

Table of Contents

Sacramental Life of the Parish.....	3
Prayerful Reflection—Sacramental Life of the Parish	4
Sacramental Life	5
Sacramental Celebrations.....	7
Sacramental Ministries.....	9
Music as Part of Liturgy	11
Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education	13
Prayerful Reflection—Evangelization, Catechesis and Catholic Schools	14
Evangelization.....	15
Catechesis	17
Catholic Schools	18
Stewardship and Justice	21
Prayerful Reflection—Stewardship and Justice.....	22
Time, Talent and Treasure	23
Social Justice, Advocacy and Outreach	25
Effective Administration.....	28
Prayerful Reflection—Effective Administration	29
Financial Stability	32
Diminished Number of Priests.....	34
Geographic Proximity	35
Parish Staff.....	37

DIOCESE OF SAGINAW

Parish Evaluation of Criteria for Planning

Sacramental Life of the Parish

- Eucharist as Source and Summit of Life
- Sacramental Celebrations and Devotional Practices
- Parishioners Well Trained
- Music is Seen as in Integral Part of Liturgy

The Christian faithful are those who have been incorporated in Christ through baptism and, thus, constituted as the people of God. As sharers in Christ's priestly, prophetic and royal office in their own manner, they are called to exercise the mission which God has entrusted to the Church. The Christian is called to fulfill the mission in the world, according to each one's state in life. (Canon 204)

Basic to the mission is the spiritual foundation of each Christian. The individual Christian finds oneself in a parish community where that person is nourished, supported, and formed especially by the Eucharist. These elements are found in prayer and worship, as well as in the formation for discipleship which takes place in communion with other parishioners, the Diocese of Saginaw and the universal Church. The spirituality of communion is reflected in a leadership style that promotes co-responsibility in mission and is respectful of the contributions of all.

As you evaluate your parish, please consider the use of the word parish to include support for schools as well as all parish ministries.

Name of your parish: **St. Joseph Parish** City: **Saginaw**

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Name of your cohort parish: **St. Mary's Cathedral** City: **Saginaw**

Name of your cohort parish: **St. Christopher** City: **Bridgeport**

Prayerful Reflection—Sacramental Life of the Parish

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in the future. Each parish is an expression of the mission and ministry of Jesus. We gather to further his mission and to continue to prepare for the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind us of God's presence.

Planning is about seeing. It is about seeing all the good we have done. It is about seeing how God's grace has been present in our lives and in our parish. Read and reflect on the following Gospel passage:

“When they arrived at Bethsaida, they brought to him a blind man and begged him to touch him. He took the blind man by the hand and led him outside the village. Putting spittle on his eyes he laid his hands on him and asked, ‘Do you see anything?’
Looking up he replied, ‘I see people looking like trees and walking.’
Then he laid hands on his eyes a second time and he saw clearly; his sight was restored and he could see everything distinctly.
Then he sent him home and said, ‘Do not even go into the village.’” (Mark 8:22-26)

Bishop Cistone reflects in his Pastoral Letter, *A Future Full of Hope*, in the section, Bishop, What is our Vision

“Everything we do must be through, with and in Jesus Christ. Nothing could be more personal than one's faith. Nevertheless, our journey to the kingdom must be in communion with one another – as the Body of Christ, the Church - with Christ as our Head. It is in the Church that we are baptized and become members of the body of Christ, the People of God. It is in the church that we hear God's word proclaimed and fleshed-out for our personal reflection and transformation. It is in the Church that Christ sanctifies us in the grace of the Sacraments, especially the Eucharist, which nourishes us for this journey to heavenly glory.”

For reflection and sharing: Choose one or two questions which particularly speak to you.

1. On your faith journey when were you blind to God's presence? As you look back when were you most aware of God's presence? Who or what helped you to see?
2. What role has the parish community played in your faith journey? When have you felt most connected to others on your journey?
3. What do you think are the core values of your parish community?
4. What collaborative projects have happened in your parish?

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

5. What do you think are the “blind spots” in your parish?
6. What three hopes do you have for your parish in the future?
7. What gifts do you bring to your parish community?

Pray the Lord’s Prayer.

Write any notes you want to keep from your reflection and sharing.

