of the Church's teaching about justice issues
 - b. To provide assistance and/or referrals with emergency needs for those lacking food, shelter, medicine or other human necessities
 - c. To facilitate parish participation in diocesan and national Catholic efforts and collections responding to basic human needs
2. To facilitate and assist in ministering to the marginalized including the handicapped, those in prison, victims of discrimination and those in crisis
3. To enhance awareness of the Gospel of Life, extending from conception to natural death
4. To encourage and cultivate the talents/gifts of all members of the parish community by promoting stewardship of time, talent and treasure

MINISTRY OF ADMINISTRATION

1. To operate within the personnel and other policies of the Diocese of Saginaw which pertain to the role of the Pastoral Administrator. The Pastoral Administrator is to inform the Moderator when considering extraordinary acts of administration of the parish and before taking any action.
2. To assist the Faithful to articulate the parish's mission/vision in light of the Gospel and to promulgate the mission
3. In consultation with the parish pastoral and finance councils, to give overall direction to the parish and to plan for future parish needs.
 - a. To ensure that there are regular meetings of the parish pastoral and finance councils and their committees
 - b. To ensure that records are kept of meetings and reports given to parishioners
 - c. To see that a sense of the history of the parish is maintained through archives
 - d. With the assistance of the parish finance committee to provide/develop resources for the future needs of the parish
 - e. To consult with appropriate diocesan offices regarding new directions for the parish, extraordinary expenses, any liturgical changes, and all capital

- improvements and repairs over \$15,000.00
4. To coordinate the administrative aspects of parish life
 - a. To hire and supervise, to evaluate periodically, to promote and terminate parish staff in accord with the personnel policies and in consultation with the diocesan Office of Human Resources
 - b. To supervise and evaluate parish programs
 - c. To manage the parish office according to proper procedure for record keeping, financial accounting, loss prevention and other procedures of the Diocese of Saginaw
 5. To administer the material assets of the parish overseeing buildings, maintenance, fund raising, and budget preparation in collaboration with the parish pastoral and finance councils
 6. To ensure that the requirements of the diocesan program for the protection of children and youth are fulfilled (Virtus)
 - a. To do background checks of staff and volunteers, have them sign the standards of behavior, complete Virtus training and maintain appropriate records
 - b. To ensure that building environments are configured and managed to promote the safety of children
 - c. To invite parents to be trained and children to participate in Child Lures
 - d. To stay current in the program (Updates) and its procedures
 7. To maintain parish finances in accord with diocesan policies and procedures
 - a. To prepare annual and periodic reports to the diocese
 - b. To guide the work of the finance council in preparing the annual budget and monitoring parish finances for fraud and good stewardship and to give an annual financial report to the parish community
 - c. To support actively the annual parish CSA campaign
 - d. To communicate to the parish, as fully as possible, the financial status of the parish
 8. To administer parish properties and income in accord with civil and canon law
 - a. To safeguard titles and deeds and other legal instruments in the parish archives and to deposit copies with the diocese
 - b. To administer a program of maintenance (including preventative maintenance) following the inspection reports of MCC
 - c. To get contracts by a fair bidding process
 - d. To consult appropriate diocesan boards and commissions whenever significant alteration (and in every case of alienation) of property is in question
 - e. To comply with civil law and the insurance regulations of MCC regarding property issues and employment termination
 - f. To develop and manage policies and procedures for the maintenance, sale, and purchase of parish property, equipment and supplies. In all cases diocesan policy must be followed.

ACCOUNTABILITY

1. Hiring Process: The Human Resource Department for the diocese assists the Bishop in finding viable candidates. A folder is sent to the Diocesan Personnel Board. After consultation with the Personnel Board, the new Pastoral Administrator is appointed by the

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Bishop of the Diocese of Saginaw. If this is the first Pastoral Administrator assigned to a parish, the Moderator visits the parish for an informational meeting.

2. Each new Pastoral Administrator will receive a minimum of six hours of in-service to the diocese and will work with a mentor for the first year.
3. The Pastoral Administrator is encouraged to participate in self evaluation and accountability at the parish level.
4. The Pastoral Administrator is encouraged to participate in regular spiritual direction, an annual retreat, theological education and other opportunities for growth at the diocesan and national level as time will permit.
5. The Pastoral Administrator is required to accept the lodging provided as a condition for employment. Such lodging is normally on the premises of the church property.

PREPARATION / QUALIFICATIONS

Education: Masters of Divinity (M Div) preferred; Masters in Theology (MAT), Masters in Religious Education (MRE), Masters in Theological Studies (MTS), or Masters in Pastoral Theology (MAPT) also considered or at least well-versed in these disciplines.

Personal: Ongoing spiritual formation, good interpersonal skills, good physical health, psychological evaluation and positive references

Professional: Full-time experience in parish ministry and administration for 5 years preferred

SALARY / BENEFITS

Salaries are determined according to diocesan guidelines prepared by the Diocesan Finance Office and recommended to the Bishop by the Diocesan Finance Council. After consultation with the Presbyteral Council and the Pastoral Administrators' Council, the Bishop may implement the recommendations of the Diocesan Finance Council or ask for more dialogue.

THE ROLE OF THE SACRAMENTAL MINISTER

The Pastoral Administrator works with the Sacramental Minister in order to provide effectively for the sacramental needs of the people. Both the Pastoral Administrator and the Sacramental Minister have a special responsibility in pastoral charity to the people.

It is the responsibility of the Sacramental Minister to use only the approved ritual books for the sacraments, and to follow the 2003 G.I.R.M. and *Redemptionis Sacramentum* of 2004 and other instructions promulgated by the Holy See, USCCB or the Diocese of Saginaw.

The Pastoral Administrator has no specific liturgical role. The Pastoral Administrator is not a "co-celebrant" with the Sacramental Minister. If the Pastoral Administrator is a deacon, he fulfills the responsibilities of that office. The Pastoral Administrator may serve as a reader, Extraordinary Minister of Holy Communion or make announcements.

The Pastoral Administrator is to inform the Moderator in circumstances in which a priest is not

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available.

LENGTH OF TERM

All diocesan employees, including Pastoral Administrators, are "at will" employees. The expected term of a Pastoral Administrator is 3 years. The Bishop, in consultation with the personnel board, may add another 3-year term or a portion of one. The Pastoral Administrator is typically evaluated at the end of the first year. Either the Bishop or the Pastoral Administrator may end the relationship at that time or at any time, for any reason, or for no reason.