

Accompaniment Program for Newly Ordained Priests Checklist

SPIRITUAL GROWTH

I attest that as Spiritual Director for _____, I have covered these topics with him.

Signature of Spiritual Director

Signature of Newly Ordained

Date: _____

- His developing relationship with the Lord as it relates to:
 - The necessity of daily prayer and the Liturgy of the Hours,
 - The centrality of the Word of God and,
 - Experiences of the Sacraments, especially the Eucharist and Reconciliation;
- Suggestions of books and other materials for the spiritual life;
- Practices of self-discipline or self-denial and his embrace of the circumstances of his life;
- Ministerial experiences of how and where the Lord is present and how these experiences can be integrated into an understanding and acceptance of the Lord's direction for the new priest;
- Interaction with the other priests as it relates to:
 - A support group,
 - Retreats and other clergy gatherings, and
 - The relationship with his mentor.
- Celibacy as it relates to:
 - The integration of the new priest's sexuality into the context of celibate living,
 - The rationale for celibacy.
- Supportive resources for celibate living;
 - Priestly fraternity,
 - Support group,
 - Family and Friends
- The relationship to his bishop and Church authority in general and appreciation of the shared responsibility of episcopal ministry for the sake of the unity and mission of the Church;
- His lifestyle as it relates to:
 - Showing his gratitude and generosity,
 - His responsible use of material resources through tithing (10%) and financial planning,
 - The simplicity of his lifestyle and avoidance of encumbrances,
 - The wonder of the newness of ministry,
 - The experience of being vulnerable, and,
 - The experience of parish and presbyteral life.

I attest that as Pastor for _____, I have covered these topics with him.

Signature of Pastor

Signature of Newly Ordained

Date: _____

PROFESSIONAL GROWTH (Please check all that apply)

Review the universal, diocesan and parish Decrees, Directories, Statutes, and Instructions:

- ____ Directory Concerning Personnel Issues of Presbyters
- ____ Diocesan Statutes for Parish Pastoral Councils
- ____ Diocesan Statutes for Parish Finance Councils
- ____ Other Administrative Handbook Decrees, Directories, and Instructions

Sacramental Preparation – The pastor will make sure the newly ordained has completed each of the following tasks for the preparation of proper celebration of the Sacraments of the Church. Observe and review ministerial experiences including, but not limited to:

- ____ Two marriage preparation cases,
- ____ Two baptismal preparation experiences,
- ____ Two annulment cases, including at least one formal case,
- ____ Practical discussions on anointing of the sick and ministry to the dying, and
- ____ Discussions on procedures for release from censures reserved to higher authority.

Pastoral Counseling – The pastor will make sure the parochial vicar has completed each of the following tasks in pastoral counseling and be available to offer guidance as needed:

- ____ Contact Catholic Charities to gain understanding of their operation and the assistance they can provide.
- ____ Become familiar with civic and private agencies and persons who may be of assistance to the newly ordained as he is called to do pastoral counseling.
- ____ Become aware of civil reporting requirements (e.g., any suspicion of neglect, physical abuse, or sexual abuse of a minor or vulnerable adult must be reported to Department of Family Services).

Liturgy and Devotional Prayer Life – The pastor will make sure the new priest has completed each of the following tasks for the celebration of Sacraments and devotions including daily and

weekend Eucharist, Baptism, Marriage, Funeral, Confirmation, Anointing of the Sick, Eucharistic Adoration and Benediction, and Stations of the Cross:

___ Read and become familiar with parish and diocesan instructions related to each Sacrament and devotional practice, while being attentive to the General Instruction of the Roman Missal and Praenotanda for the Sacraments and devotions.

___ Plan, organize and celebrate sacramental and devotional services in collaboration with parish personnel and/or committees, as well as with other persons outside the parish who are involved in the celebration of Sacraments. This will include but is not limited to:

(Check all that apply)

- ___ Communal and individual celebrations of the sacraments,
- ___ Recruitment and training of various lay liturgical ministers,
- ___ Music selection,
- ___ Art and Environment preparation,
- ___ Meeting with the bride and groom for marriage preparation and conducting rehearsals,
- ___ Meeting with the family of the deceased to plan funerals,
- ___ Eucharistic Adoration and Benediction, and
- ___ Stations of the Cross,
- ___ Assist other parishes when asked to participate in the celebration of the sacraments.

The pastor will observe the newly ordained in planning and celebrating the sacraments listed below. He will help him evaluate the experience, offer support, encouragement and guidance as needed, and make suggestions to improve his leadership style.

- ___ Several weekend and daily Eucharistic celebrations
- ___ Two Baptisms, one in the context of a Mass and one outside the Mass
- ___ Two Marriages, one in the context of a Mass and one outside the Mass
- ___ Two funerals celebrated in the parish church and one in a funeral home
- ___ Communal celebration of the Rite of Penance
- ___ Communal celebration of the Anointing of the Sick

The pastor will discuss with the newly ordained the devotions celebrated in the parish so that he is aware of and respectful toward the local culture which may differ (e.g., Native American, Hispanic, Anglo, Vietnamese, etc.). After the new priest has presided for devotions, the pastor will offer constructive feedback. For example:

- ___ Eucharistic Adoration and Benediction service
- ___ Stations of the Cross
- ___ Blessing of Homes
- ___ Las Mañanitas
- ___ Divine Mercy
- ___ Blessing of fields/seeds at planting time, etc.

