

# Pastoral Region Plan

By and Between

St. John Fisher Catholic Church  
Newtown, Ohio

and

St. Veronica Parish  
Cincinnati (Mt. Carmel), Ohio

Dated: June 30, 2017

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## **Pastoral Region Plan**

This Pastoral Regional Plan (the Plan) is adopted by the parishes of St. John Fisher, 3227 Church Street, Newtown, Ohio 45244, and St. Veronica, 4473 Mount Carmel–Tobasco Road, Cincinnati, Ohio 45244. The date of adoption of this plan is the Thirtieth day of June in the year 2017.

***All planning is rooted in prayer and in the belief that the Holy Spirit is guiding the planning process. The plan has incorporated the fundamentals and principles toward a Vibrant Church living the mission of Jesus Christ in the Archdiocese of Cincinnati.***

***As parishes move toward collaboration and form a new way of being Church as a Pastoral Region, the parishes strive, together and individually, for certain qualities, traits and behaviors that are generally identified as being marks of excellence for vibrant parishes. (Exhibit A: "A Vibrant Church")***

### **Section 1. Purpose and Background**

In 2004 the Archdiocese of Cincinnati predicted that within the next ten years, there might not be enough priests in the Archdiocese to assign one pastor to each parish. Archbishop Daniel E. Pilarczyk established committees to consider, propose and implement methods for dealing with this problem. Working through the deaneries, the archbishop arranged for some parishes to collaborate to form pastoral regions. Depending on the severity of the predicted priest shortage, each pastoral region may be assigned only one pastor.

St. John Fisher and St. Veronica were asked to form a pastoral region. Recognizing that each pastoral region will have its own particular characteristics and needs, Archbishop Dennis Schnurr asked each pastoral region to adopt a Pastoral Region Plan.

In November of 2016, Archbishop Dennis M. Schnurr asked the St. John Fisher and St. Veronica parishes to review and update our Pastoral Region Plan by July 1, 2017.

The purpose of the plan is to provide written guidelines for how St. John Fisher and St. Veronica will collaborate in such essential areas as worship, the function of paid staff, the role of lay leadership, the use of facilities, allocation of finances, the operation of St. Veronica's parochial school, faith formation, and other areas of parish life once this pastoral region has only one pastor.

## **Section 2. Governing Principles**

- 2.1 This Plan incorporates the Guiding Values and the Planning Parameters set forth on pages 11 thru 15 of the Pastoral Regions Planning Guidelines attached to this Plan as Exhibit A.
- 2.2 Both St. John Fisher and St. Veronica are healthy, active and substantial parishes. Functioning within the Pastoral Region, both parishes shall remain separate, and each shall maintain its identity as a separate parish. Exhibits B through F to the Plan provide additional information on each parish.
- 2.3 Although remaining separate, each parish will collaborate and cooperate in order to facilitate and support the Pastoral Region and to promote the Guiding Values adopted by this Plan.
- 2.4 This Plan provides important guidelines, but is not a rigid set of rules. As circumstances change and evolve, the pastor and lay leadership of the Pastoral Region may make such changes or adopt such additional provisions to this Plan as may be necessary, remaining within the spirit and intent currently expressed in this Plan.

## **Section 3. Governance of the Pastoral Region**

- 3.1 The pastor shall have final responsibility for all governance matters that may arise at St. John Fisher, at St. Veronica, and concerning the Pastoral Region. Recognizing that one pastor will be challenged to govern two active and substantial parishes, the pastor is encouraged to delegate a significant portion of his non-sacramental responsibilities to staff and to lay leaders at each parish.
- 3.2 The pastor shall form a Pastoral Region Council. This council shall consist of six members, three from each parish. Membership on this council shall be (a) the Parish Pastoral Council President (or authorized member) from each parish, (b) the two administrators described in Section 5 below, and (c) two parishioners (one from each parish) appointed by the pastor. The Pastoral Region Council shall advise and assist the pastor on matters affecting the Pastoral Region and with all questions that arise concerning the interpretation of this Plan.
- 3.3 The Pastoral Region Council, with the approval of the pastor, will meet at least annually, and more frequently, as needed. The two appointed members of the Pastoral Region Council should each serve for three years.

- 3.4 Any parishioner of St. John Fisher or St. Veronica may propose an amendment to the Plan by submitting it in writing to the Pastoral Region Council. Amendments to the Pastoral Region Plan approved by the Pastoral Region Council shall be drafted in final form by the Pastoral Region Council, or its delegate, and recommended to the pastor and to both parishes. To become effective, any amendment to the Pastoral Region Plan must be approved by the Parish Pastoral Council (or equivalent) of both St. John Fisher and St. Veronica, and by the pastor.

#### **Section 4. Governance of the Parishes**

- 4.1 Except as provided in this Plan, each parish shall retain the governance structure and related documents (for example, a parish charter or mission statement) that exist at the date the Plan is adopted.
- 4.2 Each parish shall retain all lay councils, commissions or committees, and their related documents (for example, Parish Pastoral Council and its by-laws; Finance Council and its by-laws) that exist at the date the Plan is adopted.
- 4.3 The lay advisory bodies described in Section 4.2 shall serve in an advisory capacity to the pastor. Governance documents shall remain in full force and effect at each parish; provided that, if a conflict exists between any such document and this Plan, then the terms of this Plan will control.
- 4.4 Each parish may amend its governing documents or restructure its advisory bodies in accordance with the terms and conditions that exist at the parish at the time this Plan is adopted. The pastor must approve any such amendment or restructuring.

