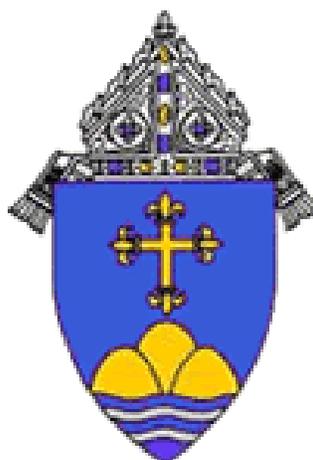


ARCHDIOCESE OF BOSTON

PARISH CLOSING MANUAL



“Rebuild My Church”

VERSION 1.0

Tab 1 – Letter from Archbishop O’Malley

May 25, 2004

Dear Father and your parish staff,

Closing one parish makes me sad, but closing many is truly heartbreaking. Never would I ask this of you if I were not certain that it was necessary. Please know that your feelings of sorrow, frustration and anguish are normal and completely understandable. As Catholics we love our parishes and our parish churches, and we will grieve together as we endure the hard work of closing. This decision to close your parish was not made easily; rather it was made after a careful consideration of the entire Archdiocese and with much consultation with many people. Our intentions were to be fair to everyone; I am sorry for you and your parish that what has been such an important part of your lives can no longer continue.

I know many parishioners are having difficulty seeing where this is all going to take us, but all must get ready to start rebuilding the church in Boston. We are ready to move forward with some serious thinking and some hard work that will enable us to rebuild from a solid foundation. We need to be morally solid, spiritually solid and financially solid in order to give life to our hopes and dreams for our faith community. We really do need to put more energy into our youth than into our heating bills, and more effort into reaching out to those who need us than to fixing buildings that are beyond repair.

The ultimate goal of reconfiguration is to further the Mission of the Church. It is about announcing the good news of the faith. It is about fulfilling Jesus’ great commandment to love one and other. We are going to better use our resources to strengthen our parishes so that we can educate our children, feed the poor, clothe the naked, house the homeless, heal the wounded and ill and the broken-hearted. The parishes that remain will work to energize themselves as places of spiritual renewal and evangelization. The possibility of growth as a faith community will depend on our willingness to rebuild the church by renewing our commitment to her mission. We are anxious to have effective Parish Pastoral Councils and Finance Councils. We pledge the Archdiocese to complete transparency in all our financial affairs. Moneys that are realized by the sale of Church properties, as well as the use of those revenues, will be used to pay past bills and obligations of the parishes that are closing as well as for assistance to parishes that are unable to fund needed Church repairs, for expenses for providing current support services to parishes, for establishing an endowment fund for parish support, for recapitalizing the Revolving Fund, and for other necessary works of the Archdiocese.

This Manual is designed to help answer your questions so that you can help your parish to close well. Within it, you will find the authorized procedure for closure. Whatever is contained within this Manual has my approval. Please be faithful to its instructions and

ready to do this as completely and as well as it can be done. Ultimately, so much of the success of this time of rebuilding the Church in the Archdiocese of Boston rests upon your shoulders and mine. We need each other to do this. Again, I would not have asked for this unless I was convinced that it is absolutely necessary

Christ never promised that discipleship would be easy, but He promised to be with us and send His spirit to guide us. The spirit brings new life and makes all things new again. May God's Holy Spirit fill all our hearts and give us the wisdom and courage to heed His words to St. Francis, "Rebuild my Church."

Fraternally Yours in Christ,

+ *Seán O'Malley*, OFM Cap.

Archbishop of Boston

Tab 2 – Explanation of the Manual and the Process for Closing Parishes – A Letter from Bishop Lennon

May 25, 2004

Dear Pastor and parish staff,

First of all be assured of my deep gratitude for the goodwill and hard work you have and will be undertaking on behalf of the People of God. Through the closing process, remember to take care of your own spiritual and emotional needs. Take your day off, allow time each day for prayer, and ask for help when you need it.

This Manual is a tool for you to help your parish close its doors. It standardizes the procedure for your closing as much as that is possible. At the same time, I recognize that every parish slated for closing is unique, and that although much effort has been put into writing this manual, inevitably questions will arise from your experience that will not be handled adequately here. If the manual does nothing else, however, it should lead you to the proper person within the Chancery to call to ask questions.

I am very aware that as you as pastor begin this task of closing, among the most present things on your mind will be your own status here in the Archdiocese and what will be your next assignment. Contained within this manual is a section entitled “Clergy Issues” that begins the conversation. However, I want to assure you that the Personnel Board and I will be ready to work with you to find a suitable place to continue your ministry in the Archdiocese. The fact that your parish has been chosen to close is not any reflection upon your good work there. Please do not see this closure is such a way.

Closing your parish is not going to be an easy task. You cannot do it without help. While all of us here in Chancery are ready and willing to help you, the most important resource will be the parish staff and parish volunteers. I would urge you to review the entire manual and then gather people together whom you think will be able to and want to work with you. The task will call for many skills, including spiritual, financial, liturgical, canonical, archival, technical, and other expertise. Your good efforts to wind up the work of your parish and ensure the gentle transition of your parishioners will form the foundation of renewal for the Archdiocese.

Along with your parish staff and team of volunteers, people from the Chancery will come to your parish and help organize and execute both account reconciliation and inventory. Shortly after you receive this Manual, our finance department will contact you to schedule a parish audit. It is essential that you cooperate with this important process. They will need access to all financial records and bank accounts of the Parish and parish organizations so that required Federal and State tax filings can be completed. You will also be receiving people from our facilities department to survey the Church buildings and indicate what needs to be done to care for the buildings before their future use or sale.

These people are automatically assigned to your parish; however, there are others who work in Chancery whom it is up to you to schedule. These include the archivist who will help you think about and organize your historical records so that the important history of your parish is preserved. The Spiritual Development people are available to you as a resource to help your parishioners deal with this difficult time, and our Human Resource and Benefits people can further explain their part of the Manual. While the manual will explain our many resources and give you contact numbers, for those types of questions that remain beyond the scope of the manual please feel free to call my Assistant for Canonical Affairs, Father Mark O'Connell, or my Special Assistant for Parish Reconfiguration, Mrs. Kathleen Heck.

It is impossible to predict the most difficult aspects of this as you prepare to face this daunting task, but I can predict some of them. Certainly, the greatest will be simply handling the grief of your parishioners while at the same time that you are dealing with your own. We will provide resources for this, but without a doubt the most important people to aid the parish through this will be you and your staff. Your leadership remains essential to the wellbeing of your parishioners at this moment and as they move to new parishes.

A word about Weddings: Without a doubt, some of the most upset people will be those who have scheduled Weddings for a date after the effective date of closing. Please do all that you can to help them through this process to find a suitable location to hold the Wedding on the same date and at the same time as it was originally scheduled. Within this manual you will find a protocol for rescheduling Weddings, and how to get help with this very important task.

A third, very important focus should be your stewardship of the patrimony of your parish. Be vigilant so that nothing in your parish disappears. Inventories of your financial books and your material goods must be taken accurately and these assets must be protected. There is a process for the redistribution of these items and it must be followed closely. Otherwise chaos will abound and the assets of your parish will be lost. Any deliberate distribution of the assets of your parish outside of Canon Law or the system created here without express permission will be handled strictly and appropriately.

Please help us account for the goods of your parish. Separate your personal belongings first by clearly marking them as personal; then bring together your parish financial records and key documents and preserve them in a location easily set up for our auditors and archivist. In the rectory, create a list of what articles are present that could be of use in another archdiocesan location.

Do your best to discard the things that you know have little future use. Help us by disposing of things of no value. If you have pamphlets and coloring books left over from 1972 – throw them out. Dispose of remaining food items.

In the Church, there should be a similar process. You should know that the parish or parishes that are officially designated for receiving your parishioners and territory are the

best recipients of your liturgical items, including sacred and non-sacred items. Please respect and follow the process for this contained in the Manual. I have never been in a sacristy or a back room in a Church that doesn't have all sorts of items that are no longer being used. Please separate the useful from the useless and throw the useless items away. Of course as you do this, you must always be sensitive that the people who donated the items may still be present, however, we can only retain items that would have a clear use in another setting, like hymnals or Bibles. In particular, items from past years' religious education classes will likely not be of use in a new setting. Non-sacred religious items that have no further use anywhere else should be destroyed and disposed in a way that does not cause wonderment to those who might find these items.

Clearly this will be a massive undertaking. Do what you can right up to the closing ceremony, after which we will close and lock the doors. Our facilities workers will take over from there. Do everything you can to make their work easier and I, and all in the Archdiocese will be grateful to you. It is very important to keep in mind that your work done well here is not just for the parish, but also for the entire Archdiocese. Archbishop Seán has not undertaken this change because he has determined that your parish poses a problem; he is doing this as part of an overall reorganization of the entire Archdiocese of Boston. From Lowell to Plymouth and from Chelsea to Stow we are all part of one Archdiocese, and all parishes are affected by this reconfiguration.

Within this manual you will find a section on each aspect of parish closing that we have identified, and a checklist for closing. I urge you to get started as soon as possible. Please remember to ask for help when you need it.

May God bless you, and guide you in this important work.

Sincerely in Christ

+ *Richard Lennon*

Most Reverend Richard G. Lennon
Vicar General and Moderator of the Curia

Tab 3 – Letters from Three Pastors Who Have Experienced Some of What Happens When a Parish Closes

[Editor's Note: Many of our priests have been through similar experiences already, to learn from these experiences, three pastors, Fr. Robert Connors, Fr. John Dooher, and Fr. Jack Tackney, were asked to write a letter for this manual. Fr. Tackney's letter contains material both for this Closing Manual and for the Welcoming Manual.]

A Letter from Father Robert Connors

February 1, 2004

To Priests, Deacons and all doing ministry:

I have been asked to share with you some of the experiences the people of Immaculate Conception and St. Louis de Gonzague Parishes and I had when we closed a parish. The process, which took five years, began when the pastor of St. Louis decided to leave and I was asked to consider being pastor of both parishes. (*A learning: from all that would follow, in the long run, it would have been better to have closed the parish at that point. It would have been painful, but my relationship with the people would have been different.*) I said, "Yes" and it happened. We had several meetings with Bishop John McNamara who was an excellent leader helping the people to understand the bigger picture. (*A learning: as pastors, we have a great challenge in leadership for the Church, not just for the parish. The two can become cloudy.*) John was excellent in facilitating that process.

Within one year of balancing duplicate parish councils and finance committees, it was apparent to all that there was unnecessary redundancy and the move toward one parish with two churches began. This was more sensitive because "the writing was on the wall." Mass schedules changed, meetings and sacramental celebrations were moved to IC only. The theory: Immaculate Conception Parish had St. Louis Church as an alternative worship space. Finally, when the time came to divest ourselves of the property at St. Louis we were advised that the church had to be part of the package. The time and decision to close St. Louis church was upon us.

For the third time, all the pain, anger and hurt surfaced. (*A lesson: dragging it out meant living the loss over again for three times*) With each decision there were meetings with Parish Council, Finance Committee and open meetings with parishioners. Debate ensued in the local paper as well. Once the decision was made, we faced the reality forthrightly: Closing St. Louis Church was – a death! We held two "memorial" gatherings to allow people to share the history of St. Louis. We gathered archival material – pictures, brochures and other things – which could be kept in memory. As our new Parish Center ended its renovation, we named the large hall – St. Louis – and the main stained glass window from the church was backlit and welcomes people as they enter the atrium of the Center. On the last Sunday before its closing, we held the "funeral Mass," which celebrated its life of the past and the new life of the parish in the future. The Liturgy

focused on hope! It happened to be the feast of the Holy Family, which was wonderful in stressing our togetherness despite our sadness. As I reflect on the entire five-year process I think of the following learnings to share:

- **The Pain Remains.** The group of people most affected emotionally by the loss of a personal “pastor” at the beginning of the process was the same group of people affected when the church closed its doors at the end. People’s emotional connection is cemented too deeply to be extinguished, ignored or to come to an acceptance. You will always have them with you. Kindness must prevail.

- **“Kubler-Ross” is Alive and Well.** The dynamics of grieving are omni-present throughout the process: Denial, Bargaining, Depression, Anger and Acceptance. You will see it all. And --- YOU will have it yourself. In the process of closing, I felt an identity with St. Louis. I was its pastor, and closing it, despite being inevitable, was done with a sense of sadness. As pastors our connection with the people is often greater than we ever imagine.

- **Communication Among All Involved.** Staff must be kept informed as well as the people through the PPC and FinCom. Use bulletin notices every week. This booklet shows you all the issues to be addressed beyond the closing itself: the land, the buildings, the contents, etc. Be cautious and prudent. You will have people asking for this item or that. I was caught off-guard when people asked that the window, statue, etc. given “in memory of a relative” be given back. I shared with them gently that the gift was “given” to the church—as a gift! We probably won’t be giving everything back.

- **Sharing Among Ourselves.** On the communication area, I would strongly suggest that priestly fraternity and support would be important. I was lucky to be living with men who provided me with great support during this process. We also gathered as priests in the cluster on a regular basis. This was invaluable. If I didn’t have the housemates, I would have wanted to meet and talk with other priests. In this current process, so many priests will be affected. Try to work out regular times for social gathering (meals, etc.) beyond the “meetings.” Just being priests together – yes, to complain, but also to support one another – will be necessary. And reach out! If your parish is not closing, as you work out the new boundaries and face the challenges coming your way, you will need to offer support as well as receive it.

- **A Final Lesson: After the Closing, What Next?** Bringing people together after a merger or reconfiguration will be a daunting task. It will take grace-filled leadership and collaboration. I would suggest that pastors allow the staff and people to help you. It will not be easy to welcome new people; they will come with a lot of anger and emotion. It will not be easy to reorganize, expand programs and provide lots of sensitivity to everyone. Ask for help, and take it when it is offered. Above all, prayer is foundational. Start every meeting with a significant extended moment of prayer and reflection. It helps us to focus on who and what we are rather than what we think or feel we have to be.

I wish all of you God's blessing in this task. I sincerely want to be of support and help to you. If you have a suggestion please let me know. Write, call or email (rlconnors@rcab.org). I hope that I am here in this office for you and all those doing ministry in your parish.

Peace,

Bob

Reverend Robert Connors

A Letter from Father John Dooher

Dear Brothers:

In writing this letter I am aware that my experience of closing a parish was so very different from what you are about to undergo. But the closing of Sts. Peter and Paul Parish, South Boston shared some of the feelings and concerns of our present reconfiguration process.

Closing a parish is a painful process for parishioners, staffs and for us as priests. In such times the priest takes the special role as leader of the family in crisis, pain and loss. Some elements that I remember as most important are:

The priest is the one who allows people to express their feelings of fear, anger, or loss; but he is also the one to help them move beyond those feelings with some sense of hope “that things will be alright.”

It is helpful to people if they sense that their priest is journeying with them even though he leads them in a direction that they would rather not go.

The parish needs to celebrate its history. Often at a wake we see pictures that details the history of a deceased loved one. There is something comforting in this practice. Perhaps there is a way to gather the parish for a time of community remembrance.

There needs to be some liturgical celebration of the closing of the parish. Something more than a last mass, something to encourage and challenge all of us to be part of the mission the Church.

At the closing mass at Sts. Peter and Paul Church we invited back former parishioners. Former choir members joined the present choir, individuals and couples who had received sacraments here returned. After communion, the remaining Eucharist was brought from the church while each member of the community held a candle lit from the sanctuary lamp before the lamp was extinguished. “We are the bearers of the Christ.” “We are the Church.” This may not be the ideal liturgical gesture but it was quite moving for all who were present.

There will be a lot of questions about the process and what will happen to articles in the church that may have been donated by parishioners. Some feel that they still have a proprietary right to such items. I recommend a careful reading of the manual, especially as it relates to the dispersing of religious articles, etc. If you're unsure about decisions, take the time to get the best advice before making decisions.

If I can be of any assistance, in any way, please feel free to contact me.

In Christ,

John Dooher

A Letter from Father John P. Tackney

January 2004

Dear Friends:

I write to you on the very challenging subject of reconfiguration and its importance and impact upon you and your parish, its importance to the Archdiocese of Boston, and its place in the 21st century faith life of all of us.

My perspective is, I believe, unique. I am, with my family, a parishioner whose parish has been closed of necessity. Also, I am a Pastor whose present parish has welcomed a closed parish and its parishioners.

As a parishioner, I experienced my parish closing and its building eventually being utilized by others as affordable housing, which would not have been available, if the Archdiocese of Boston was not involved. Even now, however, many years after the closing, my mother and I sometimes drive by our former church building and still feel a real sense of sadness and loss. Many significant events in our worshipping lives took place in our parish church – celebrations of joy, achievement, success, and celebration of pain and loss, as well.

Our faith, our hearts, our very lives found nurture, comfort, and the love of God within our parish church. When we were told our parish would be no more, we felt hurt, loss, and deeply rooted sadness. We were invited gently and kindly to another parish, but it took a period of time to approach that place of worship. We were hesitant at first, but we went and what we found was a real gift for us.

We were pleasantly surprised to discover a very warm, understanding welcome. Our parish's patron saint was displayed in a place of prominence, surrounded by a dignified space, which encouraged prayer, reflection, and personal devotion. Our parish's patron saint was honored on his feast day with a Eucharist, which included familiar music, familiar faces, and a social in the parish hall after the Mass. We were welcomed by our new parish but not ruled into acceptance and active participation. Our former parish ministers of Word and Eucharist were respectfully invited and eventually integrated into our new parish's ministerial community.

Seven years ago as Pastor, our parish community and I were invited to welcome a parish that had to close. This experience was much different for me. I had many opportunities to learn from another perspective – what the Church really is, a community of believing people, walking together every day and experiencing God's love in our lives together.

There are some important and valuable learning experiences that I have gained from both perspectives – from the perspective as a parishioner who has lost a parish

experience of worship in one church, and from the perspective as a Pastor welcoming a new community to our parish family. I believe the following points may help us as we face the future together with God as our Father, always with us and always loving us. They include:

1. Being welcoming, open, and patient with our brothers and sisters in faith who now will join us in worship and in community;
2. Respecting their unique culture and faith expressions; learning and listening to them on how they may have celebrated feasts (for example, Christmas, Easter, the feast of their Patron Saint);
3. Providing a prominent place for their Patron Saint and their parish's sacred objects within the welcoming parish church building;
4. Providing them with a real, respected, and valued voice in parish life;
5. Being open to learning and celebrating with them special times in faith life (Christmas, Easter, prayers, blessings, etc.);
6. Integrating their ministers, their musicians, their language, music, and customs into, for example, the Rite of Christian burial;
7. Willingness to celebrate special liturgies with them and not for them;
8. Remembering always the words, "Where two or three gather in My Name, there I am in their midst," and reminding the new parishioners often, not only in word but in deed, that they are really and truly part of their new parish family.

Being attentive to the above has been a blessing for our parish and those we have welcomed. Change and loss are certainly never pleasant aspects of our lives. However, when we are in relationship with the Lord Jesus, His Father, and Holy Spirit, and when we possess a deep and abiding respect for each other as God's creation, we somehow, under the guidance of God and aided by God's grace, can help the Church be what it is truly meant to be. It is a community of the Lord's disciples, living in relationship with God and each other in faith, hope, and love, focused on God's work of building up His Church in the world and letting its light shine. May your parish be such a light to our world. God bless you always.

Sincerely,

Reverend John P. Tackney

Tab 4 – Checklist for Closing a Parish

[Editor's note: This is not an exhaustive list. Please read each section carefully.]

- Review the entire manual
- Gather your parish staff and volunteers to plan how best to close your Parish
- Prepare for the Parish Audit by locating your accounts and financial books
- Prepare for the Chancery Finance Department to come
- Prepare for the Archdiocesan Facilities Department to come
- Separate your personal items in the Rectory by clearly marking them
- Create a list of those items in the rectory that will be moved to a new location
- Discard anything in the rectory and sacristy that has little remaining use
- Make public all dates affecting your parish closing in the bulletin
- [Plan what is best for your parish to help the grieving process](#) (see Tab 6)
- [Reschedule all of the weddings to other parishes](#) (see Tab 8)
- [Schedule Parish Mass Count](#) (see Tab 9)
- [Send the Parish Statistical Information to the Chancery](#) (see Tab 9)
- [Set up Liturgical Committee for Closing Liturgy](#) (see Tab 10)
- [Coordinate any Ethnic/Hispanic Communities](#) (Tab 11)
- [Contact Catholic Schools Office for school issues](#) (Tab 15)
- [Transition Religious Education students to new program](#) (Tab 16)
- [Gather all information of Parish volunteers and ministries](#) (Tab 17)
- [Transfer background checks on employees and volunteers](#) (Tab 17)
- [Follow policies for members of Religious Orders](#) (Tab 18, 21)
- [Fill out forms for Hospital and Nursing Home coverage](#) (Tab 19)
- [Ensure that Communion Calls are transferred](#) (Tab 19)

- [Work with Development Office to transfer data](#) (Tab 20)
- [Communicate any pending grant activity](#) (Tab 20)
- [Ensure that Catholic Appeal pledges are transferred](#) (Tab 20)
- [Provide Human Resource information to all employees](#) (Tab 13, 14)
- [List all bank accounts on forms provided](#) (Tab 21)
- [Pay all outstanding bills](#) (Tab 21)
- [List and settle all financial contracts and agreements](#) (Tab 21)
- [Settle lease and rental agreements](#) (Tab 21)
- [Contact organizations that use the property](#) (Tab 21)
- [Pay all charge account and credit card bills](#) (Tab 21)
- [Settle employee tax and benefit issues](#) (Tab 21)
- Take inventory of personal items
- [Take inventory of parish items](#) (Tab 21)
- [Prepare a list of financial documents from last seven years](#) (Tab 21)
- Make sure mail is forwarded
- [Prepare proper tax filings](#) (Tab 21)
- [Fill out all financial worksheets and inventories](#) (Tab 21)
- [Settle all Parish Cemeteries](#) (Tab 22)
- [Identify sacred objects with help of Facilities Department](#) (Tab 23)
- [Set up meeting with the Facilities Management Office](#) (Tab 23)
- [Collect information for Real Estate Office](#) (Tab 23)
- [Follow checklist within Risk Management section](#) (Tab 24)
- [Organize historical records to transfer to the Archives](#) (Tab 25)

Tab 5 - Communications and Public Relations

Contact: Fr. Chris Coyne
Phone: 617-746-5837 fax: 617-782-9416
email: coyne@rcab.org

The Office of Public Relations and Communications is available to you as a resource for handling all media inquiries and issues of communications connected with the closing of your parish. The staff of the Office is more than willing to work with you with as much or as little assistance as you ask. In all of this, it is important that you and your staff work with the local media in as professional and honest a manner as possible. Towards this, a few working principles may be helpful for you.

General Principles:

- You do not at anytime have to speak to our respond to the media's inquiries. It is however, important to always be courteous and polite in responding to them. If you do not wish to speak with the media, simply say, "I'm sorry, I do not speak to the press. Please call the Archdiocesan Office of Communication for answers to your questions."
- If you do choose to answer questions, you do not have to answer every question as posed. If you do not wish to answer a question, simply say so. The press does not have a right to an answer to every question they ask.
- If you do answer their questions, please keep in mind that your quote may not be used in its entirety, and that the viewpoint of the story may resolve tension for your parish or increase it.
- In answering questions, do not respond to hypothetical questions such as, "If this were to happen ..." or "What would you say if" Simply respond, "I'm sorry, I do not answer hypothetical questions or engage in speculation."
- Finally, if you do not know the answer, say so. Only give out facts that you know to be true, not what may be rumored to or presumed to be the case.

