

§2100 GRANT ALLOCATION PROCESS AND CRITERIA

The Archbishop has approved a Provisional Grant Allocation Process which will be followed for fiscal year 1998. When the current grant allocation process is completed, the interim policies will be reviewed and revised.

Introduction

Our Archdiocese is a communion of faith gathered around the table of the Lord, nourished by God's Word, pastored by our Archbishop and in communion with the universal Church. The Archdiocese carries on the mission of the Lord Jesus. The furthering of this mission is fostered by the development of smaller communities of faith known as parishes and other ecclesial pastoral structures. These parishes are responsible for the development of their own common life in union with the rest of the Archdiocese and the Church universal.

These parishes also share responsibility for supporting the Church's mission in those areas of the Archdiocese and throughout the world that do not have the financial and other resources needed to further the Lord's mission. This responsibility is fulfilled in part by financial contributions to support the ministry of the Archdiocese.

It is the Archbishop, in consultation with appropriate consultative bodies and Archdiocesan leadership, whose responsibility it is to specify the mission and priorities of the Archdiocese and to allocate monies in a manner that will fulfill that mission with special attention to the presence of the Church among the poor and those in need. These communities of faith share fully in the life and mission of the Church which they are a part while facing special circumstances often not of their making. As a prudent pastoral leader, the Archbishop should administer the resources of the Archdiocese in a manner that allows for a balanced budget. When pastoral needs are greater than fiscal resources, the Archbishop, after appropriate consultation, will have to make realistic and complex decisions that will allow for ministry to continue, but in keeping with available resources.

§2101 GRANT ALLOCATION PROCESS

§2101.1. Parish Pastoral Plan

<p>2101.1. Policy An essential component of the grant allocation process is the pastoral plan which shall serve as the context for its discussion regarding a potential grant. In this way, the distinctive responsibilities of the parish as a community of faith are valued.</p>

§2101.2. Total Amount of Grant Money to be Available

2101.2. Policy In early October of each year, the Archbishop's Administrative Council shall recommend to the Archbishop the total amount of grant money to be available for the next fiscal year.

Procedure

Ordinarily, as the amount is determined each year, it will not be in excess of 25% of expenses of a balanced, ordinary operating budget for "Pastoral Center Activities," excluding insurance and pass through benefit activities.

§2101.3. Establishing a List of Grant Candidate Parishes

2101.3. Policy In late October, after the Archbishop, with input from appropriate consultative bodies, has determined the total amount of money to be made available for grants, the Vicar General shall meet with each Vicar, his Deans, the Director of Finance, the Vicariate Administrative Consultants (VAC) and appropriate Pastoral Center staff to review the parishes currently on grant and those parishes whose financial condition indicates the likelihood of their becoming a grant parish. The purpose of that meeting shall be to establish a list of "grant-candidate" parishes.

§2101.4. Initial Analysis of Grant Candidates

2101.4. Policy In early November, it shall be the responsibility of the Vicar, the Dean, with the assistance of the VAC, the Office of Catholic Schools (OCS) area school planning consultant, the Office for Catechesis (OFC) deanery leadership consultant and others with expertise to do an initial analysis of each "grant-candidate" in light of the "Criteria for Grant Allocation" in §902.

§2101.5. Parish Response to Analysis

2101.5. Policy In mid-November, the results of grant candidate analysis shall be communicated by the Vicar and Dean to the pastor, principal, appropriate members of the parish staff, the chair of the parish pastoral council and the chair of the parish finance council. They shall have an opportunity to present their own response to this analysis either immediately or at an agreed upon future date. They shall also be able to present, using a form developed by the finance office, their current financial status, their projections to the end of the current fiscal year, and their initial budget estimates for the next fiscal year.

§2101.6. Tentative Grant Proposals for Eligible Parishes

2101.6. Policy In early December, after discussions about the grant candidate analysis have been completed, the Vicar and Dean shall determine which parishes in each Deanery shall be eligible for a grant, and then propose a tentative grant for each eligible parish. This listing shall be shared with the Archbishop for review. If the total of those grants is greater than the monies available, it shall be the responsibility of the Vicars to negotiate the allocation of available monies between Vicariates.

