



THE MINISTRY OF THE PASTORAL ADMINISTRATOR
Diocese of Buffalo, New York

GUIDELINES AND CONDITIONS OF EMPLOYMENT

I. BACKGROUND FOR THE MINISTRY OF PASTORAL ADMINISTRATOR

The ministry of leadership has been a constant in the Church's official ministry from the beginning. Leadership of the People of God fosters the process of building Christian community. The ministry of leadership, including in the Sacrament of Holy Orders as well as lay ecclesial ministries, finds its basis in the Sacrament of Baptism. The Holy Scriptures reveal this fundamental truth in many ways, particularly in Paul's words to the Christians of Corinth:

"You, then, are the body of Christ. Every one of you is a member of it. Furthermore, God has set up in the church first apostles, second prophets, third teachers, then miracle workers, healers, assistants, administrators and those who speak in tongues." (1 Corinthians 12: 27-28)

The Second Vatican Council reflected this truth in its Dogmatic Constitution on the Church, *Lumen Gentium* (LG):

"He (Christ) continually distributes in His body, that is in the Church, gifts of ministries through which, by his own power, we serve each other unto salvation..." (LG 7) and *"The baptized, by regeneration and the anointing of the Holy Spirit, are consecrated into a spiritual house and a holy priesthood"* (LG 10)

Grounded in this renewed understanding of the rights and responsibilities of all the baptized who have been given different gifts for the building up of the body of Christ, the church today faces an invitation from the Spirit to meet the needs of our times.

II. APPOINTED BY THE DIOCESAN BISHOP

The 1983 Code of Canon Law recognizes that there exist parish situations in which the ministry of a permanent pastor may not be possible. Canon 517 §2 provides for the pastoral care of a parish to be overseen by a deacon, vowed religious, or a lay person due to a shortage of priests. The source of this authority to lead a Catholic parish rests entirely with the Diocesan Bishop. Lay persons, vowed religious, or deacons who are appointed by the Diocesan Bishop to lead a parish in the Diocese of Buffalo shall have the title of Pastoral Administrator.

Pastoral Administrators receive their appointment letter from the Diocesan Bishop, are publicly installed as leaders of the parish by the Vicars Forane, and receive all communications and directives appropriate to the person who leads a parish. When a Pastoral Administrator is appointed, the Diocesan Bishop shall also appoint a Priest Moderator and Sacramental Minister.

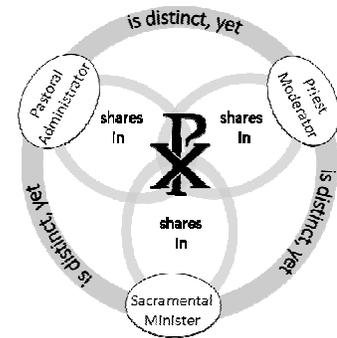
The initial appointment of the Pastoral Administrator will be for a term of one year. This term of service presumes a satisfactory evaluation after the first six months. After the first year, another evaluation will take place. After the first year, subsequent terms of service will be renewed for three years following a positive performance appraisal. According to the canons on provision for Church office, the Diocesan Bishop has the right to end the term of appointment at any time for just cause. The determination as to whether or not just cause exists for termination, transfer, and/or relocation shall be solely the decision of the Diocesan Bishop, which decision shall be final.

III. PASTORAL ADMINISTRATOR, PRIEST MODERATOR, SACRAMENTAL MINISTER

A) Pastoral Administrator is a lay person, a vowed religious, or a deacon who participates in the exercise of the pastoral care of a parish entrusted to him or her and whose provision of pastoral care is supervised by a Priest Moderator. (c. 517 §2)

B) Priest Moderator is a priest appointed with the powers and faculties of a pastor to supervise pastoral care provided to a parish by a Pastoral Administrator in virtue of Canon 517 §2. He is the canonical pastor of the parish.

C) Sacramental Minister is a priest who assists a parish by celebrating sacraments and providing other designated priestly ministry in collaboration with the Pastoral Administrator and Priest Moderator.