Sacramental Life

Criterion 1	Present Activity	1=going strong 2=adequate 3=needs help 4=let’s begin	Notes for Planning
The Eucharist is the source and summit of the life and mission of the parish			
Indicators: a. Eucharist and all sacraments are celebrated with prayerfulness and according to Liturgical Law, and Diocesan directives.	St. Joseph's Parish celebrates the Eucharist on a regular basis with a Mass six days out of the week. We celebrate baptism within the mass, RCIA and anointing of the sick. We follow the dictates of the Diocese. Publications regarding diocesan directives and liturgical laws are received and reviewed on a regular basis and followed closely.	2	N/A
b. Homilies speak to the lives of the people.	Our Pastor delivers homilies that are inspirational and focus on scripture. He speaks to the parishioners so that they can easily identify with the topic and remain engaged with the message he delivers.	1	N/A
c. All sacramental celebrations involve well prepared	We offer regular training for sacramental ministers on an as-	2	None

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

sacramental ministers.	needed basis. We strive to offer more training on a regular basis at the direction of the Worship Committee.		
d. The people have been prepared for the changes in The New Roman Missal.	St. Joseph's parish has been actively preparing the parish for the changes since the summer of 2011. We have provided printed material and guidance during newly affected portion of the English mass.	1	St. Joseph's parish will continue to provide guidance during Mass and possibly prepare printed materials in large print for those who need it.
e. Parents are involved in quality theological and sound sacramental preparation programs that speak to the needs of today's families.	Parents are strongly encouraged to participate in the sacramental preparation for their children, but the dedication is not as strong as it should be. We provide children's liturgical services.	3	We will continue to encourage parents to participate in sacramental preparation for their children and help them remain active members of the church after sacraments are received.

Sacramental Celebrations

Criterion 2 Sacramental celebrations and devotional practices reflect the cultural heritage of the people assembled.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The Sacrament of Penance is encouraged with adequate times available.	Penance is available on an as needed basis. The priest is available by appointments or on each Saturday.	1	We will continue to ask our parishioners to keep the sacrament of penance.
b. Anointing of the Sick is celebrated communally and when requested individually.	Anointing of the sick is available upon request. A healing Mass is also offered.	1	None
c. RCIA is the formation experience for those adults seeking the Sacraments of Initiation.	We have a very strong core team of committed individuals who provide instruction and guidance to RCIA candidates. The core team has undergone specialized training and remains very dedicated.	1	None
d. Enriching sacramental preparation is available for all sacraments.	All candidates are well prepared with catechism, RCIA, migrant sacramental preparation and faith formation.	1	None
e. Various forms of devotional prayer are fostered in your parish, which reflect the cultural heritage of the assembly.		1	None

Planning Tomorrow's Parishes - Diocese of Saginaw
Parish Evaluation of Criteria – Long Form

f. Funerals are celebrated with compassion and understanding.	Evangelization is strong at funeral masses.	1	None
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Sacramental Ministries

Criterion 3 Parishioners are well trained for sacramental ministries.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Ministers of hospitality are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	Ministers of Hospitality have regular meetings and conduct training sessions. We have a strong team of dedicated Hospitality Ministers.	2	None
b. Ministers of the Word (Lectors) are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	Regular meetings are conducted with training and opportunities for volunteers	2	None
c. Ministers of the Eucharist are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	Ministers of the Eucharist meet throughout the year for training and lessons in decorum and reverence.	2	None
d. Sacristans are trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	Sacristan receives pastoral training	2	None
e. The Environment Committee is trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	The Environment Committee works throughout the year to make the building a beautiful and welcoming place for parishioners and guests. Decor is appropriate	2	None

Planning Tomorrow's Parishes - Diocese of Saginaw
Parish Evaluation of Criteria – Long Form

	according to the church calendar and season.		
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Music as Part of Liturgy

