DIOCESE OF DAVENPORT

POLICIES RELATING TO PARISH LIFE COORDINATOR

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Bishop of Davenport
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<td>BB</td>
<td><em>Book of Blessings</em> (1989)</td>
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<td>CB</td>
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<td>cc.</td>
<td>canons from the <em>Code of Canon Law</em> (1983)</td>
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<td>DAPNE</td>
<td><em>Directory for the Application of the Principles and Norms on Ecumenism</em> (1993)</td>
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<td>DB</td>
<td><em>Rituale Romanum: De Benedictionibus</em> (The Roman Ritual, Book of Blessings, 1984)</td>
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<td>EDM</td>
<td><em>Ecclesiae de mysterio</em> (Instruction on Certain Questions Regarding the Collaboration of the Non-ordained Faithful in the Sacred Ministry of Priests, 1997)</td>
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<tr>
<td>GDC</td>
<td><em>General Directory for Catechesis</em> (1997)</td>
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<td>HCWE</td>
<td><em>Rite of Holy Communion and Worship of the Eucharist Outside Mass</em> (1973)</td>
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<td>OE</td>
<td><em>Ordo exsequiarum</em> (Order of Funerals, 1969)</td>
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<td>OICA</td>
<td><em>Ordo initiationis christianae adultorum</em> (Order of Christian Initiation of Adults, 1989)</td>
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<td>OUI</td>
<td><em>Ordo unctionis infirmorum eorumque pastoralis curae</em> (Order for Anointing and Pastoral Care of the Sick, 1972)</td>
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<td>PA</td>
<td>pastoral associate</td>
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<tr>
<td>PCPFC</td>
<td><em>Parish Councils and Parish Finance Councils in the Diocese of Davenport</em> (2011)</td>
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<td><em>Pastoral Care of the Sick: Rites of Anointing and Viaticum</em> (1983)</td>
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<td>PLC</td>
<td>parish life coordinator</td>
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<td>RP</td>
<td><em>Rite of Penance</em> (1973)</td>
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<td>USCCB</td>
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§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

Introduction

In those parishes with a parish life coordinator, this policy supersedes the applicable sections in Parish Councils and Parish Finance Councils in the Diocese of Davenport, policies §I-1800 and §V-2000 exclusive.

The role of the parish life coordinator exists solely because of the shortage of priests. It is an extraordinary position that must constantly promote the vocation of the priest in order so that a pastor might be found who is “the proper shepherd of the parish entrusted to him, exercising pastoral care in the community entrusted to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share.” (cc.519)

If a parish cannot be assigned a pastor in residence, canon law allows for the naming of one pastor for more than one parish (c. 526), for a community of priests to care for a group of parishes with one priest as a moderator, or for a deacon, lay person, or group to participate in the exercise of pastoral care of a parish under the supervision of a priest moderator. In canon law the preference of choices is provided in the following descending order: (cc. 517):

§1. “When circumstances require it, the pastoral care of a parish or of different parishes together can be entrusted to several priests in solidum, with the requirement, however, that in exercising pastoral care one of them must be the moderator, namely, the one who is to direct the joint action and to answer for it to the bishop.”

§2. “If, because of a lack of priests, the diocesan bishop has decided that participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon, to another person who is not a priest, or to a community of persons, he is to appoint some priest who, provided with the powers and faculties of a pastor, is to direct the pastoral care.”

The decision by the bishop to assign a parish life coordinator to a parish is a last resort when other solutions for the pastoral care of the parish are not possible. This addresses the rights of the parishioners:

“The Christian faithful have the right to receive assistance from the sacred pastors out of the spiritual goods of the Church, especially the word of God and the sacraments.” (cc.213)

If the decision is made by the bishop to assign a parish life coordinator, the assignment of a competent deacon to this role is preferred:

“Where permanent deacons participate in the pastoral care of parishes which do not, because of a shortage, have the immediate benefit of a parish priest, they always have precedence over the non-ordained faithful. In such cases, it is necessary to specify that the moderator of the parish is a priest and that he is its proper pastor. To him alone has been entrusted the cura animarum, in which he is assisted by the deacon.” (DMLPD, 41)

“(The) primary distinction lies between the ministry of the lay faithful and the ministry of the ordained, which is a special apostolic calling. Both are rooted in the sacramental initiation, but the pastoral ministry of the ordained is empowered in a unique and essential way by the sacrament of holy orders.” (CVL, 20)
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

§II-5001 Definitions

II-5001 Policy
Parish Life Coordinator - a qualified deacon or lay person entrusted with a participation in the exercise of the pastoral care of a parish where there is no pastor. The parish life coordinator is directly supervised by the priest moderator. The role of the parish life coordinator is distinct from a pastoral associate whose role in the pastoral care of a parish is more limited and who does not receive faculties or mandates associated with the position of a parish life coordinator.

Priest Moderator - the priest moderator is the supervisor of the parish life coordinator in the pastoral care of the parish. While he may mandate various specific duties to the parish life coordinator and other parish ministers when appropriate and permitted by canon law, the priest moderator cannot delegate his general responsibilities and thus ultimately remains responsible for the performance of these functions.

Sacramental Minister - a priest or deacon who provides the sacraments in a parish where there is a parish life coordinator. The sacramental minister is preferably the same person as the priest moderator, depending on local needs and circumstances. The sacramental minister is appointed by the bishop. If the priest moderator and sacramental minister are separate individuals, he is accountable to the priest moderator and collaborates with the parish life coordinator who coordinates the day-to-day activities of a parish.

§II-5002 Appointment of Priest Moderators, Parish Life Coordinators and Sacramental Ministers

II-5002 Policy
When the bishop determines that the pastoral needs of a particular area or parish require it, he will appoint a priest moderator, a parish life coordinator, and if applicable, a sacramental minister.

Procedures
In making this determination and appointment, the bishop will be advised as needed by the parish council, the Diocesan Priests' Personnel Board, the Diocesan Deacon Personnel Board and the Office of Faith Formation. The appropriate dean will be consulted.

§II-5002.1 Priest Moderator

II-5002.1 Policy
If the diocesan bishop should decide that due to the unavailability of a priest the pastoral care of a parish is to be entrusted to a qualified deacon, to a qualified lay person or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care. (cc.517.2 paraphrased)
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

§II-5002.2 Parish Life Coordinator

**II-5002.2 Policy**
In the Diocese of Davenport, the ministry of parish life coordinator is established whereby a qualified deacon or non-ordained person is entrusted by the bishop with a participation in the exercise of the day-to-day pastoral care and administration of a parish where there is no pastor or parochial administrator. The parish life coordinator has the duty to empower the people of the parish to assist in carrying out the mission of the Church. The parish life coordinator is an ex-officio voting member of the parish council, the parish finance council and the corporate board. In this case the *Articles of Incorporation* of this parish, specifically *Article V*, needs to be restated and amended.

