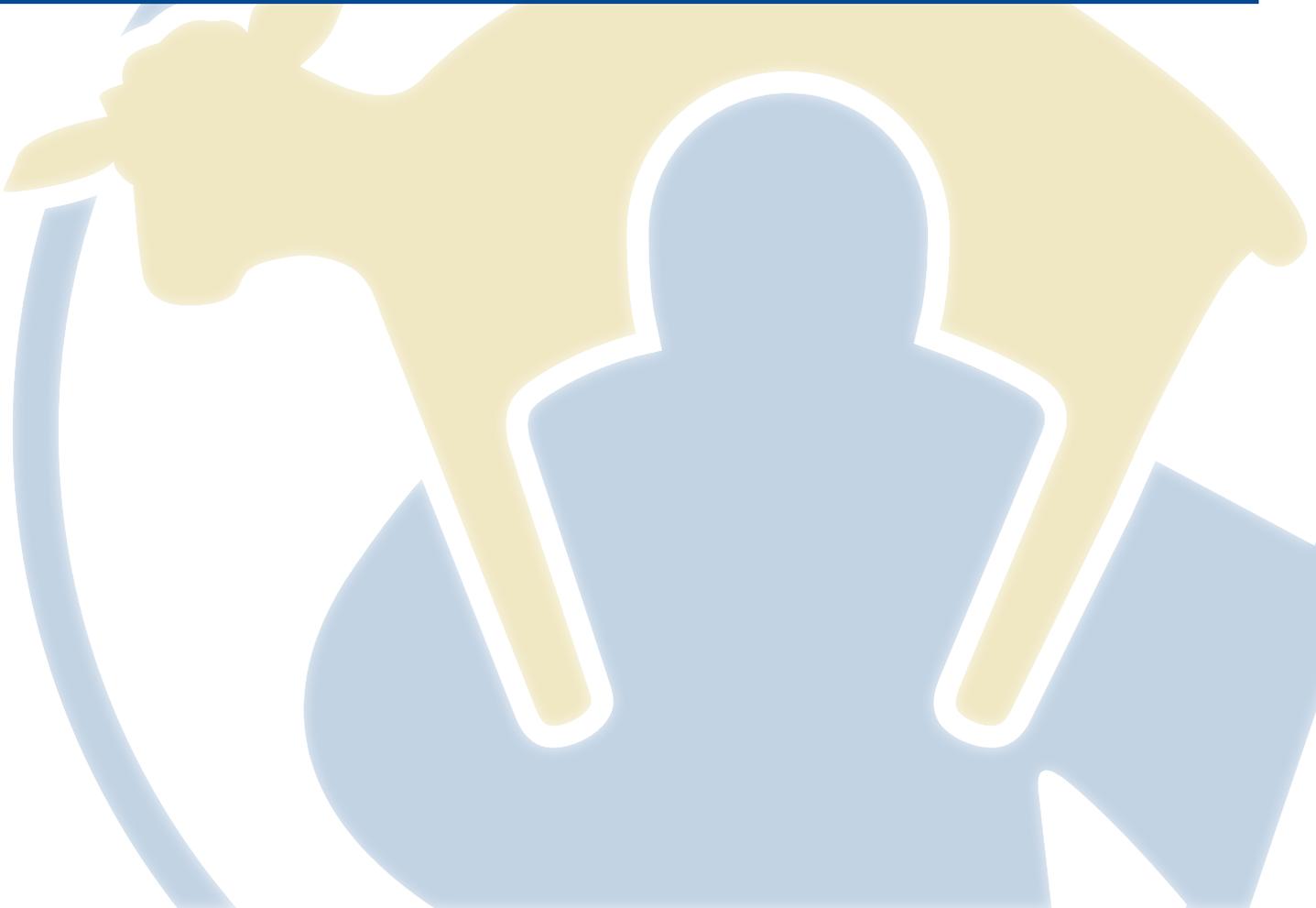




Catholic Leadership  
INSTITUTE

welcomes you to

**A DAY OF TRAINING,  
PREPARATION AND PRAYER**





# Acknowledgements

Catholic Leadership Institute would like to thank the following individuals for their contributions to the program:

**Mr. Timothy Flanagan and Rev. Charles Pfeffer**, for their vision and commitment to building Catholic leaders for today and tomorrow;

**The Board of Directors of Catholic Leadership Institute**, for their generosity of time, talent and treasure;

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Catholic Leadership Institute, in accordance with our Core Values, is committed to addressing issues as they occur. If our Leadership Consultant is unable to satisfactorily resolve a participant/client concern, the participant/ client is encouraged and expected to bring the issue to the attention of a Catholic Leadership Institute management team member inclusive of the CLI President and Board Chair.