§2101.7. Parish Response and Final Recommendation

2101.7. Policy The results of the grant candidate analysis shall be shared by the Vicar and Dean with those involved in the consultations in each parish, who shall have the opportunity to offer comments. These comments shall be recorded, along with the final recommendation, so that they can be submitted to the Archbishop through the Vicar General. It is possible that these discussions will result in the Vicar making further adjustments in the tentative grants.

§2101.8. Archbishop's Review and Approval

2101.8. Policy When the process in §901.7 has been completed, the Archbishop shall attend a meeting chaired by the Vicar General with the Vicars, Deans, the Director of Finance, the VACs, school planners, members of the Research and Planning Office, the Consul for Policy Development and other appropriate staff at which the final list of proposed grants shall be reviewed. At this meeting or subsequently thereafter, the Archbishop shall approve the final grant for each parish.

§2101.9. Grant Parishes to Submit Balanced Budgets

2101.9. Policy The grant allocation process shall be completed by January 1st and the results included in the budget materials sent to each parish. It is expected that each grant parish shall submit a budget for the next fiscal year which, including the grant money, shall be a realistic balanced budget. If after analysis by the Finance Office, it is determined that the budget is not a balanced budget, it shall be the responsibility of the Vicar and Dean to meet with the pastor, principal, chair of the parish pastoral council, central school board and the chair of the parish finance council to determine what steps must be taken to balance the budget.

§2102 GRANT ALLOCATION CRITERIA

§2100 Grant Allocation

Grants are given to assist a parish in fulfilling its ecclesial mission. Under most circumstances a parish should be able to support itself. If this is not possible, the following criteria are used.

A parish may be considered a candidate for a grant when it demonstrates substantial compliance with Archdiocesan criteria as set forth in the Ministerial Life Criteria Handbook. The ministries which are to be provided for are: Spiritual Life, Human Concerns, Parish Life and Education. It is assumed that a parish will be able to support the fulfillment of its mission in areas other than its educational mission.

§2102.1. Parish Elementary School Education Criteria

2102.1. Policy The grant allocation criteria for a parish with an elementary education program shall include:

- (1) Evidence of a strong Catholic identity and certification of the school through the School Evaluation Process.
- (2) Financial pupil/teacher ratio of at least 22:1.
- (3) At least 75% of its operating budget raised by the school.*
- (4) The Archdiocesan average cost per child is not exceeded.**
- (5) A self-supporting pre-school program and extended day program.
- (6) Amount of the grant in terms of dollars per child does not exceed 25% of the anticipated average cost per child. (If enrollment increases, the amount of the grant shall be adjusted.**)
- (7) Eligible federal, state and Archdiocesan funds are accessed.

* Percent determined by previous history of the school and in consultation with the Office of Catholic Education.

** It will be necessary to take into consideration two factors when determining the actual amount of the grant:

1. the impact on cost per child of an older, more experienced faculty;
 2. schools that are potential "anchors" may have higher occupancy costs.
- Schools should not be penalized in terms of grant because of either of these factors.

§2102.2. Parish Secondary Education Criteria

2102.2.1. Policy Ordinarily, high schools are self-sufficient and operate with a balanced budget. Exceptions to this shall be made only on a case by case basis, in accord with the following clear criteria for high school grants.

- (1) The mission and philosophy of the school reflect the Catholic identity of the school.
- (2) 75% of expenses are covered by tuition, fund raising, and other income.
- (3) At least 95% of tuition is collected.
- (4) There is minimum student teacher ratio of 18:1 in schools with enrollment less than 350; 20:1 in schools of more than 350.
- (5) The ratio of auxiliary personnel to faculty is approximately 1:2.****
- (6) Approximately 75% of operating budget costs are for personnel expenses.
- (7) Fund raising goals average at least \$100 per student are set and met.
- (8) A development plan exists. Implementation of the plan, at a minimum, covers its costs including salaries.
- (9) There is a 3-year financial and enrollment projection.
- (10) The school maintains North Central accreditation and State recognition.
- (11) The school accesses federal, state and Archdiocesan funds for which it is eligible.

2102.2.2. Policy If a school needs a grant for two or more consecutive years, a feasibility study shall be done to assess the school's viability. Exceptions may be made for schools whose mission represents a particular priority of the Archdiocese. Should this be the case, recommendations shall come from the Planning Coordinating Committee to the Archbishop for a decision.

**** Auxiliary personnel refers to all non-teaching persons employed by the school including administrators, counselors, clerical staff, development staff, librarians, maintenance staff, campus ministers, etc.