Criterion 4 Music is seen as an integral part of liturgy and all music ministers are well formed by trained musical ability and the liturgical norms of the Church.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Music is valued as a vital Liturgical ministry as indicated by the quality of music leaders.	St. Joseph's Parish currently has a musical liturgist who is proficient in providing bilingual music and leading the accompanying choir for Mass on Saturday and Sunday and all other sacramental celebrations such as weddings, funerals and other celebrations on an as needed basis. (There is no music at Daily Mass).	2	We hope to provide additional liturgical background training for the musical minister and choir members.
b. Cantors are well trained and regularly receive opportunities to grow in their understanding of the power and value of Liturgy.	At the present time, St. Joseph's Parish does not have Cantors. Our musical minister fills this role	2	We always welcome the opportunity for parishioners to share their talent with us. Additional training and practice is needed. We may also provide monthly training sessions for the musical ministers.
c. Music is selected that is seasonally appropriate and varied to correspond to the themes of the liturgical readings.	Our musical director is fundamental in selecting music that is seasonally appropriate.	2	
d. The Assembly is prepared for liturgical	Our musical director encourages	2	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

<p>music and encouraged to contribute in song to liturgical worship.</p>	<p>participation in all liturgical worship. Printed materials are available at each Saturday/Sunday Mass in both English and Spanish. New songs are introduced as needed.</p>		
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DIOCESE OF SAGINAW

Parish Evaluation of Criteria for Planning

Evangelization, Catechesis, Catholic Schools and Lifelong Religious Education

- Evangelization
- Catechetical Formation
- Catholic School Education
- Vocational Awareness

Evangelization according to Pope Paul VI is the reason the Church exists. The purpose of the Church is to bring the good news of Jesus Christ, what he stood for, what he did, what he empowered us to do for all humanity. Programs of lifelong education and catechetical formation based on the Catholic faith and teaching, including sacramental preparation and Catholic schools, shall be available through cooperative efforts between and among parishes.

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Prayerful Reflection—Evangelization, Catechesis and Catholic Schools

We are on a faith journey as we begin to plan how we will reflect the mission of Jesus Christ in education and formation. Each parish is an expression of the mission and ministry of Jesus through its education and formation programs and activities as well as its evangelization efforts. We gather to further his mission and to continue to build the reign of God on earth.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind us of God's presence.

Evangelization, catechesis and Catholic schools are essential parish ministries. Jesus, particularly in Matthew's Gospel, is the teacher *par excellence*. Listen as the Gospel is proclaimed:

“When he saw the crowds, he went up the mountain, and after he had sat down, his disciples came to him.

He began to teach them, saying:

‘Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.”

(Matthew 5:1-10)

Bishop Cistone reflects in his Pastoral Letter, *A Future Full of Hope*, in the section, A New Bishop for the Diocese of Saginaw:

“I believe that Catholic education – from cradle to grave – is critical to our mission as an evangelizing Church. Unless we know our faith and Him whom we serve, Jesus Christ, we cannot live or celebrate faith effectively. Evangelization begins with our own knowledge and understanding of God. To be an evangelizing community, we must know Jesus Christ, the center of our lives, His will for us and for others.”

For reflection and sharing: Choose several questions which appeal to you for sharing.

1. How does your parish educate and form the community to live out the beatitudes?
2. How does it educate and form children and adults at various stages of their faith life journey?
3. How does your parish demonstrate that it values lifelong faith formation and education?

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

4. What gifts do you contribute to your parish's faith formation and education programs and processes?
5. How is your parish an evangelizing parish?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Evangelization

Criterion 5 Evangelization is recognized as the essential aspect of the life and mission of the Church.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Parish leadership and membership are formed in a vision of evangelization based on Church teachings.	The leadership and the people in various positions have been formed throughout their lives. There is curriculum for students from Kindergarten to adulthood.	3	More training and diversity is needed for parish leadership and membership.
b. The parish encourages racial and ethnic harmony and appreciation of differences within the parish and beyond.	We are proud to call ourselves the Rainbow Parish because of our ethnic diversity. Racial and ethnic harmony is strongly encouraged in our parish. We must be willing to accept change and deal with problems because it opens up the lines of communication for our members.	2	We will continue to keep the lines of communication open to promptly address any issues or concerns from our members.
c. Newcomers are welcomed and incorporated into parish life.	Visitors and new comers are occasionally asked to identify themselves at mass. We have a sign in book for visitors, guests from out of town, and new	1	We plan to do a church census and encourage all individuals over the age of 18 to sign up as members. We plan to have welcoming