Moving Forward:

- Please respond any letters to the editor by writing to the paper concerned. If you would like help with this, please contact our Office.
- It is important to make public (not just in the bulletin but also in the local papers) all dates concerning the actual closing, the new parish, where the parish records will be kept, the planned closing Mass, etc.

It is hoped that you find these few points helpful. Again, please do not hesitate to call.

Tab 6 – Parish Grieving and Spiritual Development

For further information, please contact:

The Office of Spiritual Development
2121 Commonwealth Avenue
Brighton, MA 02135
617-779-3640
spiritual_development@rcab.org

Memo

To: Parish Leaders
From: The Staff of the Office of Spiritual Development
Date: March 1, 2004

As a parish closes:

- a long standing community is beginning to disband,
- familiar ministers are withdrawing,
- a spiritual home is going to be left behind,
- a symbol of the stability of faith is being compromised
- and integration into the new parish is beginning.

The members of this closing parish will experience a range of feelings, including:

- gratitude for the many gifts they received in the context of that parish,
- sadness and anger at the loss of their spiritual home,
- uncertainty and fear regarding integration into the welcoming parish.

All of these corporate and personal experiences will challenge people's faith.

Therefore, during this transition, the pastoral leadership of both the closing and welcoming parish may want to offer an experience of reflective and interactive prayer for all involved.

The Office of Spiritual Development will be prepared to offer such experiences. During the course of two hours, a member of the Staff of the Office of Spiritual Development will help participants:

- gratefully consider the gifts they have received in the closing parish,
- examine the experience of loss and dislocation as an element in discipleship,
- open up the experience of reconfiguration as nothing other than an experience of the Paschal Mystery of Christ, and, therefore, as an occasion for deeper conversion.

Tab 7 – Canonical Issues

Office for Canonical Affairs

Contact: Fr. Mark O’Connell

Phone: 617-746-5650

e-mail: Reverend_Mark_O’Connell@rcab.org

Dear Father and parish staff,

The Canonical Affairs Office wants to be of assistance to you during this process. Please feel free to call me with any question: (617) 746-5650. Know also that, if you have a question concerning an item that no portion of the Manual covers, if you call me I will help find the right person to answer your question.

The following are some questions and answers to help with the canonical process of closing a parish:

- Has the Archdiocese followed Canon Law throughout this process?

Some have asked this question because the process we are using now for suppressing parishes is different from the process used in this Archdiocese for many years. The former process was much longer process and included many things not required by Canon Law. For example, in the old process, the Pastor would come several times to a discussion before the Presbyteral Council. This will not occur in the new process, because pastors and administrators were consulted early in the process (i.e., before March 8, 2004), as well as later in the process (each pastor was invited to write a letter to the Archbishop by April 23, 2004).

The most critical canon that the Archbishop must follow to make these actions valid is Canon 515 §2, and we are faithfully following this canon in this new process:

Canon 515 §2 - It is only for the diocesan bishop to erect, suppress, or alter parishes. He is neither to erect, suppress, nor alter notably parishes, unless he has heard the Presbyteral Council.

On May 7th, 10th, and 11th, 2004, the Archbishop consulted with the Presbyteral Council and each of the Archbishop’s proposed parishes for closing was presented to the members.

- What is the difference between the suppression and the altering (merger) of a parish?

To suppress a parish is to end its existence. In this case its assets and liabilities, by law, become the property of the Archdiocese, unless the Archbishop were to determine another disposition of the assets and liabilities. To alter a parish may involve the merger of two or more parishes. In this case all the assets and liabilities become the property of the new parish, which is created through the merger. The merging entities/parishes go

out of existence simultaneously with the creation of the new parish. To alter a parish may involve changing its status to or from a territorial parish to or from a personal parish or to alter its territorial boundaries in relation to neighboring parishes.

- Why has the Archbishop chosen to suppress rather than merge parishes?

What is happening at this time in the Archdiocese is a reconfiguration of the entire Archdiocese, because of the many demographical shifts in our Catholic population and the overall financial situation of our Archdiocese. These are not local issues; they are issues that affect our entire Archdiocese. It is Archbishop's goal to reorganize these assets and liabilities so that all parishes that remain will be financially secure to continue their mission. Moreover, in many cases, if there were to be a merger, the liabilities of a parish that is closing could cripple the new parish formed.

- Will any of the monies acquired by the Archdiocese be used to settle sexual abuse costs?

No.

- What will happen to the parish after the closing date?

After a date has been set and the parish has celebrated its last Mass, the doors will be locked, and the Archdiocesan real estate people will take over the property. Because of the nature of their work, there will be no celebrations after the closing date, including weddings and funerals. It will be the responsibility of the last pastor to do all that he can to transfer weddings scheduled after the closing date to a suitable place nearby where the wedding can be celebrated at the same time as originally scheduled. It is the obligation of all neighboring pastors and parishes to cooperate fully with the resolution of all wedding and funeral scheduling (See Tab 8)

- How can the Archdiocese sell a Church if it is a holy place?

Shortly after the doors are closed, Archbishop Seán will deconsecrate the Church so that we can sell it. Sacred items will be removed from the Church and the Archbishop will issue a decree that "relegates the Church to profane use." After this is done the Church may be sold for any use except one that would be deemed "sordid."

- Can my parish appeal the decision of the Archbishop to suppress it?

Yes, but the person appealing must base his or her argument on whether or not the Archbishop followed Canon Law. This appeal must be made within 10 days of the decree being issued; it would formally ask the Archbishop to revoke the decree (Canon 1734). If the Archbishop does not revoke the decree, an appeal could be made to the Holy See. However, an appeal to Rome does not have an automatic suspensive effect; therefore, it would not prevent the Archbishop from acting unless he decided to suspend action or this was demanded by the Holy See. People should be aware that the Holy See has traditionally not upheld recourse that is not based upon procedural irregularities.

- How is the new parish of the people determined?

After consulting with those who know the situation of the people in the territory in question, the Archbishop will inform the people by decree where their new parish is.

- Will the people be able to find their sacramental records?

The Archbishop shall determine and clearly publish where a former parish's records are kept. Records prior to 1930 will be kept at the Archives of the Archdiocese (See the section of this manual on Archives, Tab 25). Records after 1930 will either be kept at the Archives or in a nearby parish designated by decree to conserve such records. As has been the practice, each year the "Archdiocese of Boston Catholic Directory" will include a list of suppressed parishes and where their sacramental records are kept.

- How will the new boundaries of the parish be determined?

After the decision is made to close a Church, the Assistant for Canonical Affairs will work with the Planning Office, the Pastors of the area, the Vicar Forane and the Regional Bishop to determine the new parish boundaries. The Archbishop will then issue a decree and publish it.

- Is there any difference in determining boundaries if my parish is a "personal parish?"

When a personal parish is suppressed, there are normally no boundaries to alter (the only exception are the French personal parishes in Lowell). The members of a suppressed personal parish become parishioners of the territorial parish within which they reside, or, they may choose to become parishioners of another personal parish (if this is applicable).

- If there are announced Masses to be said beyond the closing date, where are these Masses celebrated?

It will be the outgoing pastor's responsibility to reschedule these Masses, first in the welcoming parish and second in a place suitable to the original requestor. If the person who requested the Mass cannot be located, then it is the pastor's responsibility to reschedule the Mass. If they can be located and they object to the new location, it would be the pastor's responsibility to return the stipends to the person requesting. When a pastor transfers a Mass to another parish, he is to give the entire offering to that other parish, unless the amount in excess of the standard donation was given to the priest personally (Canon 955 §1).

Respectfully submitted,

Reverend Mark O'Connell, J.C.D.
Assistant to the Moderator of the Curia for Canonical Affairs

Tab 8 – Rescheduling Marriages

One of the most immediate items relative to parish closing will be to ensure that Marriages currently scheduled in your parish after the Closing date are rescheduled to a suitable place. The ideal situation would be that a Marriage is rescheduled at the exact same time on the exact same date at the parish designated to receive your parishioners with the celebrant originally scheduled to witness the marriage. Without doubt, this ideal will not always be an option; thus, it is very important for you to work with the couples involved to come as close to that ideal as possible.

Step One – As soon as possible after the parish is announced to be closing compare your Marriage files with the Calendar of the Welcoming Parish to identify which weddings can be relocated there without a scheduling conflict. Please realize that a designated Welcoming Parish has a priority to first accept Weddings from the closing parish whose parishioners they are receiving. Note that after the date that your parish closes, no celebrations can happen in your parish Church unless it remains open in a different liturgical capacity (i.e. as a Chapel).

Step Two – Contact those couples who fit the schedule of the Welcoming Parish perfectly and ask them if this arrangement is acceptable. The couple should be informed that they would be subject to all of the liturgical regulations of the new location, including musical regulations. If all is acceptable, contact the Welcoming Parish to ensure that it has the Wedding and rehearsal booked. Please also make sure that the couple involved has not double booked their wedding in more than one Church. If they have, ask them to notify the other church(es) to free the time they had reserved.

Step Three – Contact those couples who remain (those where there is a conflict and those who do not want their wedding to be in the designated Welcoming Parish) to inform them of the situation and to determine their flexibility in terms of time and place. This is an extremely delicate task and must be done with as much openness as possible. You may want to invite those couples to come to the rectory to discuss the situation or even bring all the couples together to answer their questions at one time. This needs to be done as soon as possible.

Step Four – After hearing from the couples, call the parishes that seem to fit and advocate for the couple to that parish. Parishes that are remaining open are being urged to be as flexible as possible in accepting rescheduled weddings.

Step Five – If it is impossible to reschedule the Wedding using the guidelines above, contact the Office for Worship in the Archdiocese to receive help (617-746-5880). The Office for Worship will aid you in your effort, but cannot take over your responsibility. It will also have a list of those priests and deacons who have volunteered to serve as a Celebrant if needed.

Tab 9 – Parish Sacramental and Mass Count Data for 2004

Contact Persons: **Office of Planning and Research**
Robert G. McMillan, S.J. – (617) 746-7777
rev_robert_mcmillan@rcab.org

Harry Foden – (617) 746-5779
harry_foden@rcab.org

I. Parish Sacramental Data

The Office of Planning and Research will gather information on parish sacramental activity for all 357 parishes in order to establish a reliable baseline for future trends after reconfiguration is completed.

From those parishes that will remain open after June 30, 2004, data from July 1, 2003 through June 30, 2004 will be collected as usual on [Form A](#), enclosed. Forms requesting that information will be mailed out in late July of 2004.

From those parishes that are scheduled to close prior to June 30, 2004, data from July 1, 2003 through the official date of closing will be collected on [Form B](#), enclosed. Forms requesting that information will be mailed out prior to the official closing date so that an accurate count of sacramental activity may be recorded.

From those parishes that are scheduled to close after June 30, 2004, data will be collected from July 1, 2004 through the official date of closing on [Form C](#), enclosed. The forms requesting that data will be mailed prior to the official closing date.

II. Mass Count Data

For those parishes that will remain open through October, the usual October Mass Count on three weekends in October of 2004 will be collected. Forms requesting that data will be sent out early in September. A copy of that form is enclosed.

For those parishes that are scheduled to close in October, a Mass Count should be taken on those weekends that the parish is still open even if it is open only for a week or two. Forms requesting that information will be sent out prior to the official closing date.

OFFICE OF PLANNING AND RESEARCH

Annual Mass Count Report
REPORTING PERIOD: FALL 2004

PARISH NAME: _____ PARISH NUMBER _____
STREET: _____ PHONE: () _____
CITY: _____ ZIP: _____
PASTOR/ADMINISTRATOR/TEAM MODERATOR _____

Mass Attendance Count (Fall, 2004)
The most accurate method of determining a count that can be used over a period of time to determine trends or correlations is to find the average of the count on more than one weekend. The following chart is provided to assist you in averaging the count over a three-week period in October. You may choose the three weeks in October that are most convenient for you.

Table with 7 columns and 5 rows for recording attendance data. Rows include: Time of Mass, Language Used (Non-English), Attendance (First Week), Attendance (Second Week), and Attendance (Third Week).

The Mass count was taken during the: Weekend of: _____
Weekend of: _____
Weekend of: _____

Total Attendance for 3 Weekends _____
Avg. Attendance/Weekend (Total divided by 3) _____
Number of Masses per Weekend _____
Avg. Att./Mass (Average Weekend divided by # Masses) _____
Seating Capacity (Main Church) _____

Aids for people with disabilities: (Check where applicable)

Ramps: Church _____ School _____ Hall _____
Elevators: Church _____ School _____ Hall _____

Other (describe): _____

This report prepared by _____ Name Title Date

Pastor/Administrator/Team Moderator _____ Signature

Form A

OFFICE OF PLANNING AND RESEARCH

FORM A ANNUAL PARISH STATISTICAL SURVEY FORM A

REPORTING PERIOD: JULY 1, 2003 – JUNE 30, 2004

PARISH NAME: _____ PARISH NUMBER: _____ TEL. #: _____

STREET: _____ CITY: _____ ZIP: _____

1. NUMBER OF MINISTERIAL PERSONNEL

Asst.	Full	Part	Retired	In Residence	Wkend
Residence	Time	Time		(Non-Staff)	Non-
Priests	_____	_____	_____	_____	_____
Permanent Deacons	_____	_____	_____	_____	_____
Transitional Deacons	_____	_____			
Brothers	_____	_____			
Sisters	_____	_____			
Lay Men	_____	_____			
Lay Women	_____	_____			

Professional Staff

Pastoral Associate	_____	Parish Nurse	_____
Administrator of Religious Education	_____	Music Director	_____
Coordinator of Religious Education	_____		
Director of Religious Education	_____		
Liturgical Coordinator	_____		
Business Manager	_____		

please check

Youth Ministry Leader _____

Please indicate with "X"
If one person fills multiple positions,
them once under primary responsibility.

2. PARISH COMPOSITION

Estimated Catholic Households _____ Year of Last Parish Census _____
 Estimated Catholic Population _____

	Date Verified	Source Used
Registered Parishioners _____	_____	_____
Registered Families _____	_____	_____

3. SACRAMENTAL STATISTICS

	Infants (Under 1)(1 to 17)	Children/Youth (18 and older)	Adults (18 and older)	Total
Baptism	_____	_____	_____	_____
First Communion	_____	_____	_____	_____
Confirmation	_____	_____	_____	_____
	Both Catholic	Cath. and other Christian	Cath. and Non-Christian	Total
Marriages	_____	_____	_____	_____

Of these marriages
of Convalidations _____

Funerals _____ Total

4. INSTRUCTION IN THE FAITH (RCIA)

Adults who received Baptism, Confirmation, and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Children who received Baptism, Confirmation and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Non-Catholics who were baptized in other Christian churches or communities who were received into the Catholic Church through a profession of faith, Confirmation, and Eucharist.

Baptized Uncatechized Catholics who were fully initiated into the Catholic Church through the reception of Confirmation and Eucharist.

Adult Catholics who received Confirmation only, as a result of RCIA.

Orthodox Christians received into the Roman Rite of the Catholic Church by permission of the Eastern Rite Catholic Bishop and a profession of faith.

THIS REPORT PREPARED BY:

Name

Title

Date

PASTOR/ADMINISTRATOR/TEAM MODERATOR:

Signature

Form B

OFFICE OF PLANNING AND RESEARCH

FORM B ANNUAL PARISH STATISTICAL SURVEY FORM B

REPORTING PERIOD: JULY 1, 2003 – date of closing

PARISH NAME: _____ PARISH NUMBER: _____ TEL. #: _____

STREET: _____ CITY: _____ ZIP: _____

1. NUMBER OF MINISTERIAL PERSONNEL

Asst.	Full	Part	Retired	In Residence	Wkend
Residence	Time	Time		(Non-Staff)	Non-
Priests	_____	_____	_____	_____	_____
Permanent Deacons	_____	_____	_____	_____	_____
Transitional Deacons	_____	_____		_____	_____
Brothers	_____	_____			
Sisters	_____	_____			
Lay Men	_____	_____			
Lay Women	_____	_____			

Professional Staff

Pastoral Associate	_____	Parish Nurse	_____
Administrator of Religious Education	_____	Music Director	_____
Coordinator of Religious Education	_____		
Director of Religious Education	_____		
Liturgical Coordinator	_____		
Business Manager	_____		

please check

Youth Ministry Leader _____

Please indicate with "X"
If one person fills multiple positions,
them once under primary responsibility.

2. PARISH COMPOSITION

Estimated Catholic Households _____ Year of Last Parish Census _____
 Estimated Catholic Population _____

	Date Verified	Source Used
Registered Parishioners _____	_____	_____
Registered Families _____	_____	_____

3. SACRAMENTAL STATISTICS

	Infants (Under 1)(1 to 17)	Children/Youth (18 and older)	Adults (18 and older)	Total
Baptism	_____	_____	_____	_____
First Communion	_____	_____	_____	_____
Confirmation	_____	_____	_____	_____
	Both Catholic	Cath. and other Christian	Cath. and Non-Christian	Total
Marriages	_____	_____	_____	_____

Of these marriages
of Convalidations _____

Funerals _____ **Total**

4. INSTRUCTION IN THE FAITH (RCIA)

Adults who received Baptism, Confirmation, and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Children who received Baptism, Confirmation and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Non-Catholics who were baptized in other Christian churches or communities who were received into the Catholic Church through a profession of faith, Confirmation, and Eucharist.

Baptized Uncatechized Catholics who were fully initiated into the Catholic Church through the reception of Confirmation and Eucharist.

Adult Catholics who received Confirmation only, as a result of RCIA.

Orthodox Christians received into the Roman Rite of the Catholic Church by permission of the Eastern Rite Catholic Bishop and a profession of faith.

THIS REPORT PREPARED BY:

Name

Title

Date

PASTOR/ADMINISTRATOR/TEAM MODERATOR:

Signature

Form C

OFFICE OF PLANNING AND RESEARCH

FORM C ANNUAL PARISH STATISTICAL SURVEY FORM C

REPORTING PERIOD: JULY 1, 2004 – date of closing

PARISH NAME: _____ PARISH NUMBER: _____ TEL. #: _____

STREET: _____ CITY: _____ ZIP: _____

1. NUMBER OF MINISTERIAL PERSONNEL

Asst. Residence	Full Time	Part Time	Retired	In Residence (Non-Staff)	Wkend Non-
Priests	_____	_____	_____	_____	_____
Permanent Deacons	_____	_____	_____	_____	_____
Transitional Deacons	_____	_____	_____	_____	_____
Brothers	_____	_____	_____	_____	_____
Sisters	_____	_____	_____	_____	_____
Lay Men	_____	_____	_____	_____	_____
Lay Women	_____	_____	_____	_____	_____

Professional Staff

Pastoral Associate	_____	Parish Nurse	_____	
Administrator of Religious Education	_____	Music Director	_____	
Coordinator of Religious Education	_____			
Director of Religious Education	_____			
Liturgical Coordinator	_____			
Business Manager	_____			

please check

Youth Ministry Leader _____

**Please indicate with "X"
If one person fills multiple positions,
them once under primary responsibility.**

2. PARISH COMPOSITION

Estimated Catholic Households _____ Year of Last Parish Census _____
 Estimated Catholic Population _____

	Date Verified	Source Used
Registered Parishioners _____	_____	_____
Registered Families _____	_____	_____

3. SACRAMENTAL STATISTICS

	Infants (Under 1)(1 to 17)	Children/Youth	Adults (18 and older)	Total
Baptism	_____	_____	_____	_____

First Communion	_____	_____	_____	_____
Confirmation	_____	_____	_____	_____
	Both Catholic	Cath. and other Christian	Cath. and Non-Christian	Total
Marriages	_____	_____	_____	_____
Of these marriages # of Convalidations	_____	_____	_____	_____
Funerals	_____			Total

4. INSTRUCTION IN THE FAITH (RCIA)

Adults who received Baptism, Confirmation, and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Children who received Baptism, Confirmation and Eucharist at the Easter Vigil or any other time during the year, as a result of RCIA.

Non-Catholics who were baptized in other Christian churches or communities who were received into the Catholic Church through a profession of faith, Confirmation, and Eucharist.

Baptized Uncatechized Catholics who were fully initiated into the Catholic Church through the reception of Confirmation and Eucharist.

Adult Catholics who received Confirmation only, as a result of RCIA.

Orthodox Christians received into the Roman Rite of the Catholic Church by permission of the Eastern Rite Catholic Bishop and a profession of faith.

THIS REPORT PREPARED BY:

Name Title Date

PASTOR/ADMINISTRATOR/TEAM MODERATOR:

Signature

Tab 10 – Liturgical Issues

Reverend Brian Mahoney

Office for Worship

Phone: (617) 746-5880

Email: Reverend_Brian_Mahoney@rcab.org (there are underscores between each of the words).

At this time of heart-wrenching change in the life of your parish people will need to find a place to express their grief. The liturgy is a natural moment in which this can occur. Therefore, as the parish moves towards its final moments an important element of that process will be the closing liturgy. It is hoped that what is contained in this portion of the manual will help to facilitate a celebration that will help the people to express that grief. But, at the same time, the liturgy needs to promote a sense of healing and sense of movement as the people journey to a “new” home. Hence, the suggestions and guidelines in this manual are intended to promote and foster the people’s participation in this difficult moment. It will be important to prepare for this last celebration in a way that both express the people’s grief while allowing for a sense of solace.

Thus, as you organize the closing ritual celebrations of the parish consider the following:

1. A planning group should be convened in the parish to determine what will happen liturgically.
2. The change affects everybody: including the parish to which the parishioners will come to belong. All the members of the parishes are challenged-- not just the ones who might participate in special events, or who attend a certain Mass on Sunday.
3. The time and place for the final celebration is Sunday Mass: Special events (evening prayer, novena, a weekday evening Mass) can certainly be part of the process of closing. Yet it is primarily the Sunday Mass into which the Catholic community is called to gather as a whole and thus it is there that these observances should take place. (All Mass times on the weekend should be covered. Try to include as many elements as you can in all Masses on these weekends.)
4. The change is a transition, a "journey:" There is a "from where," "to where," and "through what" dimension of this change. These liturgies will not accomplish that journey, but will symbolize and nurture it.
5. Thanksgiving, hope-in-trial and solidarity are themes that should mark this journey.
6. The community of people and their personal, spiritual journey are more important than a building and things. Rather, reference to things should help people gather their memories and make their transition.

7. Regarding the things of worship, emphasis is on central images: the Word of God, the altar around which Christ gathers his church, the baptismal call and dignity of Catholic people, and the images of being gathered in prayer and then sent in mission.

If you have any questions about the liturgical material that is contained in here or need help in adapting it to your particular situations please do not hesitate to contact the office. Finally, this part of the manual is broken down into three sections. The first section addresses the issues around liturgical worship. The second section addresses issues around disposition of liturgical materials or sacred goods. The third section is an index to other parts of the manual that address the sacramental issues such as the disposition of the sacramental books, how to deal with marriages, baptisms, etc. which have already been arranged.

