



THE DIOCESE OF KALAMAZOO

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: 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