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

	members.		committees formed and help established families welcome new families on a weekly basis.
d. Efforts are made to reach out to the alienated, inactive and unchurched.	Residents in the immediate area are invited to all church activities. Our new church was built in the same location of the east side in Saginaw even when given the opportunity to move. The youth group serves meals to the homeless at St. Paul's	2	Target new possible members for people who normally don't attend our church when they are here for funerals, baptisms, weddings, etc. We will consider offering our building for those in the community that don't have adequate space. Possibly joining or participating in anti-violence rallies, etc.
e. The parish sees itself as an evangelizing parish—spreading the Gospel message in all aspects of parish life.	We have jail and prison ministry, Cursillo groups, prayer groups and some homebound ministry.	3	We need to find more individuals who are willing to make the commitment for outbound/homebound ministries.

Catechesis

Criterion 6 The parish provides excellent lifelong catechetical formation, including but not limited to family catechesis, youth and young adult ministry and adult formation.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. A comprehensive well-integrated Catholic catechetical plan exists which provides opportunities for all adults, including the elderly, to continually learn about their faith and integrate it into life.	RCIA for adults, family catechesis and catechism for children, Cursillos, La Ultreya, bible study and other educational opportunities are available for all parishioners.	3	We would like to start regular bible studies and grief ministry for adults.
b. Children and youth of all ages are provided with high quality programs with trained catechists and youth leaders.	Catechism and religious education is offered to all children. Teachers are trained. All adults are certified in Virtus training.	2	None
c. Adequate funds, resources, staff, on-going training and appropriate space are allocated to implement catechetical plans.	We currently have funds, resources, staff and training for catechesis. Appropriate space is allocated to implement catechetical plans	2	None
d. Catechetical programs are rooted in the teachings of the Church and evaluated on a regular basis for conformity to the Catholic Catechism.	We follow the scope and sequence of materials used by the United States Catholic Bishops.	2	None

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

e. Parents are helped to teach their children the Catholic faith and values.	We are trying very much to encourage parents to teach their children the Catholic faith and values. Our youth group is very active and is for grades 7 through 12, with separate groups for junior high school and high school students	3	Difficult economic times are a factor in participation, however we can offer emergency assistance on an as needed basis for those families that have transportation issues.
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Catholic Schools

Criterion 7	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
The parish actively encourages and supports diocesan Catholic schools in their operation and mission.			
Indicators: a. Our parish supports Catholic School Education.	We strongly encourage our parish families to send children to Catholic schools for education. Our current CSA Assessment is \$20,000.00	1	None
b. The Catholic school(s) our children attend are accredited and all teachers are certified to teach religion.	Teachers must be certified to teach	1	None
c. Service learning is incorporated into the curriculum.	N/A	N/A	
d. Catholic values and the teachings of the Church are found throughout the curriculum.	More classes should be available to discourage bullying and teach students to be kinder to each other.	N/A	
e. Parents are involved in	N/A (We do not have a	N/A	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

the school and support it financially.	school associated with our parish)		
f. Families are encouraged to send their children to Catholic Schools.	We strongly encourage our parish families to send children to Catholic schools for education.	2	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

Criterion 8 Formation and education in vocational awareness is an integral part of all catechetical programs.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Education for vocation awareness is an integral part of the catechetical programs and parochial school curriculum and helps young people discern their vocation.	Vocational awareness is strongly encouraged by our parish.	3	
b. A special emphasis is placed on inviting men to consider a vocation to priesthood and men and women a vocation to religious life or lay ministry.	We have bulletin boards with information available for young men to consider priesthood. We have standing invitations to any parishioners who want to join religious lay life or lay ministries.	2	
c. Adults are invited to and given opportunities for training in the diaconate and lay ministry.	Our lay ministry is strong and the diaconate is in transition.	2	We'd like to promote this more and we've had some parishioners make application for lay ministry.
d. Participation in programs promoting the discernment of gifts to lay ministry are encouraged.	We promote gifts every year. We had out printed information and print in the bulletins.	3	

DIOCESE OF SAGINAW

Parish Evaluation of Criteria for Planning

Stewardship and Justice

- Time, Talent and Treasure
- Social Justice Advocacy and Outreach
- Comprehensive View of Stewardship

“The Church’s social doctrine is an integral part of her evangelizing ministry.”
(Compendium of the Social Doctrine of the Church, no. 66)

“The Church's social doctrine ‘is itself a valid instrument of evangelization’ and is born of the always new meeting of the Gospel message and social life. Understood in this way, this social doctrine is a distinctive way for the Church to carry out her ministry of the Word and her prophetic role. ‘In effect, to teach and to spread her social doctrine pertains to the Church's evangelizing mission and is an essential part of the Christian message, since this doctrine points out the direct consequences of that message in the life of society and situates daily work and struggles for justice in the context of bearing witness to Christ the Savior’ .”