Possible Services Prior to the Closing Liturgy

Prior to the closing Sunday Liturgy it might be pastorally appropriate to offer some other opportunities for prayer or ways of remembrance, such as:

- 1) The parish could celebrate Evening Prayer on the night before the closing Mass: invite a preacher who served the parish in the past to preach. A one-time copy of Evening Prayer can be obtained from www.liturgyhours.org.
- 2) The parish could celebrate an all night Eucharistic Vigil the night before the closing Mass. Please look to *Order for the Solemn Exposition of the Holy Eucharist* published by The Liturgical Press for ideas on structuring such a service.
- 3) The parish could hold a three-day mission with a potluck supper shortly before the actual closing date in order to deal with the people's feelings in a spiritual setting.
- 4) The parish could create an exhibit of parish history and treasures and take these to be displayed at the receiving parish on the occasion of their first Mass at the receiving parish.
- 5) Possibly adapt Optional Concluding Ceremony of this manual to a separate service. (Optional Concluding Ceremony is on Page 32)

A Possible Vigil Celebration Prior to Closing

The ministry of the church at this time is to be with the people in their adjustment to the closing. It is a time to remember, a time to express sorrow, a time to be grateful for what has been, and a time to find support from the Christian community.

1. Celebrate a Liturgy of the Word or Evening Prayer.
2. As part of the reflection after the readings:
 - A. Provide an opportunity for parishioners to share some of the memories they created in the parish through stories, song, or however else they feel inspired. This could be done in one large group or in a number of small groups.
 - B. After everyone contributes who desires to share, have a facilitator ask how they feel about what they shared or heard. This may be done briefly.
3. Have a leader name the loss of the building and all the changes that have occurred or will occur.
4. Have elders in the communities acknowledge:
 - A. those who built the building
 - B. the work of those who kept the parish going
5. Sing a song, a community favorite.
6. Close with a simple potluck dinner.

Another Possible Vigil Celebration Prior to Closing

The Vigil celebration takes place prior to the final Mass at the parish to be closed. It may be celebrated in an evening or over a period of days. It is important to recognize that grief will be present and the celebration should somehow acknowledge it. The transition team is encouraged to incorporate into the Vigil celebration whatever will be most useful in assisting parishioners to realize their wonderful past without forgetting to look forward toward the future.

Several options may be considered in planning the Vigil.

It is highly recommended that the transition team adapt the Vigil service provided in the Order of Christian Funerals for this first Ritual of Transition.

Other elements may include:

- 1.the Liturgy of the Hours;
- 2.allowing the church to remain open for parishioners to come privately and sit awhile, savoring its looks, its memories and its impact upon their lives;
3. recounting the parish's history as told by parishioners;
- 4.the reading of the names of those who through the years in the Parish have received the sacraments such as baptism, confirmation, and marriage to those gathered in prayer;
- 5.a reading of the names of all current members of the parish;
6. an opportunity for parishioners to gather socially one last time.

Clergy and religious who have previously served in the parish and former parishioners may be invited to participate in all or part of this Vigil celebration.

Liturgy on the Occasion of the Closing of a Parish

Preparation for the Closing Liturgy

When preparing the closing liturgy, the readings and prayers of the particular Sunday on which the parish is slated to celebrate its final liturgy may not adequately address this particular moment in the life of the parish. Therefore, the Archbishop, in accord with article no. 374 of the General Instruction of the Roman Missal, is granting his permission for the use of the Masses for Various Needs and Occasions included in this manual. Out of these Masses, two in particular have been chosen for the celebration of this moment. They are called Option A, which is the Mass For the Local Church, and, Option B, which is the second Mass of Thanksgiving.

Option A was chosen because its prayers and readings remind us that the Church is something larger than one particular parish. Rather, the Church is the people who have been created by the Spirit in baptism and formed through the gospel and eucharist. As important as the parish is to the lives of the people connected to it, we must always recognize that we are part of a community that transcends building walls or parish boundaries. These prayers and readings help to point to the greater reality to which we belong as a member of the Catholic Church. There is, of course, grief attached with the passing of a parish community. But, there is also the possibility of hope for through the new parish family to which one will belong there will be new opportunities to recognize how the life of the Church can be expressed and experienced.

Option B was chosen because its prayers and readings remind us in midst of this change to give the thanksgiving that is due to God for all that the parish has meant through the years of its existence. The liturgy can help the assembly to focus on all that God has done for the members of the community through the entire life of the parish. As such, as this parish comes to an end the good that has been accomplished through it by God does not end. It continues through the lives of the people and it is those good works of the Lord that they will bring with them to their new parish family. It is thus both a time of grief for what is lost but also a time of remembering and a time to give thanksgiving for what will always remain with us.

It must be noted that permission is granted only for the options provided in this manual and these options can only be used if the parish is closing on a Sunday in Ordinary Time. A final consideration in the choice of Mass texts is that if the parish determines that the prayers and readings of the proper Sunday Mass during Ordinary Time is applicable to the moment, then it is appropriate to use those for the celebration.

Finally, this part of the manual is broken down according to the structure of the Mass. Included in each section are the possible options that can be used and a particular recommendation on what to do and why. These are simply suggestions and the final choices must be made based on the best pastoral needs of the people. It is important to note, though, that this Mass will have a special significance for the people, as such, adding a greater sense of solemnity to the celebration is not out of place.

As the parish prepares for this celebration please keep in mind the following:

1. More diligent preparation may be necessary for parts of this celebration. A checklist has been included on the next two pages to help facilitate such preparation.
2. Having some form of practice before the celebration may be helpful particularly if there is to be different processions as part of this celebration.
3. It will be important to prearrange some of the details with the new parish if they will be involved.
4. Choose which Mass will be celebrated either Option A, Option B or the proper Mass of the day.
5. Choose from the options provided below and adapt as needed.
6. As the closing liturgy in the Church, it would be important to consider making the Mass a more solemn occasion. As part of that the use of a full procession, thurifer, cross, candle bearers and so forth might be something to consider.
7. The use of incense in this celebration could lend greater solemnity to this celebration. The places where incense would be appropriate to use in the celebration will be presented below.
8. The choice of appropriate music will be essential to this celebration. Included with this manual is a selection of possible choices, but these are not intended to be the only choices. Choosing music that the parish is already familiar with is of the utmost importance at this time.
9. There is a third option included in this manual that is called Optional Concluding Ceremony. Optional Concluding Ceremony is an adaptation to the liturgy that can be used at the end of the service. It can be used with either Mass options given or even with the regular celebration. Where it would best fit into the celebration is discussed in the Concluding Rites section of this manual.
10. Having a program for the people could be very helpful as well as possibly a prayer card of the patron saint of the parish.

Before Mass

Symbols of parish life may be displayed in the gathering space, sanctuary or other visible space. The symbols may include: Parish Register, Registers of Sacraments of Initiation and Marriage, Book of the Dead, History of the Parish, etc. It is important to note though that the sacramental registers should not be displayed in such a way that people may have direct access to them. These are private records that are not intended for public inspection. These symbols may be brought forward in the entrance procession or simply placed in the sanctuary before hand and sent forth with the people at the final blessing. It would be inappropriate for these symbols to be presented with the gifts of bread and wine during the Liturgy of the Eucharist.

Another possibility:

In the weeks preceding have people write down their prayers, intentions, people from the parish they want to remember, fears, hopes, which are then brought to the Mass, and placed in a container which are then brought forward in the entrance procession in a basket or other container.

Checklist for Preparation for the Closing Liturgy

Ministers Selected	Lector 1:	Thurifer:	
	Lector 2:	Cross bearer:	
	EME 1:	Candle bearer 1:	
	EME 2:	Candle bearer 2:	
	EME 3:	Altar Server 1:	
	EME 4:	Altar Server 2:	
	EME 5:	Cantor:	
Mass Chosen (check one)	Option A For the Church <input type="checkbox"/> Readings Isaiah 56:1,6-7 Psalm 24 Ephesians 2:19-22 or Revelation 21:1-5a John 17:11b,17-23	Option B In Thanksgiving <input type="checkbox"/> Readings 1 Kings 8:55-61 Psalm 145 Colossians 3:12-17 Matthew 11:25-30 or John 16:20-22	Mass of the Day <input type="checkbox"/> Readings of the day
Introductory Rites For Entrance Song, Sprinkling Rite Song, and Gloria write in choice of song. If the Sprinkling Rite is chosen then the Penitential Rite is not used.	Use Incense: Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Procession Order</i> thurifer, cross bearer, candle bear 1 & 2, other ministers, minister carrying Book of the Gospels, Presider adjust according to decisions made	
	Book of the Gospels Carried in: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Book of the Gospels Pre-placed: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Entrance Song:		
	Incense Altar: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Sprinkling Rite: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Sprinkling Rite Song:		
	Penitential Rite: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Gloria:			
Liturgy of the Word	Gospel Procession: Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Gospel Procession</i> Thurifer, candle bear 1 & 2, deacon, priest Adjust according to decisions made	
	Use Incense: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Use Candle Bearers: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Readings given to Lector: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Petitions written for Prayer of the Faithful: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Checklist for Preparation for the Closing Liturgy

Liturgy of the Eucharist For Preparation Song, Sanctus, Acclamation, Great Amen write in choice of Mass.	Preparation Song:								
	Use Incense:		Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Incense Gifts and Altar:		Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Incense People:		Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Eucharistic Prayer:								
	Option A <i>I. The Church on the way to Unity</i> <input type="checkbox"/>	Option B <i>II. God Guides The Church on the way of Salvation.</i> <input type="checkbox"/>	Reconciliation <input type="checkbox"/>	EP I <input type="checkbox"/>	Other _____ <input type="checkbox"/>				
	Option A or Option B may use the <i>Eucharistic Prayer for Masses for Various Needs and Occasions</i>								
	Incense during Eucharistic Prayer:		Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Sanctus (Holy, Holy, Holy):								
	Memorial Acclamation:								
Great Amen:									
Concluding Rites For Lamb of God and Communion Song write in choice of song or Mass. OCC = Optional Concluding Ceremony	Our Father (Sung):		Yes <input type="checkbox"/>	No <input type="checkbox"/>					
	Lamb of God:		<i>Procession Order</i> thurifer, cross bearer, candle bear 1 & 2, other ministers, Presider adjust according to decisions made						
	Communion Song:								
	Use Solemn Blessing:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Use OCC alone:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Use OCC with Optional Ending:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Use Optional Ending alone:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Adapt OCC and Optional Ending:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If using OCC route planned:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Ring Church Bells:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Liturgical Objects Chosen to be used in procession:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Processing to new Church:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Route chosen for Procession:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Eucharistic Procession:						Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Use incense in procession:		Yes <input type="checkbox"/>					No <input type="checkbox"/>		
Contacted new Church:		Yes <input type="checkbox"/>	No <input type="checkbox"/>						

Other Issues	Use Program for Mass: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Program Prepared by:	
	Program Prepared: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Introductory Rites

Entrance Song and Procession

As the entrance song has three purposes— to accompany the procession, to foster unity within the gathered community, and to promote the mystery of the feast or season— the song should be chosen carefully. It is important to note at this time the obvious grief and pain that many in the community will be feeling, but at the same time the celebration should be a place for the people to find some sense of hope and solace. There are songs below (page 22) that might be appropriate or one with which the community has some familiarity. A possible theological focus is, of course, Christ being the center of both the Church and the celebration.

As part of the procession both the use of incense and carrying in the Book of the Gospels should be considered. This can help to lend a more solemn expression to this liturgical celebration.

The proper procession would be thurifer carrying the thurible, followed by cross bearer and two candle bearers, then any other altar servers and ministers, followed by the deacon (or if no deacon the lector) carrying the Book of the Gospels. The last person in the procession of course is the presider. This procession would be adjusted, accordingly, based on the decisions that will be made on the structure of the service.

After the altar has been venerated and kissed, as is appropriate to the moment the presider may then incense it as part of the entrance. If this is done the entrance song should be of such a length to accommodate this action.

OPENING COMMENT: After the greeting, the presider might possibly speak to the assembly in these or similar words:

We gather today to give thanks to God for the - years that St. X Parish has served the people of (name of neighborhood) community. While there is sadness in the closing of this parish, we can be grateful for all that it has meant to us.

Although this is our last celebration in this Church, we will continue to hear God's Word and share the Lord's table because as a people of faith we know that who we are in God's eyes and what we believe in cannot be limited by bricks and mortar and human structures. In a spirit of gratitude then, let us prepare ourselves for this Eucharist by seeking God's mercy and forgiveness.

Sprinkling Rite or Penitential Rite

When choosing between the Sprinkling rite and the Penitential rite, a stronger consideration should be given to the Sprinkling rite for this celebration, since it recalls our baptism, and the unity of the Spirit derived through baptism. As the people are preparing to be united to a new parish community, using the liturgy to remind them that they are already united to every Catholic parish through baptism can be helpful. We are in a sense not strangers but rather family members who have not yet met. Examining the options given for the Sprinkling Rite, Prayer A might be the better choice and its text is included below.

Dear friends,
this water will be used
to remind us of our baptism.
Let us ask God to bless it and keep us faithful
to the Spirit he has given us.

After a brief silence, he joins his hands and continues:

God our Father,
your gift of water
brings life and freshness to the earth;
it washes away our sins
and brings us eternal life.

We ask you now
to bless † this water,
and to give us your protection on this day
which you have made your own.
Renew the living spring of your life within us
and protect us in spirit and body,
that we may be free from sin
and come into your presence
to receive your gift of salvation.

We ask this through Christ our Lord.

The presider then would sprinkle the ministers in the sanctuary and move through the Church sprinkling the rest of the people. An appropriate song should be sung at this time.

When he returns to his chair the presider says:

**May almighty God cleanse us of our sins,
and through the eucharist we celebrate
make us worthy to sit at his table
in his heavenly kingdom.**

The Gloria is then sung, if appropriate to the season.

If the Penitential Rite is chosen then the presider might say the following or something similar:

**Lord Jesus, you have been our companion and guide on our journey.
Lord have mercy.**

**Lord Jesus, you stand by us in hard times.
Christ have mercy.**

**Lord Jesus, you lead us in hope to resurrection and new life.
Lord have mercy.**

**May Almighty God have mercy on us,
forgive us our sins,
and bring us to everlasting life.**

The Gloria is then sung, if appropriate to the season.

Opening Prayer

The choices for the Opening Prayer are either Option A—For the Church, Option B—For Thanksgiving or if the prayers of the day are either required or appropriate then the prayer of the day.

OPTION A

**God our Father,
in all the churches scattered throughout the world
you show forth the one, holy, catholic and apostolic Church.
Through the gospel and the eucharist
bring your people together in the Holy Spirit
and guide us in your love.
Make us a sign of your love for all people,
and help us to show forth
the living presence of Christ in the world,
who lives and reigns with you and the Holy Spirit,
one God, for ever and ever.**

OR

OPTION B

**God and Father of all gifts,
we praise you, the source of all we have and are.
Teach us to acknowledge always
the many good things your infinite love has given us.
Help us to love you with all our heart and all our strength.
We ask this through our Lord Jesus Christ, your Son,
who lives and reigns with you and the Holy Spirit,
one God, for ever and ever.**

RECOMMENDATIONS FOR ENTRANCE RITE:

appropriate entrance song that is known by the faithful; full
procession with incense and Book of the Gospels; altar incensed;
Sprinkling Rite using Prayer A; Gloria sung

Liturgy of the Word

Readings

If the parish has selected either Option A or Option B then the readings that are included for that option should be used. If the parish has chosen the Mass of the day or it is required then the readings for the day would be used. The readings for Option A are found on pages 23-26. The readings for Option B are found on pages 28-31.

Gospel

Before the proclamation of the Gospel, a Gospel procession would be fitting. The Book of the Gospels should either have been carried in procession and placed on the altar or placed on the altar prior to the celebration. The use of candles and incense would be most suitable for this procession.

Homily

As the presider prepares the homily here are some suggestions to keep in mind.

During the homily, the message should encourage a trust that God will continue to lead your community to a better tomorrow. The tone should be hopeful as the homily at a funeral liturgy is hopeful. Other ideas include:

1. Acknowledge that many important life events and joys, hopes and sorrows have been celebrated in this church over the years. Your church moved from being a building to being the center of our lives. Refer to the books naming the members who celebrated the Sacraments with the communities.
2. Express gratitude for all that has been. Name the positive actions that may have come during the process of closing.
3. From a psychological perspective, it is natural to go through a grieving process.
4. From a faith perspective, we are living the paschal mystery.
 - A. As a church we've been through changes before. For new life to emerge, there is sacrifice (story of Abraham leaving his homeland for a new place).
 - B. Some days the journey will be difficult, some days the journey will be easy. The thing to remember is that we do not journey alone.
 - C. As the Body of Christ, we will stand by each other in sadness, pain, anger, hope and joy.
 - D. We will move through this change because:
 - We are a people who stay together
 - God will be with us
 - Holy Spirit will lead us

- E. We celebrate who we can be. Perhaps the call is to take more responsibility to be church. We remember that at Baptism we were anointed priest (commissioned to celebrate, pray and be holy); prophet (commissioned to proclaim, explain, evangelize and echo God's word); and king (commissioned to be servant, to guide, heal, and do spiritual and corporate works of mercy, justice and peace). Possibly point to the Sprinkling Rite if it was used.

5. Avoid:

- A. Preaching which ignores feelings (e.g., stressing God's will without acknowledging God's understanding of any uncomfortable feelings).
- B. Comparing other parish closures, mergers, or linkages (each parish situation is unique).
- C. Naming bad memories and the failures of particular leaders.
- D. Blaming the people (e.g., lack of financial contributions, cooperation, etc.).

After the Homily, the Creed and Prayer of the Faithful would follow as usual. There are suggested petitions for the Prayer of the Faithful on pages 15 and 16.

RECOMMENDATIONS FOR THE LITURGY OF THE WORD:

Gospel Procession with incense and candles; *required* — *readings of the Mass that is selected*

Suggested Petitions for the Prayers of the Faithful

Presider: **God, our Father, as our parish of X has been chosen to close, send your spirit of wisdom that we may continue to fulfill your will in a gentle and trusting manner with concern for past, present, and future generations. With confidence we place our petitions before you:**

(Please choose any six of the following, use them as they are, adapt them as desired, or have those preparing for the celebration of the liturgy write their own.)

That all who suffer the loneliness of separation may discover the opportunity for reconciliation, let us pray to the Lord.

That the Church may be healed of all divisions and proclaim the Word of God with one heart and one voice, let us pray to the Lord.

That the seeds of faith sown by the parents, catechists, (school administrators and teachers) of this parish may continue to bear lasting fruit, let us pray to the Lord

That our memories of the many blessings which we have received in this parish will stir us to respond generously to the call to share our faith with others, let us pray to the Lord

That the strong sense of family and community that has been nurtured in this parish will lead us to recommit ourselves to the Lord's work of mercy, serving the homeless, the hungry, and all who are in need, let us pray to the Lord

That the archdiocesan-wide efforts at spiritual revitalization may strengthen the bonds that unite us as God's church, keeping us true to our inheritance, joyful in daily life, and devoted in our mission, let us pray to the Lord

For the youth of this parish, that they may always take with them the strong faith and spiritual commitment that is their heritage, let us pray to the Lord

For all of the religious sisters and priests who have served at this parish, that God will crown their generosity with the gift of everlasting life, let us pray to the Lord

Your Son assured us of his presence wherever two or three are gathered. Challenge us to seek his face in the new communities that will form in his name, let us pray to the Lord

You gave us (Mary and the saints, parish patron saint) as image and models for following Christ. Give us the strength to keep the faith alive that has been handed over to us, let us pray to the Lord

As we are called to live our lives in a new parish inspire us to fashion with you a parish that promotes fullness of life for its members and for all peoples, let us pray to the Lord.

May we recognize the gifts we have received from the Spirit and use them freely for the good of all, let us pray to the Lord.

Strengthened by the eucharist may we be united in a communion of hearts and minds offering service to the world, let us pray to the Lord.

Like your chosen people in the desert, we feel empty, dry, and lost. Transform our pain and loss into hope and gentle peace in the knowledge of your care for us, let us pray to the Lord.

Many people (parishioners of X) have gone before us who have run the race and won the prize of eternal life. May their memory call us to continue the journey, to persevere in building the kingdom, let us pray to the Lord

Concluding Prayer:

Presider: God, Source of all hope, we thank you for the gift of change, the gift of opportunity. We also bless you for our living tradition which gives meaning to the new. We praise you for your constant love. Help us not to fear change but to welcome your grace as we work together to serve you and one another. We ask this through Christ our Lord.

Liturgy of the Eucharist

Preparation of the Gifts

This is another opportunity for incense in the celebration. Incense the gifts after they have been placed on the altar but before the priest washes his hands. Following the incensing of the gifts, then the people can be incensed. This act of incensation of the people is a sign of their baptismal dignity. Incensing the people is done either by a deacon, if one is present, or by the thurifer if there is no deacon. First, the person incenses the priest and then the other ministers and the rest of the assembly. The person first bows and then incense and then bows again.

Prayer Over the Gifts

The choices for the Prayer Over the Gifts are either Option A—For the Church, Option B—For Thanksgiving or if the prayers of the day are either required or appropriate then the prayer of the day.

OPTION A

Pray, brethren...

**Lord,
we celebrate the memorial of the love of your Son.
May his saving work bring salvation to all the world
through the ministry of your Church.
We ask this in the name of Jesus the Lord.**

OR

OPTION B

Pray, brethren...

**Lord,
we offer you this sacrifice of praise
for all you have given us
even though we are unworthy of your love.
May we always use your many gifts
to bring glory to your name.
We ask this through Christ our Lord.**

Eucharistic Prayer

In the choosing the Eucharistic Prayer please consider the following:

1. If Option A is chosen then for the Eucharistic Prayer, it is recommended that *Eucharistic Prayer for Masses for Various Needs and Occasions* be used. In particular with this Mass use *I. The Church on the way to Unity*. The proper preface to use is included with the prayer.
2. If Option B is chosen then for the Eucharistic Prayer, it is recommended that *Eucharistic Prayer for Masses for Various Needs and Occasions* be used. In particular with this Mass use *II. God Guides the Church on the way of Salvation*. The proper preface to use is included with the prayer.
3. If the parish chooses to use the Mass and the readings of the day and this has been a particularly divisive process for the people, then it might be appropriate to use one of the Eucharistic Prayers for Masses of Reconciliation.
4. Eucharistic Prayer I might also be considered an appropriate choice to add a greater sense of solemnity to the celebration.

If your church does not have a copy of *Eucharistic Prayer for Masses for Various Needs and Occasions* and you wish to use this option please contact the Office for Worship.

This is also another occasion to use incense in the celebration. The thurifer while remaining kneeling would incense the consecrated elements as they are shown to the people.

<p>RECOMMENDATIONS FOR PREPARATION OF THE GIFTS AND EUCHARISTIC PRAYER: incense both the gifts and the people; use eucharistic prayer recommended with particular Mass; use incense during eucharistic prayer</p>
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Communion Rite

PRAYER AFTER COMMUNION

The choices for the Prayer after Communion are either Option A—For the Church, Option B—For Thanksgiving or if the prayers of the day are either required or appropriate then the prayer of the day.

OPTION A

Let us pray.

Pause for silent prayer, if this has not preceded.

**Father,
you sustain us with the word and body of your Son.
Watch over us with loving care;
help this Church to grow in faith,
holiness, charity, and loving service.
Grant this in the name of Jesus the Lord.**

OR

OPTION B

Let us pray.