#### **Section 5. Administration of the Parishes**

- 5.1 The pastor may hire or retain as needed an existing administrator separately at each parish. The term "administrator" refers to a person who possesses, by virtue of education and experience, the temporal and pastoral skills necessary to successfully manage an active and substantial parish that does not have a full time pastor. St. John Fisher and St. Veronica will continue to be administered separately.
- 5.2 The Pastor has the authority to change the way each parish is administered.

## **Section 6. Celebration of Sunday Eucharist and other Masses**

- 6.1 Every effort should be made to celebrate Mass each Sunday. See Exhibit C.
- 6.2 According to Canon Law, a priest should normally celebrate one Mass per day. Bishops can permit priests to celebrate two Masses per day for just cause, for example, on a Sunday or holy day of obligation, or on a weekday if there is a funeral. *Bishops can also permit priests to celebrate three Masses per day on Sundays or holy days of obligation, if there is a genuine and serious pastoral need, for instance, if the priest is responsible for more than one parish.*
- 6.3 Further, in accordance with the Archdiocese of Cincinnati guidelines for the celebration of Sunday Mass:
  - 6.3.1 Parishes cannot schedule more than one Saturday afternoon/night Mass.
  - 6.3.2 All weekend Masses should be celebrated in a church that is at least 50% "full".
  - 6.3.3 Fuller churches lead to an efficient use of ministers (lay and ordained).
  - 6.3.4 There should be at least 90 minutes between starting time of Masses.
- 6.4 In recognition of Canon Law and Archdiocese of Cincinnati guidelines in the event that there is only **a single pastor and an additional non-pastor priest**, defined as: associate pastors, retired priests, diocesan priests in non-parish ministries (e.g., seminary, high school, etc.), and religious order priests. With three presiders serving both of the parishes, the following Mass schedule should be maintained:
  - 6.4.1 St. John Fisher: One (1) Saturday Vigil Mass and two (2) Sunday Masses.
  - 6.4.2 St. Veronica: One (1) Saturday Vigil Mass and three (3) Sunday Masses
- 6.5 The number and times of Masses that may be scheduled on Christmas, Easter, and Holydays, depends on the availability of non-pastor priests.
- 6.6 See Exhibit C for daily Mass schedule.

## **Section 7. The Pastor**

- 7.1 The duties of the pastor shall be consistent with guidelines published by the Archdiocese of Cincinnati, attached to this Plan as Exhibit D; provided that, in recognition of the challenges inherent in having one pastor for two parishes, the pastor is encouraged to delegate a significant portion of his non-sacramental responsibilities to staff and to lay leaders at each parish.
- 7.2 In consideration of available living quarters and other facilities at both parishes, it is recommended that the pastor reside in the rectory at St. Veronica. It is recommended that the parochial vicar reside in the rectory at St. John Fisher.
- 7.3 The pastor and parochial vicar will maintain offices in both parishes.
- 7.4 With respect to the pastor and parochial vicar, the following costs and expenses shall be shared by both parishes:
  - 7.4.1 The salary, benefits and any stipend provided to the pastor and parochial vicar;
  - 7.4.2 Costs to maintain, operate, clean, repair and run the rectory where the pastor and parochial vicar reside.
- 7.5 Recognizing that being pastor for two thriving parishes presents unique challenges, the pastor will, within practical limits, remain accessible to parishioners from both parishes, and will celebrate Mass at both parishes in a reasonably consistent manner.

## **Section 8. Deacons**

- 8.1 Each parish should retain its existing deacons. The pastor should determine the nature and location of the service provided by existing deacons, and by any additional deacons that become available to the pastoral region.
- 8.2 To alleviate the burden on the pastor, the pastor is encouraged to use deacons for the celebration of sacraments, and for other liturgical celebrations, as permitted by canon law.

## **Section 9. Parish Finances**

9.1 Except as otherwise specifically stated in this Plan:

- 9.1.1 Financial assets and records of each parish shall be kept and maintained separately.
- 9.1.2 Each parish shall conduct its own separate Offertory Collection. Each parish retains the funds collected, except for contributions designated to a particular parish. These designated contributions shall be allocated to that parish.
- 9.1.3 Each parish shall have its own separate bank accounts. Each parish shall pay its expenses out of its own resources.
- 9.1.4 Each parish shall conduct its own separate fund-raising and stewardship projects and programs, and each parish shall retain the funds raised.

## **Section 10. Parish Facilities**

10.1 Except as otherwise specifically stated in this Plan:

- 10.1.1 Each parish shall operate and maintain its separate plant, property, facilities and equipment. In keeping with existing practice and custom, the parishes may, and they are encouraged to, use their facilities to support joint parish events, functions and celebrations.
- 10.1.2 Each parish may, at its sole cost and expense, renovate, improve, tear down or otherwise modify any of its properties, as proposed by the lay leadership of the parish and approved by the pastor (and, if required, approved by the Archdiocese).
- 10.1.3 The Pastoral Region shall not be deemed to own or operate any property or facility. The parishes shall make their facilities available, on a reasonable basis and without rent or other cost, to the Pastoral Region as the need arises.