(Compendium of the Social Doctrine of the Church, no. 67)

Part of the stewardship activity of the parish reflects the need to encourage the faithful to work for justice based on Catholic Social Teachings. This includes offering direct service to those in need, working for respect life, attempting to eliminate the causes of poverty and living by the values of the Gospel.

Advocacy is another component of building a more just world. Advocating with other religious groups to elected officials for just laws can be a powerful and successful ecumenical effort to alleviate issues affecting the marginalized and poor.

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Prayerful Reflection—Stewardship and Justice

Service and justice are constitutive elements of the Gospel. It is impossible to be a disciple without reaching out to others and thus preparing for the reign of God. On our faith journey we come across many needs of the human community and many ways to meet those needs. As a parish, how do we embrace a discipleship of service?

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death and resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind all of God's presence.

Serving God involves serving one's neighbor. As we begin to evaluate how we reflect the Gospel mandate to serve, let us listen to the Word of God:

“Then the king will say to those on his right, 'Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.'

Then the righteous will answer him and say, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink?' When did we see you a stranger and welcome you, or naked and clothe you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'” (Matthew 25:34-38; 40)

Bishop Cistone reflects in his Pastoral Letter, *A Future Full of Hope*, in the section entitled, Stewardship:

“Stewardship is about a change of heart. It is a way of life and the work of a lifetime. The Church refers to the four pillars of stewardship: hospitality, prayer, formation and service. The most successful evangelization taking place today is in parishes, which have worked long and hard to help people understand the true concept of stewardship and giftedness, and which provide an atmosphere where everyone feels welcome and needed. Stewardship is about time, talent, and treasure.”

For reflection and sharing: (Choose one or two questions to share your reflections with your small group.)

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

1. On your faith journey when have you seen needs and responded to them? Describe the situation?
2. What role has your parish community played in helping you to serve others?
3. What collaborative projects have you done in service of others?
4. What are three hopes that you have related to being a servant parish?
5. How familiar are you with Catholic social teachings?
6. How have you gotten involved in Respect Life issues?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Time, Talent and Treasure

Criterion 9 Parishioners are educated and formed in stewardship where all disciples share their time, talent and treasure.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. All catechetical programs integrate social justice and stewardship.	We strive to teach our parishioners to give their gifts to God by planned giving. We have a good outreach program here for gifts and donations. The programs are strong, the volunteers are very dedicated.	2	We plan to start activities for the children and youth of the church to get involved in giving of their treasure to others.
b. The parish has an active stewardship committee.	We do a lot of stewardship. The youth have clothing drives and serve meals at St. Paul's Episcopal Church. The Women's club performs work for Habitat for Humanity. All groups raise funds for the parish and other needed groups. There's no real stewardship committee because all the groups just do	3	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

	things that are targeted by their group.		
c. Parishioners volunteer their time to be involved in parish mission	The parish has lots of activities for people that are in need such as Thanksgiving Meals for shut ins, Family Giving Trees at Christmas.	1	We can always use more volunteers and we must advocate, ask for help and be more proactive.
d. Parishioners use their talents for the building up of the Church and the world in light of the Reign of God	We strive to teach our parishioners to give their gifts to God by planned giving. We have a good outreach program here for gifts and donations. The programs are strong, the volunteers are very dedicated.	2	
e. The parish has programs where all are expected to share their talents and insights such as activities for families, separated, divorced, single parents, widowed, etc.	At the present time, we do not have any specific programs targeting families comprised of separated, divorced, single or widowed individuals	3	We plan to do more for blended families who are experiencing issues in life with non-traditionally structured families, especially with step-parenting.

