



Template: Family Pastoral Planning Proposal

Your Family Pastoral Planning Proposal is comprised of your Family Pastoral Planning Team's responses to each of the following questions, along with your convener's certification in Section 7. Please refer to the accompanying Family Pastoral Planning Template Guidelines PDF for important guidance, timelines and background as you work through each section of your proposal. Your assigned coaches and the Pastoral Planning Office are standing by to assist you.

Peace,
Phil LaSala
Director of Pastoral Planning
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Section 1. Family of Parishes: General Information

1. Name of Family of Parishes, e.g., Rural Family A-L or Urban Family A-U:

Rural Family G

2. Name of Family Convener:

Fr. Eric Olsen

3. Names of priests in the Family:

Fr. Eric Olsen, Fr. Steve Emanuel, Fr. Matt Gutowski

4. Names of Parishes and Missions in Family:

St. Francis, Humphrey; Holy Family, Lindsay; St. Mary's, Leigh; St. Michael's, Tarnov; Ss. Cyril and Methodius, Clarkson

5. Names of active deacons and their associated Parishes in the Family:

Dennis Anderson, Kent Sachau, Tim Howard, Louis Dohmen, Eddie Fisher

6. Names of retired deacons and their associated Parishes in the Family: N/A

7. Names of Catholic schools in Family:

Lindsay Holy Family (preK-12), Humphrey St. Francis (preK-12), St. John Clarkson (preK-6)

8. Names of Catholic schools in other Families that are in relationship with this Family's Catholic Schools: N/A

Section 3. Family of Parishes: Structural Changes for Mission. Complete **Section A for Single Pastor Families** or **Section B for Multi-Pastor Families**. The only families that should complete **both** Section A and B are Rural Families I and H, and Urban Family E.

A. Single Pastor Families. Build on your responses in Section 2 by answering the following questions in detail. Your answers to Questions 1 - 9 can help your Family Pastoral Planning Team discern how you will approach your selection and development of a Family Governance Model in Questions 10 - 13.

1. How will your Clergy team be centralized? For the good of the Family as a whole and in keeping with their individual charisms, where will each priest and deacon serve and what ministries will they emphasize?

- Fr. Olsen (all)– administration, weddings, funerals, grade schools, PRE
- Fr. Emanuel (all)– high school teacher, chaplain, PRE, weddings
- Deacon Louis Dohmen (all) – baptisms, maintenance
- Deacon Dennis Anderson (all) – baptisms, RCIA
- Deacon Kent Sachau (all) – baptisms, Adoration
- Deacon Tim Howard (all) – baptisms, Pro-Life
- Deacon Eddie Fisher – Baptisms, Nursing Homes

2. Who are the people who a) are serving or b) are being considered for service on your Pastor's Leadership Team? See Appendix III, Forming a Pastor's Leadership Team, for details.

- Bob Kurtenbach, Ethan Bruland, Paul Shemek, Aaron Feringher, Marcus Urban

3. How will Parish Staff be centralized?

a. Indicate the current staffing in each parish, noting whether a person is full-time, part-time, contract, or volunteer. Please also indicate the current work locations of each of these individuals: - **SEE SCHEDULE #1 – ATTACHED**

b. Indicate proposed staffing positions, including whether each is full-time, part-time, contract or volunteer, and work location(s): **SEE SCHEDULE #2 - ATTACHED**

i. Describe your actions, timeline, and rationale for centralizing evangelization initiatives for this family:

- None of our parishes have this formally. Once office is established, the first job of the director will be to establish and outline goals and programs to foster outreach.

ii. Describe your actions, timeline, and rationale for centralizing parish religious education for this family:

Fall 2023 - PRE will take place in three pods

Humphrey/Tarnov

Leigh/Clarkson

Lindsay

Given the public school affiliation and distance this breakdown was logical

- iii. Describe your actions, timeline, and rationale for centralizing sacramental preparation for children for this family:

Fall 2023 – All offices in Humphrey

Baptisms

Sacramental Coordinator will schedule date and prep (as needed)