## **Section 11. St. Veronica School**

- 11.1 Upon the formation of the Pastoral Region, there shall be no change to the structure or operation of St. Veronica School, and all of its governing documents and governing bodies shall remain in full force and effect. St. John Fisher students can continue to be eligible to attend St. Veronica School at either the active or non-active parishioner rate.

## **Section 12. Non-Eucharistic Worship**

- 12.1 Recognizing that each Parish has a unique faith life and liturgy, each parish should retain its existing Worship Commission or similar body to act in an advisory capacity to the Pastor.
- 12.2 Each parish, though remaining separate, should collaborate and cooperate in the distribution of limited personnel and time available for the management of non-Eucharistic worship (Exhibit G).
- 12.3 Joint implementation of Reconciliation services during Lent will continue to operate between alternating venues at the direction of both parish Worship Commissions and the Pastor. All Sacraments of Reconciliation will be conducted by the pastor or non-pastor priest(s).
- 12.4 The Sacrament of Marriage will be available to those couples that meet the prerequisites and obligations as designated by each parish, Archdiocesan regulations, and in concert with canon law. Marriages can be performed by a deacon, the pastor or by a non-pastor priest.
- 12.5 The Sacrament of Baptism will be available by appointment and follows the prerequisites and obligations as designated by each parish, Archdiocesan regulations, and in concert with canon law. Baptisms can be performed by a deacon, the pastor or by a non-pastor priest.
- 12.6 The Sacrament of Confirmation will continue to be celebrated by each parish with each parish responsible for the preparation. Adults who are part of the RCIA program, as catechumens, will receive the Sacrament of Confirmation as part of their Reception into the Full Communion of the Catholic Church. The preparation of candidates for confirmation will be designated by the joint guidelines of the Pastoral Region, Archdiocesan regulations and in concert with canon law. Confirmation can be performed by the pastor, a non-pastor priest or by a bishop.
- 12.7 Arrangements for the Sacrament of Anointing of the Sick, at St. John Fisher and St. Veronica are, made as necessary, by appointment through the parish office or by arrangement with the pastor. Each parish will continue to administer communal celebrations of the Anointing of the Sick.

- 12.8 The Exposition, Adoration and Reposition of the Blessed Sacrament will continue to operate at each parish.
- 12.9 Funerals performed in the Pastoral Region, either in the church, funeral home or at the burial site will be designated by the guidelines of each parish, Archdiocesan regulations, and in concert with canon law. Arrangements are made as necessary, by appointment, through the parish office or by arrangement with the pastor. Funeral liturgies in the church or memorial services at the funeral home or site of internment can be administered by a lay presider outside of Mass, as well as the vigil service at a funeral home and the committal at the cemetery. A funeral Mass can only be presided over by a non-pastor priest or the pastor.

### **Section 13. Faith Formation**

- 13.1 Currently, some Faith Formation programs are provided by each parish (see Exhibit F).

**Section 14. Unforeseen Matters and Extended Future**

- 14.1 This Plan has been prepared to guide the parishes through the transition into a Pastoral Region with one pastor and one parochial vicar, and to provide for the governance and structure of the pastoral region in its early years. Through reading, discussing, and implementing this Plan, the parishes hope to set a spirit and standard of practice that will prayerfully guide the pastor and the lay leaders of the parishes and of the Pastoral Region through this process. When unforeseen situations arise, the spirit and standards of practice and the vision of "A Vibrant Church" guide the outcome.
- 14.2 It is intended by the parishes that this document, as amended from time to time, will continue to provide guidance into the future, recognizing that the governance and structure of the Pastoral Region with one pastor and one parochial vicar into the extended future will depend less upon this Plan than on the grace of God and His will for our parishes.

This Pastoral Region Plan is hereby adopted.

**St. John Fisher  
Catholic Church**

**St. Veronica  
Catholic Church**

By: \_\_\_\_\_  
Rev. Steven P. Walter, Pastor

By: \_\_\_\_\_  
Rev. P. Del Staigers, Pastor

By: \_\_\_\_\_  
Daniel Kroeger  
Pastoral Council President

By: \_\_\_\_\_  
Jonathan Dannemiller  
Pastoral Council President

# Exhibit A

## ARCHDIOCESE OF CINCINNATI

### Pastoral Region Planning

#### *Guiding Values*

A revision of *Futures Project Document*<sup>1</sup>, p. 3 (April, 2011)