Social Justice, Advocacy and Outreach

Criterion 10 Social justice, advocacy and outreach programs are well integrated into parish life.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. An organized program of instruction in social teaching has been implemented to discuss issues in light of Catholic Social Teaching.	We currently do not have any organized programs regarding social teachings.	3	
b. The parish has outreach programs to assist people who are poor and marginalized.	Our current geographic location gives us the opportunity to reach out to the surrounding neighborhood because we are in an area where people are in need. We provide assistance for parishoners and non parishioners alike.	2	We will continue to provide assistance where needed as long as we are able to do so.
c. Parishioners are trained to take part in advocacy at the state and local level especially in regard to all justice and all respect life issues.	We make every effort to send out youth groups to the Right For Life conferences in Washington, D.C., however the number of participants is down due to the economy. We also try to participate in the National Catholic Youth Conference if we are able to secure scholarships for the students to attend.	3	

Comprehensive View of Stewardship

Criterion 11 Being good stewards of all God's gifts and contributing to and participating in activities of the larger Church are embodied in parish life.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. Opportunities to understand that stewardship has the power to shape and mold our understanding of our lives and the way in which we live are provided on an on-going basis to all parishioners.	We must understand that everything comes from God. We were born because God allowed it. We were educated because God allowed it. Stewardship should be explained so that people understand and acknowledge that all gifts come from God.	2	Our Pastor continues to teach about planned giving and tithing.
b. Parishioners are given opportunities to learn more about respecting and caring for all creation with a special emphasis on respecting human life in all stages from conception to natural death.	We regularly offer prayers of intercession during mass for the ill, the homebound, and support the campaign to end capital punishment and abortion.	2	
c. Parishioners are encouraged to see their work as a way to prepare for the reign of God on earth.	Homilies are used to encourage people to prepare for the reign of God.	2	
d. Parishioners understand that they have gifts from God to use in building up the Church through sharing their talents.	We strive to teach our parishioners to give their gifts to God by planned giving. We have a good outreach program here for gifts	2	

Planning Tomorrow's Parishes - Diocese of Saginaw
Parish Evaluation of Criteria – Long Form

	and donations. The programs are strong, the volunteers are very dedicated.		
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DIOCESE OF SAGINAW

Parish Evaluation of Criteria for Planning

Effective Administration

- Parish Leadership
- Financial Stability
- Diminished Number of Priests
- Geographic Proximity and Mass attendance
- Adequate Staff and Adequate Facilities

The life of the parish is supported by its leadership as it plans for the future. The parish community's commitment of time, talent and treasure shall ensure proper and just fiscal administration, business, personnel and property management in response to it. It is important that the Finance Council, the Pastor and Pastoral Staff, and the Parish Pastoral Council maintain a collaborative relationship. These areas of leadership must take responsibility for being effective in responding to the needs of parishioners.

As you evaluate your parish, please consider the use of the word parish to include support for Catholic schools, as well as all parish ministries.

Name of your parish: **St. Joseph Parish** City: **Saginaw**

Names of other parishes in cohort to which your Parish belongs:

Name of your cohort parish: **Holy Family** City: **Saginaw**

Name of your cohort parish: **St. Anthony of Padua** City: **Saginaw**

Name of your cohort parish: **SS. Casmir & George** City: **Saginaw**

Name of your cohort parish: **SS. Simon & Jude** City: **Saginaw**

Name of your cohort parish: **St. Mary's Cathedral** City: **Saginaw**

Name of your cohort parish: **St. Christopher** City: **Bridgeport**

Prayerful Reflection—Effective Administration

The parish administrative function and structures serve the mission of the parish. One can have many wonderful ideas about mission, witness, and service but unless there is a way to make it work, the ideas are just that, ideas. Parishes that effectively witness to the Gospel are well organized and empower ministers to be people of Word, Worship and Service. The ministry of administration is essential to effective parishes.

Begin the session by inviting each person to bless him or herself, making the Sign of the Cross with the Holy Water at the table.

We gather in the name of Christ. We remember his life, death, resurrection and his sending the Spirit to be with us until the end of time.

Light a candle near the Crucifix and Bible to remind all of God's presence.

In the Acts of the Apostles we read that as the community grew, the original disciples realized that they need help in serving all the needs of the community, so they chose seven more people to serve. Listen as the reading from Acts is proclaimed.

