

Our Lady of Lourdes is a pilgrim church coming to know the Kingdom of God by being Christ to the world

Our Lady of Lourdes

Catholic Church

May 2017

Funding Parish Life from Afar

LOL Parish Community,

Churches generally receive their funding from those who attend services and participate in the life of the community. The generosity of the parishioners of Our Lady of Lourdes has always been remarkable. For this, we should consider our community blessed. It should be noted, however, that we are neither able to meet all of our financial needs through these generous contributions, nor are we able to address all the needs identified on our project wish list.

Fortunately, other funding mechanisms have helped to make up the difference and provide for that little bit extra. We hold our annual festival for one principle reason these days: as a fundraiser. It rounds out our annual operating budget, with the event's net income being critical to meeting our annual expenses, including support of our ministries, the salaries and benefits of the staff who manage the daily operations, and our facility costs. Also, our Finance Council has been taking some steps to raise awareness about planned giving; the various ways members can contribute to the parish upon their passing utilizing those assets relied upon in life, but no longer needed. Both are quite valuable to the continued sustainability of our parish operations.

For our 2017-2018 budget, beginning July 1, 2017, festival net income is expected to be \$40,000. The valuable aspect of festival income is that the vast majority of the money is from individuals outside of our parish community. We also receive sponsorship donations from businesses and organizations throughout the community. Of course, the labor of parish members is very much needed to put on the festival so we can raise these funds. Our festival has moved to a new weekend this year, and will be held July 14, 15, and 16, 2017. Please mark your calendars and plan to share a few hours of your time with fellow parishioners to help bring in these additional funds that keep our parish thriving.

In addition to our Operating Fund, we also have strong contributions to our Improvement Fund that allow us to keep up with the maintenance of our aging facility; however, there are additional enhancements outside the scope of the Improvement Fund that would add value for the parish community but lack a regular funding source. Yet, in receiving bequests, the gift of personal property under the terms of a will, including specific assets or of the "residue" of an estate, the parish is able to pursue projects with this unexpected inflow of larger cash donations.

One such project is the enhancement of Room 10. We have graciously utilized this space to meet our gathering needs over the years, given its size and location, despite being the only unfinished space within the building with exposed roof decking, plumbing runs, and electrical conduit overhead, along with a couple ladders in the rafters. As a result of receiving a bequest this fiscal year of just over \$32,000, from the life insurance policies and residual estate of a parish member who remembered Our Lady of Lourdes in his or her will, we will be able to finish this space in the coming months.

A kitchenette will be added to the room on the west side including a refrigerator, microwave, sink, lengthy countertop, and additional electrical circuits. The door from the east-west corridor will be relocated into an alcove within the existing space. It will also have a new drop ceiling and new light fixtures, newly painted walls, a large TV, and a new AC/heating unit. This space will accommodate the needs of many ministry groups who have light meals with their meetings, act as a respite place for grieving family members during funeral visitations, and will also serve as an overflow space and crying room for weekend liturgies. It will also continue to serve bridal parties, choir rehearsals, bake sales and Oktoberfest's Black Forest Café.

Please plan to share your time at the festival so others may share their financial gifts with the parish, and give consideration to how you may share your earthly assets with the parish when you are heaven-bound.

In Gratitude,

Joe Kallenberger
Director of Administrative Services

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**Our Lady of Lourdes Stewardship Contribution
June 2017**

Env. No. _____ Date: _____

Name _____

Regular Offering-Operating Fund .. \$ _____

Improvement Fund \$ _____

Retreat Assistance Fund \$ _____

Check # _____ TOTAL \$ _____

**Our Lady of Lourdes Stewardship Contribution
June 2017**

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Retreat Assistance Fund \$ _____

Check # _____ TOTAL \$ _____

Env. No. «Envelope Number»

As of M/DD/YY Pledge Contributions

Weekly/Monthly Offering \$ 0.00 \$ 0.00

ALL PARISH FUNDS \$ 0.00

**Our Lady of Lourdes Stewardship Contribution
June 2017**

Env. No. _____ Date: _____

Name _____

Regular Offering-Operating Fund .. \$ _____

Improvement Fund \$ _____

Retreat Assistance Fund \$ _____

Check # _____ TOTAL \$ _____

«STATEMENT NAME»
«SPECIAL ADDRESS»
«DELIVERY ADDRESS»
«CITY», «STATE» «ZIP CODE»

Greetings!

It is with great delight that I write to share the news of new pastoral leadership at Our Lady of Lourdes!

As you know, Fr. Bill Burkert is retiring. I have been appointed by Archbishop ListECKI as the Parish Director of Our Lady of Lourdes, beginning June 20, 2017. Fr. Bill has been assigned as our Assisting Priest. My role is to care for the pastoral and spiritual needs of this community, while Fr. Bill will tend to our sacramental life. Additionally, Deacon John will continue his ministry of preaching, baptizing, weddings and funerals.