IV. MINISTRY OF THE PASTORAL ADMINISTRATOR

The ministry of the Pastoral Administrator is authorized by the Diocesan Bishop. The Pastoral Administrator collaborates with a Priest Moderator, Sacramental Minister, and a variety of parish leaders which include the trustees, pastoral council and finance council. The Pastoral Administrator may be involved in some or all of the following areas:

A. Ministry of Administration

1. hire, supervise, support and evaluate parish staff
2. motivate, screen, prepare, and support volunteer ministers
3. oversee the management of parish operations, buildings and grounds
4. prepare and submit the annual financial and spiritual report to the diocese
5. submit recommendations to the Diocesan Bishop for the naming of parish trustees
6. manage parish budget, finances and coordinate the parish finance council in accord with Diocesan policies and procedures
7. represent the parish to the vicariate
8. encourage parishioners to discern and plan for a vital future
9. develop a long-range strategic plan for the parish in collaboration with parish trustees and the parish pastoral council
10. maintain parish and sacramental records, personnel files and legal documents in a safe and secure place
11. facilitate effective communication with parishioners and develop appropriate parish websites and social media in support of the parish mission
12. exercise responsibility for application of Church teaching and discipline in collaboration with the Priest Moderator

B. Ministry of the Word

1. ensure for lifelong faith formation in collaboration with the appropriate personnel and opportunities for involvement in justice and service
2. ensure that evangelization with specific outreach to inactive Catholics, and the Rite of Christian Initiation for Adults is implemented
3. provide for renewal opportunities/retreats/missions, etc. for the spiritual growth and the enrichment of the parish community
4. may conduct vigil and committal services according to the Order of Christian Burial
5. provide reflections in celebrations of the Liturgy of the Word outside of Mass

C. Ministry of Sacrament

1. coordinate the preparation and celebration of the sacraments following diocesan guidelines
2. coordinate scheduling/planning for Masses and Holy Communion Outside of Mass, in collaboration with the sacramental minister and the parish liturgy planning committee
3. oversee recruitment, formation, organization and scheduling of liturgical ministers
4. provide for communal celebrations of Reconciliation, as well as individual celebration of the Sacrament of Penance in cooperation with the sacramental minister
5. provide for the communal Rite of Anointing of the Sick and arrange for individual celebration of the Sacrament in cooperation with the sacramental minister
6. conduct pre-marital investigations and prepare couples for the Sacrament of Matrimony
7. be present at regular parish liturgies. The Pastoral Administrator may be involved in liturgical celebrations in the following ways:
 - a. welcome people as they arrive
 - b. read parish announcements
 - c. possibly offer general intercessions
 - d. welcome the community at baptisms, funerals and weddings
 - e. may participate in entrance or recessional processions
 - f. prepare and preside at a Sunday Celebration in the Absence of a Priest.

D. Ministry of Pastoral Care

1. provide a personal presence to the parish, especially at worship and events
2. promote community building activities and a welcoming spirit among staff and parishioners
3. help parishioners in the areas of moral issues, personal decisions and make referrals to other agencies as deemed necessary
4. oversee visitation of parishioners at significant moments of their lives, especially for the sick, needy, dying and bereaved
5. call the community to social action (peace and justice)
6. collaborate with ecumenical and community groups
7. oversee implementation of diocesan policy and practices with regard to safe environment
8. assist in ministry to divorced or remarried persons and ensure access to the marriage tribunal

V. RELATIONSHIP OF PASTORAL ADMINISTRATOR TO PRIEST MODERATOR AND SACRAMENTAL MINISTER

When a Pastoral Administrator is appointed to a parish, the Diocesan Bishop will also appoint a Priest Moderator and a Sacramental Minister to oversee the pastoral and sacramental needs of that parish for

a specified term. The compensation for these ministries will be determined by the diocese. The role descriptions cover broad areas of responsibility.

A. Priest Moderator will:

1. meet monthly with the Pastoral Administrator to discuss parish needs
2. report yearly, along with the Pastoral Administrator, to the Diocesan Bishop or his representative regarding the pastoral care of the parish
3. represent the parish in juridical and canonical affairs in collaboration with the Pastoral Administrator
4. serve as corporate officer (secretary/treasurer) of the civil corporation

B. Sacramental Minister will: collaborate with the Priest Moderator, Pastoral Administrator and the parish liturgy committee in fulfilling the sacramental needs of the parish.

VI. QUALIFICATIONS

A. Commitment to the Church: A Pastoral Administrator must be faithful to the mission, teaching and discipline of the Universal Church as presented in the Code of Canon Law, and to the laws, customs and practices of the Diocese of Buffalo.

B. Professional/Educational Background: A Pastoral Administrator will have a master's degree from a Roman Catholic institution in pastoral ministry or theology along with completion of the diocesan *Orientation for Parish Pastoral Administration* with experience and demonstrated competency in parish work and pastoral skills. A candidate's demonstrated expertise must be approved by the Diocesan Board for Pastoral Administrators. The type of parish experience will be an important factor in assessing the candidate's suitability for the position in question.