Pause for silent prayer, if this has not preceded.

**God our Father,
in this spiritual food
you have given back to us the sacrifice we offered you in thanksgiving,
the saving sacrament of Christ your Son.
By these gifts of strength and joy sustain us in your service
and bring us to your gift of eternal life.
Grant this through Christ our Lord.**

Concluding Rites

OPTIONAL ENDING CEREMONY

Following the Prayer after Communion, but before the final blessing you may consider using the following:

The following comment could be made by a representative of the parish:

**As we mark the end of our time as St. X Parish,
there are many memories we hold close to our hearts.
To keep the memory of St. X Parish alive,
we will share with our new parish a few tokens of our history. These things
represent what we bring to St. Y Parish which so many of us will soon call
our own.**

- 1. We take with us these books, Registers of the Sacraments of Initiation. They record the names of those who were reborn in Christ, confirmed in his Spirit and fed at his table. May we be faithful to our Christian calling:**
- 2. We take with us this Register of Marriages. Here are the names of those who pledged their love as signs of Christ's covenant with his church. May the love of our families enrich our new parish and our world.**
- 3. We take the Register of our departed brothers and sisters. May we remember those who went before us and share with them the glory yet to come.**

Suggestion: If the building will no longer be used as a worship site, other liturgical vessels can be gathered up (without comment) to be carried out, for example:

- the parish processional cross
- a cross that marked the entrance to the school
- a parish history book
- a special chalice
- contents of the cornerstone
- altar candlesticks

Only a few such items should be included--those with special meaning. (This is not the time to empty the church.)

Another Optional Ending

Another option for the ending is found in Optional Concluding Ceremony on page 32. This involves using a procession through the Church to highlight noteworthy places in Church where important actions have occurred, such as the baptismal font. This needs some preparation so a good route for the procession can be developed.

Therefore if you choose to enhance the end of the celebration you can:

- 1) incorporate Optional Concluding Ceremony in its entirety along with the optional ending, which would mean the optional ending is included at the end of Optional Concluding Ceremony,
- 2) use Optional Concluding Ceremony alone,
- 3) use the optional ending alone
- 4) adapt what is given here

If you use the Optional Ending, Optional Concluding Ceremony or simply end in the usual way you would go to the Final Blessing.

FINAL BLESSING

The use of a more solemn form of the blessing would be appropriate at this time. There are various choices one is provided for you below.

Presider: **The Lord be with you.**

All: And also with you.

Deacon/Presider: **Bow your heads and pray for God's blessing.**

Presider: **May the God of all consolation bless you in every way and grant you peace all the days of your life.**

All: Amen.

Presider: **May he free you from all anxiety and strengthen your hearts in his love.**

All: Amen.

Presider: **May he enrich you with his gifts of faith, hope, and love so that what you do in this life will bring you to the happiness of everlasting life.**

All: Amen.

Presider: **May Almighty God bless you, † the Father, the Son, and the Holy Spirit.**

All: Amen.

Deacon/Presider: **Let us go forth in peace to love and serve the Lord.**

Procession out of the Church

- 1) In the recessional, the entire congregation is asked to walk in the procession, led by the thurifer (if incense is used), cross bearer with candle bearers and people carrying selected items from the Church. All can then proceed to the hall for a reception.

- 2) If the parish receiving the parishioners of the closed parish is within walking distance, there might be a procession to the new church.
 - a) Possibly this could be a eucharistic procession with the remaining eucharist brought to the new parish.
 - b) Possibly a particularly important item from the Church could be brought to the new parish, i.e. a statue, painting or crucifix.
 - c) If there is a parish banner, this could be carried to the new parish.
 - d) How this would occur, of course, needs to be prearranged with the new parish.
- 3) If there are Church bells, they could be rung during this final movement.
- 4) Additional speeches and addresses might be given in the parish hall at the reception.
- 5) During the final hymn, while all are still in their places, extinguish the altar candles and remove the altar cloth.

RECOMMENDATIONS FOR CONCLUDING RITES:

use Optional Ending Ceremony; solemn blessings; if possible eucharistic procession to receiving church; ring Church bells

Music Suggestions

SONG TITLE	COMPOSER	SOURCE
A Mighty Fortress Is Our God	Westendorf	M, PMB
Amazing Grace	Newton	G, GP, M, OCP, PMB, W2, W3
Be Not Afraid	Dufford	G, GP, M, OCP
Blest Are They	Haas	G, M, OCP
Eye Has Not Seen	Haugen	G, M, OCP
Faith of Our Fathers	Faber	M, OCP, PMB, W2, W3
For All the Saints	How	MM, OCP, PMB, W2, W3
Gather Us In	Haugen	G, M, OCP
Here I Am, Lord	Schutte	G, GP, M, OCP
In Christ There Is No East or West	Oxenham	M, OCP, PMB, W2, W3
Lord Of All Hopefulness	Strother	OCP, W2, W3
My Soul Is Longing For Your Peace	Deiss	M, PMB
Now Thank We All Our God	Rinkart	M, OCP, PMB, W2, W3
Now We Remain	Haas	G, M, OCP
O God, Our Help In Ages Past	Croft	M, OCP, PMB, W2, W3
On Eagle's Wings	Joncas	G, GP, M, OCP
Only In God (psalm 62)	Foley	GP, OCP
Only This I Want	Schutte	GP
Shepherd Me, O God (psalm 23)	Haugen	G, OCP
The Church's One Foundation	Stone	M, OCP, PMB, W2, W3
The Cry of the Poor (psalm 34)	Foley	G, GP, OCP
There's A Wideness In God's Mercy	Faber	M, OCP, PMB, W2, W3
To Jesus Christ, Our Sovereign King	Hellriegel	M, OCP, PMB, W2, W3
We Are The Light of the World	Greif	M, OCP, PMB
Bring Forth the Kingdom	Haugen	G, M, OCP
By All Your Saints Still Striving	Nelson	W3
Christ Is Made the Sure Foundation	Neale	M, OCP, W2, W3
City of God	Schutte	G, GP, OCP
Dwelling Place	Foley	GP
Glory and Praise To Our God	Schutte	G, GP, M, OCP
Holy God, We Praise Thy Name	Franz	M, OCP, PMB, W2, W3
How Firm A Foundation	Rippon	M, OCP, W2, W3
On Our Journey To The Kingdom	Ingemann	OCP
One Bread, One Body	Foley	G, GP, M, OCP
Priestly People	Deiss	M, PMB
Sing A New Church	Dufner	OCP
Sing A New Song	Schutte	G, GP, M, OCP
Sing With All the Saints In Glory	Irons	W2, W3
The Church of Christ In Every Age	Green	W3
Where Charity and Love Prevail	Westendorf	G, M, OCP, PMB
With Songs of Jubilation	Chepponis	Chepponis
(Sesquicentennial Hymn)		

SOURCES:

G = *Gather* W2 = *Worship* W3 = *Worship III*. All published by GIA Publications, Inc., Chicago, Illinois.

GP = *Glory and Praise*, published by North American Liturgy Publications, Phoenix, Arizona.

M = Missalette-related materials published by J.S. Paluch/World Library, Chicago, Illinois (e.g. *Monthly Missalette*, *Seasonal Missalette*, *We Celebrate*.)

OCP = Materials published by OCP Publications, Portland, Oregon (e.g. *Breaking Bread*, *Music Issue*)

PMB = *Peoples Mass Book*, published by World Library Publications, Inc., Chicago, Illinois.

Summary of Recommendations for Mass

RECOMMENDATIONS FOR ENTRANCE RITE:

appropriate entrance song that is known by the faithful;
full procession with incense and Book of the Gospels;
altar incensed;
Sprinkling Rite using Prayer A;
Gloria sung

RECOMMENDATIONS FOR THE LITURGY OF THE WORD:

Gospel Procession with incense and candles;
required — readings of the Mass that is selected

RECOMMENDATIONS FOR PREPARATION OF THE GIFTS AND EUCHARISTIC PRAYER:

incense both the gifts and the people;
use eucharistic prayer recommended with particular Mass;
use incense during eucharistic prayer

RECOMMENDATIONS FOR CONCLUDING RITES:

use Optional Ending Ceremony;
solemn blessings;
if possible eucharistic procession to receiving church;
if possible ring Church bells

Option A Prayers and Readings

I. FOR THE CHURCH

(FOR THE LOCAL CHURCH)

OPENING

God our Father,
in all the churches scattered throughout the world you show
forth the one, holy, catholic and apostolic Church.
Through the gospel and the eucharist
bring your people together in the Holy Spirit
and guide us in your love.
Make us a sign of your love for all people,
and help us to show forth
the living presence of Christ in the world,
who lives and reigns with you and the Holy Spirit, one
God, for ever and ever.

PRAYER OVER

Pray, brethren...

Lord,
we celebrate the memorial of the love of your Son.
May his saving work bring salvation to all the world
through the ministry of your Church.
We ask this in the name of Jesus the Lord.

PRAYER AFTER COMMUNION

Let us pray.

Pause for silent prayer, if this has not preceded.

Father,
you sustain us with the word and body of your Son.
Watch over us with loving care;
help this Church to grow in faith,
holiness, charity, and loving service.

Grant this in the name of Jesus the Lord.

For the Eucharistic Prayer, it is recommended that *Eucharistic Prayer for Masses for Various Needs and Occasions* be used. In particular with this Mass use *I. The Church on the way to Unity*. The proper preface to use is included with the prayer. If your church does not have a copy of this please contact the Office for Worship.

SUGGESTED READINGS FOR OPTION A

I. FOR THE HOLY CHURCH

1. FOR THE CHURCH

827 READING FROM THE OLD TESTAMENT

1.

Isaiah 56: 1, 6-7 My house shall be called a house of prayer for all peoples.

A reading from the Book of the Prophet Isaiah

Thus says the LORD:

Observe what is right, do what is just;

for my salvation is about to come,

my justice, about to be revealed.

The foreigners who join themselves to the LORD,

ministering to him,

Loving the name of the LORD,

and becoming his servants—

All who keep the sabbath free from profanation

and hold to my covenant,

Them I will bring to my holy mountain

and make joyful in my house of prayer;

Their burnt offerings and sacrifices

will be acceptable on my altar,

For my house shall be called

a house of prayer for all peoples.

The word of the Lord.

829 RESPONSORIAL PSALM

2.

Psalm 24:4-5ab, 6-7, 8-9, 10, 14

R/ (6a) Remember your mercies, O LORD

**Your ways, O LORD, make known to me;
teach me your paths,
Guide me in your truth and teach me,
for you are God my savior**

R/ Remember your mercies, O LORD.

**Remember that your compassion, O LORD, --
and your kindness are from of old.
The sins of my youth and my frailties remember not;
in your kindness remember me,
because of your goodness, O LORD**

R/ Remember your mercies, O LORD.

**Good and upright is the LORD;
thus he shows sinners the way.
He guides the humble to justice
he teaches the humble his way.**

R/ Remember your mercies, O LORD.

**All the paths of the LORD are kindness and constancy
toward those who keep his covenant and his decrees.**

R/ Remember your mercies, O LORD.

**The friendship of the LORD is with those who fear him,
and his covenant, for their instruction.**

R/ Remember your mercies, O LORD.

828 READING FROM THE NEW TESTAMENT

5.

Ephesians 2:19-22 The whole structure grows into a temple, sacred to the Lord.

A reading from the Letter of Saint Paul to the Ephesians

Brothers and sisters:

**You are no longer strangers and sojourners,
but you are fellow citizens with the holy ones
and members of the household of God,
built upon the foundation of the Apostles and prophets,
with Christ Jesus himself as the capstone.**

**Through him the whole structure is held together and
grows into a temple sacred in the Lord;
in him you also are being built together
into a dwelling place of God in the Spirit.**

The word of the Lord.

OR

8.

Revelation 21:1-5a Behold, God's dwelling with the human race.

A reading from the Book of Revelation

**I, John, saw a new heaven and a new earth.
The former heaven and the former earth had passed away,
and the sea was no more.
I also saw the holy city, a new Jerusalem,
coming down out of heaven from God,
prepared as a bride adorned for her husband.
I heard a loud voice from the throne saying,
“Behold, God's dwelling is with the human race.
He will dwell with them and they will be his people
and God himself will always be with them as their God.
He will wipe every tear from their eyes,
and there shall be no more death or mourning, wailing or pain,
for the old order has passed away.”**

**The One who sat on the throne said,
“Behold, I make all things new.”**

The word of the Lord.

831 GOSPEL

5.

John 17:11b, 17-23 As you sent me into the world, so I have sent them into the world.

† A reading from the holy Gospel according to John

Jesus raised his eyes toward heaven and prayed, saying:

“Holy Father, keep them in your name that you have given me,
so that they may be one just as we are one.

Consecrate them in the truth.

Your word is truth.

As you sent me into the world,
so I sent them into the world.

And I consecrate myself for them,
so that they also may be consecrated in truth.

"I pray not only for them,
but also for those who will believe in me through their word,
so that they may all be one,
as you, Father, are in me and I in you,
that they also may be in us,
that the world may believe that you sent me.

And I have given them the glory you gave me,
so that they may be one, as we are one,
I in them and you in me,
that they may be brought to perfection as one,
that the world may know that you sent me,
and that you loved them even as you loved me."

The Gospel of the Lord.

Option B Prayers and Readings

39. IN THANKSGIVING

B

OPENING PRAYER

**God and Father of all gifts,
we praise you, the source of all we have and are.
Teach us to acknowledge always
the many good things your infinite love has given us.
Help us to love you with all our heart and all our strength.
We ask this through our Lord Jesus Christ, your Son,
who lives and reigns with you and the Holy Spirit,
one God, for ever and ever.**

PRAYER OVER THE GIFTS

Pray, brethren...

**Lord,
we offer you this sacrifice of praise
for all you have given us
even though we are unworthy of your love.
May we always use your many gifts
to bring glory to your name.
We ask this through Christ our Lord.**

PRAYER AFTER COMMUNION

Let us pray.

Pause for silent prayer, if this has not preceded.

**God our Father,
in this spiritual food
you have given back to us the sacrifice we offered you in
thanksgiving,
the saving sacrament of Christ your Son.
By these gifts of strength and joy sustain us in your service
and bring us to your gift of eternal life.
Grant this through Christ our Lord.**

For the Eucharistic Prayer, it is recommended that *Eucharistic Prayer for Masses for Various Needs and Occasions* be used. In particular with this Mass use *II. God Guides the Church on the way of Salvation*. The proper preface to use is included with the prayer. If your church does not have a copy of this please contact the Office for Worship.

SUGGESTED READINGS FOR OPTION B

III. IN VARIOUS PUBLIC CIRCUMSTANCES

26. IN THANKSGIVING TO GOD

943 READING FROM THE OLD TESTAMENT

First Option

1 Kings 8:55-61 Blessed is the LORD God who has granted rest to his people.

A reading from the first Book of Kings

**King Solomon stood and blessed the whole congregation of Israel,
saying in a loud voice:**

**"Blessed be the LORD who has given rest to his people Israel,
just as he promised.**

Not a single word has gone unfulfilled

of the entire generous promise he made through his servant Moses.

**May the LORD, our God, be with us as he was with our fathers
and may he not forsake us nor cast us off.**

May he draw our hearts to himself,

that we may follow him in everything

and keep the commands, statutes, and ordinances

which he enjoined on our fathers.

May this prayer I have offered to the LORD, our God,

be present to him day and night,

that he may uphold the cause of his servant and of his people Israel

as each day requires,

that all the peoples of the earth may know the LORD is God

and there is no other.

You must be wholly devoted to the LORD, our God,

observing his statutes and keeping his commandments, as on this day."

The word of the Lord.

945 RESPONSORIAL PSALM

4.

Psalm 145:2-3,4-5,6-7,8-9,10-11

R/ (see 1) I will praise your name for ever, Lord.

**Every day will I bless you,
and I will praise your name forever and ever.
Great is the LORD and highly to be praised;
his greatness is unsearchable.**

R/ I will praise your name for ever, Lord.

**Generation after generation praises your works
and proclaims your might.
They speak of the splendor of your glorious majesty
and tell of your wondrous works.**

R/ I will praise your name for ever, Lord.

**They discourse of the power of your terrible deeds
and declare your greatness.
They publish the fame of your abundant goodness
and joyfully sing of your justice.**

R/ I will praise your name for ever, Lord.

**The LORD is gracious and merciful,
slow to anger and of great kindness.
The LORD is good to all
and compassionate toward all his works.**

R/ I will praise your name for ever, Lord.

**Let all your works give you thanks, O LORD,
and let your faithful ones bless you.
Let them discourse of the glory of your Kingdom
and speak of your might.**

R/ I will praise your name for ever, Lord.

944 READING FROM THE NEW TESTAMENT

Third Option

Colossians 3:12-17 Give thanks to God the Father through Christ.

A reading from the Letter of Saint Paul to the Colossians

Brothers and sisters:

**Put on, as God's chosen ones, holy and beloved,
heartfelt compassion, kindness, humility, gentleness, and patience,
bearing with one another and forgiving one another,
if one has a grievance against another;
as the Lord has forgiven you, so must you also do.**

**And over all these put on love,
that is, the bond of perfection.**

**And let the peace of Christ control your hearts,
the peace into which you were also called in one Body.**

And be thankful.

**Let the word of Christ dwell in you richly,
as in all wisdom you teach and admonish one another,
singing psalms, hymns, and spiritual songs
with gratitude in your hearts to God.**

**And whatever you do, in word or in deed,
do everything in the name of the Lord Jesus,
giving thanks to God the Father through him.**

The word of the Lord.

947 GOSPEL

2.

Matthew 11 :25-30 You have hidden these things from the wise and the learned, you have revealed them to little ones.

† A reading from the holy Gospel according to Matthew

At that time Jesus answered:

**"I give praise to you, Father, Lord of heaven and earth,
for although you have hidden these things
from the wise and the learned
you have revealed them to little ones.**

Yes, Father, such has been your gracious will.

All things have been handed over to me by my Father.

**No one knows the Son except the Father,
and no one knows the Father except the Son
and anyone to whom the Son wishes to reveal him.**

**"Come to me, all you who labor and are burdened,
and I will give you rest.**

**Take my yoke upon you and learn from me,
for I am meek and humble of heart;
and you will find rest for yourselves.**

For my yoke is easy, and my burden light."

The Gospel of the Lord.

OR

8.

John 16:20-22 No one will take your joy away from you.

† A reading from the holy Gospel according to John

Jesus said to his disciples:

**"Amen, amen, I say to you, you will weep and mourn,
while the world rejoices;
you will grieve, but your grief will become joy.**

**When a woman is in labor, she is in anguish because her hour has arrived;
but when she has given birth to a child,
she no longer remembers the pain because of her joy**

**that a child has been born into the world. So you also are now in anguish.
But I will see you again, and your hearts will rejoice,
and no one will take your joy away from you."**

The Gospel of the Lord.

Optional Concluding Ceremony

This option can be used in conjunction with either options A or B. Also if the readings and prayers of the proper Mass of the Day are appropriate or required this Option can also be utilized.

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Before Mass

During the prelude, the deacon (or server) incenses the entire assembly by walking throughout the room, using all the aisles.

Introductory Rite

After the greeting, the presider says:

On this ordinary Sunday in Ordinary Time, we come to an out-of-the-ordinary event. As we celebrate Mass here for the last time, let us enter with full hearts into thanksgiving for the gifts of God and the graces of this place.

(The Mass is celebrated in the usual way)

After the Postcommunion Prayer

Presider: Blessed are you, loving God.
In this place we have known your love.
We trust our future to your care.
Blessed be God for ever!

All: Blessed be God for ever!

Presider: As we leave this place of worship, we give thanks to God for all the blessings we have found here.

If possible, have all join in a procession for remembering. Adapt the route according to the layout of the building, but culminate with the altar. Sing during the procession: use Psalm 90 (“You have been our haven, Lord, from generation to generation”), another psalm of thanksgiving or a well-known hymn of thanks or praise. Otherwise, invite all to turn in the direction of the prayer and sing between each thanksgiving. Candle bearers lead the procession to the various areas.

At the font:

Presider: Let us remember the baptisms celebrated here...
(pause)
We thank you and we praise you for the life of faith given to all who have passed through the waters of new life at this font.

Blessed be God for ever!

All: Blessed be God for ever!

At the confessional or reconciliation chapel:

Presider: Let us remember the times when we have been forgiven, comforted, consoled in the sacrament of penance...

(pause)

We thank you and we praise you for the healing and reconciling love that has been given through the sacrament of penance in this church.

Blessed be God for ever!

All: Blessed be God for ever!

At the station of the cross, at a significant statue or icon, or in a shrine (repeat as necessary):

Presider: Let us remember the generations of prayer and devotion that this sacred image has inspired...

(pause)

We thank you for inspiring in us here true devotion to [the way of Christ's cross; Blessed Mother Mary; Saint...]

Blessed be God for ever!

All: Blessed be God for ever!

At the ambo:

Presider: Let us remember the power of God's word proclaimed here in scripture and in preaching...

(pause)

We thank you and we praise you for your holy word proclaimed here in faith and preached here in sincerity. May it echo always in our hearts.

Blessed be God for ever!

All: Blessed be God for ever!

At the altar:

Presider: Let us remember the times we have gathered for the sacred banquet: the Triduum kept each year, the Sundays on which we worshiped faithfully, the first communion celebrations, the feast days of saints and martyrs, the weddings witnessed, the funerals held here in hope. Let us pray.

(pause for longer time)

Presider: God our refuge, our home is in you.

You are greater than any temple, church or cathedral that can be built by human hands, yet in this place we have met your divine majesty. This church building has been a place of blessing for us. Protect us on our way.

Lead us to new friends in another faith community. We ask this through Christ our Lord.

If the entire community is being transferred to another church, delegate one or more members (the parish council president, the eldest member of the parish or the youngest) to carry an object (or objects) that can and will be used in the new place (such as a sacred vessel, a small icon or the book of the gospels). This person will be presented with the object.

Presider: The life of this community will continue in another place. [Name], receive this [name of item] that will be used at [name of new church]. Take it (directly) from this place to [name of the new pastor/pastoral administrator] as a sign that our journey of faith will continue there.

Use a solemn blessing found in the sacramentary - #12, 13, or 14.

During the singing of the final hymn, all may be invited to come forward and kiss the altar (or offer a profound bow) as a final gesture of leave-taking. The final hymn could be "Now thank we all our God," "Holy God, we praise thy name," a hymn in honor of the parish titular, or something familiar. All process out of the building.

Acknowledgements

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We would also like gratefully to acknowledge the permission given by

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Proper Disposition of Sacred Goods

If there are items that are of particular importance to a parish such as statue of the patron if possible it should be transferred to the parish in which most of the parishioners will be attending. This should be attended to well before the actual closing of the parish and this transfer may even be worked into the closing liturgy. How that might be done is touched upon in the closing ceremonies.

How the remaining sacred goods will be disposed of is addressed in Facilities Management Department **TAB 23**.

Sacramental Information

For the following information look under Canonical Issues **TAB 7** and under Rescheduling Weddings **TAB 8**.