Deacons will perform at parish of choice on dates TBD

RCIA

Deacon will facilitate – at centralized location

1st Holy Communion/Reconciliation

Preparation will be in PRE/5-day school

2 Parent meetings in Humphrey for all parishes

1st Reconciliation will take place at two times in two locations for all parishes. Locations TBD

1st Communion at scheduled weekend Mass in each parish

Confirmation

Preparation will be in PRE/5-day school

2 Parent meetings in Humphrey for all parishes

Yearly in October in Humphrey beginning 2024

- iv. Describe your actions, timeline, and rationale for centralizing youth ministry for your family:

Fall 2023

Youth ministry in PRE pods

Family DRE will coordinate combined events (e.g. JC Camp)

- v. Describe your actions, timeline, and rationale for centralizing adult formation for this family:

Fall 2023

Family DRE will coordinate for family events (e.g. Pints with the

Priest, Live Lent Together...)

- vi. Describe your actions, timeline, and rationale for centralizing communication for this family:

Fall 2023

Family Bulletin done through Humphrey

Family Website – (Maintained in Humphrey)

- vii. Describe your actions, timeline, and rationale for centralizing financial management for this family: **(centralization via attrition only)**

Fall 2023

Family Finance Director (pd – Full Time)

Stationed in Humphrey

Oversees all individual parish/school finances

**Manages Books for Humphrey, High School(s) and non-school
Parishes (as attrition allows)**

Parish Bookkeeper(s) (pd – Part Time)

Stationed in Clarkson and/or Lindsay

Manages parishes with grade schools

- viii. Describe your actions, timeline, and rationale for centralizing Human Resources for this family:

Fall 2023

No plans

- ix. Describe your actions, timeline, and rationale for centralizing facilities management for this family. Include all parish-owned facilities and properties, including cemeteries:

Parish-Owned Facilities

St. Francis

Church:

**St. Francis of Assisi Church & Rectory-
Humphrey**

Maintenance building

Garage (detached)

Schools:

St. Francis of Assisi High School/Gm/Cafeteria

St. Francis of Assisi Grade School

Daycare:

Little Learners Daycare

Cemeteries:

St. Francis of Assisi-Humphrey

Sacred Heart-Cornlea

St. Mary's-Rural Humphrey

Residential Home:

600 E. Ash

Ss. Cyril and Methodius

Church

Church Rectory

Parish Center

St. John Neumann School

Cemetery

Holy Family

Church

Grade school

High school

Gym

Daycare

Project center

Greenhouse

HF cemetery

St Ben cemetery

St John cemetery

Rectory

Playground/greenhouse

St. Mary's

Church

Rectory

Fair Stand

Cemetery

St. Michael's

Church
St. Michael's House
Historical Society
St. Michael's Cemetery
St. Anthony's Cemetery

Fall 2023

Local finance councils will be responsible for local facilities. Family maintenance officer will attend these meetings quarterly to assure family coordination and efficiencies. Large projects needing archdiocesan approval will be brought to pastor by coordinator. Coordinator will ensure bids and work done is appropriate.

4. Describe your actions, timeline, and rationale for centralizing each of the following councils: Pastoral Councils, Finance Councils, and School Councils.

Fall 2023

Parishes will have one finance council, which will also serve as maintenance Committee of 8 members. Two will be appointed with finance expertise and two with maintenance expertise and serve indefinite terms. The other four will be chosen by the parish in whatever way they choose. They will serve 3-year rotating terms with no more than two consecutive terms.

5. How will Sunday Masses be scheduled?

NOTES:

- The rotation of Sunday obligation Mass schedules within a Family is discouraged; a Family Pastoral Planning Team's Mass rotation deliberations must include consultation with the Pastoral Planning Office as early in the planning process as possible.
- The application of Sunday Mass and Daily Mass parameters:
 - is based on the Family's priest availability in 2033. See Appendix I for details.
 - will support the focus of our planning principles on promoting flourishing faith communities, flourishing priests and a stable environment, all to advance the mission.