§II-5002.3 Sacramental Minister

**II-5002.3 Policy**
When the priest moderator cannot provide for all or some of the sacramental needs of the parish, another priest and/or deacon may be assigned by the bishop to meet those needs. A deacon who is not assigned to a parish for diaconal ministry in general may be assigned for the specific purpose of providing the sacraments and liturgical leadership according to the order of the diaconate and the faculties granted to him by the bishop. The parish life coordinator in consultation with the priest moderator will arrange for providing sacramental and other pastoral services as needed in administering the day-to-day pastoral care of the parish. Those deacons who are appointed as parish life coordinators shall discharge the duties which are proper to the diaconate, in order to preserve the integrity of the diaconal ministry and according to their ministerial assignment by the bishop. (cc.528.2). (see *The National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, #48.)

**Procedures**

The priest who serves as a sacramental minister is preferably the same person as the priest moderator. He may be a priest in residence at the parish but have another full-time assignment or be the pastor of another parish. If the parish does not have a deacon assigned to it for diaconal ministry in general, a deacon from a neighboring parish or the deanery may be assigned to assist the sacramental minister or priest moderator with liturgical ministry.

Depending on the circumstances, the priest moderator should also provide for the liturgical needs of the parish. If he needs assistance, he may request that the bishop assign another priest and/or a deacon as a sacramental minister depending on the needs of the parish. Deacons are assigned by the bishop for ministry in the diocese. Four scenarios are given below as examples of scenarios in which clergy may meet the liturgical needs of the parish:

Scenario 1: - Solo
The priest moderator takes care of all the liturgical needs of the parish. A sacramental minister is not needed.

Scenario 2: - Priest moderator and sacramental minister (priest)
The priest moderator provides for some but not all of the sacraments that can only be provided by a priest. He requests that the bishop assign a priest to assist him as a sacramental minister.

Scenario 3: - Priest moderator and sacramental minister (deacon)
The priest moderator provides for all the sacraments that can only be provided for by a priest but requests that a deacon be assigned for the sacraments outside of Mass.
Scenario 4: Sacramental minister (priest and deacon)
The priest moderator requests that a priest be assigned as a sacramental minister to provide for all the sacraments that can only be provided by a priest. In addition, the priest moderator requests that a deacon be assigned for the sacraments outside of Mass.

§II-5003 Installation of the Parish Life Coordinator

The liturgy for the installation of a parish life coordinator can be found in Appendix G.

§II-5004 Transition Team

**II-5004 Policy**
When circumstances require it, the Diocese will provide guidance to the parish through the services and ministries of the Diocesan transition team.

**Procedures**
The Diocesan transition team consists of appropriate diocesan staff who is assigned by the local ordinary.

§II-5005 Accountability

**II-5005 Policy**
The priest moderator is accountable to the bishop. The parish life coordinator is accountable to the priest moderator. The parish life coordinator is supervised by the priest moderator and regularly reports to him on all facets of the life of the parish. The sacramental minister is accountable to the priest moderator. The parish life coordinator shall take part in an evaluation process on an annual basis.

The priest moderator is to supervise the pastoral care of the parish with the assistance of the parish life coordinator.

(cc 517.2)

The parish life coordinator may represent the parish community (practically, even if not juridically) and is involved in ecumenical, area, cluster, deanery, and diocesan networks of pastors according to the discretion of the priest moderator and by means of the faculties and mandates granted.

**Procedures**
a) The evaluation process is conducted by the priest moderator annually. An ongoing, mutually collaborative process of feedback should exist between the priest moderator and the parish life coordinator.
b) The evaluation of the priest moderator will be conducted by the bishop or his designee annually.
§II-5006 Term of Office

**II-5006 Policy**
A parish life coordinator is appointed by the bishop. The bishop has sole authority to terminate the parish life coordinator.

§II-5007 Diocesan Requirements and Certification

**II-5007 Policy**
To be considered for appointment as a parish life coordinator, a person must meet diocesan requirements and be certified for this ministry by the bishop. Completion of a course of study is not sufficient in itself. A significant process of discernment by the applicant and the Church must take place before the bishop appoints an applicant to a parish life coordinator position.

**Procedures**
a) The process for appointing parish life coordinators is given in the appendix.
b) The criteria for eligibility for this position are given in the National Standards for Lay Ecclesial Ministers, which is available from the National Association for Lay Ministers. First consideration is given to applicants who have completed a college graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study. Candidates who are in the process of completing this requirement may be considered.
c) Exception to any of the above is determined on an individual basis by the bishop.

§II-5008 Job Descriptions

**II-5008 Policy**
The job descriptions for priest moderator, parish life coordinator and sacramental minister are determined by the bishop.

**Procedures**
The job descriptions of the priest moderator, parish life coordinator and sacramental minister are included in the appendix.

§II-5009 Faculties and Mandates

Faculties are considered in terms of the teaching, sanctifying and ruling offices (munera) of the Church and are given by the law itself (a iure) or by delegation (ab homine). In general, faculties by law relate to the teaching and sanctifying offices. If given by the law, faculties are received through ordination (true faculties from ecclesiastical law or through divine law) as “powers” (potestas). Faculties are also given through an office or apart from an office (e.g., in danger of death). Faculties by delegation relate to the ruling office, which may be general or special. General delegations may be for an indeterminate or determinate period of time.

As a general rule, clerics who have the power to celebrate a sacrament have the faculty to celebrate that sacrament. The two exceptions are Confirmation and Reconciliation, in which case a priest must have the specific faculty given either by office or by danger of death.
As a general rule, faculties related to the teaching and sanctifying offices cannot be delegated or sub-delegated. Marriage is the exception. Only the bishop has the power to delegate by law. The bishop may delegate his power to delegate. Whether that power is in general or in specific cases must be specified. Delegations and sub-delegations may not be further sub-delegated, unless that option is specifically included in the first delegation. Delegations and sub-delegations are to be in writing.

II-5009 Policy
Faculties to the parish life coordinator are given from the bishop. Because deacons are already assigned certain faculties by virtue of ordination, the additional faculties received on appointment as a parish life coordinator will of necessity differ from those granted to a lay parish life coordinator.

The priest moderator has the ordinary powers and faculties that accompany the office of pastor. Some of these, in turn, are mandated by the priest moderator to the parish life coordinator in order to allow the parish life coordinator to enjoy the legal competence to fulfill his or her duties within those areas. The mandate is a sharing in the priest moderator’s authority, not a faculty that the parish life coordinator exercises in his or her own right. Therefore, the faculties from the bishop and the mandates from the priest moderator are given in separate documents. Faculties given by the bishop and mandates given by the priest moderator are given according to the needs of the parish as determined by the bishop and priest moderator.