1. sacramental records
2. rescheduling sacramental events
 - a. Masses
 - b. Baptisms
 - c. Weddings
 - d. Confirmations

Tab 11 – Ethnic and Hispanic Communities

Office of the SECRETARY FOR PASTORAL SERVICES

Arch. Secretary Rev. Arthur M. Coyle 617-746-5770

Office of ETHNIC APOSTOLATES

Director Sister Nancy Charlesworth, SSMN 617-746-5805

Assoc. Director Sister Mary St. K. Corripio, SND 617-746-5818

Office of the HISPANIC APOSTOLATE

Director Ms. Ana Maria Piatti 617-746-5806

ETHNIC / HISPANIC COMMUNITIES

Because of the uniqueness of each Ethnic/Hispanic community within the Archdiocese, further special consideration is being given to these communities. Clusters were asked to indicate how this ministry might continue within the reconfigured parishes of the cluster, but often these communities cross cluster and even Vicariate and Regional lines. Initial and full consideration was given to the cluster recommendations, as well as to the endorsement of or further recommendations by the Vicar Forane and Regional Bishop.

Based on all of the recommendations that came forward, the Archbishop has rendered decisions about the future of parishes. If an Ethnic/Hispanic community is affected due to the closing of a personal parish or territorial parish that houses it, the following further consultation will take place: the Secretary for Pastoral Services, along with the staffs of the respective Offices for Ethnic Apostolates (which include Apostolate Coordinators) and the Hispanic Apostolate, will consult with and work with the Regional Bishop, Vicar Forane, Pastor, Parochial Vicar for the ethnic community, and local leadership to review the recommendations that have come forward, and make a recommendation to the Archbishop as to the future of the particular ethnic ministry and, if needed, a possible parish to be considered for its relocation.

Questions such as the following will be addressed during this further broad consultation:

Is this particular ministry (former personal parish or ethnic community) true to the mission for which it was established?

Is this ministry needed as we move forward?

Might the people be better served if this community was to merge with another community of the same ethnic group in a nearby location?

If this ethnic ministry is deemed essential as a separate community as we move forward, what parish community is best suited to receive it?

Based on this consultation, the Secretary for Pastoral Services will make recommendations to the Archbishop who will decide on the direction to be taken. If the community is to be relocated, special “welcoming” considerations will be contained in the “Welcoming Manual.”

If at any time during this process we can be of any assistance to you, please do not hesitate to call any of us who are listed above.

Tab 12 – Clergy Issues

Rev. Robert L. Connors
Secretary for Ministerial Personnel
617-746-5750 rlconnors@rcab.org

To: Pastors, Parochial Vicars and Deacons:

This is not an easy time. If you are a Pastor, Parochial Vicar or Deacon assigned to a parish that is closing you face the same emotional experiences of transition as the rest of the staff and all the people of your parish. If you have been in a parish for a significant amount of time the transition could be traumatic. As the designated “leaders” of the parish, you carry the burden of having to support others through the trauma of this closing while experiencing the distress within yourself. The courage, strength and grace you need are daunting. I am including this letter in the Manual to let you know that all the Offices under Ministerial Personnel has been asked to provide you with as much support as possible. Let me share with you a few concerns about reassignments and support.

Reassignment and Transition

The difference in the process of transition for the clergy of a parish that will close from other staff members is your ordination and relationship to the Archbishop. When a parish is suppressed, the canonical assignment of the pastor, parochial vicar or deacon ends. The Clergy Personnel Office addresses the transition of all clergy and makes a recommendation to the Archbishop. The normal procedures governing a reassignment will take place; however, given the large numbers of ordained clergy in transition, the Clergy Personnel Office will establish special procedures to expedite the process. The goal will be to address your transition in a personal and supportive way. Please be confident to tell us your needs so that they can be addressed.

PASTOR – When your pastorate ends due to the suppression of the parish, there are a variety of scenarios that might take place. Because you have provided years of service to the Archdiocese of Boston as a pastor there may be great difficulty in moving to any new assignment. The first help we will provide will be at the Workshop on the Closing Manual. We will address many of your critical issues. After this initial meeting we will call you and schedule an individual meeting to discuss your future status, ministry and assignment and answer your personal questions.

PAROCHIAL VICAR – If you are ending your assignment as a parochial vicar, you will receive a new assignment from the Archbishop through the Clergy Personnel Office. The issues you face in

leaving your assignment are as sensitive for you as for a pastor. Some of you may have only been in an assignment for a short time; others will be coming to the end of their assignment. Many of you would have been looking forward to becoming a pastor soon, now the option is possibly delayed in the wake of the reconfiguration. We hope to be sensitive to your needs. You will be called as well to set up an appointment to discuss your future ministry and every effort will be made to address your personal concerns and issues.

PERMANENT DEACON - If the Closing Parish has a Permanent Deacon, the Office of the Permanent Diaconate will work with him and the Clergy Personnel Office to receive a new assignment from the Archbishop. The unique role and relationship of the Permanent Deacon to a parish will be addressed properly. This office hopes that all ordained ministers feel that their future ministry has been cared for in a personal way.

Support In Transition

I expect that there will be individual issues arising around assignments and I will be available to help resolve these concerns. The coming months may be the most difficult time of your ministry. Everyone will experience an enormous range of emotions. It is imperative that each person cares for himself in a healthy and forthright manner. It will be difficult to help a person in transition if he does not face his emotional state honestly. Please call me if I can be of help to you. Here are a few suggestions to consider:

Regional/Vicariate Support. Archbishop Seán has encouraged a greater fraternity and communication among the priests of a Vicariate. The Vicars will be having meetings on a regular basis in conjunction with the Presbyteral Council discussions. These gatherings can provide added support by inviting speakers to offer direction and support and discussing some of the problems and solutions among you. The members of a Vicariate can actively support one another by gathering socially, connecting by phone or email and having meals together. The more opportunity for communication and sharing will be a benefit to all.

Support from the Chancery. The offices that provide support for priests will be help in a variety of ways. Fr. Edward O'Flaherty of the Office of Support for Priests is always available for sharing, listening and addressing personal needs. Rev. James Mahoney at the Pastoral Institute will offer some programs of support and spiritual direction. Deacon Leo Donoghue, Director of the Office of the Permanent Diaconate will provide outreach to the deacons. Other offices will collaborate together because we desire to provide as much help as necessary. I hope to increase communication among us especially through the email list that continues to grow. I am in the process of organizing a variety of counseling opportunities – both individual and group -- through St. Elizabeth Hospital, the Office of Health Care Ministry and Catholic Charities to provide support. Lists of available counselors will be given to you. Take advantage of their services. You may also receive help from any counselor but please make sure that they are part of the Tufts Health Plan.

Self-Supporting Efforts. What do you need? In order that all priests and deacons remain effective leaders during this reconfiguration, it is imperative that you take responsibility for your own personal health – mind, body and spirit. Monitor your physical health by having an updated physical examination.

Begin a regime of exercise however minimal. Walking every day has been proven to be extremely effective. Be conscious of taking time away from the parish despite the overwhelming tasks. Don't forget to pray, go on retreat, study and read a bit more and just relax. Your good health is essential. Continue (or begin) spiritual direction on a regular basis. I also encourage priests and deacons to care enough for those around them to let the Regional Bishop know if someone needs help. And humbly accept help if someone offers it.

The opportunities provided for support will only be effective to the extent that they are used. It is certainly my desire to do whatever is necessary to assist you. Let me know how I can help. I encourage you to share your ideas or concerns with this Office. Let us trust the Lord in this endeavor and trust one another. The future is greater than we imagine. May God be with us.

Tab 13 – Lay Employees, Human Resources, and Benefits with Severance Package

Human Resources

RCAB REDUCTION IN FORCE POLICY

Marnee J. Walsh
Director of Human Resources
(617) 746-5829 (office)
(617) 787-8144 (fax)
marnee_walsh@rcab.org

The following is a summary of the severance program as outlined in the enclosed Reduction in Force Policy.

Eligibility

After a thorough review of the parish records, an employee's eligibility for all or part of the termination package will be determined by the Manager of Financial Planning, Systems and Support, the Director of Human Resources and the Director of Benefits. This determination will also be in compliance with the RCAB Reduction in Force Policy.

Severance

Eligible employees will receive one week of pay for each year of service or fraction thereof. The severance will be no less than two weeks or a maximum of 20 weeks, even if the employee has worked more than 20 years. This amount, net of applicable withholdings, will be paid on the final scheduled day of work or the last day of the contract, whichever is later.

Unused Vacation

Payment will be made for all earned but unused vacation.

Transition Assistance Program

Further financial assistance will be offered through the Transition Assistance Program. A copy of the program is included in this Closing Manual.

Career Resource Center

A Career Resource Center will be established under the direction of the Chancery Human Resources Department. Regional workshops will be provided to groups and/or individuals searching for new career opportunities. Participants will be offered career counseling, including assistance in writing a resume, preparing for an interview and developing effective networking skills. Every effort will be made to identify and communicate appropriate career opportunities in other parishes and to make Pastors aware of individuals who may possess applicable skills and experience.

Pension, Life Insurance, Long Term Disability and Medical and Dental Insurance

Information and appropriate forms regarding benefits will be included in the employee's individual termination package. For specific information, please refer to documents from Mary Regan, Director of Benefits in the Benefits section of this manual.

Benefits

Mary T. Regan
Director, Benefits
(617) 746-5640
Mary_Regan@rcab.org

I. Pension Benefits

- A. Vesting – Any non-religious lay employee that has worked at least 1,000 hours per calendar year for at least 4 years will vest. Vesting means that the employee will receive a pension benefit at retirement age.
- B. Pension Papers or a quote - If an employee would like pension papers or a quote about what he or she would receive at retirement age, a form will be included in the employee's termination package that will enable him/her to request that information. A representative of the Human Resources Department will provide termination packages to all affected employees. Please note that an employee can retire as early as age 55.

II. Life Insurance

- A. Extension of coverage – The life insurance will be maintained, at existing coverage levels, for the balance of the month in which the employee's last day of work is scheduled or the last day of the contract, whichever is later. After the coverage ends, continuing coverage may be purchased directly from Unum Provident. The employee has 31 days from the date the coverage ends to convert the group life insurance policy to a non-group policy if he or she wishes to do so.
- B. Conversion papers – a sheet showing the cost of converting the life insurance policy will be included in the employee's termination package. If after reviewing the cost, the employee wishes to do the conversion, there is a form available in that package to request the necessary form.

III. Long Term Disability – The long-term disability coverage will remain in place 31 days following the termination of employment or the last day of the contract whichever is later. Non-group coverage is not available.

IV. Medical Insurance

- A. Extension of coverage - Any employee carrying medical insurance will be covered through the end of the month in which he or she leaves or the end of the employee's contract whichever is later and for the following month at the parish cost.

- B. Continuation of coverage – If after the extension of medical coverage ends, an employee would like to remain on the medical plan for up to 18 months or becomes Medicare eligible, whichever comes first, at his or her own cost, a form will be provided in the termination package requesting that continuation. The employee will pay his or her premium to the Benefits Office at Chancery. Please note that continuation of coverage is only available to employees under age 65.

- V. Dental Insurance – The dental coverage will end at the end of the month in which the employee leaves or the end of the contract. Continuation of coverage is not available.

Severance Package

Roman Catholic Archbishop Of Boston, a Corporation Sole Policy for reductions in force Effective Date – June 1, 2004

As a matter of justice, all non-religious employees whose jobs are eliminated will receive financial assistance and job seeking support. This policy governs all eligible employees of the Roman Catholic Archbishop of Boston, a Corporation Sole. No exceptions, either more or less favorable to an employee, can be made without the prior written consent of the Chancellor, Vicar General or the Archbishop.

For reductions in force as a result of a Parish Suppression or in Central administration, Central Administration will make all payments. For reductions in force as a result of a Parish merger or by normal Parish operation, the Parish will make all payments, except for Transition Assistance.

The payments and other benefits outlined below are in addition to the payment of all accrued and unpaid vacation, which is required by law, without regard to the reason for termination. Note, however, that payment for accrued and unpaid vacation will be paid in the same manner as all other reduction in force benefits. That is Central Administration will make the payments, based on applicable records, for reductions in force arising out of Parish suppressions and Central Administration cutbacks and Parishes will make these payments for reductions in force arising out of Parish mergers or other Parish cutbacks.

Eligible Employees: Except for the following, each employee whose job is eliminated as a result of a reduction in force, is eligible for the below listed Financial and Non-financial assistance:

1. All employees who fail to complete their last scheduled day of service (i.e. those who take another job before their final scheduled work day).
2. All employees who are offered a comparable job in another Parish or in Central Administration prior to their final scheduled work day, unless that job would add more than 10 miles to their one way commute.
3. Contract employees who sign employment contracts, inside or outside RCAB prior to the expiration of their contracts (i.e. those that have no break in work).
4. All employees with less than one year of service on their last scheduled work day or the last day of their contract, whichever is later.
5. All employees working less than 20 hours per week (school employees 24 hours per week).

Financial Assistance:

- One week of pay for each year of service or fraction thereof with a minimum of two weeks and a maximum of 20 weeks. This amount, net of applicable withholdings, will be paid on their final scheduled day of work or the last day of their contract, whichever is later.
- Health plan participation (for those enrolled at the time of separation) will be fully paid, without regard to how it is currently paid, by RCAB for the rest of the calendar month in which their last scheduled day of work occurs or the last day of their contract, whichever is later and the calendar month immediately following the latter of their last scheduled day of work or the last day of their contract, whichever is later. After that, existing coverage for up to 18 months of their medical eligibility at their own expense. For those electing to do so, payment envelopes will be provided and timely payment will be required to maintain coverage.
- Life insurance will be maintained, at existing coverage levels, for the balance of the month in which their last day of work is scheduled or the last day of their contract, whichever is later. Continuing coverage may be purchased by the employee directly from Unium Provident within 30 days of the employee's last day of work or the last day under contract whichever is later.
- Participation in the Transition Assistance program in accordance with its policies, in effect from time to time, and subject to its eligibility requirements (currently employed for at least one year prior to separation and working at least 20 hours per week, school employees 24 hours per week).

Non-Financial Items:

Non-teachers

- Eligible Employees shall be placed on a preferential hiring list maintained by Human Resources for a period of twelve (12) months and circulated not less often than monthly. This is in addition to existing specialized departmental lists such as the one for DRE'S and Pastoral Associates.

- Pastors are expected to consider the preferential hiring list as vacancies occur.
- During times of multiple reductions in force, such as parish reconfiguration, Human Resources will conduct a series of regional workshops to assist those searching for employment. These workshops will provide group and individual resume assistance, networking skills and interview training.

Teachers

- Teachers whose positions are eliminated due to lower enrollments, school mergers, school closings, curriculum adjustments, or reorganization shall be placed on the preferential hiring list of the Catholic School Office for a period of twelve (12) months and circulated not less often than monthly.
- Principals are expected to consider the preferential hiring list as vacancies occur.
- During times of multiple reductions in force, such as parish reconfiguration, Human Resources will conduct a series of regional workshops to assist those searching for employment. These workshops will provide group and individual resume assistance, networking skills and interview training.

Special Provision for Religious Orders:

Whenever a member of a Religious Order has an assignment terminated as a result of a reduction in force and is not immediately placed in another assignment in support of the Archdiocese, that member's Order will receive, from the Central Administration if the reduction in force is as a result of a parish suppression or Central Administration reduction in force or from the Parish if the reduction in force is as a result of a merger or other Parish reduction in force, a lump sum equal to four times the monthly stipend in effect at the time. Members of Religious Orders are not eligible for participation in the Transition Assistance Program.

Tab 14 – Pastoral Associates

Director
Office for Pastoral Ministries
One Lake Street
Brighton, MA 02135
Tel.: 617 – 779 – 3690
Fax: 617 – 254 – 8407
e-mail: sister_dorothea_masuret@rcab.org

During this time of parish closings it is inevitable that some Pastoral Associates will lose their positions. The Office for Pastoral Ministries is ready and eager to assist a Pastoral Associate in applying for a position in another parish. Parishes that wish to hire a Pastoral Associate register with this Office. In turn, people searching for a position are asked to:

1. interview with this office,
2. fill out an application form,
3. submit a current resume.

This information is then sent to the parishes that are seeking to hire a Pastoral Associate.

To alleviate other concerns due to job loss, the Archdiocesan Office of Human Resources has prepared a Transition Plan. In this manual you will see a detailed description of both the severance benefits, transition assistance, and the career guidance that are planned. In addition to the severance benefits, there is also a section that describes insurance benefits, pension, and long term disability. Any questions that you might have in regard to these issues can be addressed to Marnee Walsh, Director of Human Resources and Mary Regan, Director of Benefits. Their telephone numbers are printed in the back of this manual.

This Office will also meet with Pastoral Associates that are serving in parishes that are closing. The purpose of these meetings is for both personal support and assistance with all that needs to be done to close a parish.

As Pastoral Associates are involved in their own personal transition, they and all members of the staff, are asked to walk the extra mile with those who are transitioning to new parishes. Volunteers need to be reassured that their presence and service will be welcomed in the new parish, if they so wish. Ann Lally, Office for Volunteer Resources, has organized a very thorough plan for this to take place. In addition, Jean Marchant, Health Care Ministry Office, offers very pastoral and practical suggestions for those involved in ministry to the sick and homebound. All this is described in the Volunteer and Health Care sections of this manual.

As a generalist, Pastoral Associates are also responsible for a multitude of parish activities that are related to the material resources of the parish. Directions as to how to care for these resources are addressed throughout this manual.

As we move through these days of change, please know that you are remembered in my prayers.

Sister Dorothea Masuret, CSJ

Tab 15 – Catholic Schools

Catholic School Office

Contact Information:

Superintendent of Schools – (617) 2998-6555 x 302

Director of School Planning – (617) 298-6555 x 314

smadoyle@abcsso.org

Catholic School Office
2200 Dorchester Avenue
Dorchester, MA 02124
FAX: (617) 298-6622
CSO@abcsso.org

Catholic School Office personnel are ready and available to assist you in all phases of closing a parish school. Personnel from the Catholic School Office will be assigned to work directly with you through this transition.

In the past several years, the office has successfully transitioned students enabling them to continue their education in other Catholic schools. The Catholic School Office has facilitated the hiring of teachers and staff in other Catholic schools as well. School personnel are eligible for the severance benefit package as found in Tab 13 of this manual.

A packet of information regarding the school closing process is available through the Catholic School Office. These materials will serve as a guide to identify the scope of the task, assist in managing all aspects of the work, and promote a smooth transition. You and your school community will receive the support and collaboration of the Catholic School Office to work through the school closing process.

To begin this process please contact Sister Mary Anne Doyle, the Director of School Planning at (617) 298-6555 x 314 for materials and to determine ways this office can best assist you at this time.

Tab 16 – Religious Education

Office of Religious Education

Office: 617-779-3625

Fax: 617-782-0213

The Staff of the Office of Religious Education stands ready to be of service to you during this time of reconfiguration, transition and rebirth.

In doing so we offer the following suggestions that will facilitate this challenging process.

I. A. Personnel

- 1. For transition and benefits information contact the Human Resource Office and the Benefits Office at 617-254-0100.**
- 2. For assistance and information concerning**
 - a. resume updating**
 - b. certification/guidelines review**
 - c. the “Ministry Analysis Worksheet” - available at the ORE**
 - d. “Models of Catechetical Leadership” – pamphlet available at the ORE**
 - e. availability of new position openings**
 - f. application process for new positions**

B. Catechists, Boards and Parents

- 1. Sample letter to Parents Appendix A**
- 2. Sample letter to Catechists Appendix B**
- 3. Sample letter to Religious Education Commissions/Boards Appendix C**

II. Programs

For assistance and information concerning the transfer of:

- a. catechist records**
- b. family records**
- c. inventory of resources/materials**

Contact:

Sr. Clare Bertero, OSF

Director, ORE – Merrimack Regional Consultant

Ms. Susan Abbott
Ms. Susan J. Kay
Ms. Pilar Latorre
Ms. Catherine Minkiewicz

Resources/Family Catechesis – South Regional Consultant
Catechetical Leadership – Central & West Regional Consultant
Hispanic Catechesis
Adult Faith Formation – North Regional Consultant

Letter to Parents

Dear Parents/Guardians,

By now you've heard that in the reconfiguration of parishes and resources in our Archdiocese, _____ Parish will be suppressed. Complete details are not yet available. Please convey to your children that their spiritual formation and religious education is an important part of this reconfiguration process. We will make every effort to ensure that the transition from this parish program to another program is a smooth one for them.

Truly this is a difficult time for all of us. For most of us the important moments of our lives: weddings, baptisms, funerals, First Communions and Confirmations, are cherished memories set against the backdrop of a particular church. We know that closing the doors of _____ Parish will be painful. But, the other thing we know with absolute certainty is that the sacramental life of the Church and God's love cannot be confined to any building. Our children and we will continue to be wrapped in that love and will continue to be in union with God through the sacraments at _____ Parish(es).

We are working out the particulars of how, where, and when our program of religious education will unfold in this reconfiguration. We will update you, either by mail or through the parish bulletin, as details are firmed up. In the meantime, let us promise to keep each other in prayer during this difficult time. If you have specific concerns or comments please do not hesitate to contact me. We will stand together, sustained by our faith in the Church and God's grace.

Yours in Christ,

Letter to Catechists

Dear Colleague in Catechesis,

By now you've heard that in the reconfiguration of parishes and resources in our Archdiocese, _____ Parish will be suppressed. Truly this is a difficult time for all of us. We are asked to sacrifice something we love dearly, our parish church, for the greater good of the mission of the Archdiocese. For most of us the important moments of our lives: weddings, baptisms, funerals, First Communion and Confirmations, are cherished memories set against the backdrop of a particular church. We know that closing the doors of _____ Parish will be painful. But, the other thing we know with absolute certainty is that the sacramental life of the Church and God's love cannot be confined to any building.

Your wonderful work with the children and teens of our parish will stand as testimony to your love of God and commitment to the Gospel. This testimony will forever be part of the story of _____ Parish. Speaking on behalf of the pastoral staff, parents and young people of the parish I thank you for your kindness and generous spirit. Whether this is your first year as a catechist or your 30th year, you have been an integral part of the mission of _____ Parish. At this moment, with things still in flux, we cannot say exactly how the religious education needs of our children and teens will be met. However, we do know that they have a right to formation in prayer and information about their faith. You have given a great gift to the young people of our parish. I sincerely hope that you will consider continuing your work as a catechist or assisting in some way in religious education ministry.

We are working out the particulars of how, where, and when our program of religious education will unfold in this reconfiguration, and we will update you, either by mail or through the parish bulletin, as details are firmed up. In the meantime, let us promise to keep each other in prayer

during this difficult time. We will stand together, sustained by our faith in the Church and God's grace.

In Jesus, the Master Teacher

Letter to Members of Religious Education Commissions

TO MEMBERS OF PARISH
RELIGIOUS EDUCATION COMMISSIONS

Dear _____,

By now you've heard that in the reconfiguration of parishes and resources in the Archdiocese, _____ Parish will be suppressed. Truly this is a difficult time for all of us. We are asked to sacrifice something we love dearly, our parish church, for the greater good of the mission of the Archdiocese. For most of us the important moments of our lives: weddings, baptisms, funerals, First Communions and Confirmations, are cherished memories set against the backdrop of a particular church. We know that closing the doors of _____ Parish will be painful. But, the other thing we know with absolute certainty is that the sacramental life of the Church and God's love cannot be confined to any building.