“At that time, as the number of disciples continued to grow, the Hellenists complained against the Hebrews because their widows were being neglected in the daily distribution. So the Twelve called together the community of the disciples and said, "It is not right for us to neglect the word of God to serve at table. Brothers, select from among you seven reputable men, filled with the Spirit and wisdom, whom we shall appoint to this task, whereas we shall devote ourselves to prayer and to the ministry of the word.” (Acts 6:1-4)

Bishop Cistone reflects in his Pastoral Letter, *A Future Full of Hope*, concludes,

“And so, my dear friends of Saginaw, **HERE WE GO!** Here we begin, together, a new chapter in the life of this wonderful Diocese. Nourished by the Eucharist, and through the intercession of our Patroness, Mary of the Assumption, may we be faithful servants of the Master and have the courage and faith to **Do whatever He tells us!**”

For reflection and sharing: Choose one or two questions to share with your group.

1. When have you been asked to serve because the needs of the community were increasing?
2. What talents do you have for administration?
3. What gifts might you be able to contribute to the running of the parish?
4. What core values do you think those involved in administration should have?
5. Name three essential qualities you think someone who contributes in any way to the administration of a parish should have?

Pray the Lord's Prayer.

Write any notes you want to keep from your reflection and sharing.

Effective Leadership

Criterion 12 The pastor or pastoral administrator, staff, parish pastoral councils and finance councils exert effective leadership that embodies stewardship and points to the future.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The staff and councils pray together.	Staff attends daily mass together	3	We plan to have days of reflection for the staff to experience together.
b. Pastoral leadership encourages the fullest possible collaboration of clergy, religious and laity in their common mission.	We encourage lay ministry. Leadership must administrate all of the groups so that they are all part of the parish without micromanagement from the pastor. We encourage them to back their own leadership by empowering positive methods of leadership.	1	
c. The councils reflect the particular population of the parish.	Our current councils include the Mens Group, Ladies Group, Damas de Guadalupe, and the Isadoras. The Knights of Peter Claver are currently on hiatus.	1	
d. The pastoral staff is trained and well qualified to provide the service they are hired to do and the staff receives on-going education and formation.	The staff is trained and provides as much service as possible within their time limits. The staff also attends Diocesan training as much as possible.	1	
e. The councils receive on-going formation.	The worship commission is very	2	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

	<p>strong and on task. They get much of their information from the Diocese. Other parish councils may be well advised to take training as offered.</p>		
<p>f. The parish pastoral council evaluates and responds to the needs of the parish.</p>	<p>All meetings for the parish and finance committees are open to all members of the parish. Everyone is welcome to attend and encouraged to be an active part of church events.</p>	2	

Financial Stability

Criterion 13 The parish is financially stable and exercises good stewardship of its resources.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish has a well operating finance council with a financial plan in place.	We have a Finance Committee that meets on a regular basis and all meetings are open the all parishioners. Deacon Jim Damitio, an Accounting Professor at Central Michigan University, is our Financial Advisor and was appointed by the Diocese.	2	
b. The parish is able to pay its debts within a reasonable time.	We are presently paying our debts within a reasonable time.	2	
c. The parish has met its diocesan financial obligations.	We struggle with the school assessments but we strive to meet that responsibility as quickly as we can. We pay the current obligations and make every effort to pay the past due debts.	2	
d. The parish is not overly dependent on special fundraising activities.	Fundraising is a significant part of our way of life but the parishioners continue to provide support for the parish through special fundraising activities	2	
e. Parish priorities are reflected in financial decisions.	We are fiscally responsible and do the best we can with what we have.	1	
f. The parish ensures	We are fiscally	2	

Planning Tomorrow's Parishes - Diocese of Saginaw
 Parish Evaluation of Criteria – Long Form

proper fiscal administration, business management and maintenance.	responsible with our money however, budgeting is an ongoing process and concern.		
g. The focus of the Finance Council is on stewardship of resources in both managing costs and developing revenue.	We have a lot of people that donate their time and treasure to our parish.	2	
h.			