Procedures
The following documents are included in the appendix:

a) Faculties that may be given to the deacon parish life coordinator from the bishop
b) Mandates that may be given to the deacon parish life coordinator from the priest moderator
c) Faculties that may be given to the lay parish life coordinator from the bishop
d) Mandates that may be given to the lay parish life coordinator from the priest moderator

II-5010 Liturgical Guidelines

II-5010 Policy
Liturgical guidelines for lay parish life coordinators will be established by the Diocesan Director of Liturgy.

Procedures
The liturgical guidelines for lay parish life coordinators are given in Appendix E.

II-5011 Salary and Benefits

II-5011 Policy
Salary, remuneration and benefits for a parish life coordinator, sacramental minister and priest moderator will be established as part of the compensation policies published by the diocese. (cc. 231.1, 231.2, 281.1, 281.2, 281.3)

Procedures
Remuneration and benefits are included in the appendix and in the “Compensation for Clergy in the Diocese of Davenport.” Current salary ranges are provided by the Diocesan Office of Finance.
§II-5012 Periodic Review

**II-5012 Policy**

It will be the responsibility of the vicar general to provide for a periodic review of the parish life coordinator position policies.

**Procedures**

a) Review of the policy is to be determined by the vicar general or his delegate.

b) Results of review will be reported to the bishop.
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

APPENDIX A: JOB DESCRIPTIONS

I. Priest Moderator

Reports to: Bishop or his delegate

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2).

The priest “provided with the powers and faculties of a pastor” shall be referred to as the priest moderator.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. General
   a) The priest moderator is to have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform.
   b) The priest moderator is to “direct the pastoral care” of the parish and is therefore the person to whom the parish life coordinator is directly accountable. Specifically this would include to:
      i. Assist in the establishment and development of ministerial goals and plans for the parish life coordinator.
      ii. Evaluate the work of the parish life coordinator in terms of these goals and plans.
      iii. Provide pastoral support with the parish life coordinator.
      iv. Meeting with the parish life coordinator regularly in order to learn more about the life of the parish.
   c) Conflicts between the parish life coordinator and the priest moderator that cannot be resolved shall be referred to the bishop or his delegate.

2. Administration
   a) "In all juridic affairs the pastor represents the parish according to the norm of law" (Canon532). Therefore, this responsibility falls to the priest moderator.
   b) Abiding by diocesan guidelines and policies in all that pertains to parish pastoral administration, including the mandates that he grants to the parish life coordinator.
   c) The priest moderator is to work collaboratively with parish staff and parish committees, as appropriate.
   d) If the priest moderator grants a mandate to the parish life coordinator to preside at meetings of the parish finance council and pastoral council, he is not obligated to regular attendance at these meetings.

3. Diocese
   a) The priest moderator is expected to familiarize himself with all diocesan policies, handbooks and procedures to assure just practices, and to make every effort to support the mission statement of the diocese.
   b) The priest moderator attends regional meetings and participates in priestly activities according to diocesan practice. "He is to cooperate with his own bishop and the presbyterium of the diocese also working so that the faithful have concern for parochial communion." [Canon 529]

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

1. To become a priest moderator, one must be in the sacred order of the presbyterate.
2. Moreover, he is to be outstanding in sound doctrine and integrity of morals and endowed with zeal for souls and other virtues; he is also to possess those qualities which are required by universal or particular law to care for
the parish in question.
3. "For the office of pastor to be conferred on someone, his suitability must be clearly evident by some means determined by the diocesan bishop, even by means of examination." (Canon 521)
4. Good health (physical, psychological, spiritual).
5. Ability to organize, to work collaboratively, to facilitate, to communicate, and to delegate—all in a spirit of collegiality and subsidiarity.
6. Commitment to personal and professional growth.

B. Education, Training and/or Experience
1. Experience in pastoral care and administration.
2. Experience in collaborative ministry.

V. Salary, Remuneration and Benefits

Remuneration and benefits are included in the appendix and in the “Compensation for Clergy in the Diocese of Davenport”. Current salary ranges are provided by the Diocesan Office of Finance.
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

I Parish Life Coordinator

   Reports to: Priest Moderator

II. Primary Function

   “If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2). The deacon or lay person(s) entrusted with assisting the priest moderator in the pastoral and administrative care of a parish (or mission) shall be referred to as the parish life coordinator.

III. Position Content

   A. Major Position Responsibilities and Regular Activities

      1. Pastoral Responsibilities

         a) Nurturing a sense of community within the parish and fostering an atmosphere in which the free and generous sharing of gifts given for the good of the community is a priority.
         b) Participating in the liturgical life of the community and providing liturgical leadership in accord with diocesan policies governing the role of the parish life coordinator in liturgy and preaching and in keeping with faculties that have been granted.
         c) Encouraging a strong sense of discipleship that expresses itself in outreach to the poor, the elderly, the needy, the sick, as well as in other social action and evangelization.
         d) Collaborating with the sacramental minister and/or deacon in preparing for sacraments.
         e) Overseeing the faith formation of children, youth, and adults, sacramental preparation (including RCIA), and assisting those in the parish seeking assistance from the diocesan tribunal.
         f) Facilitating clear, honest and open communication within the parish and between the parish and the diocese, its offices and staffs.
         g) Exercising ministry in a spirit of collegiality and subsidiarity.
         h) Relating aspects of parish life to the life and mission of the Universal Church.
         i) Initiating and providing for ecumenical involvement wherever possible.
         j) Being knowledgeable about local resources in order to make appropriate referrals.

      2. Administrative responsibilities may include all or some of the following which may require mandates by the priest moderator:

         a) Abiding by diocesan guidelines and policies in all that pertains to parish pastoral administration.
         b) Involving parishioners in the administrative functions of the parish.
         c) Familiarizing the parish council and the finance council with their respective administrative roles and evaluating their performance in these roles.
         d) Submitting reports, respecting deadlines established by the diocese.
         e) Keeping accurate records, particularly insofar as these reflect the sacramental life of the parish.
         f) Presiding at meetings within the parish as required by the priest moderator (mandate may be required).
         g) Exercising stewardship over parish properties and helping to foster a sense of stewardship (development and divestment) within the parish (mandate may be required).
         h) Overseeing the budget process in collaboration with the priest moderator, pastoral councils and finance councils in ways consistent with their respective roles.
         i) Overseeing all parish maintenance, repairs and construction. (mandate may be required).
         j) Acting in accord with the mandates granted by the priest moderator.
3. Diocese
   a) The parish life coordinator is expected to familiarize himself/herself with diocesan policies, handbooks and
      procedures and to demonstrate support for the mission statement of the diocese.
   b) The parish life coordinator attends regional meetings and participates in diocesan events.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities
   1. Active, faithful membership in the Roman Catholic Church.
   2. General good health (physical, psychological, spiritual).
   3. Liturgically based spirituality centered on the prayer life of the Church.
   4. Skill as an initiator, ability to organize, to work collaboratively, to facilitate and to delegate.
   5. Experience in maintaining confidentiality.
   6. Reasonable familiarity with the area, people and culture.
   7. Commitment to personal and professional growth.

