

§100 PASTORAL COORDINATOR POLICIES

BASIC DEFINITIONS

A **Pastoral Coordinator** in the Archdiocese of Chicago is a qualified deacon or lay person entrusted with a participation in the exercise of the pastoral care of a parish where there is no resident pastor.

A **Pastor or Administrator** is the canonical (non-resident) pastor of a parish with a Pastoral Coordinator. He is to be the priest supervisor of the Pastoral Coordinator in the pastoral care of the parish. While he may delegate various specific duties to the Pastoral Coordinator and other parish ministers when appropriate and permitted by canon law, the Pastor or Administrator cannot delegate his general responsibilities and thus ultimately remains responsible for the performance of these functions.

A **Sacramental Minister** is a priest who provides the sacraments in a parish where there is a Pastoral Coordinator. The Sacramental Minister is preferably not the same person as the Pastor or Administrator, depending on local needs and circumstances. The Sacramental Minister is appointed by the Archbishop, is accountable to the Pastor or Administrator, and collaborates with the Pastoral Coordinator who coordinates the day-to-day activities of a parish.

The **Pastoral Coordinator**, the non-resident **Pastor or Administrator** and the **Sacramental Minister** of a parish are appointed by the Archbishop in the Archdiocese of Chicago and all are accountable to him.

§100 PASTORAL COORDINATOR POLICIES

100.1. Policy When the Archbishop determines that the pastoral needs of a particular area or parish require it, he will appoint a priest for the pastoral care of more than one neighboring parish. If pastorally appropriate, this priest may be assisted in his ministry by the Archbishop's appointment of a pastoral coordinator for each parish in which this priest does not reside. The pastor oversees the pastoral care of the parish.

Procedures

In making this determination and appointment, the Archbishop will be advised by the Parish Staffing Team and the Diocesan Priests' Placement Board. The appropriate Vicar and dean will be consulted.

Documentation

"A pastor is to have the parochial care of only one parish; however, the care of several neighboring parishes can be entrusted to the same pastor due to a dearth of priests or in other circumstances" (canon 526, §1).

100.2. Policy In the Archdiocese of Chicago, the office of Pastoral Coordinator is established whereby a qualified deacon or non-ordained person is entrusted by the Archbishop with a participation in the exercise of the day-to-day pastoral care and administration of a parish where there is no resident pastor or parochial administrator. He or she has the duty to involve the people of the parish to assist in carrying out the mission of the Church.

Procedures

The qualifications for the office of pastoral coordinator are determined by Policy §100.6.

Documentation

"An ecclesiastical office is any function constituted in a stable manner by divine or ecclesiastical law to be exercised for a spiritual purpose" (canon 145, §1).

"Particular laws are promulgated in a manner determined by the legislator" (canon 8, §2).

"The diocesan bishop is to govern the particular church committed to him with legislative, executive and judicial power in accord with the norm of law" (canon 391, §1).

100.3. Policy The pastoral coordinator and the non-resident pastor or parochial administrator are accountable to the Archbishop or his delegate. The pastoral coordinator is supervised by the non-resident Pastor or parochial administrator and regularly reports to him on all facets of the life of the parish.

The pastoral coordinator represents the parish community (practically, even if not juridically) and is involved in ecumenical, area, cluster, deanery, vicariate, and archdiocesan networks of pastors (even though he/she is not canonically the same as a pastor.)

Procedures

The Archbishop's delegate will ordinarily be the Director of the Office for Lay Pastoral Ministry.

The reporting obligation of the Pastoral Coordinator would be determined in collaboration with and in relationship to the local Vicar and dean.

100.4. Policy A pastoral coordinator is appointed by the Archbishop to a stable term of office coterminous with that of the pastor or parochial administrator, except that the premature termination or departure from office on the part of either the pastor/administrator or the pastoral coordinator shall not result in the premature termination of the other.

Documentation

"An ecclesiastical office cannot be validly acquired without canonical provision."

"Provision of an ecclesiastical office occurs by the free conferral of a competent ecclesiastical authority" (canon 147).

"That authority which is competent to establish, modify and suppress offices is also competent to make provision for them unless the law establishes otherwise" (canon 148).

"Unless otherwise explicitly determined by law, it is within the competence of the diocesan bishop to provide for ecclesiastical offices in his own particular church by free conferral" (canon 157).