# Prayer for Leaders

***Dear Lord,***

We pray that you will create among us Catholic leaders, individuals made in your image who will apply your teachings in their lives to positively impact our families, our workplaces, our communities, and our Church.

Help us to inspire those with whom we come in contact to share their God-given talents, to do your will and to find a place in your kingdom where their deepest joys and the world's deepest hungers meet and cry for their special qualities and abilities.

Make us leaders, Lord, leaders with strength and courage to follow you. Leaders who make your love visible to the world in all of our words and actions.

***Amen.***





# Catholic Leadership Institute



Catholic Leadership Institute provides bishops, priests, deacons, and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

## Vision

We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

## Mission

Catholic Leadership Institute's mission is to build Catholic leaders for today and tomorrow. We empower people with the finest leadership skills and tools to help them reach their God-given potential as Catholic leaders and Christian witnesses in their family, workplace, community and Church.

## Values

The following enduring beliefs guide the behaviors, decisions, and actions of Catholic Leadership Institute:

1. Love of Christ and the Church
2. Highest standards of excellence
3. Care for the individual



# Session Outcomes

## *At the end of this training day, you will...*

1. Increase your understanding of the Five Global Challenges for the Diocese of Bridgeport and the Major Initiatives from the Fourth General Synod
2. Gain clarity about your unique role and responsibilities as Pastor, Finance Council member, Pastoral Council member, or Trustee
3. Understand the purpose of a task force and how your role can support this work

*“Give us, we pray, the gifts of wisdom, knowledge,  
courage and — above all — charity.  
Help us to grow in unity and mutual respect.  
Guide us on the path of the New Evangelization  
as we plan for the future of the Church  
in Fairfield County.”*

*—From the Prayer for the Synod, Diocese of Bridgeport*



# Fourth Synod of the Diocese of Bridgeport: *Building a Bridge to the Future Together*



## BY THE NUMBERS

September 19, 2014 - September 19, 2015

7 Listening Sessions

350+ Delegates

6 General Sessions

## 5 Global Challenges

**1: Liturgy and Worship:** Every Catholic is called to Full, Conscious, and Active Participation in the worship life of the Church.

**2: Family Life:** There is a need to strengthen and support family life, and to empower and assist parents as the primary teachers of the Catholic Faith.

**3: Evangelization:** We must create concrete plans for evangelization through our parishes, schools, ecclesial movements, and communities.

**4: Leadership:** There is a need to continually call, form, and support clergy, religious, and laity in active leadership roles in the life of the Church.

**5: Catechesis and Education:** We must renew the ministry of faith formation throughout our Diocese, leading each person to a deepening relationship with the Lord Jesus in and through His Church.



# **Fourth Synod of the Diocese of Bridgeport: *Building a Bridge to the Future Together***

## **Major Initiatives Approved by Synod Delegates (May 30, 2015)**

1. Establish a Diocesan Strategic Planning Commission, by October 2015 whose competency will include: (1) the ongoing reform of the Diocesan Curia and (2) to oversee the pastoral planning process.
- 2. Begin a Comprehensive Pastoral Planning Process by November 2015 to engage every parish to create a roadmap for its future.**
3. Establish a Catholic Service Corps (CSC) by November 2015 that will focus on fostering and guiding parish and diocesan--wide opportunities to realize justice, peace and charity within our Diocese.
4. Establish a Leadership Institute by January 1, 2016
5. Create a six--month consultative process, beginning in September 2015, leading to a Presbyteral Assembly on February 25, 2016 to draft concrete measures to realize the call of the Synod for priests to live "holy and healthy lives."
6. Reestablish the Diocesan Liturgical Commission by December 1, 2015. The objectives of the Liturgical Commission would include but not be limited to:
  - Create a Task Force to draft: (1) a comprehensive revision of the Diocesan Sacramental Guidelines and (2) the Diocesan Pastoral Handbook, for approval by the Diocesan Bishop by June 1, 2016.
7. Create a diocesan pastoral initiative that will 1) seek to support and strengthen couples in their marriage and, 2) reach out to divorced and separated Catholics within the Diocese. Such an initiative would also study the work of the Tribunal toward a plan to strengthen its work.
8. Establish family life centers (both virtual and physical) in collaboration with Catholic Charities, parishes and other entities. The goal is to provide resources and support to families to help strengthen the bonds of unity among its members, and also to support families that are confronting particular stressors.
9. Create a strategic plan for priestly vocations by February 25, 2016. In addition, concrete measures must be enacted towards the fostering of vocations to the diaconate and religious life.
10. Create a Diocesan Task Force by October 1, 2015 whose competency is to identify concrete ways to reform our catechetical methods and programs. The Task Force will report back to the Diocesan Bishop in eight months.