#### Guiding Values

1. **Planning is rooted in prayer and in the belief that the Holy Spirit is guiding the planning process.** Frequent use of a pastoral region planning prayer is highly recommended.
2. **The celebration of, and regular access to, Sunday Eucharist is of primary importance.** A mass schedule that one priest can prayerfully celebrate is a priority. The sustaining of a vibrant Eucharistic community is of equal importance.
3. **Consultative structures that develop consensus resolutions are an integral component in the planning process.** Parish staffs, councils and parish communities are regularly kept informed and involved. Key groups in the pastoral region must be given forums to express their feelings, their hopes and all the other emotions that are part of the *grieving process* that comes with loss.
4. **Ongoing education and formation are key elements of the planning process.** Planning committees, councils and parishioners are provided opportunities to learn and discuss ideas on the liturgy of the Eucharist, what it means to be church, the vocation of the priest *and* the laity, what a vision of pastoral excellence looks like and what God is calling this local church to be and do in this place and time.
5. **Regular communication is essential.** Fact sheets, Q & A pieces, proposals with benefits and risks, regular updates on the work of the steering committee are helpful ways to achieve this end.
6. **Each of the parishes in the Pastoral Region commits to collaborating in ministry to the faith community in a “ministerial complete way.”** Pastoral region planning should include an assessment of what’s happening demographically in the region and whether the programs and services currently being offered are still appropriate and relevant. The sentiment “We are better together than we are apart” speaks to this value.
7. **The pastoral priorities of the Archdiocese are integrated in the Pastoral Region Plan** (e.g., quality liturgy and preaching, solid and effective religious education and youth ministry programs, a program to foster vocations, fiscal solvency and stewardship).
8. **Justice is evident in the organizational structures**, e.g., in salaries/benefits and budgets, and in sharing responsibility by all members for the life of the greater Church.
9. **Empowering the people of each parish to assume more leadership and responsibility in the Church is a key value.** The training of well-formed and competent pastoral ministers is critical to ministry.
10. **Greater involvement by deacons and laity** in administration, prayer, formation, ministry and decision making is essential to the future.

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<sup>1</sup> *Archdiocese of Cincinnati: Futures Project Pastoral Regions Planning Guidelines*  
2013

## Planning Parameters

1. Planning recommendations are faithful to the teachings of the Catholic Church, Canon Law and Archdiocesan Law.
2. The plan adheres to the Archdiocesan policy regarding the number of regular weekend Masses that may be celebrated by each priest.
3. All parishes remain open initially in some form unless the pastor in consultation with parish leadership recommends closing or merging.
4. Each Pastoral Region and the parishes therein are fiscally solvent. If necessary, a pastoral region budget, in addition to the parish budget, will be implemented for fair distribution of costs incurred with shared services and personnel.
5. All Pastoral Administrators meet requirements as set forth by the Archdiocese of Cincinnati. (See position description on Human Resources website.)
6. All parishes in a Pastoral Region participate in the formation and implementation of the plan.
7. A Pastoral Region consisting of a single parish will collaborate with other Pastoral Regions.
8. Every Pastoral Region is *ministerial complete* as described in "A Vibrant Church."
9. Pastoral Region Planning is accomplished in conjunction with other Archdiocesan planning processes.
10. The Archbishop and Dean are kept informed of all plans, and the Archbishop ultimately renders any final decision.

## A Vibrant Church+

### 1. Worship and Spirituality<sup>1</sup>

- The Mass and Sacraments are central to the life of the church. They are well prepared, celebrated prayerfully, inspire toward mission and evangelization.
- Devotional opportunities, especially the Liturgy of the Hours and Eucharistic Adoration; including prayer groups, the Rosary, and other devotional practices are offered throughout the Liturgical Year.
- Quality preaching leads to transformation in Christ and applies the Gospel to daily life.
- Engaging and nourishing spiritual renewal, e.g. R.C.I.A., *Christ Renews His Parish (CRHP)*, *Why Be Catholic*, *Small Faith Communities*.<sup>a</sup>

### 2. Catechesis and Education<sup>2</sup>

- Catechesis in Knowledge of the Faith, Liturgy, Moral Formation, Prayer, Community Life and Mission are offered for adults, youth, and children.<sup>b</sup> Families are living their call to be “domestic churches.”
- Sacramental preparation is essential. The RCIA is normative for sacramental formation.
- There are ongoing efforts to foster all vocations, especially for ordained ministry.<sup>c</sup>
- A Catholic school maintains quality education and good stewardship of resources++<sup>d</sup>

### 3. Pastoral Ministry<sup>3 e</sup>

- Youth, young adult, adult and family ministries are vital to the community.
- There is ongoing care for the sick, homebound, the needy, and life concerns, e.g. family challenges, unemployment; in partnership with local community resources.
- Counseling and support of key groups: grieving families, the divorced, the elderly, are offered.
- Cultural diversity is perceived as a gift and asset in worship and community life.

### 4. Evangelization and Outreach<sup>4 f</sup>

- Evangelization efforts are ongoing to reach the unchurched, inactive Catholics; and to revitalize the commitment of practicing Catholics to deeper discipleship in Christ and living the Gospel.
- Hospitality and a welcoming spirit are actively expressed in the life of the community.
- Ecumenical and interfaith dialogue and activities are cultivated.<sup>g</sup>
- Outreach is grounded in Catholic social teaching, including respect for life from conception to natural death. Members are engaged in action toward peace and justice, particularly in the local neighborhood and global missions.<sup>h</sup>

## 5. Mission-Centered Leadership and Administration<sup>5</sup>

- A well-defined mission guides the community. There are many opportunities to get involved. Clergy and laity work together.
- Effective consultative structures are used so that members are engaged in establishing pastoral priorities and policies.
- Formation, training and supervision for paid and volunteer leadership and staff is normative.<sup>i</sup>

## 6. Mission-Centered Fiscal Solvency

- Mission and ministries guide budget. Financial obligations and diocesan requirements are met.
- Just and fair salaries are paid to all employees.
- Accountability and transparency are normative in financial and organizational management.
- Stewardship, tithing are promoted. Buildings and property are appropriately maintained.