Diminished Number of Priests

<p>Criterion 14</p> <p>In its planning, the parish takes into account the diminished number of priests.</p>	<p>Present Activity</p>	<p>1=going strong 2=adequate 3=needs help 4=let's begin</p>	<p>Notes for Planning</p>
<p>Indicators:</p> <p>a. The parish is supporting the pastor or sacramental minister and is not making unreasonable demands on him for his time and for sacramental ministry.</p>	<p>We try to maintain a regular schedule and not burden our pastor with unreasonable demands. Our pastor gets a lot of support from the staff, lay ministers and volunteers.</p>	<p>2</p>	
<p>b. The parish is studying the parish models for the future and will work generously with its cohort to suggest a model, which takes into account the diminished number of priests, even if this means it might consolidate with another parish.</p>	<p>We must be open to the possibilities of Deacons and Pastors and pastoral administrators to work with the Cohorts</p>	<p>2</p>	
<p>c. The parish is training and/or hiring lay people to help with some of the parish services and activities, including business management and administration.</p>	<p>There is a moratorium on hiring. Presently, everyone on staff is a lay person and we have a strong base of volunteers that cover all parish services and activities, including business management and administration. We have commissioned lay ministers but no one currently enrolled in a program.</p>	<p>2</p>	

Geographic Proximity

Criterion 15 The parish is taking into account its geographic proximity to other parishes and its Mass attendance when it plans for the future.	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish has shared pastoral programs with near-by parishes.	We have made offers to other parishes to share pastoral programs and received no response. We have worked with St. Mary's Cathedral with our youth groups and religious education.	3	
b. The parish has shared liturgies with a neighboring parish.	We share liturgies with other parishes during the Novena to the Virgen de Guadalupe, and we've done vicariate by going to other parishes during different times of the year.	2	
c. The parish has worked to jointly schedule weekend Masses with neighboring parishes.	We continue to provide seasonal vicariate events.	2	
d. Parishioners share programs and festivals which bring them socially together.	We have many programs, festivals, social events, that strive a strong social gathering.	2	
e. Parishioners and parish leaders are examining geographic distances as they plan for the future.	St. Joseph's is a magnet church that attracts people from all areas in Saginaw County. Our plans for the future include the other parishes that are within the same vicinities and driving distances.	3	

Planning Tomorrow's Parishes: Diocese of Saginaw
Parish Evaluation of Criteria– Long Form

Parish Staff

Criterion 16 The parish has adequate and well-trained and compensated staff as well as appropriate and well maintained facilities to carry out its mission	Present Activity	1=going strong 2=adequate 3=needs help 4=let's begin	Notes for Planning
Indicators: a. The parish has hired well qualified professional staff to carry out its mission in all aspects of pastoral care.	Our current staff has over 70 years of combined experience. We have dozens of regular volunteers for office work and building maintenance and grounds keeping	2	
b. Non-paid people are well-trained to be successful providers of services in the parish.	We have a very strong team of volunteers that cover every aspect of parish life: Catechists, secretaries, grounds keepers, building maintenance and all of the various councils.	1	
c. The parish has adequate space for offices, for liturgy, meeting areas for various size groups, catechesis, parish gatherings and needed places for other ministries and forms of pastoral care.	Our church has a capacity of 550 with an additional allowable capacity of 150 in the Narthex. The church hall has a capacity of 265 and the educational center has room for up to 80 and has four (4) classrooms.	2	
d. The parish buildings have been evaluated by qualified engineers and deemed to be structurally sound now and in the foreseeable future and are handicapped	The MCC (Michigan Catholic Conference) came and performed an inspection /audit in the fall of 2011. (A copy of the report is on file). We have a new building without a	2	

Planning Tomorrow's Parishes: Diocese of Saginaw
 Parish Evaluation of Criteria– Long Form

<p>accessible.</p>	<p>single step or stairway ensuring handicap access in every part of the church. There are security alarms on all three (3) buildings on the compound. Additionally, there is a metal roof on the church which would defray any possible expenses associated with the repair and/or maintenance of a non-metal structure.</p>		
<p>e. The parish grounds and buildings are well maintained and there is a plan in place for on-going maintenance “replacements”.</p>	<p>The maintenance staff routinely inspects the buildings on the compound for any potential issues so that they may be addressed before it turns into an expensive repair.</p>	<p>2</p>	