Then generous gift of your time to serve on the Religious Education Committee of our parish will stand as testimony to your love of God and commitment to the Gospel. This testimony will forever be part of the story of _____ Parish. Speaking on behalf of the pastoral staff and members of the parish I thank you for your kindness and generous spirit. The Religious Education Commission has had an integral role in shaping the vision and direction of faith formation in our parish.

At this moment, we do not have a clear picture of how our programs will integrate within the context of the new parish. But faith formation will remain at the core of parish life wherever we go. Considering your experience and contribution to our program, I sincerely hope that you will consider volunteering to serve in the same capacity at the new parish.

We are working out details of how, where, and when our faith formation programs will unfold in this reconfiguration, and we will update you as details are firmed up. In the meantime, let us promise to keep each other in prayer during this difficult time. We will stand together, sustained by our faith in the Church and God's grace.

Yours in the Love of Christ,

Tab 17 – Volunteer and Cori Issues

Office of Volunteer Resources

Ann Lally, Director

617-746-5840

“Will I still be able to be a Eucharistic Minister if my parish closes?” “Who will visit the homebound I call on every week?” “What if another parish doesn’t need my help?” These are among the concerns many parish ministry volunteers are expressing during this time of reconfiguration.

As you prepare to meet the challenge of parish closure, it is most important to assure volunteers that yes, they will be able to serve in ministry and that information about their service and the particulars about ministries in your parish will not fade away. How this sensitive issue is handled will have significant consequence!

Included in this section of the manual are materials that will: allow each parish ministry to document an account of its service; provide hard copy information for the parish or parishes that will welcome your parishioners; affirm ministry volunteers and acknowledge the value of their service; offer support and consideration to those who have generously given their time to further the mission of the parish; give individuals in ministry a hands-on opportunity to help prepare for change. In addition, there is a direction sheet provided regarding [Criminal Offender Record Information \(CORI\)](#) requests that you may have on file at your parish.

I encourage you to gather ministry volunteers together to pray, to prepare for transition and to declare to them that the Church is grateful for their service and desires their on-going involvement in parish ministry.

Please do not hesitate to contact me if I may help in any way. I would welcome the chance to assist you, your staff or your volunteers during this time.

General Directions on Volunteers

OVERVIEW OF GENERAL MINISTRY POLICIES AND PRACTICES

This form is a tool to summarize the overall structure of ministry in your parish. It is meant to be included in a Volunteer Information Packet.

The information on this form, when completed and passed on to the welcoming parishes in the area, will assist them in understanding the ministry process people in your parish are used to and heighten their sensitivity to the “new comers” they will invite into ministry.

A staff member, preferably in collaboration with ministry coordinators or one representative from each ministry should be responsible for completing the form.

Only one form needs to be completed for the parish. It can then be copied for inclusion in however many Volunteer Information Packets you choose to put together. The number of neighboring parishes in your area where your parishioners may choose to worship will determine the number of packets.

MINISTRY DATA SHEET (Duplicate for each parish ministry)

This form documents exact data about each parish ministry. It, too, is meant to be included in a Volunteer Information Packet.

Information in this format, passed on to welcoming parishes in the area, will be invaluable as they prepare to invite the volunteers from your parish into ministry service. The form provides specifics about current ministry volunteers and clarifies particulars about the ministry. Providing this type of information will help to avoid misconceptions and assure your parish volunteers that their service history is known.

Each ministry coordinator or chairperson should gather current volunteers to document the story of their ministry. Discussing the requested information and coming to consensus on the answers to be included on the form will be a wonderful opportunity for the group to pray together, share their ministry experiences and encourage one another.

Once completed, the form should be returned to the designated staff person and copied for inclusion in however many Volunteer Information Packets you choose to put together.

The number of neighboring parishes in your area where your parishioners may choose to worship will determine the number of packets.

VOLUNTEER INFORMATION PACKET

When the single copy of the General Ministry Policies and Practices form and the Ministry Data Sheet for each parish ministry have been completed it is recommended that a sufficient number of sets of the information be put together in a folder for distribution to neighboring parishes where your parishioners may choose to worship.

The packet should include:

- One copy of the Overview of General Ministry Policies and Practices
- One data sheet for each parish ministry.
- Available copies of ministry descriptions.
- Any other information pertinent to volunteers serving in ministry at your parish.

Where possible, the Volunteer Information Packets should be hand delivered rather than sent through the mail to afford time for questions and clarification.

Overview of General Ministry Policies and Practices

At _____ Parish

Standards for ministry service at our parish include:

(Please circle)

- **An annual/regular assessment of ministry programs.**
No **Yes**

- **Established core parish values such as open communication, expectations for commitment, etc.**
No **Yes**

- **A prescribed intake process including:**
 - **Standardized applications.**
No **Yes**

 - **Interviews of prospective volunteers.**
No **Yes**

 - **Reference checks of prospective volunteers.**
No **Yes**

- **CORI checks for:**
 - **All paid parish staff.**
No **Yes**

 - **All volunteers ministering to elderly and the disabled.**
No **Yes**

 - **All volunteers ministering directly to children/youth.**
No **Yes**

- **Protecting God’s Children Training for all volunteers ministering to children/youth.** **Yes**
No
- **Signing the Volunteer Code of Conduct.** **Yes**
No
- **An orientation presentation prior to volunteers beginning ministry service.** **Yes**
No
- **Commissioning new ministry volunteers.** **Yes**
No
- **Blessing all ministry volunteers, annually.** **Yes**
No
- **Spiritual growth opportunities such as Days of Prayer, faith sharing, retreats, etc.** **Yes**
No
- **An annual recognition event for all ministry volunteers.** **Yes**
No

The ministry structure in our parish includes:

- **A coordinator of ministry volunteers.** **Yes**
No
- **Individual ministry coordinators or chairpersons.** **Yes**
No
- **Staff coordination of ministries.** **Yes**
No
- **Other (*please note*)** **Yes**
No

What methods does the parish use to recruit volunteers for ministry service?

What other pertinent information about parish ministry service would you like to include in this overview?

Office of Volunteer Resources, March, 2004

Ministry Data Sheet

DATA FOR THE MINISTRY OF

At _____ Parish

(Please complete the following information as it applies to the designated ministry.)

Ministry Coordinator or Chairperson: _____

Staff Liaison: _____

Current Ministry Volunteers: *if applicable, please indicate if the person has had a CORI (C), completed Protecting God's Children training (P) and/or signed the Volunteer Code of Conduct (V.)*

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>	<u>C/P/V</u>
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What is the mission of this ministry?

Please list the criteria a person must meet to serve in this ministry:

How are volunteers invited to serve in this ministry?

What are the duties and responsibilities of this ministry?

What is the term of service for this ministry i.e. how long do people serve in this ministry?

What is the time commitment required for serving in this ministry?

What type of training do volunteers serving in this ministry receive? *Please indicate training that takes place before service begins, during service, etc.*

Is there a formal description for this ministry? _____ *(If yes, please attach.)*

Please include any other pertinent information about this ministry that you think would be helpful.

Criminal Offender Record Information (CORI)

The Office of Volunteer Resources as you are aware is responsible for administering the Criminal Offender Record Information background check program for the Archdiocese. As part of our support for your parish during this time, we offer the following information in regard to CORI:

For Schools

Copies of CORI request forms may be shred when the school closes.

Faculty and staff will be required to complete the 2004 – 2005 CORI upon assuming a position at another school.

Parent volunteers will be asked to complete a CORI upon registering their child at a new school.

For Parishes

Closing parishes will not be required to complete 2004 – 2005 CORI.

In keeping with the Archdiocesan annual background check policy for parish staff and volunteers:

Volunteers from parishes that have closed will be required to complete the 2004 – 2005 CORI when they volunteer to serve in ministry at a new parish.

Staff from a parish that closes will be required to complete the 2004 – 2005 CORI if they assume a position at another parish.

In the event you should engage a new volunteer who will minister to children, youth, elderly or the disabled between now and when your parish closes, a CORI is required of that volunteer.

Copies of 2003 – 2004 CORI request forms may be shred when the parish closes.

Please call the Office of Volunteer Resources at 617-746-5840 if you have any questions.

Tab 18 – Religious Issues

**Office of the Delegate for Religious
2121 Commonwealth Ave.
Brighton, MA 02135
617-746-5637**

Members of religious communities: Sisters and Brothers who are ministering in your parish may be affected by decisions made as a result of reconfiguration.

1. The Office of the Delegate for Religious will make every effort to assist those whose positions have been eliminated.
 - **Career counseling and job search assistance will be provided on an as needed basis**
 - **Financial assistance will be a lump sum equal to four times the monthly stipend in effect at the time of separation provided:**
 - **The position is terminated as a result of reduction in force because of the suppression or merger of a parish**
 - **The Religious is not immediately placed in another assignment in support of the Archdiocese**
2. If a religious community is currently living in a parish building that is affected by reconfiguration, conversation with the major superior and the community should be part of a transition process for the residents. If it is helpful to you, I am happy to initiate the conversation with the religious community. Every effort will be made to assist the community to locate other housing accommodations.

A [sample letter to a major superior is enclosed](#). If I can be helpful to you at any time during this process, please do not hesitate to call (617) 746 – 5637.

Sincerely yours in Christ,

Sister Marian Batho, CSJ
Delegate for Religious

Sample Letter to Major Superior

Date

Major Superior
Religious Community
Address 1
Address 2
City, State Zip Code

Dear Major Superior:

May the peace of Christ be with you!

The task of writing this letter is not a pleasant one. As you are undoubtedly aware, the Archdiocese of Boston has been involved in an extensive reconfiguration process over the last several months. Archbishop Sean P. O'Malley has announced that (Name of Parish) will be suppressed effective (date). The closing will eliminate the position of (name the position) that is currently held by (name), a member of your Community.

The Archdiocese will provide some financial assistance: **A lump sum equal to four times the monthly stipend in effect at the time of separation will be paid provided:**

- 1. The position is eliminated as a result of a reduction in force due to the suppression or merger of a parish**
- 2. The Religious is not immediately placed in another comparable assignment in support of the Archdiocese**

Sister Marian Batho, CSJ, Delegate for Religious will be available to assist you and the members of your community in finding comparable employment. Sister Marian's direct telephone number is (617) 746 – 5637. If other needs arise as a result of the closing, please do not hesitate to contact Sister Marian.

On behalf of all at (name of parish), I wish to express sincere gratitude for the years of service and dedication of (include names and perhaps some significant contribution to the parish).

Asking God to bless you and all the members of your Congregation I am,

Sincerely yours in Christ

Pastor

Tab 19 – Health Care Ministries

Hospital/Nursing Home/Home Pastoral Visitation

As I am sure you appreciate, the pastoral care of persons who are ill and hospitalized is of high priority in the perspective of Archbishop Sean, and we want to assist you in ensuring that the care and compassion you and your parish staff have been extending continues during this time of transition. The information below and attached is intended to support you in this endeavor.

- ◆ If you presently participate in a **Parish/Hospital Collaborative** or provide **on-call coverage at a local hospital**, please contact the Hospital Chaplain or Coordinator of Catholic Pastoral Services and inform her/him of the date your parish will close and that as of that date:
 - your parish should be removed from the hospital's roster
 - you, and other priests residing in your rectory, should not be scheduled for on-call coverage
- ◆ If you are the **territorial parish** in which a hospital is located, please inform the Chaplain or Coordinator of Catholic Pastoral Services at the hospital of the new location of the **Sacramental Registers** so she/he can respond to requests for information regarding Baptisms, etc.
- ◆ If you, or others on your staff, are visiting **individual parishioners** who are ill whether in their **home**, a **nursing home**, or **hospital**, and you/staff will not be in a position to continue to visit, it is important, as you know, to have a closure visit with them. During this visit, you can assess if they need and desire further visitation, and if so, if they would like you to **refer them** to the Pastor or Coordinator of Pastoral Visitation in the parish who will now cover that area, and/or to the Chaplain if they are hospitalized.

The attached **Record of Pastoral Visitation Forms** (for either **Home** or **Hospital/Nursing Home Visitation**) are included to record **the names/location of parishioners**, to ensure that these people in need are not lost in the transition. Please duplicate the forms as needed.

These completed forms should be forwarded to the parish who will be welcoming your parishioners.

Please be mindful that these forms contain **confidential information**, and should be handled accordingly.

I also encourage you to review the section of this manual that addresses Volunteers (XI B #6) for additional information on pastoral visitation considerations as the parish prepares to close.

Be assured of my prayers for you and your parishioners during this time of change and loss, and I hope that you will contact me if I can be of assistance in any way.

Jean Marchant, M.Div.
Director

736 Cambridge Street
Boston, MA 02135
617-789-2457
Jean_Marchant@cchcs.org
CONFIDENTIAL

Record of Pastoral Visitation (Hospital/Nursing Home)

(Please forward completed forms to welcoming parish.)

<u>Parishioner</u>	<u>Health Care Facility</u>	<u>Comments</u> (e.g., frequency of visits, special issues)	<u>Date/ Closure Visit</u>	<u>Suggested Follow-Up</u>

CONFIDENTIAL

Record of Pastoral Visitation (Home)

(Please forward completed forms to welcoming parish)

Parish Name: _____

Date of Closing _____

Parishioner	Address	Phone	Comments (e.g., frequency of visits, special issues)	Date/ Closure visit

OHCM 2/04

Tab 20 – Development Issues

The goal of the material which we have developed for this manual is to address questions or issues which may be raised by the process relative to the Annual Catholic Appeal, Promise For Tomorrow, Data Management, and Donor Relations/Gift Processing. Some pastors have asked who would send the enclosed letter to donors of *Promise For Tomorrow*? The Catholic Foundation will send such a letter directly to the donors. If this material does not address issues or questions which you or your parishioners may have, please do not hesitate to call us at the Foundation.

Again, as always, we are here to assist you and work with you.

Thank you.

Respectfully yours,

Kenneth J. Hokenson
Executive Director
The Catholic Foundation

Letter to Donors for Promise for Tomorrow

Dear Donor:

As you now know, <> has been suppressed. This action was based upon recommendations and information gathered from the laity, pastors, vicars, and through parish, cluster and vicariate meetings. This information and recommendations were forwarded to a committee made up of clergy and laity, which then made final recommendations to Archbishop O'Malley. Though it is always painful to close a parish, it was necessary in order to rebuild the Church of Boston.

As a donor to *Promise For Tomorrow*, the capital and endowment campaign for the Archdiocese, you have donated \$<> on a pledge of \$<>. Every 90 days the funds collected have been disbursed to parishes. As you know, 25% of your donation was returned to <> for work to be done at <>. Some parishes spent some or all of the money from the campaign in accordance with their case statements. In other parishes, the money has not been spent, and will not be spent because the parish has been suppressed. Many donors have already indicated to the Archdiocese that they wish the unexpended share of their past donations and the parish share of future donations follow them to their new parish. If you wish that to happen and your new parish is <>, you need not do anything. If your new parish is other than <>, or if you wish 25% of your unexpended funds returned to you, please complete the enclosed card and mail to Anne Childs, Gift Processing, The Catholic Foundation, 2121 Commonwealth Avenue, Brighton, MA 02135. Please remember however, if you receive a refund, you will also receive a 1099 form.

Thank you.

Respectfully yours,

Kenneth J. Hokenson
Executive Director
The Catholic Foundation

PROMISE FOR TOMORROW

Name(s): _____ Telephone: _____

Address: _____ City: _____ State: _____ Zipcode: _____

____ I/We would like my/our remaining *Promise For Tomorrow* balance to be reallocated.

My/Our Previous Parish _____ My/Our New
Parish: _____

____ I/We would like the 25% of my/our *Promise For Tomorrow* donation to be refunded.

Social Security Number(s): _____
(required for 1099 Form)

Signature(s): _____

**Please mail this completed form to: Ms. Anne Childs, Gift Processing, The
Catholic Foundation, 2121 Commonwealth Avenue, Brighton, MA 02135**

Advancement Services

The Advancement Services Department of The Catholic Foundation is responsible for maintaining the Advance Database, which is used in the fundraising efforts for both The Catholic Appeal and the Promise for Tomorrow campaign.

The database currently has over 570,000 names of registered Catholics and donors to the Archdiocese of Boston. Each of these 570,000 names has a parish attached to it. This is how The Catholic Foundation is able to provide all parishes with periodic parish lists. Each gift/pledge recorded in the Advance database also has a parish attached to it. This is how The Catholic Foundation is able to track Catholic Appeal donations and Promise for Tomorrow donations by parish.

The Advance database has the capability to store more than one parish per parishioner. It will be important that we retain parish information for parishioners prior to the reconfiguration process as well as after the reconfiguration process is complete.

When a parish is suppressed, the following steps will be taken to ensure we are able to maintain an accurate database and respect the wishes of our parishioners.

- All parishioners of a suppressed parish will be coded in the Advance database as former parishioners of the suppressed parish. This code will become a permanent part of their Advance record.
- The parishioners of a suppressed parish will not be assigned a new parish in the Advance database until they notify the Advancement Services department or their new parish notifies the Advancement Services Department. We expect many parishioners to communicate their new parish to us via their Catholic Appeal and/or Promise for Tomorrow gifts.
- A letter will be mailed to all Promise for Tomorrow donors of suppressed parishes. A response card will be enclosed asking the donors to tell us to which parish they would like their future donations credited. This letter will also give the Promise for Tomorrow donors the option to request a refund of the unexpended funds.
- The Advancement Services Department will be able to provide the remaining parishes with lists of parishioners from suppressed parishes. The list may prove useful in creating their new parish databases.

If you have any questions, you may call me at 617-746-5993 or E-mail Anne_Childs@rcab.org.

Sincerely,

Anne M. Childs
Director, Advancement Services

Grants Management

The Grants Management Office of The Catholic Foundation would like to address the topic of grants in relation to parish reconfiguration.

We ask that parishes being suppressed communicate to our office any current and/or pending grant activity. We are especially interested in those proposals that are outstanding with corporations and foundations. Making this information available will allow us to provide appropriate assistance in coordinating grant proposals at the parish level during and after the reconfiguration process.

Pastors can send copies of outstanding proposals to my attention:

Rita M. Casey
Coordinator, Research and Grants Management
The Catholic Foundation
2121 Commonwealth Avenue
Brighton, MA 02135

If there are any questions, you may also call me directly at: (617) 746-5941 or E-mail Rita_Casey@rcab.org.

Thank you for your consideration of this topic. I look forward to providing beneficial assistance to the parishes during this time of transition.

Sincerely,

Rita M. Casey
Coordinator, Research and Grants Management

Catholic Appeal

I know that this is a challenging time for you and your parishioners and there is much to do over the next few months. I ask that throughout this period you please remember the importance of the Annual Catholic Appeal and continue to bring its vital message to your parishioners.

The Catholic Appeal, as you know, is the financial lifeblood of our work as Church and provides for the needs of countless people, as well as supporting many of the works taking place in parishes. Because of this, during this time of transition, we ask for your leadership in encouraging your parishioners to continue to participate in the Appeal – we need everyone's help.

And please convey to your parishioners that their pledges and gifts can be transferred and counted toward their welcoming parish's goal.

Thank you for your attention to my requests on behalf of the Catholic Appeal. More than ever we are available to offer you and your parishioners whatever support is needed. Feel free to contact me directly at 617-746-5628 concerning your transitional plans.

Please know that we value your tremendous leadership in your parish, your commitment to the Church and to the welfare of all those in need in this Archdiocese.

Sincerely,

Damien J. DeVasto
Director
Annual Catholic Appeal

Tab 21 – Financial Issues

OFFICE OF FINANCIAL PLANNING

Tel: (617) 746-5685

Fax: (617) 787-8144

Email: Denise_McKinnon-Biernat@rcab.org

PROCEDURES FOR CLOSING A PARISH (For Financial Records and Office Equipment)

To effectively control and safeguard assets as well as establish accountabilities during the closing of the Parish and Parish Operations, the following procedures and corresponding worksheets are required of a Parish during the closure process.

Please complete the all of the worksheets within 30 days of the announcement of the Parish closing. Please forward a copy of these worksheets to the Office of Financial Planning on the final page of these procedures.

A. MONTH(S) PRIOR TO CLOSE

BANK / INVESTMENT ACCOUNTS

1. Complete the listing of all Parish and Parish organization bank accounts, including investment and brokerage accounts, noting the name of the bank or investment institution, account number, account signer(s) and the current balance. (*Worksheet – 1 Bank Account Listing*)

Attach a copy of the latest bank statement(s) and corresponding monthly bank reconciliation.

Please indicate if funds in any of the listed bank accounts are restricted as to use by donor. Attach all documentation as to the restriction(s).

2. An attempt should be made to contact those individuals who have not cashed outstanding checks. Inform them that all Parish and associated organization accounts will be closed 30 days after the scheduled Parish closure date.

3. All Parish *non-restricted* savings, investment and associated organization accounts are to be closed. The balance of funds in these accounts is to be deposited in the Parish operating account. Documentation from the banking or investment institution as to the closure of your account must be retained. This will be reviewed by the Archdiocesan representative as part of the closure process.

BILL PAYMENT

4. **All bills must be paid to date whenever possible, prior to closing of the Parish.** Complete the listing of all outstanding (unpaid) bills (*to local vendors, religious orders, independent contractors, etc...*) as of the Archdiocesan announcement notifying Parishes of closure. (*Worksheet – 2 Unpaid Bills Listing*)

CONTRACTS / AGREEMENTS

5. Complete the listing for service contracts or agreements as of the Archdiocesan announcement notifying Parishes of closure. (*Worksheet – 3 Service Contracts/Agreements*) The service contract vendor should be notified in writing that the Parish will be closing. Arrangements need to be made with these service providers to discontinue service. The Parish must request confirmation from the vendor that service will be discontinued on the specified date. (A sample vendor notification letter is provided). *This would include your bulletin and/or envelope company, website host.*

The service contracts or agreements do not include your oil or gas company, alarm system, telephone lines for security/alarm system, water, landscaping company, snowplowing company or electricity services. These will be handled by the Facilities Department subsequent to closure.

A copy of each vendor notification letter is to be retained as part of the closure process. The confirmation notice from the vendor must be retained with the worksheet as part of the closure process.

6. Complete the listing of the equipment and/or vehicle(s) that the Parish is leasing and/or renting from a vendor as of the Archdiocesan announcement notifying Parishes of closure. (*Worksheet – 4 Lease and/or Rental Agreements*) The leasing or rental company should be notified in writing that the Parish is closing. Arrangements should be made with the lessor/rentor to terminate the agreement and return the equipment and/or vehicle. Additional costs may be incurred as a result of early termination, per the agreement. The Parish should request confirmation from the vendor that the lease agreement has been terminated and the return date of the equipment or vehicle. The license plate(s) for the Parish owned vehicle must be returned to the Registry of Motor Vehicles. A cancellation of registration certificate will be received. A copy must go the

Insurance Department at Chancery to initiate cancellation of insurance. (A sample leased equipment notification letter provided)

A copy of each leased equipment notification letter should be retained as part of the closure process. The confirmation notice from the vendor should be retained with the worksheet as part of the closure process.

7. Complete the listing of real estate that the Parish leases and/or rents to other organizations, for which a formal lease or rental agreement exists, as of the Archdiocesan announcement notifying Parishes of closure. (**Worksheet – 5 Lease/Rental Agreements of Parish Property**) The Real Estate Department at Chancery should be notified immediately of any such lease or rental agreements. The Real Estate Department will work with the Parish and organization regarding the lease or rental agreement.