C. Personal Assets: A Pastoral Administrator will:

1. be baptized, confirmed, and a practicing Catholic
2. if married, recognized as valid by the Catholic Church
3. possess collaborative leadership ability
4. exhibit Christian compassion – sensitive to others
5. be self-motivating, organized, responsible
6. possess good physical and psychological health
7. demonstrate spiritual development and an active prayer life
8. exercise healthy communication and conflict resolution skills

D. Determination of Candidate Qualifications: This is the responsibility of the Diocesan Board for Pastoral Administrators.

VII. RECRUITMENT PROCEDURES & PLACEMENT

A. Recruitment: Those interested in and qualified for the position of Pastoral Administrator should request an application packet from the Office for Evangelization and Parish Life at the Catholic Center.

B. Formation and Education: A candidate may need formation and education for this position if the Diocesan Board for Pastoral Administrators determines it accordingly on an individual basis. Additional formation will be provided in key areas related to pastoral administration that include: Canon Law, liturgy; as well as small business practices which include: finances, personnel and organizational management. Formation will be coordinated by the Office for Evangelization and Parish Life in collaboration with Christ the King Seminary and any other institution accepted by the Diocese.

C. Screening: A candidate's screening will be provided by the Diocesan Board for Pastoral Administrators in collaboration with the Diocesan Counseling Center.

D. Eligibility: The Diocesan Board for Pastoral Administrators will determine the applicant's eligibility for this position. The Diocesan Board will submit names of eligible candidates to the Diocesan Bishop for consideration when openings occur.

E. Placement: When a Pastoral Administrator is to be assigned, the parish shall be informed of the lines of accountability, and the working relationship between the Pastoral Administrator, the parish, the Sacramental Minister and the Priest Moderator by the Diocesan Board of Pastoral Administrators.

F. Mentor: Support will be provided by the Office for Evangelization and Parish Life which will access other diocesan ministerial offices, as deemed appropriate.

G. Review: The appointment and the ministry of the Pastoral Administrator shall be reviewed in accordance with Section II herein.

VIII. CONDITIONS OF EMPLOYMENT

The following are offered as guidelines and conditions of employment. It is the responsibility of the Priest Moderator in consultation with parish trustees, the pastoral and finance council to determine what benefits will be offered for each year based upon parish capacity. The following is suggested based upon a full-time position.

A. Length of Appointment: The length of appointment of the Pastoral Administrator will be determined according to diocesan guidelines and set forth in Section II herein.

B. Salary and Benefits: A letter of agreement will be negotiated and signed by the Diocesan Bishop.

1. financial compensation and fringe benefits are determined and paid according to parish's ability to pay.
2. applicable taxes are to be withheld (federal, state, social security).
3. a professional education stipend will be provided by the parish(es) to enable the Pastoral Administrator to continue his/her professional education.

C. Health and Dental Insurance – according to (B)(1), full and part-time Pastoral Administrators are eligible to participate in parish-sponsored medical/dental insurance plans. The level of parish support for coverage is determined by the Priest Moderator in consultation with the parish Finance Council and Trustees. Please refer to the parish employee handbook.

D. Sick Time – Sick time will be provided according to the parish employee handbook. Unused sick time cannot be cashed in. All unused sick time is forfeited at the time of termination. Sick time may never be

used as vacation. It is expected that the Pastoral Administrator will notify the Priest Moderator or parish designated staff member at the start of the day with regards to absence due to sickness.

E. Vacation - After the first six months of employment, and after a satisfactory evaluation, the Pastoral Administrator is entitled to two weeks of vacation in the first year. In subsequent years, the employee will be entitled to four weeks of vacation annually. The Pastoral Administrator must schedule vacation according to the needs of the parish and in consultation with the Priest Moderator.

F. Retreat - Five days per year, will be granted and is paid for by the parish(es).

G. Holidays – Each year the chancery publishes a holiday schedule for the diocesan offices. Parishes may select any of these holidays with the exception of holy days of obligation. In the case of holy days, the Pastoral Administrator will arrange for alternate time off in consultation with the Priest Moderator.

H. Pension - A full-time or part-time Parish Administrator, who works 20 or more hours per week, is eligible for participation in the Diocesan Retirement Plan. This is a non-contributory plan. The parish will contribute to the Diocesan Pension Fund on behalf of the Pastoral Administrator. Details on requirements and benefits can be obtained from Hart & Keenan, the diocesan pension fund administrators.

I. Flex Spending Account – If offered by the parish, a full-time or part-time Pastoral Administrator can receive a flexible spending account in accord with all governmental regulations.