B. Education, Training and/or Experience

The completion of a college graduate level course of study comparable to a Master’s degree in pastoral ministry,
theology, scripture, liturgy or a closely related field of religious study is preferred in addition to the diocesan
formation program for parish life coordinators.

V. Salary, Remuneration and Benefits

Remuneration and benefits are included in the appendix and in the “Compensation for Clergy in the Diocese of
Davenport.” Current salary ranges are provided by the Diocesan Office of Finance.
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

I. Sacramental Minister

Reports to: Priest Moderator

II. Primary Function

“If the diocesan bishop should decide that due to a dearth of priests a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care.” (cc.517.2). The sacramental minister is a priest who is appointed by the bishop to provide sacramental ministry for a parish. Parish life coordinators who are deacons continue to function according to the faculties received through ordination and from the bishop.

III. Position Content

A. Major Position Responsibilities and Regular Activities

1. General
   a) The sacramental minister should have a deep understanding of the nature of collaborative ministry. It is essential that he understand the baptismal call of every Christian to ministry and is solidly rooted in Vatican II theology and the liturgical reform. Therefore, the sacramental minister demonstrates a pastoral ability to:
      ii. Work collaboratively with the staff.
      iii. Provide spiritual direction and counseling.
      iv. Support and assist the parish life coordinator.

2. Specific
   a) The sacramental minister, in collaboration with the parish life coordinator provides for the sacramental life of the parish. The celebration of Mass and other liturgical functions reserved to the order of the presbyterate, must be celebrated only by clerics ordained to the presbyterate. He celebrates the other sacraments and rites as needed.
   b) He develops relationships with the people through parish visitations and, where possible, through visits to the homebound. He may assume, in dialogue with the parish life coordinator, other duties related to his personal gifts.
   c) He may delegate the authority to administer the sacraments according to the faculties given by the bishop. Delegations and sub-delegations may not be further sub-delegated, unless that option is specifically included in the first delegation. Delegations and sub-delegations are to be in writing. He shares this responsibility with the priest moderator.

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

The sacramental minister is a priest who, in addition to his priestly qualifications, possesses the ability to collaborate and communicate.

B. Education, Training and/or Experience

The sacramental minister must be ordained to the sacred order of the presbyterate.

V. Salary, Remuneration and Benefits

Remuneration and benefits are included in the appendix and in the “Compensation for Clergy in the Diocese of Davenport.” Current salary ranges are provided by the Diocesan Office of Finance.
APPENDIX B: SALARIES AND BENEFITS

Note: Compensation for members of religious orders is determined by each order. The current salary ranges are available from the Diocesan Office of Finance and are based on information from the National Association of Church Personnel Administrators Manual.

Certification in the parish life coordinator curriculum of the Diocesan Ministry Formation Program or its equivalent is required of all parish life coordinators. The completion of a college graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred. Candidates who are in the process of completing this requirement may be considered.

a) Salary doesn’t include: mileage, professional expenses, parish-paid expenses or benefits.
b) Consideration should be given to parish life coordinators assigned to more than one parish for the added responsibilities of administering multiple parishes.
c) Salary ranges are based on information from the National Association of Church Personnel Administrators Manual.

Reimbursed and Covered Professional Expenses for Parish Life Coordinators

Reimbursed Professional Expenses
The following details what are and are not expenses available for reimbursement. Reimbursement is made only after incurring the expense. Receipts must accompany requests for reimbursement.

Mileage
a) Pay at the current diocesan rate only after documentation
b) Pay tolls, parking, but not fines
c) Pay vehicle rental associated with business purposes – rental are separate from personal auto expenses
d) Business miles should be reimbursed monthly from the mileage log

Professional Expenses
a) Professional memberships paid personally, but not personal memberships such as country club dues, health club, YMCA, etc.
b) Professional periodicals such as daily scheduler, subscriptions to professional journals/magazines such as Modern Liturgy; Church; Today’s Parish, etc; homily helps, etc., but not Readers’ Digest, New York Times, novels, etc.
c) Professional clothing such as alb, but not other personal clothing worn for non-ritual use.
d) Retreats, meetings, and conferences associated with ministry.
e) Professional education costs that are associated with ministry, but not classes that are for personal development such as personal financial planning. These would be costs beyond the normal continuing education costs budgeted by the parish. Approval from the priest moderator prior to admission is required.
f) A personal computer does not qualify for reimbursement.
g) Dry cleaning of personal clothing does not qualify for reimbursement.
h) Premium channels on cable TV and personal long distance phone calls do not qualify for reimbursement.
i) Professional computer software (such as Code of Canon Law, Catechism of the Catholic Church, etc on CD-ROM) may be reimbursed.
j) Certain cellular telephone costs for business use only, not to exceed $50 per month and the phone number must be published.

Parish Expenses
The following details the expenses that are paid by the parish directly:

a) Catholic newspapers and one secular newspaper such as the local newspaper
b) Basic Internet access for computer and other necessary office equipment.
c) Cleaning of church and other buildings owned by the parish.
d) Cleaning of parish vestments but not personal clothing

e) Hospitality expenses for events such as the bishop’s confirmation dinner, meals for deanery meetings but not meals for a personal gathering of friends or associates, teacher appreciation banquet, etc.

f) Telephone service – with the exception of personal long distance calls

Other Benefits:

a) Health insurance premiums as established in the diocesan plan.

b) Sick days, holidays, vacations, retreat days, and retirement as established by the Diocesan plans and policies.