The Parish may also have organizations that use the buildings for meetings or workshops without a formal agreement. Such as the Boy Scouts or Girl Scouts. (**Worksheet – 6 Organizations Using Parish Property**) These organizations must be notified in writing that the Parish is closing and the buildings will no longer be available for them to use as of the effective date of closure.

CHARGE ACCOUNTS

8. Complete the listing for charge accounts as of the Archdiocesan announcement notifying Parishes of closure. (**Worksheet – 7 Charge Accounts**) The balance on the charge account must be paid in full and the charge account closed, prior to the closing date of the Parish. Please retain a copy of the final statement showing the account is closed as part of the closure process. The Parish should request confirmation that the account will be closed on the specified date. *The confirmation notice should be retained with the worksheet as part of the closure process.*

MEMBERSHIPS / SUBSCRIPTIONS

9. Complete the listing for Parish memberships/subscriptions as of the Archdiocesan announcement notifying Parishes of closure. (**Worksheet – 7A Memberships / Subscriptions**) Notification needs to be sent to the vendor to cancel the membership and/or subscription prior to the closing date of the Parish. The Parish should request confirmation that the membership and/or subscription will be canceled on the specified date. *The confirmation notice should be retained with the worksheet as part of the closure process.*

CREDIT CARDS

10. Complete the listing for credit cards as of the Archdiocesan announcement notifying Parishes of closure. (**Worksheet – 8 Credit Cards**) The balance on the credit card account

must be paid in full and the credit card canceled prior to the closing date of the Parish. Please retain a copy of the final statement showing the account is closed as part of the closure process. The Parish should request confirmation that the credit card has been canceled. *The confirmation notice should be retained with the worksheet as part of the closure process.*

EMPLOYEES

11. Complete the listing of all Parish employees (individuals issued W-2 *Employees Wage & Tax Statement* forms and those unreported) currently working in the Parish. The listing details their names, address, date of hire, rate of pay, last day of work, accrued and unused vacation days, Social Security Number, hours worked per week, employee benefits, gross salary for the current calendar year. ***(Worksheet – 9 Employee Listing)***
Note: This worksheet will be used to calculate the employees' benefits. Ensure that all employees are listed.

(If the Parish is using QuickBooks to process payroll or an outside payroll service, reports can be used in lieu of completing the payroll worksheets provided, such as Employee Earnings Summary Report. Please add any missing information to this report.)

(The Parish must notify Intuit to terminate future payroll updates subsequent to the Parish closing date.)

12. Notification must be sent to the Benefits Office as to the last date of employment for all lay employees currently enrolled in the Health and Pension Plans.
13. For employees that are enrolled in a 403B plan, if they have been enrolled for less than 5 years, they should leave the funds in the 403B plan. Future contributions to the 403B plan will not be permitted. For those employees that have been enrolled for 5 years or more, the funds can remain in the 403B earning interest until retirement or withdrawn. When withdrawn the funds will be subject to tax.

For individuals who find employment in another non-profit company, and that company agrees, the funds can be automatically rolled over.

14. The Department of Revenue must be notified in writing of an employee whose wages are currently being garnished. The letter should notify the Department of Revenue that the Parish is closing and specify the employee's last date of employment. The letter must include the name of the Parish, name of the employee and the last four digits of the employee's social security number. The letter should be sent to the address or fax below.

A copy of the letter to the Department of Revenue is to be retained as part of the closure process. Please note that the severance payment will be subject to garnishment as required by the Department of Revenue.

DOR/CSE
Attn: Employer Group
PO Box 7057
Boston, MA 02204
Fax: (617) 887-7560

RELIGIOUS ORDER(S)

15. Complete the listing for all Religious Orders of sisters and brothers currently working in the Parish. *For Religious Orders with sisters or brothers who work less than full time will receive a pro-rated benefit. (Worksheet – 10 Religious Stipend for Severance)*
Note: This worksheet will be used to calculate the amount of severance to be paid to the respective religious community(s).

INVENTORY

16. All clergy residing in the Parish rectory following notification of the Parish closing must take a personal inventory. This needs to be completed prior to the buildings and sacred objects inventory by the Facilities Department. The representative from the Office of Financial Planning will review and catalogue the personal inventory under the supervision of the respective clergy. **(Worksheet – 11 Priest’s Personal Inventory)**
17. An inventory of all office and computer equipment with an estimated value of \$500 or more must be taken. The representative from the Office of Financial Planning will be on site to complete the inventory worksheets with Parish personnel, under the supervision of the Pastor. Inventory control #'s will be assigned to each inventory item in order to catalogue the equipment. **(Worksheet – 12 Inventory Parish Offices)**

Copies of the inventory sheet are to be distributed as follows:

- Original – Director of Financial Planning
- Copy – Facilities Department
- Copy – Office of Canonical Affairs
- Copy – Pastor

FINANCIAL RECORDS

18. Prepare the current books of accounts for review; cash receipt journal, check register, canceled checks, cash disbursement journal, general journal entry report, donor records, invoices and receipts.
19. Prepare a listing of all financial documents/records for the Parish for the last seven years (refer to record retention timetable). The financial information should be organized and boxed by fiscal year and clearly labeled. A listing of some of the financial documents/records has been provided. (**Worksheet – 13 Financial Records**) *A sample label for the boxes has been provided.*

A representative from the Office of Financial Planning will arrange to pick up the financial records for the past 7 years (including the current fiscal year).

20. During the month prior to the official closing date, key personnel and the Pastor should meet weekly to ensure that all the required information worksheets have been completed.
21. Should questions or issues arise regarding information contained in the worksheets, please fill out the contact person worksheet. (Worksheet – 14 Contact Person Listing)

B. WEEK OF CLOSING

BANK ACCOUNTS

1. New signature cards for the Parish Operating bank account and any restricted accounts must be prepared listing the Archdiocesan representative, as designated by the Chancellor, as the primary signatory on the account. A new Power of Attorney form will be sent to the Parish for this purpose. The bank signature card should be forwarded to the Treasury Management Office for signing. *(These should be the only bank accounts that remain open at the time of closure.)*
2. The address for the mailing of the monthly bank account statement must be changed to the Chancery address stated at the end of Section B.

UNPAID BILLS

3. Any remaining outstanding bills/invoices that cannot be paid by the Parish due to insufficient funds are to be forwarded to the Chancery address below.

FORWARDING OF MAIL

4. A change of address form must be completed at your local Post Office branch. All mail should be forwarded to the Chancery address below.

FINANCIAL REPORTING

5. The Parish Bookkeeper/Business Manager must prepare the final monthly financial report as of the last month of operation of the Parish, up to and including the date of closure as much as reasonably possible. The monthly financial report must be submitted to Parish Planning, Systems & Support.

PAYMENT OF EMPLOYEES

6. All employees must be paid up to the date of closure by the Parish. In addition, severance as per "Policy for Reductions in Force" and any accrued and unpaid vacation must be paid by the Parish on the employee's final day of work or last day of their contract, whichever is later. Every effort will be made to ensure payment within this time frame, provided the necessary information is received in a timely manner. The representative from the Office of Financial Planning will obtain the necessary information to calculate the amount of severance for each employee based on the guidelines of the "Policy for Reductions in Force" and the unused vacation. The payment will be prepared centrally using existing Parish accounts. The amount of severance for each employee will be provided to the Parish.

TAX FILINGS

7. Parish Bookkeeper/Business Manager must prepare the final Federal 941, *Employer's Quarterly Federal Tax Return* and State WR-1 *Employer's Quarterly Report on Wages Paid* forms. Make sure the "final" report box has been checked. For convenience, Chancery may contract with the existing Parish Bookkeeper/Business Manager to facilitate this process. This will not impact the benefits available through the "Policy for Reductions in Force".

A copy of the final Federal 941 and State WR-1 must be forwarded to the Director of Financial Planning at the address below. Please include verification that the appropriate tax payments have been made including EFT # (if applicable) and amount of payment.

8. The Parish Bookkeeper/Business Manager must prepare a Form W-2 (*employees Wage and Tax Statement*) for all employees. This would include all payroll checks issued by the Parish from January 1st to the date of closure. W-2 forms will be provided for the current calendar year. For convenience, Chancery may contract with the existing Parish Bookkeeper/Business Manager to facilitate this process. This will not impact the benefits available through the "Policy for Reductions in Force".

A copy of the W-2 Forms and W-3 Transmittal of Wage and Tax Statement Form must be forwarded to the Director of Financial Planning at the address below. Please include verification that the appropriate tax payments have been made including EFT # (if applicable) and amount of payment.

9. The Parish Bookkeeper/Business Manager must prepare Form 1099 Misc. (*Miscellaneous Income*) for all vendors and Independent Contractors where payments meet or exceed the \$600 Internal Revenue Service threshold. This would include all checks issued by the Parish from January 1st to the date of closure. 1099 Misc. Forms will be provided for the current calendar year.

(Worksheet – 15 Vendor Listing for 1099 Miscellaneous Forms & Worksheet -15A Vendor Check Listing for 1099 Miscellaneous Forms)

For convenience, Chancery may contract with the existing Parish Bookkeeper/Business Manager to facilitate this process. This will not impact the benefits available through the "Policy for Reductions in Force".

A copy of the 1099 Miscellaneous Forms and 1096 Annual Summary & Transmittal of US Information Returns Form must be forwarded to the Director of Financial Planning at the address below.

If a Parish has an outside payroll service it will be the responsibility of the payroll service to issue the final 941, WR-1, W-2 forms to employees and 1099 Miscellaneous Forms to vendors (where contracted to do so).

The payroll service must be notified of the Parish closing and that the payroll service is responsible to issue the W-2 and 1099 forms (where contracted to do so).

The payroll service provider must forward a copy of the W-2 forms, W-3 Transmittal of Wage and Tax Statement Form, 1099 Miscellaneous Forms and 1096 Annual Summary & Transmittal of US Information Returns Form to the address below.

Please include on the contact information sheet the payroll service used and the name of your contact at the payroll service.

PAYMENTS TO RELIGIOUS ORDER(S)

10. All Religious Orders must be paid up to the date of closure by the Parish. In addition, the Parish must pay severance as per “Policy for Reductions in Force”. The representative from the Office of Financial Planning will obtain the necessary information to calculate the amount of severance to the Religious Order for each religious sister or brother based on the guidelines of the “Policy for Reductions in Force”. The payment will be prepared centrally using existing Parish accounts. The amount of severance for each Religious Order will be provided to the Parish.

FINANCIAL SOFTWARE / DATA

11. If the Parish is using QuickBooks Financial Software, two complete system back-ups of each company file should be made on the date of closure and forwarded to the Director of Financial Planning at the address stated below.

FUNDRAISING / STATE LOTTERY COMMISSION

12. The Parish Bookkeeper/Business Manager must cancel the State Lottery permit(s). Any State Lottery filings due for fundraising events, including any State Lottery Tax owed must be filed and paid prior to the Parish closure date.
13. If the Parish has Bingo/Beano, the State Lottery Commission must be notified of the Parish closing and the termination of the Bingo/Beano. The State Lottery Commission will assist with the shut down of the Bingo/Beano.
14. Any fees due to 1000 Club or 500 Club members, Women’s Sodality, etc. should be distributed back to the members prior to the Parish closure date. Please provide a list of the members for each respective group, dues paid to date and the amount reimbursed back to the member.

The Parish should request a refund for the amount of tax paid to the State Lottery Commission on the fees distributed back to the members for the 1000 Club or 500 Club. Contact the Charitable Games department at (781) 849-5555 for assistance.

DONATIONS / CENSUS SOFTWARE

15. The Parish Bookkeeper/Business Manager should issue the appropriate tax receipts for Parishioner donations to the Parish up to the date of closure. A listing of all donations received up to the date of closure must be provided as part of the closure process. For those Parishes that use the census and donation software ParishSoft, please provide a back-up of your data, registration numbers and the original software and any subsequent installation CD(s).

Forwarding Chancery Address:

Archdiocese of Boston
Chancery Finance Office
C/O Office of Financial Planning - Parishes
2121 Commonwealth Avenue
Brighton, MA 02135-3193

Sample Letter to Vendors

Action Services
13 High Street
Brighton, MA 02135

To whom it may concern:

This letter is to notify you that effective <June 30, 2004> <St Dominic Parish>, 403 High Street, Brighton, Mass> will be closing. <St. Dominic> will no longer be receiving products/services from your company subsequent to the above effective closure date. Please close all established accounts for our parish with your company as of the effective date of closure.

Subsequent to the closure date of our parish, please forward any remaining outstanding invoices/bills to the address below:

Chancery Finance Office
C/O Office of Financial Planning - Parishes
2121 Commonwealth Avenue
Brighton, MA 02135-3193

Thank you for your time and attention to this matter. If you have any questions, please feel free to contact the parish.

Sincerely,

Reverend John Smith
Pastor

Sample Letter regarding Leases

Lease It Inc.
13 High Street
Brighton, MA 02135

To whom it may concern:

This letter is to notify you that effective <June 30, 2004> <St Dominic Parish, 403 High Street, Brighton, Mass> will be closing. Our parish currently leases a photocopier from your company account #_____. We request at this time to terminate our leasing arrangement for the photocopier due to our closing. We realize there may be some additional charges due to the early termination of our leasing arrangement. Upon receipt of this letter, please contact me regarding any additional fees and to arrange a time prior to our closing date when the photocopier can be picked up by your company.

Subsequent to the closure date of <St. Dominic> parish, please forward any correspondence and/or remaining outstanding invoices/bills to the address below:

Chancery Finance Office
C/O Office of Financial Planning - Parishes
2121 Commonwealth Avenue
Brighton, MA 02135-3193

Thank you for your time and attention to this matter. If you have any questions, please feel free to contact the parish.

Sincerely,

Reverend John Smith
Pastor

Finance Worksheets

[Here](#) is a link to worksheets which you can use if you have Microsoft Excel. If for some reason you can't open this link, the file is stored on the CD as **Finance Worksheets.xls**

Tab 22 – Parish Cemeteries

For questions on this section contact Rob Visconti at 1-888-919-7926 or by e-mail – Rob_Visconti @ RCAB.Org.

As soon as possible, but in no event more than two weeks after the date of announcement, the pastor of a closing parish with a cemetery will assemble those members of the parish staff familiar with cemetery operations, and meet with Rob Visconti, Executive Director of the Archdiocesan Cemetery Association and representatives from his staff. The meeting should be no more than one hour in length. Its purpose will be to provide the Cemetery Association with an initial understanding of the cemetery and of the parish's local pricing and burial procedures.

After the meeting, Mr. Visconti will assign members of his staff to remain and review the burial records, maps, documentation etc. Assistance from the Pastor's staff will be required.

Mr. Visconti will arrange for packing and shipping of all relevant records to the Malden Headquarters of the Archdiocesan Cemetery Association. He will also work with the Pastor to attempt to preserve employment, where possible, for any parish personnel fully dedicated to cemetery operations.

Given the sensitive nature of the cemetery operations with respect to burial needs, every effort will be made to ensure a smooth transition of operating responsibility. If the Pastor finds it helpful, operating responsibility for the cemetery can be passed to the Cemetery Association before the final Mass.

As soon as possible after the closing the Archbishop will transfer title to the real estate, the burial equipment and all Perpetual Care Funds to The Archdiocesan Cemetery Association. Independent experts will be used to determine the adequacy of the Perpetual Care Fund and the value of the remaining unsold inventory.

If the value of the aggregate unsold inventory plus the aggregate transferred Perpetual Care Funds is less than the experts calculation of required Perpetual Care Funds, the difference will be paid over to the Cemetery Association by the Archdiocese. If the aggregated unsold inventory value plus the aggregate transferred Perpetual Care Funds are greater than the experts calculation of the required Perpetual Care Funds, the Cemetery Association will pay over the difference to the Archdiocese as the lots are sold.

Tab 23 – Building Issues Including Sacred and Profane Objects

Sacred Objects Belonging to a Parish

Within thirty (30) days of the announcement of a Parish closure an inventory of Sacred objects will be conducted by three people. The team will include a representative of the Facilities Management Department who will label, inventory and photograph each Sacred object, the Pastor or Administrator of the Parish, and Father Brian Mahoney or his designee. Father Mahoney or his designee will be the final authority on which items are considered Sacred. The Facilities personnel will label each Sacred item with a Red label having both the parish number and a sequence number. He or she will then photograph the item. The contact for Facilities Management Department is Peter Silva at 617-746-5671 or Robert Cassidy at 617-746-5638.

All Sacred Items are to remain in the Church until after the final Mass unless the objects are part of the Final Ceremony of Transfer (Tab 10). As soon as feasible after the final Mass, but no later than the Friday following the last Mass, the Facilities Management Team will meet with the Pastor/Administrator to review the above noted inventory and to change the church door locks. At that point the Pastor/Administrator responsibility for the inventory ends.

All Sacred objects, that are not the personal property of the Parish priests, will be disposed in the following manner:

1. For a two-week period following the closure, Pastors from welcoming Parishes will be allowed to remove Sacred items for use in their own Parishes. The removal must be coordinated with the Properties Office and be completed within the first two weeks. All costs related to the removal will be paid by the Parish taking the various Sacred objects.
2. For a two-week period immediately following the period reserved for welcoming Parishes, all other Pastors of the Archdiocese will be allowed to remove, at the expense of their Parish, any remaining Sacred objects from the closed Parish. The removal must be coordinated with the Properties Office and be completed within a two-week period. All costs related to the removal will be the responsibility of the Parish who is taking the Sacred objects.
3. For a sixty (60) day period beginning thirty (30) days after Parish closure the Properties Department will aggressively market any remaining Sacred objects to bona fide resellers, bona fide re-users and salvage firms. Father Mark O'Connell will verify the credentials of all potential purchasers prior to the conclusion of any transaction. The Rogers Law Firm will provide appropriate documentation for any salvagers to ensure that only proper salvage criteria are followed. Those criteria will be provided by Father Mark O'Connell.

4. Any Sacred goods inventory remaining in the parish after ninety (90) days will be reviewed by the Director of Properties, Father Brian Mahoney and the Chancellor. They will decide whether to destroy those objects on site, sell them in bulk for resale or salvage, or put them in storage for re-sale. If they are stored for re-sale the Properties Department will continue to market them. The entire storage inventory and Marketing plan for all Sacred items will be reviewed quarterly by the Director of Properties, Father Brian Mahoney and the Chancellor.

Personal Property – Non-Sacred Objects – Non-Office Equipment

Immediately following each Sacred goods inventory process, the Pastor/Administrator and the representative of the Facilities Management Department will be joined by a person knowledgeable in art and antiques and will inventory all of the personal property of the parish (except office equipment, which will be inventoried as part of the financial closing process and Sacred items). The contact for Facilities Management is Peter Silva, at 617-746-5671 or Robert Cassidy at 617-746-5638.

Only items expected by the inventory team to have a market value of \$500 or greater will be inventoried. Each item will be marked with a green sticker indicating its sequence number and parish number. The Facilities Management representative will also photograph each item and record its description.

Those items identified by the art and antiques person as worth taking to auction will be marked separately with an orange tag including parish number and sequence number, inventoried and photographed. The Properties Department will make arrangements to have those items removed from the property promptly and establish procedures for their assignment to auctioneers for sale. The Rogers Law Firm will provide appropriate documentation between RCAB and the auctioneer firm.

The valuable antiques will be sold by reputable auctioneers who will identify, as part of their advertising, the source of the items. Those auctions will be advertised in the Parish bulletin of both the closing Parish and the respective welcoming Parish.

The Real Estate Department will be responsible for the sale of all green tagged items (those over \$500 in value and not sent to auction). The method of disposition will be established on a case by case basis by the Real Estate Department with approval of the Director of Properties.

The remaining personal property of the Parish may be sold or given away by the Pastor/Administrator at his discretion. Records will be kept by the Pastor of any sales and the proceeds of those sales will be deposited in the Parish operating account. The Properties Department will liquidate for salvage any remaining items.

Facilities Management & Real Estate Issues

As we move forward with the consolidation process, this section will be handled by a Facilities Management Team with advice from the Pastor/Administrator and staff to provide for a process that is as seamless as possible.

The staff for both Facilities Management & Real Estate are available to assist each of you during this process. Key contacts are as follows:

For Section I:

Peter Silva, Director of Facilities, 617-746-5671, psilva@rcab.org
Robert Cassidy, Asst. Director, 617-746-5638, bcassidy@rcab.org

For Section B:

Dudley Mulcahy, Manager Real Estate, 617-746-5785,
dmulcahy@rcab.org
Richard McManus, Real Estate, 617-746-5713,
Richard_McManus@rcab.org
Joseph Verna, Real Estate, 617-746-5787,
Joe_Verna@rcab.org

Section I, BUILDING ISSUES

Once notification is given for a closing, the Pastor/Administrator will be contacted by a Facilities Management Transition Team to set up a meeting with the Pastor, his Business Manager and Maintenance person, to discuss particulars of the parish buildings and to assist them in preparing the facility for closing. The following is a list of items that the Team will be addressing and is furnished hereafter for information. The Pastors/Administrators and staffs role is advisory as they will have very valuable information that will be helpful as part of the process. As an example items in “italics” are areas where input would be invaluable. It is expected that the meeting should take no more than a morning or afternoon and will be scheduled at the Pastors/Administrators convenience.

GENERAL BUILDING

A. Windows

1. Closed and Secured
2. Protected/Need Protection

3. Stained Glass

- a. *Valuable stained glass?*
- b. *Records/history of glass?*
- c. Protected
- d. Size
- e. Pictures
- f. *"In memory of" and documented*
- g. Re-usable

B. Doors (including storm)

1. Secured (exterior)
2. *Doors alarmed to local or alarm company*

C. Fire Protection

1. Smoke/heater alarms
2. Where?
3. Connected to electrical system
4. *Tied to local fire department*
5. *Tied to alarm company (who)*
6. Sprinkler system installed
7. Sprinkler system wet or dry
8. Sprinkler system to remain on?
9. Emergency exit signs on electrical system?

D. Utilities

1. Water system to be left on?
2. Feed boiler system
3. Drain toilets/ sinks and add antifreeze
4. Feed for sprinkler
5. Gas shut off-utility notified
6. Propane shut off –utility notified
7. Oil shut off-utility notified
8. Utilities left operating-automatic delivery and checking schedule

E. Grounds

1. Arrangements for snow removal
2. Arrangements for lawn maintenance
3. Arrangements for maintenance of exterior lights

F. Security

1. All doors re-keyed to common key systems
2. List of personnel with key

G. Organ/Piano

1. *Pipe organ*
2. *Electronic organ*
3. *Piano-manual/electrical*

H. Appliances/Office Equipment

1. List items
2. Operational

ELECTRICAL

A. Essential circuits

B. Non-essential circuits

C. Lighting for safety

D. Remote security

MECHANICAL

A. Heating System

1. Fuel (oil, gas, electric)
2. Type (hot water, steam, hot air)
3. Remaining on (Yes/No)
4. Thermostats set at 45-50 degrees
5. Automatic delivery system (Yes/No)
6. Water feed to system On/Off
7. Schedule for checking and Maintaining
8. Zone valves checked and operational
9. Alarms connected – local /remote
10. Service contract for cleaning

B. Air Conditioning System

1. Type – water, cooled air
2. Air handling system that also furnishes hot
3. Dampers secured
4. Intake covered
5. Exhaust covered (not to boiler room)

PLUMBING AND WATER

- A. Domestic supply on/off
- B. Toilets/sinks drained and antifreeze added
- C. Flood alarms installed/needed
- D. Sprinkler system connected
- E. Maintenance contract for system monitoring
- F. Alarms for sprinkler system
- G. Exterior spigots off and drained

Section II, REAL ESTATE ISSUES

Once the parish doors are closed, the former Church and other buildings will become the responsibility of the Archdiocese. The Archdiocesan Real Estate department will need to obtain information to help market the property. To aid them in their work the following is a list of items that will aid them in their work. Some of these items will sound repetitive, but it will be most helpful if the parish can supply both the Facilities and Real Estate department with the relevant information.