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1 [ Cf. *Ecclesia De Eucharistia* by Pope John Paul II and *SacramentumCaritatis* by Pope Benedict XVI]

1a See *Congregation for Clergy, Priest: Pastor and Leader of the Parish Community (PPLPC)*, 28; Pope Benedict XVI, *SacramentumCaritatis (SC)* 34 - 42, 45 - 46; *Congregation for Clergy, Directory on the Life and Ministry of Priests (DLMP)*, 45 - 47; John Paul II, *ChristifidelesLaici (CFL)*, 16 - 17; 26 - 30.

2 [ Cf. *EvangeliiNuntiandi* by Pope Paul VI and *EcclesiamSuam* by Pope Paul VI]

2b See *Christifideleselaici (CFL)*, 60.

2c See John Paul II, *Pastoresdabovobis (PDV)*, ch. 4, 43 - 41; *SC*, 23 - 26.

2d See *General Director for Catechesis*, John Paul II, *Catechesis tradendae*

3 [Cf. *Ecclesiae de Mysterio*, Practical Provisions, article 9]

3e See *CFL*, 27, on works of the apostolate, and 53, on care for the sick, homebound and needy. See also *PPLPC*, 22, 24, on the duties of the priest and *PDV*, 59, on the role of the lay faithful.

4 [ Cf. *Pacem in Terris* by Pope John XXIII]

4f Add Paul VI, *EvangeliiiNuntiandi*; John Paul II, *RedemptorisMissio*; John Paul II, *Novo Millenio Ineunte*. See also *CFL*, 34 - 44 and *PPLPC* 29.

4g John Paul II, *Ut Unum Sint*; *Pontifical Council for Promoting Christian Unity, Ecumenical Directory for Norms on ecumenism*.

4h *CFL*, 27.

5 [ Cf. Co - Workers in the Vineyard of the Lord, a Statement of the USCCB]

5i In addition to the documents mentioned, you should have a link to the document of the Congregation for the Clergy, Priest: Pastor and Leader of the Parish Community. See also PDV, 59; CFL, 23: and esp. CFL 31 - Pastors in service of communion.

+These ideas reflect an approach based on the “Ministerially Complete Fact Sheet” used in the Archdiocese of Cincinnati in the mid-80’s, the Parish Project: The Vibrant Parish sponsored in 1983 by the National Conference of Catholic Bishops (NCCB) and the National Pastoral Life Center (NPLC), as well as being in sync with the results of “The Emerging Models of Pastoral Leadership Project” funded by a grant from the Lilly Endowment, Inc., and published in *The Changing Face of Church: Emerging Models of Parish Leadership*, by Marti R. Jewell and David A. Ramey, 2010. ++When applicable

02-02-2012

## **Exhibit B.1**

### **St. John Fisher Catholic Parish Newtown, Ohio July 1, 2017**

Year Founded:	1947
Registered Families:	515
2016 October Count:	553
Annual Budget	\$550,000.00
Pastor:	Rev. Steven P. Walter
Deacon:	Deacon Tom Gaier
Address:	3227 Church Street Newtown, Ohio 45244
Telephone:	(513) 561-9431
Parish Website:	<a href="http://www.sjfchurch.org">www.sjfchurch.org</a>

## **Exhibit B.2**

### **St. Veronica Catholic Parish Cincinnati (Mt. Carmel), Ohio July 1, 2017**

Year Founded:	1947
Registered Families:	1,400
2016 October Count:	1,457
Annual Budget	\$3,490,000.00
Pastor:	Rev. P. Del Staigers
Deacon:	Deacon Dan Murphy
Address:	4473 Mt. Carmel-Tobasco Rd. Cincinnati, Ohio 45244
Telephone:	(513) 528-1622
FAX:	(513) 528-0714
Parish Email:	<a href="mailto:office@stveronica.org">office@stveronica.org</a>
Parish Website:	<a href="http://www.stveronica.org">www.stveronica.org</a>

## Exhibit C

### MASS SCHEDULES

- A). In recognition of the Canon Law and Archdiocese of Cincinnati guidelines in the event that there is only **a single pastor and an additional non-pastor priest**, defined as: associate pastors, retired priests, diocesan priests in non-parish ministries (e.g., seminary, high school, etc.), and religious order priests. With only three presiders for both of the parishes, the following Mass schedule shall be maintained:

- **SATURDAY VIGIL & SUNDAY MASS**

St. John Fisher:

One (1) Saturday Vigil Mass at 4:30 PM  
Two (2) Sunday Masses at 9:00 AM & 11:00 AM

St. Veronica:

One (1) Saturday Vigil Mass at 4:00 PM  
Three (3) Sunday Masses at 8:00 AM, 9:30 AM & 11:30 AM

- **DAILY MASSES**

St. John Fisher:

Monday: 12:00 PM  
Tuesday: 8:00 AM  
Wednesday: 8:00 AM  
Thursday: 8:00 AM  
Friday: 12:00 PM (Liturgy of the Word with Communion)

St. Veronica:

Monday: 7:30 AM  
Tuesday: 7:30 AM  
Wednesday: 7:30 AM, 9:00 AM\*  
Thursday: 7:30 AM  
Friday: 7:30 AM on First Friday otherwise Liturgy of the Word  
with Communion  
Saturday: 7:30 AM (Liturgy of the Word with Communion)

\*When school is in session there will be a Mass scheduled for the school children on Wednesday at St. Veronica at 9:00 AM, which would replace the 7:30 AM Mass.