The role of Parish Director is not new to this Archdiocese, but it is new to us. A Parish Director is a qualified lay person or permanent Deacon who provides spiritual leadership and pastoral care to parishioners in lieu of a full-time pastor, and oversees the general operation of the parish much like a pastor would do. Enclosed in this mailing you will find a couple of explanatory documents to help you understand this position as we make this transition.

Back to Fr. Bill—I mentioned he will serve as the Assisting priest at Our Lady of Lourdes. This means he will be part of the group of priests who preside at the weekend liturgies. He will also take on the role of administering the sacraments, as needed. Though please note, he does want us all to remember that he is to be counted among the retired folks!

What does this change actually mean for us at Our Lady of Lourdes? We will have a priest available for the Eucharist and for the other sacraments. He will not have an office at OLOL or be on the premises as in the past. That is my responsibility now.

I want to assure you that my door is open; I am a certified spiritual director, and I have twenty-two years of professional ministry experience behind me. I have served the Church as a liturgist, a musician, a catechist, a formator of adults in many capacities, a retreat leader, and most recently as Pastoral Associate. I have a Master of Arts in Pastoral Studies from St. Francis Seminary. I have been married to Tom for almost thirty-eight years. We have raised four children into adulthood and are blessed with three incredible grandchildren. I have many interests and life joys that will color the pastoral and spiritual guidance I am able to offer you.

I am excited to begin this new journey together. I will do my best, but I am completely certain there will be much to learn and a few bumps along the way. That is okay. We will be church together. I do, however, ask for your prayers!

Let us be the hands and feet of Christ, shall we?

Blessings,

Nancie Chmielewski

MOST ASKED QUESTIONS ABOUT PASTORS AND PARISH DIRECTORS

1. ***Can a parish exist without a priest?***
According to canon law, each parish must have a priest who is assigned by the bishop either to provide or supervise regular pastoral care.
2. ***Must a pastor be a priest?***
Yes. In accordance with Catholic tradition and law, a pastor must be an ordained priest.
3. ***In case of a shortage of priests, can anyone else help with administration and pastoral care of a parish?***
Yes. A parish with its ordinary administration and pastoral care can be entrusted to a deacon, or a religious or lay person appointed by the bishop to be a parish director. A priest is assigned to supervise pastoral care of the parish.
4. ***Why are we in the archdiocese assigning parish directors?***
We are assigning parish directors as leaders of some parishes because we do not have enough priests to be pastors of all our parishes.
5. ***What are parish directors?***
A parish director is a person of faith who provides spiritual leadership and pastoral care to parishioners in lieu of a full time pastor. The parish director oversees the general operation of the parish much like a pastor would do.
6. ***What kind of training do parish directors need?***
Parish directors need to have a background in theology. In addition to the academic training, parish directors are required to have between five and seven year's experience in parish ministry.
7. ***Will the archdiocese do anything to help provide inservice training to parishes as well as parish directors?***
Yes. The archdiocese began a pilot project in J 1994 working with parishes and parish directors to insure smooth transitions and support for both the parish and the director. Directors as well as their parish councils would be available to share their experiences with other parishes. There are regular meetings of parish directors for support and direction.
8. ***Will we have the sacraments if we have a parish director?***
Yes. An assisting priest will be assigned to the parish for Sunday Eucharist, the sacraments of penance, the anointing of the sick, matrimony, confirmation and funeral Masses as needed. If the assisting priest is not available for a funeral Mass or the sacraments of the sick, the parish director will make every effort to find a priest to preside at the Mass.
10. ***Does the parish director report to the assisting priest?***
No. The Archbishop appoints a supervising priest to oversee pastoral care of the parish. Both the parish director and the assisting priest are accountable to him for the quality of

pastoral care. The parish director and the assisting priest work collaboratively with one another to provide a full scope of pastoral care to parishioners. The supervising priest, the parish director and the assisting priest are all ultimately accountable to the Archbishop for the pastoral care of the parish.

11. ***Are the assisting priest and the supervising priest full time priests at the parish?***

No. Both priests will have another full or part time ministry or are senior priests.

12. ***How are people accepting parish directors?***

All of us will miss the full time spiritual leadership of a pastor and would much prefer to have a priest pastor so that we could share in the Eucharist regularly and the sacramental life of the Church in its fullest way. Due to the shortage of priests, however, people have accepted having a parish director because it has allowed them to keep their parish open, active and vibrant. Parish directors represent a new style of pastoral leadership.

13. ***Will we have daily Mass if we have a parish director?***

In working with clusters, it is hoped that daily Mass will be offered within the cluster on a daily basis. Furthermore, we hope that every parish will have daily communal prayer with the Liturgy of the Word and a weekly communion service.

14. ***Can a non-ordained, i.e., lay person or religious, perform any of the sacraments or sacramentals?***

Yes. Where priests or deacons are not available and in accord with diocesan norms, lay persons or religious can lead funeral vigil and burial rights, Word services with or without the distribution of the Eucharist; serve as minister of exposition and reposition of the Blessed Sacrament (if designated by the Bishop); baptize when a priest or deacon is prevented from attending, (in case of an emergency any lay person may baptize); and preach when lawfully appointed to do so. A lay person can also distribute blessed ashes and offer certain blessings.