LEASES

- A. Are there lease agreements in place?
- B. Please provide a copy of the lease.
- C. Please provide rental payment history for 2 years.
- D. What are tenant obligations regarding utility payments, repairs, maintenance, snowplowing, grounds maintenance, and security?
- E. Did the parish have shared use of the leased areas?
- F. Are there any persons living in a house or building owned by the parish who does not have a lease.

OCCUPANCIES OTHER THAN LEASES:

- A. Are there users of the property other than parish programs, i.e. AA, Scouts, voting, food pantry, clothing collection, etc?
- B. Are there any materials or supplies on site owned by these groups? Please specify?
- C. Is the parking lot used for any other purpose but parish parking? If so, please specify.
- D. For any users of the property, please provide details of use, contact persons with telephone numbers, and any written agreements made about use of property.

PROPERTY INFORMATION:

- A. Please provide materials in your possession concerning: 1. Building architectural plans, 2. Plot, or property plans, 3. Deeds.
- B. Name of each parish building, and its legal address, as recognized by the municipal authorities.
- C. Please provide the names and contact information of those people most familiar with the operation of the parish property.
- D. Are there any unresolved disputes or issues with abutters about fences, property lines, parking rights or any similar items?

General Description of activity

- A. General Building
 - 1. General
 - a. It is important to secure the building to the greatest extent possible. As such all windows should be closed and locked. If they cannot be locked, a locking mechanism should be installed or the window sash nailed closed. Storm windows, if available, should also be closed.
 - b. Any safety or protective glass installed should not be in disrepair. If it is, it should be replaced.
 - c. Stained glass may be standard colored glass or it may be an expensive art piece. Based on your knowledge and any records, is it valuable glass? Is it protected with plexi glass, safety glass, etc.? Does it need to be protected? Is it in memory of someone and who that person(s) is (are).

2. Security

- a. The doors like the windows need to be secured, including any storm doors.
- b. If there is an alarm system it should be determined what it does (does it alarm locally or to a remote location)? Is it needed when a building is closed? What is the combination to turn it off?

3. Fire Protection

- a. Smoke/fire detectors in the building.
- b. It is helpful if where they are, is identified, i.e.: sacristy, nathe, boiler room, etc.
- c. Are they battery operated or tied to an electrical system?
- d. Does the alarm directly notify fire department?
- e. Does the alarm go to a remote location such as Atlas Alarm Co.?
- f. Is there a sprinkler system in the building?
- g. If there is, is it a wet or dry system and is it tied to a fire alarm panel?
- h. If a sprinkler system exists, determination must be made as to whether it remains on or not. In most cases, it should remain on. This will require the alarms and water to remain in operation.
- i. Are there electrically operated exit signs? If so, these will need to remain on.

4. Utilities:

- a. Determination needs to be made if water system is to remain on.
- b. If heat is to remain on, the boiler feed is critical. In fact, this may be the only item that the water will continue to feed, other than a sprinkler system.
- c. All toilets and sinks should be drained and 2 pints of antifreeze installed in each to avoid freeze up on the traps and bowls.
- d. If a sprinkler system exists the feed for water should be able to be left on without other water systems.
- e. Phone lines, except alarms, shall be disconnected by notifying utilities.
- f. Cable lines for TV's should be disconnected and utility notified.
- g. Telephone lines for faxes should be disconnected and utility notified.
- h. Internet lines should be disconnected and utility notified.
- i. Gas service should be shut off unless it provides fuel for heating system and it has been determined that the heat will remain on. Hot water heater should be shut off - both electrically and at the water fuel valve.
- j. If propane is in use it should be disconnected and utility notified unless it is the source of fuel for heat and it has been determined that the heat will remain on.
- k. Oil is shut off and deliveries stopped unless oil is the source of fuel for heat and it has been determined to maintain heat on.

1. Utilities left operating shall have automatic delivery service established and should be part of routine maintenance check. If it is necessary, low heat alarms should be installed to alert of a freezing possibility.
5. Grounds
 - a. Arrangements need to be set up for snow removal that is site specific.
 - b. Arrangements need to be set up for outside cleaning of area, mowing, and hedge clipping. If exterior lights to remain in service maintenance for replacements needs to be addressed.
6. Security
 - a. All exterior doors need to be re-keyed and limit who has them.
 - b. List of all who have new key kept.
7. Organ/Piano
 - a. If pipe organ, is it in working condition? Is it valuable and worth moving to be used elsewhere or sold. Provide whatever information is available on the organ.
 - b. Electronic organ – is it in good working condition? Is it valuable and worth moving to be used elsewhere or sold. Provide whatever information available.
 - c. Pianos/organs that are manual. Are they in good working order? How many are there? Are they worth saving for reuse elsewhere or to be sold? Provide any information you have on them.
8. Appliances/Office Equipment
 - a. Refrigerators, freezers, TV's, VCR's, DVD's, Xerox machines, fax machines, other copiers, furniture, etc., should be listed with size, make and condition. Many will be able to be reused elsewhere or sold.
 - b. If the appliance or piece of equipment is not in operational condition it should be discarded.

B. Electrical

1. Essential circuits – circuits such as sump pumps, heater, alarms, emergency lighting, dehumidifiers, A/C, fire protection equipment should be left on.
2. Non-essential circuits such as main lighting, narthex lighting, font water circulators, unused equipment, etc., should be left on.
3. Lighting needed for safety, such as in the boiler room, stairway, exterior, etc., should have their circuits left on so when switch activated they will go on.
4. Any circuit that provides for security of the building should be left on.

C. Mechanical

1. Heating
 - a. Is heating system oil? gas? electric? etc.
 - b. What type of heating system is installed? i.e. hot, water, steam, air?

- c. Will heat remain on or off?
 - d. If on, thermostats should be set between 50 & 55 degrees.
 - e. If left on need to set up automatic delivery for oil or propane.
 - f. Is water feed to remain on or off?
 - g. Develop schedule for maintenance and checking.
 - h. If heat is to remain on, zone valves should be checked and kept operational.
 - i. If heat alarms are in place they must be maintained. If not, alarms should be addressed.
 - j. A service contract to maintain heating plant should be entered into.
2. Air conditioning
- a. Type – cool water, cool air.
 - b. Is it part of the heating system and provides both heat and air conditioning.
 - c. All dampers should be secured if system not used?
 - d. Intake damper should be closed or covered if systems not in use.
 - e. A/C not used, the exhaust damper for boiler room should still not be covered.

D. Plumbing & Water

1. Turn off domestic supply unless water is required for heat system or sprinklers.
2. Toilets and sinks drained and antifreeze added as noted above.
3. Maintain any flood alarms; sump pumps or dehumidifiers in use.
4. Maintain sprinkler system unless otherwise directed.
5. Maintain service contract for visual inspection and routine maintenance.
6. Maintain sprinkler alarms.
7. Turn off exterior spigots.

Tab 24 – Risk Management and Insurance

Insurance Issues

Overview

The Archdiocese of Boston Risk and Insurance Program provides a full range of property and liability protection, as well as risk management services, to our parishes and schools. With each Parish closing, there will come a change in risk, just as there will be a change in risk at any Welcoming Parish. In order to effectively manage these new risks and their associated costs, it is necessary for both closing and welcoming parishes to maintain open communication with this office, providing the information necessary for us to determine appropriate levels of protection, while we provide information relative to procedures.

The information needed to continue protection and meet the needs of the welcoming parishes are divided between those procedures and information for closing parishes, and those for welcoming parish. The primary lines of protection are:

- Parish Property –** providing protection for building damage due to fire, windstorm, etc. ***This coverage will continue unless, or until property ownership changes.***
- Liability -** providing protection (defense and indemnification) from injury or property damage negligence claims made by third parties. ***Claims made coverage, such as professional liability, employment practices liability and sexual misconduct liability will cease upon termination of parish or school operations. Coverage will continue for premises liability only unless, or until ownership changes, at which time it will terminate.***
- Inland Marine -** providing protection for particular “scheduled” property, such as computer equipment, leased equipment, artwork, valuable articles, etc.. ***This coverage will cease with closure or lease termination, or will transfer to new parish or school.***
- Boiler & Machinery -** provides protection for the parish boilers, generators, air conditioning systems. ***This coverage will continue unless or until ownership changes.***
- Automobile -** provides physical damage and liability protection for all ***Parish owned vehicles. This coverage will cease upon cancellation of registration, or will transfer to new parish.***

Workers' Compensation - provides protection for employees injured while in the course of their employment. ***This coverage will cease with final termination of operations and employee lay off.***

There are forms for two (2) groups, the Parishes, and Facilities Management/Real Estate, and should be self-explanatory. In the event any are not clear, or if additional clarification or information is needed, please contact this office at 617-746-5745.

Completed forms must be returned to:

The Archdiocese of Boston
Office of Risk Management and Insurance
Attn: Joanmarie Considine
2121 Commonwealth Ave.
Brighton, MA 02135 **Or faxed to: 617-746-5421**

Schedule of Risk and Insurance Forms

1. Closing Parish Building Schedule and Checklist – Facilities / Real Estate
Form RM-CB01
2. Closing Parish Summary and Contact Form – Facilities / Real Estate
Form RM-CP02
3. Closing Parish Procedures, Summary, and Contact Form - Parish
Form RM-CP01
4. Closing Parish School Summary and Contact Form - Parish
Form RM-CP03

Office of Risk Management and Insurance

Closing Parish Building Schedule and Checklist

Parish _____ Number _____
City/Town _____

Scheduled Date of Closure _____

Building Schedule

SRT = Sold/Retained/Transfer

(Receiving Parish #)

Date	Closed Building		If transferred	Assigned to New parish #	If yes RE Broker
	Checklist				
	Complete Church (Address)	S/R/T			
	_____	Y/ N	_____	_____	_____
	Rectory (Address)	S/R/T			
	_____	Y/ N	_____	_____	_____
	Parish Hall (Address)	S/R/T			
	_____	Y/ N	_____	_____	_____
	School (Address)	S/R/T			
	_____	Y/ N	_____	_____	_____
	Convent (Address)	S/R/T			
	_____	Y/ N	_____	_____	_____
	Other (Address)				

_____ S/R/T _____
Y/N

Other (Address) _____ S/R/T _____
Y/N

Office of Risk Management and Insurance

Closing Parish Summary and Contact Form

Parish _____ Number _____
City/Town _____

Scheduled Date of Closure _____

Building Schedule Complete _____ Number of Buildings for Sale _____

Alarm Systems Functioning _____ All entry locks changed to unique key _____

Heating System Operating - Y / N Plumbing systems drained - Y / N
If yes, name of fuel supplier _____ Phone _____
Automatic Delivery – Y / N Certificate of Insurance on file with R.E. _____ Facilities _____

Low Temperature Alarm System Installed _____ Active _____

Security fencing installed - Y / N

Parking lots – posted / secure / gated

All High Value Articles Removed _____ If transferred, new parish location _____
New parish # _____

If Building and grounds management has been completely transferred –
assigned to: _____

Contact name _____ Phone _____ Phone _____

Vendor's Certificate of Insurance on file with Real Estate _____ Facilities Mgmt. _____

If not a complete transfer, please note what aspects will remain the responsibility of RCAB, and
contact name(s) and phone numbers for each.

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Facilities Management Department Contact _____ Phone _____

Real Estate Department Contact _____ Phone _____

Form RM-CP02

To be completed by Real Estate / Facilities

Closing Parish Summary and Contact Form

PARISH

Parish Name: _____ Parish Unit

Address: _____

City/State/Zip: _____

Does the Parish have a School: _____ Is the School Closing _____ If yes, give the
Estimated date of closing _____



Contact Information - In the event of a claim or questions relative to the operation of the business please provide names and home phone numbers for the following:

	<u>Name</u>	<u>Phone Numbers</u>	
Pastor:			
Custodian:			
Business Manager:			



Inland Marine Schedule for Leased Equipment

Type of Equipment	Model Number	<u>Cancelled/Retained/Transferred</u>	Transferred To (location & address)



PARISH OWNED VEHICLES (please list all vehicles and if the vehicle is being transferred please give the location and address)

Make/Model	Year	VIN #	Sold/Retained /Transferred	Transferred To: (Location & address)



Inventory – Please list any high value items (i.e., Computers, Fine Arts, etc.)

Description	Value	<u>Cancelled/Retained/Transferred</u>	Transferred To (location & address)

Are there any pending claims _____ if yes, please give type (i.e., Property, Liability, Auto, Boiler) and description of claim(s) pending:

Are there any pending claims against third party _____ if yes, please give type, description, Third Party name or insurer, address and contact information:

Is the Church Fire Alarm System in good working order? _____ Yes _____ No

Are any other buildings alarmed _____ if yes please provide the following information:

Building	Alarm Company	Contact Person	Phone Number

Form Completed

By: _____ Title _____ Date _____

Signature: _____

Closing School Summary and Contact Form

SCHOOL

School Name: _____ Parish Unit # _____

Address: _____

City/State/Zip: _____

Please indicate the Number of Teachers: _____ Number of Students _____ Welcoming School (if any) Name and location _____



Contact Information - In the event of a claim or questions relative to the operation of the business please provide names and home phone numbers for the following:

	<u>Name</u>	<u>Phone Numbers</u>	
Principal:			
Custodian:			
Business Manager:			



Inland Marine Schedule for Leased Equipment

Type of Equipment	Model Number	<u>Cancelled/Retained/Transferred</u>	Transferred To (location & address)



SCHOOL OWNED VEHICLES (If not included on Parish Schedule, please list all vehicles and if the vehicle is being transferred please give the location and address)

Make/Model	Year	VIN #	Sold/Retained /Transferred	Transferred To: (Location & address)



Inventory – Please list any high value items (i.e., Computers, Fine Arts, etc.)

Description	Value	<u>Cancelled/Retained/Transferred</u>	Transferred To (location & address)

Are there any pending claims _____ if yes, please give type (i.e., Property, Liability, Auto, Boiler) and description of claim(s) pending:

Are there any pending claims against third party _____ if yes, please give type, description, Third Party name or insurer, address and contact information:

Is the School Fire Alarm System in good working order? _____ Yes _____ No

Are any other buildings alarmed _____ if yes please provide the following information:

Building	Alarm Company	Contact Person	Phone Number

Tab 25 – Archives

ARCHDIOCESAN ARCHIVES & RECORDS MANAGEMENT

Robert Johnson-Lally, Archivist

617-746-5795

e-mail: robert_johnson_lally@rcab.org

Margaret Gonsalves, Associate Archivist

617-746-5796

e-mail: margaret_gonsalves@rcab.org

The following information details procedures for placing parish records in the Archdiocesan Archives in the event of a parish closing. These instructions should enable you and your staff to accomplish the transfer of records from parish to archives with a minimum of difficulty and uncertainty. Moreover, you will actively contribute towards preserving the historical memory of the parish. ***Please remember that parish records are the property of the Archdiocese of Boston and may only be placed with a repository designated by Archdiocesan authorities.***

The Archives staff can offer you assistance at every stage of this task and stands ready to provide whatever help you may require in order to facilitate this process. We will be available for consultation regarding the records themselves and also to advise on the logistics of packing and moving. If necessary, we will make onsite visits to confer with parish staff on the best methods of completing this undertaking. If questions remain, please contact the Archivist or Associate Archivist whose contact information is noted at the top of this section.

The Records

As you can see from the accompanying outline, the Archives acquires a comprehensive range of parish records. These extend from such vital documents as sacramental records, marriage envelopes and census records to the administrative, financial, property, and organizational records as well as memorabilia, parish publications and photographs. Some of these records are essential, all are important in documenting the history of the parish and its community. Every parish will not have all the records enumerated in the outline, but please send what you have. None of the records should be considered worthless or uninteresting. They were created for a purpose, and it is the Archives mission to document that purpose whether it be sacramental, pastoral, or administrative.

Sacramental records and supporting documents are the parish vital records. Through them the sacramental life of the parish is documented. Currently the Archives holds sacramental records from over 175 parishes. Use is closely monitored and they receive such preservation treatment as becomes necessary. In considering sacramental records for transfer to the Archives, we ask that you send all **pre-1930** records

including baptism, marriage, first communion, confirmation, sick call registers as well as death and burial records. In addition we also ask you to supply us with marriage envelopes and any other supporting documents. Those who require sacramental records from your parish can be accommodated as Archives staff can issue certificates for sacramental and official reasons. The destination of **post-1930** sacramental records will be decided in a different manner. Your regional bishop will address this issue on a parish-by-parish basis; records will come either to the Archives or to the welcoming parish. If these records do come to the Archives, they are to be transferred in the same manner as pre-1930 records; no access other than for official purposes will be granted until the records are more than seventy years old.

In addition to sacramental records the administrative, financial, organizational and historical records including parish bulletins and other publications all provide complete documentation of parish life. Correspondence, minutes of meetings, reports, financial records, photographs, property records and all the other types of material listed in the accompanying outline ensure that the history of the parish can be reconstructed. So please be inclusive rather than exclusive in this process. Err on the side of too much rather than too little. Do not purge records of “boring” or “uninteresting” material. This is a decision that will be made by the archivists. When in doubt include it or consult with the Archivist. ***Note: Before sending financial records and human resource records to the Archives, please check with Archdiocesan Finance and Human Resources Departments.***

Procedures for Packing and Transferring Records

The following guidelines will expedite the packing and transfer of records. Additional advantages include enhanced access to records and greater ease of records management.

Sacramental Records

Each volume of sacramental records must be identified. Identifiers should include the parish, the sacrament, and the span dates of each volume. Such information can be penciled on the flyleaf or on a clean slip of paper inserted into the volume. Marriage envelopes should be boxed with identifying labels including parish, dates, and other information necessary to provide easy access.

Administrative, Financial, Organizational and Other Records

When packing these records use the boxes supplied. As you place records in the boxes, respect the order – or disorder – of your files. Pack records according to your own filing system. Once again, please do not attempt to cull from your files “uninteresting” items. Records should be transferred as you have created and maintained them.

Once records have been packed in boxes prepare an inventory for each box. Use your folder titles in creating the inventory and enclose a copy in each box. Label all boxes with the name of the parish, contents, and dates of records enclosed. If you enclose photographs, please try to identify the photos by date, event or subject.

What happens to the records when they arrive at the Archives? They are accessioned, which means in archival parlance that they are registered as having been acquired by the Archives. Eventually they will be appraised for historical, legal, fiscal and administrative value. Records will then be arranged and described, catalogued and, where appropriate, made available for research. The Archives has an access policy that ensures that confidential and sensitive material does not become open for research until such time as sensitivity is no longer an issue. In some cases records will remain confidential and will be available only to those with a need and right to see them. Also bear in mind that there is a canonical component that informs access and use policies.

Relics

For disposition of any relics that do not get transferred to the welcoming parish, contact the Archives.

Records Management

All records do not have permanent value. By applying accepted records management procedures and retention schedules the Archives staff will determine the ultimate disposition of records. Many of the record types enumerated in the outline are of permanent value. Others will be disposed of according to retention schedules. Rather than add this step to the transferal process we ask that you send your files intact to the Archives where staff will make these decisions based on appraisal, retention practices and, where necessary, further consultation. These procedures will be applied uniformly and no records of permanent value will be destroyed.

Consultation with Archivist

The Archivists on staff at the Archdiocesan Archives are a resource for you to use. If you or any of your staff have questions about records, the transfer process or anything records-related, please feel free to contact us. If you wish an onsite visit, that can be arranged as well. This is going to be a busy and trying time, and we in the Archives will provide whatever assistance we can in order to make this process easier for you.

ARCHIVES/RECORDS

Records to be sent to Archives

A. Administrative Records

1. Annual Reports
2. Appointments, Canonical
3. Articles of Incorporation
4. Census Records
5. Correspondence, Routine
6. Correspondence, Official (may include policy administrative matters, diocesan directives, etc.)
7. History File (may include historical sketches, clippings, etc.)
8. Inventories (filing system)
9. Inventories (property)
10. Personal Papers: Pastors/Parochial Vicars (may include correspondence, homilies, notes, diaries, etc.)
11. Volunteer Files

B. Boards, Commissions, Councils and Committees

1. Constitutions/By-laws of all parish organizations, boards, councils and committees.
2. Finance Council
 - a. Agendas
 - b. Minutes
 - c. Correspondence
 - d. Member lists
 - e. Reports (annual and financial)
3. Pastoral Council
 - a. Agendas
 - b. Minutes
 - c. Correspondence
 - d. Member lists
 - e. Reports (annual and financial)
4. Other organizations
 - a. Agendas
 - b. Minutes
 - c. Correspondence
 - d. Member lists

- e. Reports (annual and financial)

C. Financial Records (Please check with Finance before sending these records to Archives)

- 1. Audit Reports
- 2. Accounts Payable (includes paid bills)
- 3. Accounts Receivable
- 4. Bank Deposits
- 5. Charitable Gaming Records
- 6. Charitable Gaming Permits
- 7. Check Registers/stubs
- 8. Contributions/Donations
- 9. General Ledger
- 10. Journal Entries
- 11. Payroll Journal
- 12. Tax Exemption (parish)
- 13. Tax Forms

D. Memorabilia/Historical

- 1. Pamphlets
- 2. Programs
- 3. Scrapbooks
- 4. Photographs
- 5. Parish Histories
- 6. Recordings/oral histories
- 7. Contents of time capsules

E. Personnel Records (Please check with Human Resources before sending these records to Archives)

- 1. Employee files
- 2. Immigration and Naturalization I-9
- 3. Performance Evaluations
- 4. Short term disability
- 5. Time cards
- 6. Worker's Compensation payments
- 7. W-4

F. Property Records

- 1. Architectural Drawings/Specifications
- 2. Construction Files
- 3. Deeds
- 4. Leases

G. Publications

1. Bulletins (including old pulpit announcements)
2. Parish Directory
3. Parish History

H. Sacramental Records

1. All **pre – 1930** sacramental registers (including sick call, death and burial)
2. Marriage envelopes
3. All other sacramental supporting documents
4. Destination of **post-1930** registers to be determined by Regional Bishop

Guidelines for transfer of Records to Archives

A. Pack Records in Boxes

1. Boxes will be supplied
2. Respect original order (or disorder) of records
3. Do not try to separate “important” from “unimportant” records
4. Prepare inventory for each box and enclose in the box
5. Label boxes: parish, contents, dates of records
6. Try to identify subjects of photographs: people, events, dates, etc.
7. Identify each volume of sacramental records

B. Contact Archdiocesan Archivist

1. At any point in process, please contact Archdiocesan Archivist
2. Will provide help, guidance, instruction or consultation, and serve as general resource for any archives/records related issues
3. Archivist will make onsite visits on request