c) Housing allowance – following IRS policy (see *Diocesan Financial Issues, USCCB*)
<table>
<thead>
<tr>
<th><strong>APPENDIX C: PARISH LIFE COORDINATOR APPOINTMENT PROCESS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A vacancy occurs in the pastoral leadership of the parish due to relocation, illness or death of the pastor, parish administrator or parish life coordinator.</td>
</tr>
<tr>
<td>The diocesan transition team visits the parish to complete the questionnaire from the vicar general concerning the needs of the parish.</td>
</tr>
<tr>
<td>The bishop consults with the Priests’ Personnel Board and Deacon Personnel Board concerning the needs of the parish in consideration of the parish plan and the availability of priests and deacons.</td>
</tr>
<tr>
<td>The Priests’ Personnel Board makes a recommendation to the bishop about the assignment of a pastor or team of several priests <em>in solidum</em> or priest moderator &amp; parish life coordinator based on diocesan planning and resources. If the bishop selects the option to appoint a parish life coordinator, the search for a priest moderator and if necessary, sacramental minister begins.</td>
</tr>
<tr>
<td>Following the appointment of a priest moderator and if necessary, sacramental minister, is made by the bishop, the search for a parish life coordinator begins.</td>
</tr>
<tr>
<td>The parish council and parish finance council advertise for the parish life coordinator based on diocesan policy and requirements.</td>
</tr>
<tr>
<td>The Offices of Faith Formation, Liturgy, Diaconate and Vocations screen the credentials of applicants and create a list of candidates for presentation to the bishop.</td>
</tr>
<tr>
<td>The vicar general, priest moderator, sacramental minister and dean review and rank the candidates.</td>
</tr>
<tr>
<td>The vicar general conducts and reviews criminal background, psychological and credit checks of the top candidates.</td>
</tr>
<tr>
<td>The vicar general, priest moderator, sacramental minister, and dean interview the top candidates.</td>
</tr>
<tr>
<td>The bishop and vicar general review the interviews with the top candidates and interviews the candidates the bishop selects or restarts the process.</td>
</tr>
<tr>
<td>The bishop selects the top candidate.</td>
</tr>
<tr>
<td>The parish council and parish finance council negotiate salary and benefits according to information provided in appendix C.</td>
</tr>
<tr>
<td>The bishop appoints the parish life coordinator.</td>
</tr>
<tr>
<td>The bishop or his delegate installs the parish life coordinator, priest moderator and sacramental minister.</td>
</tr>
</tbody>
</table>
APPENDIX D: FACULTIES AND MANDATES

Faculties That May Be Granted by the Bishop for Lay Parish Life Coordinator

Unless otherwise noted, the exercise of all liturgical ministries is to be in accord with diocesan policies regarding the participation of parish life coordinators in the liturgy and diocesan policies regarding lay preaching.

*These faculties may be used only in the territory of the parish (or within the limits of the pastoral charge). Those marked with a “*” may only be exercised in the absence of a cleric.*

Ministry of the Word

Liturgies of the Word and Hours*
You may lead prayer apart from the eucharistic celebration, including at liturgies of the word, penitential celebrations which do not include the sacrament of penance, and the liturgy of the hours. If you will be absent, you may subdelegate this faculty to another suitably instructed lay person (cc.230.3 and 1174.2; GILH 258).

Sunday Celebrations*
On Sundays and holy days of obligation, if a deacon is not available, you may lead prayer at Sunday Celebrations in the Absence of a Priest according to Diocesan policy. With the permission of the priest moderator, when you are absent or impeded, you may appoint a person who has been authorized by me to lead prayer in your place.

Preaching*
You may preach at all liturgical celebrations at which you lawfully lead prayer in the parish church. (c.766; EDM art. 2).

The Catechumenate and Baptism

Minor Exorcism and Blessings*
You may celebrate the minor exorcisms of the catechumenate and the blessings of catechumens (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

Abbreviated Catechumenate in Exceptional Circumstances
You may use the abbreviated catechumenate in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the diocesan bishop is necessary to use the abbreviated process (c. 851, 1°; OICA 240, 274; RCIA USA 331-332).

Infant Baptism
Apart from the danger of death, in individual instances, you may celebrate infant baptism only if one of the following conditions applies: (1) a priest or deacon has already scheduled the baptism, but he is unable to come and another priest or deacon is not available; or (2) no priest or deacon can celebrate the baptism within four weeks after the child's birth. Such baptism may take place in a private house for a grave reason that makes it difficult or dangerous for the infant to be brought to the church (c.860.1; RBC 12).

Participation of Christian Minister
For pastoral reasons, in particular circumstances and at the parents’ request, you may permit a minister of another church or ecclesial community to take part in the celebration of baptism by reading a lesson, offering a prayer, or the like as permitted by law. The actual baptism is to be celebrated by the Catholic minister alone (DAPNE 97).
§II-5000 POLICIES RELATING TO PARISH LIFE COORDINATOR

Eucharist

Extraordinary Minister of Holy Communion*
You may distribute Holy Communion outside Mass to the sick, infirm, and aged who cannot come to church. Whenever Mass cannot be celebrated on a weekday or Sunday, you may distribute Holy Communion at the liturgy of the Word or the Liturgy of the Hours. You may distribute Holy Communion under either species during Mass when necessary (cc.230.3; 910.2; EDM art. 8).

Exposition of the Eucharist*
You may expose publicly the Blessed Sacrament for the adoration of the faithful and repose it afterwards (HCWE 91-92; c. 943).

Other Acts of Divine Worship

Blessings*
You may celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon.

Penitential Celebrations*
You may lead prayer at penitential celebrations when the Sacrament of Penance is not celebrated (RP 36-37).

Other Sacramentals*
You may celebrate the rites for visits to the sick and say the prayers on the occasion of death (OUI 138, 151; PCS 212, 221). On Ash Wednesday, you may administer ashes previously blessed by a priest or deacon (BB 1659). You may celebrate other sacramentals in accord with Canon 1168.

Funeral Liturgy outside Mass*
You may celebrate the funeral rites of the Church—the vigil, the Funeral Liturgy Outside Mass, and the Rite of Committal—f or deceased parishioners, including a catechumen, and for non-parishioners, if this was requested by them before death or by the person in charge of the funeral arrangements (OCF 14; OE 19; EDM art. 12; c. 1177, §2).

Funerals of Unbaptized Children*
You may celebrate funeral rites for children who died before baptism, provided at least one parent had intended to have them baptized (c.1183.2).

Funeral of Baptized Non-Catholic*
You may celebrate the Church’s funeral rites for a validly baptized member of another church or ecclesial community, provided this would not be contrary to the wishes of the deceased person and provided the minister of the deceased person is not available (c.1183.3; DAPNE 120).

Funerals outside Mass with Cremated Remains Present*
You may celebrate the funeral liturgy in the presence of the cremated remains of a deceased person, taking into account the concrete circumstances in each case, and always observing the following conditions: (1) There is no anti-Christian motive for choosing cremation (c. 1176, §3). (2) The cremated remains will be handled with respect and buried or entombed in a place reserved for this purpose, and (3) There is no other canonical prohibition of a funeral liturgy, namely, for notorious apostates, heretics, and schismatics and other manifest sinners for whom ecclesiastical funerals cannot be granted without public scandal to the faithful (c. 1184). Doubtful cases are to be referred to the bishop or his delegate.
Select Faculties in Danger of Death

The first faculty is granted by law; the other faculties are granted by delegation.