- a. Current Sunday Mass locations, languages, and times in each church:

Saturday

5pm – Holy Family, Lindsay
5:30pm – St. Francis, Humphrey

Sunday

8am – Holy Family, Lindsay
8:30am – St. Mary's, Leigh
10:00am – Ss. Cyril and Methodius, Clarkson
10:00am – St. Francis, Humphrey
10:30am – St. Michael's, Tarnov

- b. Proposed Sunday Mass locations, languages, and times in each church:

Saturday

5pm – St. Francis, Humphry

6pm – St. Michael's, Tarnov

7pm – Holy Family, Lindsay

Sunday

8am – Holy Family, Lindsay

8:30am – St. Mary's, Leigh

10:00am – St. Francis, Humphrey

10:30am – Ss. Cyril and Methodius, Clarkson

6. How will Daily Masses be scheduled?

- a. Current daily Mass locations and times in each church, school, or care center:

M-F – 8am, St. Francis, Humphrey (school mass if in session)

T-F - 8am, Holy Family, Lindsay (school mass if in session)

M – 6pm, Holy Family, Lindsay

M,W,F – various Ss. Cyril and Methodius, Clarkson (school mass)

- b. Proposed daily Mass locations and times in each church, school, or care center:

M-Th – 8am, St. Francis, Humphrey (school)

T- Fr – 8am, Holy Family in Lindsay (school)

T,W, Fr – 2:30 @ Ss. Cyril and Methodius, Clarkson (school)

7. How will holy day and Ash Wednesday Masses be scheduled?

- a. Current holy day and Ash Wednesday Mass locations, languages, and times in each church:

Vigil – 7pm – Holy Family, Lindsay, St. Mary's Leigh

Day – 8am – Holy Family and St. Francis 7pm St. Francis and St. Michael
Clarkson - varies

- b. Proposed holy day and Ash Wednesday Mass locations, languages, and times in each church:

Vigil – 7pm – Holy Family, Lindsay, St. Mary's Leigh

Day – 8am – Holy Family & St. Francis 7pm St. Francis & St. Cyril and Meth
If School day – 11:00am Mass, All Schools, St. Francis – Lunch provided after

8. Proposal of sites and supporting rationale for where Sunday obligation Masses will no longer be celebrated:

N/A

9. How will Confessions be scheduled?

- a. Current Confession locations, days, languages, and times in each church:

1 hour before each first weekend mass
30 minutes before 10am Mass in Humphrey, after mass in Tarnov
Clarkson – Varies
30 minutes before daily mass

b. Proposed Confession locations, days, languages, and times in each church:

1 hour before each first weekend mass
30 minutes before second mass of the day on the weekend
30 minutes before daily mass

10. Please indicate the Family Governance Model you have chosen:

NOTES:

- Family Pastoral Planning Teams should only consider the merger of two or more parishes within the context of Family Model Two if a) the administration of all existing parishes within the Family is expected to be too complex, b) the parishes to be merged have a history of working together, and c) pastors think there will be a high degree of parishioner support for the merger.
- Families that select and implement Family Models One or Three now may consider some form of merger in the years to come if the parishes involved experience a shared desire to move in this direction.

a. Family Model One. **Proceed to Question 11.**

b. Family Model Two. Proceed to Question 12.

c. Family Model Three (Not Recommended). Proceed to Question 13.

11. Only if choosing **Family Model One**, how will the family establish and fill important consultative bodies and essential staff, including all of the following: - SEE SCHEDULE #2 - ATTACHED

- a. Family Leadership Team (**one from each parish – chosen by pastor**)
- b. Family Pastoral Council (**Presidents of Finance/School boards**)
- c. Family Finance Council—Optional (**N/A**)
- d. Family Staff – **Filled internally – ideas indicated**
 - i. Family Evangelization Coordinator (**Deacon**)
 - ii. Family Facilities Manager (**Deacon**)
 - iii. Family Business Manager/Bookkeeper (**in-house staff**)
 - iv. Family Education Director or Executive Director for Schools (**Deacon**)
 - v. Family Sacramental Preparation Coordinator (**Deacon**)

- e. Parish Life Coordinators in Satellite Parishes (optional). **(Not envisioned)**
- f. Individual Finance Councils – **As by individual parishes**
- g. Individual Parish Trustees - **As by individual parishes**

Section 4. School Governance and Finance Models. Part A of this section will help you to develop a more complete assessment of your current school(s) situation, building on your responses to Section 2, Questions G 1-6 on missional Catholic schools. Part B relates to any changes you might propose.