NOTE: These Mass times may be subject to change as necessary by the pastor to allow for a day off during the week and availability of an additional non-pastor priest.

- **HOLY DAYS OF OBLIGATION**

St. John Fisher

\_Holy Days: 8:00 AM & 6:15 PM

St. Veronica

Holy Days: 7:30 AM, NOON & 7:00 PM

- **CHRISTMAS**

St. John Fisher:

Christmas Eve:

3:30 PM

5:30 PM

St. Veronica:

Christmas Eve:

3:00 PM

5:30 PM

Midnight Mass

St. John Fisher

10:30 PM

St. Veronica

11:00 PM

Christmas Day:

St. John Fisher

10:00 AM

St. Veronica

9:30 AM

- **EASTER**

Triduum Services

Maintain current schedules for Holy Thursday and Good Friday services at each parish.

Easter Vigil – Both St. John Fisher and St. Veronica will celebrate an Easter Vigil Mass, which is scheduled to begin after sundown on Holy Saturday.

Easter Sunday

St. John Fisher

9:00 AM

11:00 AM

St. Veronica

7:30 AM

9:30 AM

11:30 AM

- **NURSING & RETIREMENT HOMES**

To be determined by the pastor.

**Exhibit D**  
**JOB DESCRIPTION FOR PASTOR**  
**ARCHDIOCESE OF CINCINNATI**

**I. IDENTIFYING INFORMATION**

Position Title: Pastor

Status: Full time

Reports to: Archbishop

**II. DUTIES OF THE PASTOR**

The office of Pastor requires more than a usual job description because this ministry is such an important role in the life of the Church. There are many prescriptions about the office of Pastor in Church law (canons of the Code). The most significant canons are noted here.

The Pastor is a servant leader, a priest at the service of the people of the parish but also a priest empowered to lead the people of this parish challenging them to live out their faith in the context of parish life. He is charged with correcting the people (529) when that may be necessary.

A Pastor is entrusted with the care of only one parish except in a situation of special need such as a lack of priests when one priest may be given the care of several parishes (526).

The Pastor must

- See to the pastoral care of the people in the parish entrusted to him (519)
  - o Minister under the authority of the Archbishop: teaching, sanctifying and governing
  - o Cooperate with clergy and laity according to universal law of the Church and Archdiocesan laws as they may be enacted.
- Be a priest (521) known for
  - o Sound doctrine
  - o Integrity of morals
  - o Virtue and zeal
  - o Who is able to care for the people of the parish
  - o Whose suitability determined by the Archbishop
- See that the Word of God is proclaimed (528 § I)
  - o Instruct the people in the faith especially in Sunday and Holy Day homilies
  - o Foster works of justice in the spirit of the Gospel

- Provide particular care for the Catholic education of children and youth
- Make every effort to include those who do not practice their faith
- Reach out to non-Catholics.
- See that the Eucharist is the center of the parish (528 §2)
  - Ensure there is devout celebration of the sacraments
  - Lead the people to family prayer and participation in the liturgy
  - Guard against liturgical abuses -
- Strive to know the parishioners (529)
  - Visit families, especially sharing anxiety and grief with members of the parish
  - Help the sick, especially the dying
  - Seek out the poor and the lonely
  - Support parents and spouses and challenge them to fulfill their duties.
- Administer the sacraments (530)
  - Provide for the liturgical needs of the people including funeral rites
  - Preside at Eucharist on Sundays and Holy Days
- Be responsible for appropriate use of the offerings of the faithful (531)
  - Respect the wishes of donors
  - Represent the parish officially in all juridic affairs (532)
  - Be responsible to hire, train, evaluate, fire/accept resignations for all parish staff
  - See to careful administration of the goods of the parish according to Church law (1281-1288):
    - Respect the prescribed limits of ordinary administration obtaining written authority from the Archdiocese when necessary (1281)
    - Fulfill administration of parish in the name of the Church and according to Church law (1282)
    - Take the required oath to faithfully administer Church goods (1283)
    - Prepare, sign and renew an accurate and detailed inventory of parish goods archiving one copy (1283)
    - Administer parish goods with the diligence of a good householder (1284)
      - Be sure parish goods are not damaged or lost and that parish goods are properly insured
      - Safeguard parish goods through civilly valid methods
      - Observe both canon and civil law plus any stipulations imposed by a donor or legitimate authority
      - Collect revenue and income and use it as prescribed

- Pay the interest on loans or mortgages when due and be sure capital debt is paid on time
  - Invest any money left over from expenses in the deposit and loan fund of the Archdiocese
  - Keep well ordered books of receipts and expenses
  - Draw up an annual report of administration at the end of each year
  - Carefully keep documents and deeds putting authentic copies in the archives of the Archdiocese
  - Prepare an annual budget according to Archdiocesan policies
  - Make charitable donations within the limits of ordinary administration (1285)
  - Observe civil laws regarding employment paying a just and decent wage (1286)
  - Present the Archdiocese with an annual report which is also presented to the parish finance council for its consideration and account to the parishioners about the goods they have given to the parish. (1287)
  - Neither initiate nor contest a law suit on behalf of the parish without written permission from the Archbishop. (1288)
- Reside near the parish church unless he has special permission from the Local Ordinary to live elsewhere (533)
- Be present in the parish (533 §2) except for a grave reason to be gone more than usual
  - One month of vacation plus retreat
  - Inform the Local Ordinary if he will be gone from the parish for more than a week
- Offer Mass for the people of the parish each Sunday and Holy Day (534)
- See that parish registers are completed and archived (535)
- Establish a parish council (536) and a finance council (537)
- Cease from office by removal, transfer or resignation (538).