Baptism*
You may baptize anyone not yet validly baptized, provided the person is alive (cc. 861, §2; 868, §2; 871). Those who had the use of reason at any time during their life may not be baptized without having manifested this intention; they must also have some knowledge of the principal truths of the faith and must promise to observe the commandments of the Christian religion (c. 865, §2).

Viaticum*
You may celebrate the Rite of Viaticum Outside Mass, except the parts reserved to a priest or deacon, with at least the presumed permission of the priest moderator, who must be notified afterwards (c. 911, §2; PCS 197-211). You may also give Viaticum to a baptized non-Catholic who is in danger of death, in accord with the law (cc. 844, §§ 3-4).

Commendation of the Dying*
You may celebrate the Rite of Commendation of the Dying (OUI 142; PCS 165, 212-222).
Mandates That May Be Granted by the Priest Moderator to the Lay Parish Life Coordinator

Note: Mandates are granted according to the needs of the parish as determined by the priest moderator. The granting of any mandate not described below must be approved by the bishop in writing.

Administration of Temporal Goods

1. To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description. In accord with the canons I remain the sole legal representative of the parish. (c. 532; cc. 1281-1288). Any action requiring the approval of the corporate board of the parish must be presented to me in advance.

Pastoral and Finance Councils

2. To preside in my absence at meetings of the parish pastoral council and finance council (cc. 536 and 537).

Decisions

3. To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions, and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the priest moderator. If I cannot be reached regarding a matter that is urgent, you must contact the vicar general or his delegate.

Record-Keeping

4. To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual and other reports requested by the diocese (c. 1287).

¹ What constitutes a “more important decision” is determined collaboratively by the priest moderator and the parish life coordinator.
Faculties That May Be Granted by the Bishop for Deacon Parish Life Coordinators

In addition to the faculties granted to deacons with a pastoral assignment in the Diocese of Davenport, the following faculties are also granted. They may be used only in the territory of the parish (or within the limits of the pastoral charge). In exercising these faculties, the provisions of applicable diocesan policies must be followed.

Deputation of Catechists

You may depute catechists, truly worthy and properly prepared, to celebrate the minor exorcisms of the catechumenate and the blessings of the catechumens when a priest or deacon cannot be present (OICA 44, 48, 109, 119; RCIA 12, 16, 91, 97).

Abbreviated Catechumenate in Exceptional Circumstances

You have the faculty to permit the simple rite for the initiation of an adult in the exceptional circumstances envisioned in the law, namely, sickness, old age, change of residence, long absence for travel, or a depth of Christian conversion and a degree of religious maturity in the catechumen. In all other cases, the permission of the diocesan bishop is necessary to use the abbreviated rite (c. 851, 1°; OICA 240, 274; RCIA USA 331-332).

Dispensation from Scrutinies

For a serious reason, you may dispense a catechumen from participating in one scrutiny or, in extraordinary circumstances, from two. The extraordinary circumstances for granting the dispensation from two scrutinizes are those mentioned in faculty 1.2 (OICA 52, 66.3; RCIA 20, 34.3).

Sunday Celebrations in the Absence of a Priest

When no priest is available to celebrate Mass, and neither you nor another deacon is available for the Sunday Celebration of the Word or liturgy of the hours, you may appoint a suitably instructed lay minister, approved by the bishop for this function, to take your place, using the appropriate rite (DSCAP 24; EDM art. 7).

Designation of Eucharistic Minister

You may appoint a qualified person to distribute holy communion for single occasions when you are presiding at a communion service and there are too many communicants and insufficient ordinary and extraordinary ministers of communion, or when it is necessary to bring Viaticum to a dying person and no ordinary or extraordinary minister is available (c. 230, §3; EDM art. 8, §1).

Lay Minister of Exposition

In the absence of a priest, deacon, instituted acolyte, or extraordinary minister of communion, you may, in individual instances, appoint a lay person to publicly expose the Eucharist for the adoration of the faithful and afterward to repose it (HCWE 91-92).

Permission to Marry in Another Catholic Church

You may permit a parishioner to be married in another Catholic church or oratory (c. 1118, § 1).

Blessings

You may permit competent lay ministers and catechists to celebrate blessings from the Book of Blessings that are not reserved to a priest or deacon, provided sufficient clergy [or instituted acolytes and lectors] are unavailable (DB/BB 18d).
Funeral of Unbaptized Children

You may permit church funeral rites for children who died before baptism, provided their parents had intended to have them baptized (c. 1183, §2)

Funeral of Baptized Non-Catholic

You may celebrate the Church's funeral rites [outside Mass] for a validly baptized member of another church or ecclesial community, provided this would not be contrary to the wishes of the deceased person and provided the minister of the deceased person is not available (c. 1183, §3; DAPNE 120).

Feast Days and Days of Penance

In individual cases and for a just cause, you may dispense parishioners anywhere they are and others who are in the parish territory, from the obligations to attend Mass and abstain from work on Sundays and holy days of obligation, or you may commute the obligation to another pious work. Under the same conditions, you may dispense from or commute the obligations of fast and abstinence on a day of penance (c. 1245).

Vows and Oaths

You may dispense from private vows, provided the dispensation does not injure the acquired rights of others. You may dispense from promissory oaths, unless dispensation from an oath would tend to harm one or other persons who refuse to remit its obligation. You may commute the obligation of a private vow or oath to a lesser good. This faculty may be used on behalf of parishioners wherever they are staying and within the boundaries of the parish on behalf of visitors (cc. 1196, 1°; 1203).
Mandates That May Be Granted by the Priest Moderator for Deacon Parish Life Coordinators

Note: Mandates are granted according to the needs of the parish as determined by the priest moderator. The granting of any mandate not described below must be approved by the bishop in writing.

Administration of Temporal Goods

1. To act in my name as the legal representative of the parish in the administration of the temporal goods of the parish in accord with the pertinent laws of Church and State and within the limits of your job description. In accord with the canons I remain the sole legal representative of the parish (c. 532; cc. 1281-1288). Any action requiring the approval of the corporate board of the parish must be presented to me in advance.

Pastoral and Finance Councils

2. To preside in my absence at meetings of the parish pastoral council and finance council (cc. 536 and 537).

Decisions

3. To make decisions necessary for the fulfillment of the duties enumerated in your job description and for implementing an approved pastoral plan or project. The more important decisions, and all decisions adversely affecting the rights of persons, including employment decisions, require my prior consent as the priest moderator. If I cannot be reached regarding a matter that is urgent, you must contact the vicar general or his delegate.