1. Student-to-teacher ratio
 - a. LHF – 6.8 students per teacher
 - b. HSF – 13.9 students per FT teacher (16 FT teachers);
11 students per PT and FT teacher (20 FT and PT)
2. Number of full-time teachers
 - a. LHF – 14
 - b. HSF – 16
3. Number of part-time teachers
 - a. LHF – 8 teachers and 1 counselor
 - b. HSF – 4
4. Teachers working outside of their endorsed area
 - a. LHF - 16%
 - i. JH English
 - ii. Librarian / had Sped and Elem endorsement
 - b. HSF – 20 %
 - i. 4th grade teacher/ endorsed 5 – 9
 - ii. Science teacher 7th – 12th grades / endorsed 9 – 12
 - iii. Religion teachers -- Fr. Olsen and Fr. Emmanuel not certified
5. Multi grade classrooms –
 - a. LHF - none except for PE/ Music / Art / Computers
 - b. HSF – none
6. Full time administrators
 - a. LHF – 1 PT president/pastor and 1 FT administrator
 - b. HSF – 1 PT president/pastor and 1 FT administrator
7. Number of other school personnel
 - a. LHF
 - i. 2 part-time secretaries
 - ii. 2 part-time elementary teachers aids
 - iii. 1 part-time librarian
 - iv. 1 part-time bookkeeper
 - v. 1 full-time custodian

- vi. 2 part-time custodians
 - vii. 5 part-time cooks
 - b. HSF
 - i. 2 FT secretaries
 - ii. 2 FT aides
 - iii. 1 FT maintenance
 - iv. 5 kitchen

- 8. Total number of personnel at the schools
 - a. LHF – 31 (teachers and staff)
 - b. HSF – 31 (teachers and staff)

- 9. Number of courses taught by remote instruction
 - a. LHF = 7 classes taught remotely
 - b. HSF = 1 class (2 sections) taught remotely

- 10. Rationale for choosing remote instruction –
 - a. LHF
 - i. 3 English classes are taught remotely because we were unable to hire a full-time English teacher.
 - ii. Spanish I & II are taught remotely by Rider Foreign Language.
 - iii. 2 Ag. Classes (Ag. Mechanics and Ag. Leadership) are taught remotely by our Newman Grove FFA teacher.
 - b. HSF – Spanish II because we were unable to find a certified teacher.

- 11. Unfilled positions for this school year?
 - a. LHF – English, Spanish, Agriculture
 - b. HSF – JH classes (7th-8th grade Science & 7th grade Language Arts) have been absorbed by other teachers. Family Consumer Science (FCS) position is unfilled.

- 12. Total number of students in each school for 2021-22
 - a. LHF
 - i. K – 6 = 69
 - ii. 12 = Preschool
 - iii. 7 - 12 = 42

