Parish Collaborative Milestones for Success

June 2016:

Parish Collaborative communication

- Process for bulletin information to be shared between parishes – 6-1-16.
  - Assigned to: Parish Staff & Parish Transition Team

- Process for communications for collaborative (e.g. Facebook and other forms of communication) – 6-1-16.
  - Assigned to: Parish Staff & Parish Transition Team

Finance/Business Office procedures:

- Notify the Business Office which parish within your collaborative is to be billed for priest costs and provide bank account and routing numbers where payment can be pulled from – 6-1-16.
  - Assigned to: Parish Business Office Staff/Bookkeeper/Finance Council

- All parishes need to be converted to Paycor – 6-10-16.
  - Assigned to: Parish Business Office Staff/Bookkeeper/Finance Council

- Parishes should ensure their priests have been compensated 50% of their annual salary (if the priest had been there since 1/1/16) and ensure the priest has been terminated from their payroll within Paycor (after their last pay in June). They should notify the Business Office when this is complete – 6-30-16.
  - Assigned to: Parish Business Office Staff/Bookkeeper/Finance Council

July 2016

- Pastor meets with Parish Transition Team and staffs from Parish Collaborative to gain insight on the different unique parish identities and work completed to date by Parish Transition Committees - 7-30-16.
  - Assigned to: Pastor

August 2016

Proposed meeting structure for Parish Councils within the Collaborative:

- Identify current meeting schedules for Finance and Parish Councils within the Parish Collaborative and propose as necessary a structure for how the Councils will structure meeting times and work processes. The Councils should meet with Pastor and have this identified by 8-15-16.
Assigned to: Pastor & Finance and Parish Councils

September/October 2016

- Establishment or continuation of the Spiritual Renewal Program: identified by 9-1-16, implemented by 10-01-16
  - Assigned to: Pastor

- Transition Committee Events and Update communicated to the DOK: communicated to DOK by 9-30-16.
  - Assigned to: Pastor and Transition Committee

November 2016

- Co-hosted event(s) within the collaborative: A co-hosted collaborative event should take place by 11-4-16.
  - Assigned to: Transition Committee