# Leadership Model of Alignment



## Leadership—

the act or process of arousing, engaging, and satisfying the needs and motives of followers

in an environment of conflict, competition, or achievement,

which results in followers taking action toward a mutually shared vision.



# Individual Reflection

*Individually, reflect on your role as Pastor, Finance Council member, Pastoral Council member or Trustee in your parish.*

How would you describe the purpose of your role as Pastor, Council member or Trustee in the parish?

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What do you find most interesting about it?

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Why did you say "yes" to serving in this particular capacity?

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What is most challenging for you as you fulfill your role? What aspects are most life-giving?

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# Roles and Responsibilities

## Pastor

*The head of the Parish is the Pastor or, in some cases, the Parish Administrator, appointed by the Bishop. He is the spiritual and administrative leader of the Parish.*

### Bishop Caggiano's Hopes and Expectations

- Collaborate with parish clergy, staff and parishioners to build up the Kingdom of God
- Seek ways to encourage parishioners to become more involved in the life of the parish
- With the Council, maintain financial and stewardship responsibilities
- Oversee the Parish Corporation

### Canon Law (Canons 519, 528, 529)

- Teach, sanctify, and govern
- Proclaim the Word of God
- Ensure the Holy Eucharist is the source and summit of parish life
- Know the faithful entrusted to his care
- Recognize and promote the role of the laity in the mission of the Church

## Trustees

*Two lay members of the Parish Corporation are chosen to serve as representatives on the governing body that manages the affairs and exercises the powers of the Parish Corporation.*

### Bishop Caggiano's Hopes and Expectations

- Be involved in the implementation of the Synod and the parish pastoral plan
- Offer consultation in both the creation of the parish's annual budget
- Offer consultation on all acts of extraordinary administration on the part of the pastor

### Pastor's Hopes and Expectations

- Be present to the parish
- Serve as the pastor's eyes and ears in the community
- Assist the pastor with public relations
- Provide wise, sage counsel to pastor

### Finance Handbook

- Chosen by a majority of the *ex-officio* members of the Parish Corporation and serve for a one-year term, renewable each January
- Full voting members of the Parish Corporation
- Serve, *ex-officio*, on the Parish Pastoral Council and the Parish Finance Council



# Roles and Responsibilities

## Finance Council

*This advisory body, required by Canon law, is comprised of parishioners and Parish clergy. It offers counsel to the Pastor on all Parish financial matters, including budgets, investments, capital expenditures, and reporting to parishioners.*

### Bishop Caggiano's and Pastor's Hopes and Expectations

- With the pastor, be familiar with the whole financial grounding of the parish in order to prepare responsible budgets
- Maintain an awareness of what debt the parish may have and work to eliminate debt
- Adhere to the budget; help assure that the parish lives within its means
- Participate in the long-term financial planning for facilities management
- Meet quarterly

### Canon Law (Canon 537)

- Assist the pastor in the administration of the goods of the parish

### Finance Handbook

- Support the Pastor to safeguard the assets of the Parish
- Assist the Pastor in the preparation of budgets
- Monitor, with the Pastor, the financial performance and effectiveness of offertory collections and other fund-raising activities
- Help to develop, with the Pastor, long-range plans for the financing of repairs and renovations of property and purchase/leasing of equipment, as needed
- Oversee, with the Pastor, implementation of all Diocesan policies on financial matters, spending guidelines, and long-range plans for Parish investments
- Monitor, with the Pastor, procedures and controls to ensure that all requirements of federal and state tax and employment laws are met and accurate records are maintained



# Roles and Responsibilities

## Pastoral Council

*This advisory body, comprised of parishioners and Parish clergy, meets regularly with the Pastor to offer advice and assistance on the short-and-long-term needs of the Parish.*