## **Exhibit E**

### **Non-Eucharistic Worship**

#### MARRIAGES:

1. There were reported to be two (2) marriages at St. John Fisher Parish in 2016. Guidelines for Marriage include:
  - Immediate marriage preparation needs to begin no later than six (6) months prior to the date of the intended wedding.
  - Participant(s) or parents can be registered in the parish. But, if a couple can get married "In the Catholic Church", they would probably be welcome to be married in the parish church.
  - Couples will meet with either the pastor, parochial vicar, or deacon to begin paperwork and filling out an instrument to facilitate open couple communication (FOCUS) then they can begin working with an engaged Ministry Team Couple.
  
1. There were reported to be eight (8) marriages at St. Veronica Parish in 2016.
  - As soon as a couple is seriously considering marriage they should contact the Parish Office to set an appointment with the pastor, parochial vicar, or deacon for marriage preparation. This should be taken care of before any other permanent arrangements are made for the wedding date and reception; minimally, six months prior to the anticipated wedding date.
  - All couples are required to attend an Engaged Encounter weekend prior to the marriage ceremony.

## BAPTISMS:

1. St. John Fisher Parish reported nine (9) infant baptisms in 2016. Guidelines for Baptism at St. John Fisher Parish include:
  - Registered parishioners wishing to have their child baptized should schedule with the parish office.
    - 1). Baptisms can be scheduled during weekend liturgy or after the 4:30 p.m. Mass on Saturday or after the 11:00 a.m. Mass on Sunday.
      - A). St. John Fisher Parish does “not normally” do baptisms during Lent, except in emergencies and in special circumstances, trying and encouraging baptism to be put off until the Easter season.
      - B). During Advent, Baptisms are scheduled outside of Mass only.
  - The Rite of Christian Initiation of Adults, or RCIA, is a process of conversion as they study the Gospel, profess faith in Jesus and the Catholic Church and receive the sacraments of Baptism, Confirmation and Holy Eucharist.
2. St. Veronica Parish reported forty-three (43) infant baptisms in 2016. Families of child requesting baptism must be registered parishioners of St. Veronica Church.
3. It is required that the parents have attended a Baptismal preparation before the child is baptized.
4. It is preferred that baptisms are celebrated during a weekend Mass, but may also be celebrated after the 11:30 Mass.
5. Baptism dates are confirmed when the (green) registration form has been returned to the parish office. You will receive a phone call from the parish office confirming the date.

The Sacrament of Baptism can be administered by a deacon or priest.

## CONFIRMATIONS:

Confirmations are separate preparation processes for St. Veronica and St. John Fisher parishes. Currently both parishes have programs that lead to Confirmation of candidates in their 8<sup>th</sup> grade year.

Adults who are part of the RCIA program, as catechumens, receive Confirmation as part of their conversion to the Catholic Church.

The Sacrament of Confirmation can be administered by an ordained priest or bishop.

## RECONCILIATION:

The Sacrament of First Reconciliation is offered to children in 2<sup>nd</sup> grade who have completed at least one year of religious education (Grade school religion class, REP, SRE or an approved home school program) prior to enrolling in the First Reconciliation Formation Program and are still currently enrolled. First Reconciliation is celebrated as a parish with all students preparing for and receiving the sacrament in a group setting.

- Families with a child enrolled in one of the religious education programs, will receive a letter with instructions and a calendar for the formation program.
- The sacramental formation program is based on the philosophy that parents are the first teachers of their children.
- There is a parent and child retreat prior to the Sacrament of Reconciliation.

St. Veronica Parish offers Sacrament of Reconciliation on Saturdays from 2:30 to 3:30 p.m. or by appointment.

St. John Fisher Parish offers Sacrament of Reconciliation on Saturdays from 3:00 to 4:00 p.m. or by appointment.

Joint Penance Services at St. John Fisher and St. Veronica are held in Lent using alternating venues.

## ANOINTING OF THE SICK:

St. Veronica Parish offers anointing of the sick after all weekend Masses when there is a 5<sup>th</sup> Sunday of the Month. Arrangements at St. John Fisher and St. Veronica are made as necessary by appointment through the parish office or by arrangement with the pastor.

### ADORATION OF THE BLESSED SACRAMENT:

At St. Veronica Parish the Exposition of the Blessed Sacrament is on the first Wednesday of each month from 1 p.m. to 7 p.m. in the chapel.

At St. John Fisher Parish there is a weekly Exposition and Adoration of the Blessed Sacrament. The Blessed Sacrament is exposed on Wednesdays from 8:30 AM to 11:30 AM in the Main Church.

The Exposition and Adoration and the reposition of the Blessed Sacrament can be celebrated by a lay minister, however the Benediction can only be offered by a deacon or priest.