Cost per student: \$11,682
 - b. HSF
 - i. K – 6 = 137
 - ii. 7 – 12 = 85

Cost per student: \$8,204

- 13. What percentage of student body is Catholic?
 - a. LHF – 99 %

- b. HSF – 100%
14. How does each school invite non-Catholics into the faith?
- a. LHF – has several staff members who are non-Catholic. Holy Family will welcome and education any student regardless of their religious denomination.
 - b. HSF - We invite non-Catholics into the faith by providing a Catholic environment at school. Non-Catholic staff and students attend mass, prayer services, faith development opportunities and retreats, etc.
 - c.
15. Projected enrollment for the current year?
- a. LHF - PK-12 Students
 - i. 2022-2023 - 111
 - ii. 2023-2024 - 121
 - iii. 2024-2025 - 133
 - iv. 2025-2026 – 139
 - b. HSF – K – 12 Students
 - i. 2022-2023 - 222
 - ii. 2023-2024 - 222
 - iii. 2024-2025 - 229
16. What is the capacity of the school if all classrooms were full?
- a. LHF – approximately 250
 - b. HSF – if 25 students in each grade = 325
17. How does parish membership trends compare to enrollment trends?
- a. LHF – From 2016 to 2022, there was a 58.5% decrease in parishioners (550 in 2016 to 322 in 2022). During that same time, LHF's enrollment has remained relatively stable at just over 100 students since the 2016 school year.
 - b. HSF - From 2016 to 2022, there was a 36% decrease in parishioners (785 in 2016 to 505 in 2022). During that same time, HSF's enrollment increased by 12% (198 in 2016 to 222 in 2022).
18. What are the sources of revenue for the schools?
- a. LHF
 - i. Tuition
 - ii. School Support Envelope
 - iii. Fundraising / Development
 - iv. Parish
 - b. HSF
 - i. Tuition
 - ii. School Support Envelope
 - iii. Fundraising / Development
 - iv. Parish
19. What percentage of parish income supports the school?
- a. LHF – 60%
 - b. HSF – 53%
22. What is the minimum number of students for each school financial sustainability?

- a. LHF – 90 students
- b. HSF – 180 students

St. John's, Clarkson

A. Assessment of Current Situation

1. What is the student-to-teacher ratio in the schools?

2 to 1

2. What is the number of full-time teachers in each school?

2 full time teachers

3. What is the number of part-time teachers in each school?

1 preschool teacher

4. What percentage of teachers are working outside their certified area?

0%

5. Do you have any multi-grade level classrooms? If yes, how many and what are they?

Yes – 1st & 2nd, 3rd & 4th, 5th & 6th

6. What is the number of full-time administrators in each school?

0

7. What is the number of other school personnel? Please indicate types, e.g., paraprofessionals, teacher's aide, office secretary, etc.

2 part time paraprofessionals, 1 office secretary

8. What is the total number of personnel?

5

9. What is the number of courses taught by remote instruction?

0

10. Why is remote instruction chosen in these cases?

NA

11. What positions in the school will not be filled at the start of the academic year, 2022-2023? Why not?

3rd & 4th grade teacher – no applicants for the position

12. What is the total number of students enrolled in each school, excluding any school daycare services?

20 1st – 6th, 9 preschool

13. What percentage of the student body in each school is Catholic?

100%

14. How does each school invite non-Catholics into the faith?

15. What is the projected starting enrollment for each of the following academic years: 2023-2024, 2024-2025, 2025-2026?
2023-24 – 31 students; 2024-2025 – 32 students; 2025-2026 - 31
16. What is the capacity of the school if all classrooms were full?
100
17. How does the parish membership trends compare to the school's enrollment trends?
Parish membership remains steady as does the school
18. What are the sources of revenue for the school?
Parish support, fundraisers, tuition
19. What percentage of parish income—if applicable—goes to support the school?
50%
20. How competent and prepared does the pastor feel to oversee the current school(s) in the Family of Parishes?
21. What percentage of the pastor's time is taken up with school administration?
22. What is the minimum number of students for each school's financial sustainability?

B. Proposed School Changes –

1. For each school in the Family of Parishes, please indicate the current school governance model.
All schools are governed by a pastor as president, local administrator and advisory school board.
2. For each school in the Family of Parishes, please indicate the current school financial model.
Holy Family and St. John's are parish school funded. St. Francis is set up as corporate school with subsidies from St. Francis parish only. It is essentially a parish school.
3. For each school in the Family of Parishes:
 - a. Does the Family Pastoral Planning Team propose any changes to the current school governance model? If so, why? If not, why not?
No changes are proposed. All shortages can be managed locally, finances are stable and enrollment is projected to increase.
 - b. Does the Family Pastoral Planning Team propose any changes to the current school financial model? If so, why? If not, why not?
No changes are proposed. All shortages can be managed locally, finances are stable and enrollment is projected to increase.
4. If a change is proposed in either the school governance model or the school financial model, please provide the details here.
No changes are proposed

Section 5. Plan Implementation for Parishes and Schools

1. What has already changed in your Family in terms of collaboration between the involved parishes, missions, and schools?