J. Family and Medical Leave (FMLA) – A Pastoral Administrator is eligible for FMLA if they have worked in the parish for at least 12 months and a minimum of 1,250 hours in the 12 months preceding the start of the leave period. This 12 weeks of unpaid leave may be taken all at once or intermittently and may be taken every 12 months to care for an immediate family member (child or parent) after the event of a birth or placement in foster care or adoption or for a serious personal injury or illness that makes the employee unable to perform their assigned tasks. Please refer to the parish employee handbook for further details.

K. Continuing Education – The Pastoral Administrator is expected to pursue continuing education. The cost will be supported to the degree mutually agreed upon at the beginning of each employment year. Accomplishment of continuing education goals will be included in the annual performance evaluation.

L. Disability – Beginning with the eighth consecutive day of disability due to non-work related illness, injury or pregnancy, a Pastoral Administrator may be eligible to receive disability benefits. Please refer to the parish employee handbook for further details.

M. Worker's Compensation – This insurance may provide cash benefits and medical care for workers who become disabled because of an injury or illness related to their job. Pastoral Administrators are eligible to receive this benefit for an on-the-job injury or job-related illness. Please refer to the parish employee handbook for further details.

N. Bereavement Leave – In the event of the death of an immediate family member (spouse, mother, father, child, sibling, grandparent or parents-in-law), the Pastoral Administrator will be paid for time lost from work, up to five regularly scheduled work days, including the day of burial. For other family

members outside of immediate family as described above, the Pastoral Administrator will be excused from work and will be paid for one day to attend burial.

O. Jury Duty – a Pastoral Administrator who is summoned and required to serve, will be paid for actual time lost due to jury duty for up to ten days per year. Please refer to the parish employee handbook for further details. The Pastoral Administrator must inform the Priest Moderator ten days in advance or as soon as possible before reporting for duty, and return with a completed form certified by the court clerk. A request for an excuse or delay may be submitted to the court if absence will adversely affect the parish.

P. Rules and Regulations – At all times, the Pastoral Administrator shall administer in full compliance with the laws, rules and regulations of the Roman Catholic Church and the Diocese of Buffalo, as determined from time to time by the Diocesan Bishop.

Q. Termination - In the case of termination, the Priest Moderator shall first be notified pursuant to Section II herein. The Priest Moderator shall notify the Pastoral Administrator in consultation with the Diocesan Office for Human Resources. The Pastoral Administrator may be removed from office by the Diocesan Bishop in his sole discretion, as provided for in Section II herein.

IX. DIOCESAN BOARD FOR PASTORAL ADMINISTRATORS

A. Membership

The members of the Diocesan Board for Pastoral Administrators are appointed by the Diocesan Bishop for a term of three years. The members of the Diocesan board include:

- a Vicar General
- the Coordinator of the Priests' Personnel Board
- the Diocesan Director of Human Resources
- the Diocesan Director of the Office for Evangelization and Parish Life
- the Diocesan Director of Research and Planning
- the Diocesan Director of Deacon Personnel or Formation
- an experienced parish Pastoral Administrator
- a Pastor who currently supervises a Pastoral Administrator

B. Responsibilities:

1. Candidate Selection

- recruit prospective candidates
- accept and review applications and assessment of candidates
- interview applicants
- oversee written agreements between diocese and applicants
- refer applicants and place of assignment to the Diocesan Bishop

2. Parish Selection

- will assist the Diocesan Bishop in selecting parishes, in collaboration with the respective Vicar Forane, to which a Pastoral Administrator will be appointed
- prepare selected parishes for acceptance of a Pastoral Administrator
- propose to the Diocesan Bishop, the Priest Moderator for each parish led by a Pastoral Administrator

3. Oversight of the implementation of the role of Pastoral Administrator
 - review the descriptions and expectations for each position with the Priest Moderators, Sacramental Ministers and Pastoral Administrators
 - clarify any questions or concerns that emerge regarding these positions
 - conduct and review evaluation for Pastoral Administrators
4. Provide intervention where conflict or misunderstanding occurs
5. Review and propose compensation and benefits for Pastoral Administrators annually

X. The term Diocesan Bishop, as used herein, shall mean the Bishop of the Diocese of Buffalo or, in the case of his absence or inability to act, the Vicar General and/or the Administrator of the Diocese of Buffalo.

Promulgated by the Most Reverend Richard J. Malone on this _____ day of _____ of 2013.

Most Reverend Richard J. Malone, Th.D.
Bishop of Buffalo

Reverend Monsignor David S. Slubecky, J.C.L., S.T.L., V.G.
Vicar General and Moderator of the Curia

Reverend Monsignor Paul A. Litwin, J.C.L.
Chancellor

The undersigned, this ____ day of _____, 201__, hereby accepts the appointment of Pastoral Administrator subject to the Guidelines and Conditions of Employment set forth above.

Dated: _____

[Signature]