Religious Education Program – The pastor will make sure the new priest has completed each of the following tasks for the parish faith formation programs, youth ministry, adult formation, First Reconciliation and First Communion preparation, Confirmation preparation and RCIA:

____ Meet with diocesan and parish personnel involved in religious education/formation and become familiar with the offices and formation programs,

____ Review and become familiar with the various textbooks used and the criteria used to select a text for each area,

____ Participate in recruiting and forming catechists and facilitators in each area,

____ Participate in the classroom or formation setting, including but not limited to the following: **(Check all that apply)**

____ Visit religious education classes regularly,

____ Conduct classes each on the elementary, middle school and high school levels,

____ Conduct parent awareness sessions for sacramental preparation,

____ Become familiar with and participate in the First Reconciliation, First Communion and Confirmation programs,

____ Participate regularly in youth activities, both middle school and high school youth activities,

____ Prepare and conduct RCIA formation sessions, and

____ Participate in the celebration for First Reconciliation, First Communion, Confirmation and the RCIA rituals.

I attest that as a newly ordained Priest I have completed all the following:

Signature of Newly Ordained: _____

Date: _____

Parish Administration

Building and Grounds Maintenance: Through meeting with the maintenance personnel of the parish and ongoing discussion with the pastor, the new priest will become familiar with the facility and the responsibilities and duties of maintaining a parish complex. Participate in an annual inspection as required by the insurance company. **Date Completed**_____

Personnel Management: The pastor will make job descriptions, personnel policies, and procedures for employees available to the new priest and review these documents with him.

Date Completed_____

Finance and Database Record Keeping: The new priest will attend a seminar held by the Diocese to understand the basic bookkeeping and database record keeping for parishes in the Diocese and work with the necessary personnel to further understand the bookkeeping and database record keeping in the parish. This will include but not be limited to:

- Parish financial reports which are submitted to the Diocese,
- Diocesan policy regarding salary, Mass offerings, other offerings on Sacraments, or sacramentals and other financial benefits,
- Payroll issues and reporting requirements.

Date Completed_____

The new priest will become familiar with and participate in the diocesan fundraising campaigns.

Date Completed_____

The new priest will learn how to keep sacramental records to include:

- Recording all Sacraments received in the parish,
- Sending sacramental notifications to other parishes and processing those notices received from other parishes.

Date Completed_____

The new priest will become familiar with the Safe Environment policy of the Diocese for the protection of children, young adults, and vulnerable adults.

Date Completed _____

Parish Councils, Committees and Organizations

- The new priest will read and become familiar with the corporate documents of the parish, guiding documents for the pastoral council, finance council, liturgy committee, or other foundational documents for parish groups which he and the pastor deem necessary.

Date Completed _____

- The new priest will participate on a regular basis in the committee and organization life of the parish, especially with the pastoral council, finance council and liturgy committee.

Date Completed _____

Church Building and Renovation

- The new priest will be required to read the USCCB document *Built of Living Stones* and the Diocesan Building Regulations.

Date Completed _____

The new priest will attend:

- | | |
|-----------------------------|------------------------------|
| ○ the two annual Institutes | Dates Completed _____ |
| ○ Annual retreat | Date Completed _____ |
| ○ Day of Reflection | Date Completed _____ |
| ○ Chrism Mass | Date Completed _____ |
| ○ Deanery gatherings | Dates Completed _____ |

PERSONAL GROWTH

I attest that as Mentor for _____, I have covered these topics with him.

Signature of Mentor

Signature of Newly Ordained

Date: _____

Professional growth experience:

- Assess ministerial experiences,
- Offer support, encouragement, and assistance, and
- Explore options and suggest alternative approaches, different ways of approaching ministerial situations, and ways to resolving problems and conflicts.

Time management as it relates to:

- Daily schedule,
- Prayer time,
- Continuing education plan,
- Use of days off, personal care and vacation plans, and
- Appropriateness of declining or accepting invitations and opportunities.

Relationships with his pastor, other priests, staff, volunteers, and parishioners as these relate to:

- Diocesan policies regarding appropriate balance between professional relationships, boundaries, and friendships, and
- Conflict resolution and problem solving.

Personal life as it relates to:

- His physical well-being,
- The appropriate use of personal financial resources guided by tithing (10%),
- Recommended accountant for taxes, and financial planner for retirement,
- Appropriate attire for ministerial and other situations, and
- Family issues and how they impact his ministry.

Integration into the presbyteral life of the Diocese: The mentor will assist the new priest in becoming integrated into the presbyteral life of the Diocese by:

- Encouraging and, if requested, assisting the new priest in participating in a support group,
- Encouraging him to participate in diocesan events and social gatherings with the priests,
- Helping the new priest understand the importance of the annual retreat, Institutes, Chrism Mass Day and other opportunities for interaction and mutual support,
- Assisting with conflict resolution and problem solving as it relates to this integration even to the point of determining a course of action and the outcomes desired.