### FUNERALS:

Arrangements at St. John Fisher or St. Veronica are made as necessary by appointment through the parish office or by arrangement with the pastor. A Funeral Mass can only be administered by the pastor or non-pastor priest.

A funeral liturgy in the Catholic Rite can be administered by a lay presider, deacon, non-pastor priest or the pastor. A communion service can be offered as part of this rite.

Memorial services can be offered at a funeral home or at the site of internment and can be administered by a lay presider, deacon, non-pastor priest or the pastor.

### STATIONS OF THE CROSS:

The Stations of the Cross, on the Fridays of Lent are led by the lay community at St. Veronica Parish.

The Stations of the Cross are prayed on Good Friday at St. John Fisher and St. Veronica Parishes.

## **RE: SUMMARY of Non-Eucharistic Worship**

### **Lay Leaders of Prayer:**

The practice of the Adoration, Exposition and Reposition of the Blessed Sacrament can be performed by a trained member of the lay community for their fellow parishioners. The Blessing, or Benediction, of the Blessed Sacrament can only be administered by a deacon or priest.

The practice of praying the rosary as a community can be led by the laity in a formal and informal setting.

The practice of praying the Stations of the Cross can be led by the laity.

A lay presider can lead a funeral liturgy outside of Mass, as well as the vigil service at a funeral home and the committal at the cemetery.

Liturgy of the Word with Communion can be led by lay ministers. St. John Fisher and St. Veronica both currently have several trained people that serve in this ministry.

### **Deacon:**

As stated, the Benediction of the Blessed Sacrament can be administered by a deacon.

Marriages can be officiated and administered by a deacon.

Baptisms can be officiated and administered by a deacon.

### **Priest or Bishop:**

All Sacraments and Benedictions can be administered by a priest or bishop.

The Anointing of the Sick, Reconciliation and Confirmation can only be administered by a priest or bishop.

## Exhibit H – Faith Formation

Separate Program at both parishes	Program Unique to St. John Fisher Parish	Program Unique to St. Veronica Parish	Description of Faith Formation Activity
		X	<b>Vacation Bible School</b> offered to pre-school age through Grade 4 on second week in July, 9:30 to 12:30 pm Monday through Friday. Open to the community.
X			<b>R.C.I.A. /R.C.I.C.</b> -- Adult and Children's Catechumenate process – may include previously baptized adult and child candidates for reception into full Communion and Catholic adults completing initiation with Confirmation and Eucharist..
		X	<b>REP – Religious Education Program for Elementary age children</b> – Wednesday evenings during the academic year.
		X	<b>Pre-School REP – Pre-School Religious Education Program</b> – Sunday mornings during the academic year
	X		<b>SRE – Summer Religious Education program</b> offered to children in grades 1-8. Last week in July and first week in August, 8:30 am- 12:30 pm Monday through Friday.
X			<b>Adult Scripture/Bible Study</b> – Weekly sessions to study books or topics in the Bible. Held various days, times and seasons
		X	<b>Wednesday Church Night Adult Faith Formation-</b> Gathering for adults on a variety of topics in faith, Church and culture.
		X	<b>#MOMS2.0</b> – Fellowship, study and prayer for women who share the bond of motherhood. Thursday mornings.
X			<b>Small Church Communities</b> – Small groups of parishioners who meet twice a month to reading the Sunday readings and discuss life issues through the lens of faith and the Gospel message
		X	<b>Parish Mission</b> – Annual program conducted by an outside group or parish committee
	X		<b>Parish Retreat</b> - A day long retreat offered to parishioners in the fall and spring. Various topics and presenters.
X			<b>Sacramental Preparation:</b> Baptism Parent Meeting, First Eucharist, First Reconciliation, Confirmation, Marriage
X			<b>Training of Liturgical Ministers: Altar Servers, Eucharistic Ministers, Lectors, Ushers, Greeters</b>
		X	<b>Liturgy of the Word with Children</b> – Children ages 5 through 9 are invited to hear the Liturgy of the Word in the chapel during the 9:30 Mass. 3 Seasons each year.

**Pastoral Region of  
St. John Fisher & St. Veronica Parishes**

St. John Fisher Catholic Church  
3227 Church Street  
Newtown, OH 45244  
(513) 561-9431

St. Veronica Catholic Church  
4473 Mt. Carmel-Tobasco Road  
Cincinnati, OH 45244  
(513) 528-1622

June 30, 2017

Most Rev. Dennis M. Schnurr  
Archdiocese of Cincinnati  
100 East Eighth Street  
Cincinnati, OH 45202

Archbishop Schnurr:

We are pleased to provide you with the 2017 Pastoral Region Plan for St. John Fisher Catholic Church, Newtown, Ohio, and St. Veronica Catholic Church, Cincinnati (Mt. Carmel), Ohio.

Yours in Christ,

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Rev. Steven P. Walter, Pastor  
St. John Fisher Catholic Church

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Rev. P. Del Staigers, Pastor  
St. Veronica Catholic Church

Jim Crosby  
Dan Kroeger  
Bill Neyer  
Sharon Scott

Jon Dannemiller  
Bill Frantz  
Jim Morgan  
Lynn Stuart

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Rev. P. Del Staigers, Dean, St. Francis De Sales Deanery