Record-Keeping

4. To maintain parish sacramental records and issue authentic sacramental documents (c. 535 §§ 1-3), preserve and maintain parish archives (c. 535 §§4-5), and make the annual and other reports requested by the diocese (c. 1287).

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2 What constitutes a “more important decision” is determined collaboratively by the priest moderator and the parish life coordinator.
## APPENDIX E: LITURGICAL GUIDELINES

### PARTICIPATION OF THE LAY PARISH LIFE COORDINATOR IN THE CELEBRATION OF THE EUCHARIST

<table>
<thead>
<tr>
<th>Action</th>
<th>Guide</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparations</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Coordinating liturgical ministers, setting up, preparing for liturgy | Should | As the one who knows the people and their gifts best, the PLC is chiefly, but not exclusively, responsible for calling forth the gifts present in the assembly and offering opportunities for training and growth in ministry. The PLC is to see that ministers are empowered to serve the community’s worship. Therefore, the PLC is to see that those with the appropriate gifts set up for Mass, and that the specific ministers are there on time and prepared to minister.  
The PLC is responsible to see that people from the community who have the various gifts needed to provide for good liturgies are called forth and trained. These include ministers such as readers, altar servers, sacristans, ushers, extraordinary ministers of Holy Communion, and musicians. |
| Sitting with the assembly | Should | Since the PLC is not a liturgical role, the PLC would normally sit with the assembly in the nave. The PLC would sit in the sanctuary only if exercising a specific liturgical ministry that would call for such. |
| Vesting | Generally no | “In the Dioceses of the United States of America, acolytes, altar servers, readers, and other lay ministers may wear the alb or other appropriate and dignified clothing.” (GIRM #339) The norm should be to follow the guide for the other liturgical ministers in the parish. |
| Greeting people before & after Mass | May, (before) Should (after) | As the community’s leader, the PLC is to take a very active part in the community’s gathering for worship. Dependent upon specific circumstances, the PLC is to greet and welcome the members of the assembly as they gather for worship. The PLC should also be at the entry of the church as the assembly leaves after the liturgy. |
| **Introductory Rites** | | |
| Introducing the Mass of the Day | May | The PLC may serve as the commentator (The role of which is outlined in GIRM #105b, 31, and 50.) |
| Rite of Blessing with Holy Water | No | The priest celebrant blesses the water. *(Appendix 1 of Missal)* |
| Penitential Act | First Form (Confiteor): no Second Form (Dialogue): no Third Form (invocations): may assist | It is the priest celebrant’s role to invite people to recall God’s mercy and compassion. Concerning the third form, the rubrics say, “The Priest, or a Deacon, or another suitable minister, then says the following or other invocations…” *(Order of Mass #6)* In the absence of a Deacon, or if serving as the cantor, the PLC may exercise this ministry. When the Bishop presides, the Deacon makes the invocations in the third form. *(CB 149)* |
## Liturgy of the Word

<table>
<thead>
<tr>
<th>Activity</th>
<th>Permission</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proclaiming the Scripture Readings and Psalm Response</strong></td>
<td>May</td>
<td>The PLC may serve as a reader and/or psalmist.</td>
</tr>
<tr>
<td><strong>Proclaiming the Gospel</strong></td>
<td>No</td>
<td>“The function of proclaiming the readings is by tradition not presidential but ministerial. Therefore the readings are to be read by a reader, but the Gospel by the Deacon or, in his absence, by another Priest. If, however, a Deacon or another Priest is not present, the Priest Celebrant himself should read the Gospel, and moreover, if no other suitable reader is present, the Priest Celebrant should also proclaim the other readings as well. (GIRM #59)</td>
</tr>
<tr>
<td><strong>Giving the Homily</strong></td>
<td>No</td>
<td>The Homily should ordinarily be given by the Priest Celebrant himself or be entrusted by him to a concelebrating Priest, or from time to time and, if appropriate, to the Deacon, but never to a lay person.” (GIRM #66)</td>
</tr>
<tr>
<td><strong>Announcing the Prayer of the Faithful</strong></td>
<td>May</td>
<td>The intentions “are announced from the ambo or from another suitable place, by the Deacon or by a cantor, a reader, or one of the lay faithful.” When the deacon is present he announces the intentions of the Prayer of the Faithful. The priest celebrant opens and concludes the prayer from the chair. (GIRM 69-71 and 171d)</td>
</tr>
</tbody>
</table>

## Liturgy of the Eucharist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Permission</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparing the Altar and the Gifts</strong></td>
<td>May</td>
<td>The PLC may exercise the ministry of the server. (GIRM #139, 140, 178, 190)</td>
</tr>
<tr>
<td><strong>Incensing the gifts</strong></td>
<td>No</td>
<td>The priest celebrant incenses the gifts and the altar.</td>
</tr>
<tr>
<td><strong>Incensing the assembly</strong></td>
<td>May</td>
<td>After the Priest has incensed the Offerings, the PLC, in the absence of a Deacon or acolyte, may incense the Priest and people ((GIRM #75, 144, 178)</td>
</tr>
<tr>
<td><strong>Other aspects of the Liturgy of the Eucharist</strong></td>
<td>No</td>
<td>It is for the Priest alone to voice the Eucharistic Prayer, say the introduction to and embolism of the Lord’s Prayer, give the greeting at the Sign of Peace, break the bread (assisted by the Deacon or a concelebrant if necessary but not by a lay person) and say the invitation to Communion. (GIRM #147-159; cf. 83)</td>
</tr>
<tr>
<td><strong>Distributing Communion</strong></td>
<td>May</td>
<td>The PLC may serve as an Extraordinary Minister of Holy Communion.</td>
</tr>
</tbody>
</table>

## Concluding Rite

<table>
<thead>
<tr>
<th>Activity</th>
<th>Permission</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Making announcements</strong></td>
<td>Should</td>
<td>When present, the PLC is encouraged to make announcements for the parish as an exercise of his/her role as the one responsible for the daily life of the parish.</td>
</tr>
<tr>
<td><strong>Giving the Final Blessing</strong></td>
<td>No</td>
<td>This is the role of the priest celebrant.</td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
<td>No</td>
<td>This is the role of the Deacon, or, in his absence, the Priest-Celebrant.</td>
</tr>
</tbody>
</table>
**APPENDIX F: PARISH LIFE COORDINATOR AND PASTORAL ASSOCIATE CHART**