We have a Family Pastoral Planning Team
We have shared teachers/administration with schools
We have shared Adult Faith Formation events
We have shared school retreats/Professional development
We have shared fine arts coop with high schools
We have a shared student led youth group

- A. **First Steps – Quarter One.** Please describe how, once your planning proposal receives final approval from Archbishop Lucas, the following items will be addressed during the first three months of implementation:

1. **Broad Family Movement Towards Missional Communities**

Family Pastoral Team will be identified and begin meeting
Evangelization Coordinator will be identified

2. **Staff Changes**

Defining office space/plan for new Family level positions
Developing new job descriptions for new/current staff
Evaluating new needs not easily distributed to existing staff
Identifying potential overlap with current staff

3. **Council Changes**

Identify candidates for new council model

4. **Clergy Residence Changes**

Remodeling plan developed for new rectory

5. **Clergy Duties Changes: Priests and Deacons**

No change until clergy assigned is finalized

6. **Hospital/Care Center Pastoral Ministry Changes**

No change

7. **Sunday Mass Changes**

Implemented 7/1/23

8. **Weekday Mass Changes**

Implemented 7/1/23

9. **Confession and Liturgical Schedule Changes**

Implemented 7/1/23

10. **Family Communications—Internal and External**

Shared Special Events Calendar developed

Identify a website coordinator/developer
Begin integrating Ss. Cyril and Methodius

11. School Pastoral Ministry Changes

None envisioned

12. School(s) Governance Model Changes

TBD by Archdiocese

13. School(s) Financial Model Changes

TBD by Archdiocese

B. Next Steps – Quarter Two. By three months after implementation begins, all of the above items should be in motion.

1. Please describe how all of the same items above will progress during months three to six.

Broad Family Movement Towards Missional Communities

Development of short, intermediate and long term goals by Family Pastoral Council
Evangelization coordinator begins identifying and coordinating with parish leaders
Communication of vision specifics as they develop
Begin exploring “signs of contradiction” that will invite faith conversations

Staff Changes

Begin remodeling as needed
Hiring/consolidating where needed

Council Changes

Councils take shape in model above to begin meeting in fall of 2023
Elections take place where necessary

Clergy Residence Changes

Remodeling begins for priests to move in 7/1/23

Clergy Duties Changes: Priests and Deacons

No change until clergy assigned is finalized

Hospital/Care Center Pastoral Ministry Changes

No change

Sunday Mass Changes

Evaluation/reflection

Weekday Mass Changes

Evaluation/reflection

Confession and Liturgical Schedule Changes

Evaluation/reflection

Family Communications—Internal and External

Working website that is regularly updated

Website coordinator on staff

School Pastoral Ministry Changes

No change until clergy assigned is finalized

School(s) Governance Model Changes

None

School(s) Financial Model Changes

None

C. Further Steps – Quarter Three. By the sixth month, the primary focus of implementation should be on the “Broad Family Movement Towards Missional Communities.” Generally, the other items should already be implemented by this time, with the exception of school governance and finance model changes, which will likely take longer.

1. Please explain what steps will be undertaken—once the structural nuts and bolts issues of schedules, governance, pastoral councils, etc., have been addressed and lived in—towards making your family a missional community.

Time of reflection and readjustment of nuts and bolts to see if initial decision fit into mission parameters.

Investigate family opportunities to unite and grow as an organizational unit so we can focus on reaching out intentional to the disenfranchised and unreached adults.

D. Looking to the Future – Quarter Four. By the ninth month, planned school changes should be in motion.

1. Please explain what steps will be undertaken towards adopting and working under a new school governance and/or financial model.

None planned.

Section 6. Curia Support Desires. What support would you like to receive from the curia as implementation of your Family of Parishes begins to unfold? Please be specific about issue areas you imagine you will need assistance.

1. What support would you like to receive to help your parishes become more missional communities?

None

2. What support do you imagine you would like to receive during the transition phase from January through June 2023?

TBD

3. What support do you imagine you would like to receive during the implementation phase beginning July 1, 2023?

TBD

Section 7. Certification

Family Pastoral Planning Proposal Submission Date_____

Convener Printed Name_____

Convener Signature_____

Archbishop Lucas Decision

Approved _____

Approved with Changes _____

More Discussion Needed _____