



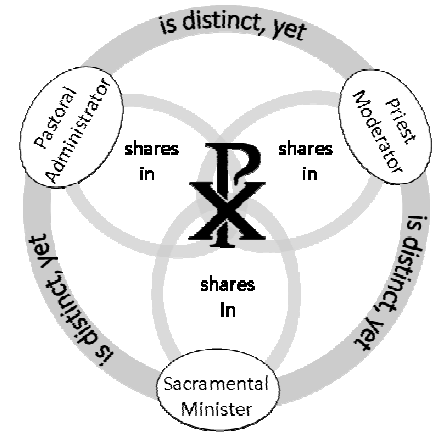
## PRIEST MODERATOR Diocese of Buffalo

### RESPONSIBILITIES AND RELATIONSHIPS OF THE PRIEST MODERATOR IN COLLABORATION WITH PASTORAL ADMINISTRATOR AND 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.



### MINISTRY OF THE PRIEST MODERATOR

When a Pastoral Administrator is appointed to a parish, the Diocesan Bishop will also appoint a Priest Moderator and Sacramental Minister(s) to oversee the pastoral and sacramental needs of that parish for a specified term. This role description addresses broad areas of responsibility.

#### A. Priest Moderator

The priest moderator is appointed by the Bishop and is accountable to the Bishop. An effective Priest Moderator is a person of discernment who desires to empower the Pastoral Administrator through a consultative approach. The role of the Priest Moderator is supervisory since he has the canonical powers and faculties reserved to a pastor (e.g. witness marriage, dispense from obligations, etc.) However, while ensuring parish compliance with Canon Law and diocese policies, the Priest Moderator allows the Pastoral Administrator to manage daily activity and to make most normal pastoral decisions. The Priest Moderator is an advocate for the Pastoral Administrator. He knows when and how to share his experience in a way that is encouraging, confirming, challenging and inspiring to the Pastoral Administrator.

While the primary relationship of the Priest Moderator is with the Pastoral Administrator, the Priest Moderator will also cooperate with and support the Sacramental Minister(s) of the parish. In particular, the Priest Moderator will:

1. nurture a collaborative relationship with the Pastoral Administrator and the Sacramental Minister and foster a sense of team unity, openness, respect, understanding and cooperation
2. meet regularly with the Pastoral Administrator to discuss parish needs, policies and procedures
3. familiarize himself with the pastoral, communal and liturgical life of the parish
4. represent the parish in juridical and canonical affairs in collaboration with the Pastoral Administrator
5. review annual financial report and discuss any matters of concern with the Pastoral Administrator
6. preside at weekend liturgies at least once a year
7. serve as corporate officer (secretary/treasurer) of the civil corporation
8. to provide input to the Bishop or his staff at times of performance appraisal for the Pastoral Administrator
9. ensure implementation of all relevant diocesan directives and church teaching
10. be available for consultation and advice on any non-routine matters (e.g. conflict, Bishop visit, major renovations or sale and purchase of property)
11. be available to the Bishop and his staff for meetings regarding the ministry of pastoral administrator
12. provide delegation to Sacramental Minister for witnessing marriages as need arises
13. review quarterly the sacramental registers and the PreMarriage Investigation Book to insure that entries are properly made and all necessary dispensations, permissions, and delegations have been obtained
14. oversee the functioning of the parish finance and pastoral councils