### Bishop Caggiano's Hopes and Expectations

- Assist the pastor and parish staff in assessing and responding to the various pastoral needs of the people of the parish
- Be actively involved in the creation and implementation of a pastoral plan for the parish
- Provide feedback to the pastor and parish staff regarding concerns among parishioners

### Pastor's Hopes and Expectations

- Support the pastor in addressing the liturgical, educational and social aspects of the parish
- Assist the pastor in ensuring these three essential elements of parish life are aligned and moving forward

### Canon Law (Canon 536)

- While not required, Canon Law provides for the establishment of a Parish Pastoral Council to assist the Pastor in planning, coordinating, guiding, and directing all aspects of Parish life

*"It has been, and remains, the consistent policy of the Diocese of Bridgeport that a Parish Pastoral Council be established in each Parish. While the two councils are separate, and each has a different and specific role in the life and operation of the Parish, they must work together for the good of the Parish."*

**—From the *Parish Administration & Finance Manual*, Diocese of Bridgeport, issued January 2008**

Much of the information on pages 10-12 was taken directly from the Parish Administration & Finance Manual, Diocese of Bridgeport, issued January 2008, which can be found at <http://www.bridgeportdiocese.com/index.php/finances/manual>



# Reflecting on Your Unique Role

*With your fellow Council members or Trustees, think about your role in support of the pastor and the parish. Answer each of the questions listed below and come up with an easy-to-recall statement that captures all that you have discussed.*

<p><b>How</b> <i>many of you are in your first few years in this role?</i></p>	
<p><b>What</b> <i>are the expectations for this council/your role?</i></p>	
<p><b>How</b> <i>does your council support the vision of the pastor for the parish?</i></p>	
<p><b>What</b> <i>is your understanding of how you contribute to parish priority planning?</i></p>	



# Reflecting on Your Unique Role, cont.

**As Council members or Trustees we...**

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**Based on this activity, what do we need to further clarify our role to support our pastor, our parish, and the implementation of the Fourth Synod?**

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**How will we get the information we need?**

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# Reflecting on Your Unique Role

*Take a few minutes to answer the questions below as they relate to your unique role as pastor of your parish.*

<p><b>What</b> <i>do you think will be some of the challenges of creating and implementing a pastoral plan that supports the Synod outcomes?</i></p>	
<p><b>How</b> <i>will you ask your councils and trustees to support you in developing the plan for the parish?</i></p>	

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# What is a Task Force?

**Begin a Comprehensive Pastoral Planning Process by November 2015 to engage every parish to create a roadmap for its future.**

## Purpose of the Task Force

The Purpose of the Task Force is to **assist** and **collaborate** with your pastor in developing a Pastoral Plan for the parish that addresses the Five Global Challenges and supports the Synod Outcomes.

## Make up of the Task Force

Each Task Force will be made up of a representative sample of the Trustees, Finance Council members, Pastoral Council members and, at the pastor's discretion, other clergy, staff and key parishioners.

Pastors *want* and *need* people with as broad a vision and understanding of the parish as possible.

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## Next Steps

- **Prayerfully discern your response** to the pastor if he should invite you to be a part of the Task Force
- Individually, and as a council or group of trustees, **pray for the pastor and the Task Force**
- Task Force members that also serve as council members or trustees need to **be intentional about communicating** the process and outcomes of the Task Force on a regular basis
- **Be ambassadors** for the process during the planning as well as throughout implementation

*A spirit of collaboration needs to animate everything we do. Existing tensions need to be admitted to and healed – whether between priests and deacons, clergy and the laity and religious, and between and within the lay communities. Collaboration is more than cooperation. Cooperation means all of us work together to achieve a goal. Collaboration is when we agree to do something that is needed, together looking at Christ, rather than at each other. My gifts, talents and position of authority are not in competition with yours. Christ gave to me my gifts, as he gave to you your gifts and they both serve him. This spirit of collaboration will need to animate the implementation.*

*Implementation will take many years. But it is important to remember that the journey is as important as the destination.*

—Declaration Following the 4th General Session of the Fourth Diocesan Synod, March 21, 2015





# Key Resources

## Diocese of Bridgeport

Office of Strategic and Pastoral Planning

[www.bridgeportdiocese.org/strategic-planning](http://www.bridgeportdiocese.org/strategic-planning)

## Fr. Michael Dogali

Vicar for Strategic Planning

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203-416-1642

## Patrick Turner

Director of Strategic and Pastoral Planning

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