15. ***Is there anything else a non-ordained person can do in a parish?***

Yes. In accordance with the right and the obligation of the baptized to participate in the mission of the Church, lay persons and religious can lead catechetical programs and do all aspects of administration and formation of a local parish.

17. ***Who appoints parish directors?***

Parish directors are appointed by the Archbishop in much the same manner as pastors.

The Ministry of the Parish Director

Pastoral Leadership, Pastoral Care and Spiritual Guidance

- Serves by the ecclesial appointment of the Archbishop under the provision of Canon 517.2
- Provides spiritual leadership and pastoral outreach to the faithful
- Presides over the Parish Pastoral Council, the trustees, and Finance Council so that they may articulate the parish's relationship to the universal and diocesan Church as well as a sense of their own mission and ministry
- Is responsible for the recruitment and formation of lay ministers
- With the appointed supervising priest, carries out the pastoral care of the parish
- Directs all aspects of parish life including oversight and ministry with the pastoral team, staff, and volunteers
- Guides the religion education personnel in providing for the catechetical formation of adults and children
- Visits parishioners in hospitals, nursing homes, and homebound, and oversees the ministry of volunteers to do the same
- Provides pastoral care for the family of the deceased and conducts wakes and committal services as appropriate and in accord with liturgical law.
- Represents the parish in ministerial associations, ecumenical relations, and community events
- Consults with the Supervising Priest on parish matters when needed

Liturgical Ministry

- Ministers collaboratively with the Assisting Priest in overseeing the preparation of liturgies, the scheduling of the celebration of Mass and the Sacraments, and the preparation of adults and children for the reception of the sacraments
- Serves as liturgical minister during the liturgical celebrations in the parish (according to liturgical norms and diocesan guidelines)
- Presides at "Sunday Celebrations in the Absence of a Priest" when a priest is not available
- Gives reflections at Mass and other liturgies according to liturgical norms and diocesan guidelines
- Promotes and collaborates with liturgical ministers in the parish

When **Baptisms** occur within the Sunday Liturgy, the Parish Director may welcome parents, godparents, and the child and guide them through the celebration in collaboration with the assisting priest or deacon, and presents the newly-baptized to the community. For **Marriages**, Parish Director may oversee the preparation, lead the rehearsal, introduce the couple, and offer a reflection.

During **Funerals**, the Parish Director may welcome the family, may give a reflection, and offers final words of comfort, as well as preside at the committal service, as needed.

A **Parish Director** who is also a **Deacon** may have an expanded sacramental role, including preaching homilies at the liturgy.

Administration

- Conducts the ordinary administration of the parish, including the signing of checks (with trustees), preparing the budget, stewardship, and fiscal management in concert with the Finance Council
- Is responsible for accurate parish records and submits required parish reports to the Archdiocese, including those required of parishes who have a cemetery, school, and/or rental properties
- Provides supervision and oversight of staff and volunteers



Qualifications

- Practicing Catholic committed to the Church and the ministries of the Church
- Five years of pastoral experience in parish pastoral ministry
- Graduate degree (MA or M.Div.) in theology, pastoral ministry or a related field
- Proven competence in Scripture, church teaching, personnel management and canon law

Comparison of a Parish Director with a Priest Pastor

	Parish Director	Priest Pastor
Overall leader of community	yes	yes
Provides pastoral care	yes	yes
Provides spiritual guidance	yes	yes
Oversees church administration	yes	yes
Directs parish Pastoral Council	yes	yes
Directs Finance Council	yes	yes
Supervises preparation of liturgies	yes	yes
Presides at Mass & all Sacraments	no	yes
Presides at Sunday Celebrations in the absence of a Priest	yes	no
Presides at Liturgy of the Word with Communion	yes	no
Plans wakes and funerals	yes	yes
Conducts wakes and committal services	yes	yes
Oversees religious education program including sacramental preparation	yes	yes
Visits homebound parishioners and those in nursing homes and hospitals	yes	yes
Maintains parish records and submits required parish reports	yes	yes
Facilitates the development of all lay ministries	yes	yes
Participates in ecumenical and ministerial associations	yes	yes
Represents parish in local civic events	yes	yes

A Parish Director provides for the overall pastoral care, spiritual guidance, and administration of the parish.



Definitions:

A **parish director** is a lay person, religious or deacon, who is appointed by the archbishop and shares in the exercise of the pastoral care and leadership of a parish entrusted to her or him under the provision of Canon 517.2

An **assisting priest** is appointed by the archbishop to provide the sacramental and pastoral care which require priestly ministry to a parish entrusted to a parish director. A **supervising priest** is appointed by the archbishop to ensure and supervise the pastoral care of the parish. He does not assume the canonical rights and obligations of a pastor.

History in the Archdiocese of Milwaukee

Parish directors have been appointed to serve parishes in the archdiocese of Milwaukee since 1994. By 2014 there have been 24 men and women serving 29 different parishes in this role. They have been appointed in parishes small and large, rural and urban.

For more information contact:

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The Ministry of Parish Director