100.5. Policy The sacramental life of a parish served by a pastoral coordinator will be provided for by a priest who will be named the sacramental minister. The sacramental minister is appointed by the Archbishop and is accountable to the pastor/administrator in collaboration with the pastoral coordinator. The pastoral coordinator in collaboration with the sacramental minister will arrange for providing sacramental and other pastoral services as needed in administering the day-to-day pastoral care of the parish.

Procedures

The sacramental minister may be either the pastor/administrator of the parish or some other priest, such as a priest in residence at the parish but having another full-time assignment or the associate pastor of another parish.

Documentation

"The pastor is to see to it that the Most Holy Eucharist is the center of the parish assembly of the faithful; he is to work to see to it that the Christian faithful are nourished through a devout celebration of the sacraments and especially that they frequently approach the sacrament of the Most Holy Eucharist and the sacrament of penance; he is likewise to endeavor that they are brought to the practice of family prayer as well as to a knowing and active participation in the sacred liturgy, which the pastor must supervise in his parish under the authority of the diocesan bishop, being vigilant lest any abuses creep in" (canon 528, §2).

"Ordinary executive power can be delegated both for a single act and for all cases, unless the law expressly provides otherwise" (canon 137, §1).

100.6. Policy To be considered for appointment as a pastoral coordinator, a person must meet Archdiocesan requirements and be certified for this ministry by the Archbishop.

Procedures

- a) The Office of Placement Services will have responsibility for assisting the Archbishop in administering the certification process. This office will also assist the proper Episcopal Vicar and parish pastor/administrator in the supervision and evaluation of pastoral coordinators.
- b) After consultation and in collaboration with the Priest Personnel System, names of certified candidates will be submitted to the Archbishop for consideration of appointment as pastoral coordinators.

c) The criteria for eligibility for this position are:

Qualifications:

A. Education

Requirements:

Masters of Divinity or Equivalent

Qualifiers:

From an accredited Catholic institution

B. Experience

1. Ministerial

7 years parish ministry

Leadership experience in varied areas such as Religious Education, RCIA, Liturgy, Ministry of Care, etc.

2. Administrative

3-5 years

Staff experience, preferably as a Pastoral Associate

Demonstrated skills in pastoral ministry: relational and pastoral sensitivity.

Demonstrated proficiency in areas of leadership, organization, supervision, finance, and human resources

Knowledge of and sensitivity to multi-cultural concerns

Qualifications:

C. Personal

Requirements:

Practicing Roman Catholic and in good standing

Qualities:

Appreciates Catholic tradition and can articulate his/her faith in light of it

A person of faith, prayer, and Christian moral values

Knows and appreciates own gifts, personality strengths and weaknesses

Able to articulate faith experience and share it with others

Witnesses to Gospel values through his/her lifestyle

Open to ongoing conversion and religious formation

Understands divine revelation in creation, scripture, the person of Jesus, and lived experience

Understands process of theological reflection

Demonstrates ability to maintain and sustain healthy interpersonal relationships

Understands the nature of ministerial and personal boundaries

*Exception to any of above to be determined on an individual basis

Documentation

"In order to be promoted to an ecclesiastical office, a person must be in the communion of the Church as well as suitable, namely endowed with those qualities which are required for the office in question by universal or particular law or by the law of the foundation" (canon 149, §1).

100.7. Policy Salary and benefits for the pastoral coordinator position will be established as part of the Compensation Policies published by the Archdiocesan Department of Personnel Services.

Documentation

"Lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfill their function properly and to carry it out conscientiously, zealously, and diligently" (canon 231, §1).

"With due regard for can. 230, §1, they have a right to a decent remuneration suited to their condition; by such remuneration they should be able to provide decently for their own needs and for those of their family with due regard for the prescriptions of civil law; they likewise have a right that their pension, social security and health benefits be duly provided" (canon 231, §2).

"When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need" (canon 281, §1)

"Provision is likewise to be made so that they possess that social assistance by which their needs are suitably provided for if they suffer from illness, incapacity or old age" (canon 281, §2).

"Married deacons who dedicate themselves completely to the ecclesiastical ministry deserve a remuneration by which they can provide for their own support and that of their families; married deacons, however, who receive remuneration by reason of a civil profession which they exercise or have exercised are to take care of their own and their family's needs from the incomes derived from their profession" (canon 281, §3).

100.8. Policy It will be the responsibility of the Vicar for Regional Services and the Director of the Department of Personnel Services to provide for periodic review of the pastoral coordinator position policies.

Procedures

- a) Time for review to be determined as needed.
- b) Results of review will be reported to the Archbishop, the Presbyteral Council, and the Archdiocesan Pastoral Council.