Comparison of Responsibilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Parish Life Coordinator</th>
<th>Pastoral Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Professional minister who is entrusted by the diocesan bishop with the pastoral care of a parish (Canon 517.2)*</td>
<td>Professional minister who shares the overall care of the parish with the pastor or on-site pastoral team*</td>
</tr>
<tr>
<td><strong>Breadth of Responsibilities</strong></td>
<td>In collaboration with a presbyteral moderator appointed by the diocesan bishop, the parish life coordinator has the responsibility of overseeing the entire Catholic community within a specific locale*</td>
<td>Ministry of the pastoral associate is comprehensive, relating to all aspects of parish life, but with designated responsibilities, depending on the needs of the parish*</td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Priest moderator</td>
<td>Pastor</td>
</tr>
<tr>
<td><strong>Authority</strong></td>
<td>Granted through faculties, mandates and job description</td>
<td>Granted through job description</td>
</tr>
<tr>
<td><strong>Education Required</strong></td>
<td>Graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred in addition to the diocesan formation program for parish life coordinators.</td>
<td>Graduate level course of study comparable to a Master’s degree in pastoral ministry, theology, scripture, liturgy or a closely related field of religious study is preferred in addition to the diocesan formation program for parish life coordinators.</td>
</tr>
<tr>
<td><strong>Hiring</strong></td>
<td>Appointed by the bishop</td>
<td>Hired by the pastor</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>Set by the parish according to diocesan guidelines</td>
<td>Set by the parish according to diocesan guidelines</td>
</tr>
</tbody>
</table>

*See National Certification Standards for Lay Ecclesial Ministers – November 2011*
Appendix G: Installation of Parish Life Coordinator

Order of Installation within Mass when the Bishop Presides

After the gospel, the parish life coordinator-elect stands before the Bishop (or his representative), who then presents the candidate to the community.

Keeps crosier after gospel. Put on miter.

Presentation of the PLC-elect

Bishop: My dear friends, because I am aware of your pastoral needs and am confident of PLCNAME’S qualifications for ministry, I now commend PLCNAME to you as your new Parish Life Coordinator,

Welcome by the People

(applause)

Hands off crosier. Keeps miter.

Homily

Miter on and takes crosier. Goes to front of altar with PLC.

Presentations

Presentation of Priest Moderator (and Sacramental Minister)

Bishop: PLCNAME, my sister/brother, Father PMNAME will be the priest moderator of this parish, [and Father/Deacon SMNAME will share in providing the sacraments to this community.] May you mutually support each other as you minister together for the good of this parish.

Presentation of Parish Staff

(staff comes forward)

Bishop: PLCNAME, I present to you: NAMES OF STAFF MEMBERS. These are also your co-workers in the vineyard, assisting you in caring for the people of this parish. Share in this ministry with them in a spirit of mutual trust, common prayer, and genuine concern.

Presentation of Parish Trustees

(trustees come forward)

Bishop: PLCNAME, NAMES OF TRUSTEES, are the civil trustees of this parish. As the lay officers of the parish corporation they will share with you and with Father PMNAME the responsibility for the parish’s corporate and legal affairs.

Presentation of Pastoral Council

(pastoral council comes forward)

Bishop: PLCNAME, this is the pastoral council of PARISH NAME parish. It is the voice of this community and will assist and counsel you as you minister to this parish. Always be attentive to the needs they express.
PRESENTATION OF FINANCE COUNCIL  
*finance council comes forward*

BISHOP: PLC NAME, this is the finance council of PARISH NAME parish. It, too, is the voice of the people in the temporal needs of the parish. Respect the expertise they bring to the stewardship of this parish’s material resources.

RESPONSE OF PLC

PLC: My friends, I pledge to continue to seek your counsel, guidance, and advice – and to minister collaboratively with you – in my service as Parish Life Coordinator.

PROFESSION OF FAITH AND OATH

BISHOP: Remember, my sister/brother PLCNAME, to always love these people whom you have been called to serve. Be a wise and patient teacher, and a gentle minister, so that you may help lead them to Christ who will strengthen all that you do.

*Miter off and hands off crosier.*

BISHOP: Father PMNAME, I ask you now to lead your people in the profession of their faith.

*(Priest Moderator faces people and leads them in the Profession of faith. At the conclusion, the PLC faces the bishops and says the oath that follows)*

PLC: With firm faith I also believe everything contained in God’s Word, written or handed down in tradition and proposed by the Church, whether in solemn judgment or in ordinary and universal magisterium, as divinely revealed and calling for faith.

I also firmly accept and hold each and every thing that is proposed by the Church definitively regarding teaching on faith and morals.

Moreover, I adhere with religious submission of will and intellect to the teaching which either the Roman Pontiff or the college of bishops enunciate when they exercise the authentic magisterium even if they proclaim those teaching in an act that is not definitive.

*The Book of the Gospels is then brought over; the PLC places his/her hand on the Book.*

I, Father PLCNAME, in assuming the office of Parish Life Coordinator, promise that in my words and in my actions I shall always preserve communion with the Catholic Church.

With great care and fidelity I will carry out the duties incumbent in me toward the Church, both universal and particular, in which, according to the provisions of the law, I have been called to exercise my service.

In fulfilling the charge entrusted to me in the name of the Church, I shall hold fast to the deposit of faith in its entirety; I shall faithfully hand it on and explain it, and I shall avoid any teaching contrary to it.
I shall follow and foster the common discipline of the entire Church and I shall maintain the observance of all ecclesiastical laws, especially those contained in the Code of Canon Law.

With Christian obedience I shall follow what the Bishops, as authentic doctors and teachers of the faith, declare, or what they, as those who govern the Church, establish. I shall also faithfully assist the diocesan Bishops, so that the apostolic activity, exercised in the name and by mandate of the Church, may be carried out in communion with the Church.

So help me God, and God’s holy Gospels on which I place my hand.

*Returns to chair for intercessions.*

**GENERAL INTERCESSIONS**

**BISHOP:** Let us now pray for the Church and its leaders, especially the new Parish Life Coordinator of this parish, and for the needs of all people.

**LECTOR:** For Benedict, our pope, for Martin our bishop, and all the bishops of the Church, that they may lead us to a more faithful living of the gospel,
We pray to the Lord:
For, PLCAME, our new Parish Life Coordinator, that he/she may always show us love and compassion,
We pray to the Lord:
For ourselves, that we who form the parish of PARISH NAME may work together to proclaim the good news of Christ’s love,
We pray to the Lord:

(other intercessions as appropriate)

**BISHOP:** Gracious God, you have nourished and protected your Church by providing it faithful ministers. Strengthen our sister/brother PLCNAME as s/he begins a new ministry among us, and help us all to follow your Son, Jesus Christ, who is Lord for ever and ever.

*AMEN*

*Miter on when bishop sits.*