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***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# ROLE OF COHORT CORE TEAM

**WHO MAKES UP THE COHORT CORE TEAM?**

The Cohort Core Team is made up of the individual Parish Core Team members (Pastor and four other members) who are part of the cohort.

**WHAT IS THE ROLE OF THE COHORT CORE TEAM?**

The role of the Cohort Core Team includes the following:

1. To share significant findings from the Parish Planning Form (Blue)
2. To share and reflect upon the findings on the Parish Summary Report (Pink)
3. To share and discuss the implications of the data found on the Data Verification Forms (Yellow)
4. To be responsible for discussing and discerning the Cohort Planning Form (Green Sheets)
5. To come to consensus and be responsible for submitting the Cohort Suggestion regarding the preferred Models for the future. (Green Sheet found on Page 19 of this section) so that your cohort has time to prepare your suggestion. This form and the other significant materials need to be submitted to the Archdiocesan Planning Commission. (May 2016)
6. To ensure regular communication about the progress of the work of the Cohort with all parishes involved.
7. To respond to the Archdiocesan Planning Commission’s Preliminary Recommendation for your Cohort on the response form (Violet Sheet found on Page 21 in this section of the Guide) (September 12, 2016)
8. To ensure implementation of the Bishop’s Directives regarding the future.

**WHAT IS THE ROLE OF THE COHORT CORE TEAM CHAIR?**

The role of the Cohort Core Team Chair includes the following:

1. Schedule meetings.
2. Ensure that there is a working agenda.
3. Convene the group and lead prayer or ask someone to be prayer leader.
4. Act as a communication link with the other chairs of the parish core committees.
5. Keep the group on task.
6. Form subcommittees, if appropriate, and assign certain tasks or parts of the Cohort Planning form (green sheets) to be drafted by them for review by the whole Cohort Core Team.
7. Ensure that the group accomplishes its task according to the timeline.
8. Be sure that there is good communication between subcommittees and the Cohort Committee as a whole.
9. Work with your Reid Group consultant to schedule facilitators and to review an early draft of your Cohort Suggestion and of your Response Form.
10. Work for consensus on the Suggestion for the Model to be given to the Archdiocesan Planning Commission.
11. Reconvene the Cohort Core Team when the Archdiocesan Planning Commission sends its Preliminary Recommendation. Enable the Cohort Core Team to create the response requested which will go to the Archdiocesan Planning Commission (Violet sheet in this section.)
12. Ensure that there is an implementation plan in place after the Archbishop approves the work of the Archdiocesan Planning Commission.

**WHAT IS THE ROLE OF THE COHORT CORE TEAM SECRETARY?**

The role of the Cohort Core Team Secretary includes the following:

1. Keeps notes or minutes from each meeting and distributes them appropriately.
2. Ensures that there is on-going communication with all the parishes in the Cohort.
3. Keeps track of the Cohort documents and Ensures that all those needed are submitted to the ***Connected in the Spirit:*** Archdiocesan Planning Commission and an early **draft of it is sent to your Reid Group Consultant at least 10 days prior to the due date. (May 15, 2016)**
4. Ensures that the Cohort Response is submitted to the Archdiocesan Planning Commission**.**  Please submit an early draft of the Response to your Reid Group Consultant **at least 10 days prior to due date (September 12, 2016).** .

**WHO CAN ASSIST US IN THE *CONNECTED IN THE SPIRIT*:PASTORAL PLANNING PROCESS?**

A designated consultant from The Reid Group will be available to work with you throughout the process. The consultant is accessible by phone or email for assistance. Parish Facilitators who live or work in the Archdiocese of Indianapolis will also be on hand to assist you. They have expertise in helping to prepare agendas, facilitate meetings and aid with follow-up questions or concerns. Please discuss with your consultant from The Reid Group the support you need and he or she will make every effort to get you assistance.

**Archdiocese of Indianapolis**

# COHORT PLANNING FORM

**In Preparation for Making a Suggestion for a Future Model**

To work as a Cohort you will need:

1. Each Parish’s Planning Form of the Criteria (at least one copy so a representative can speak from it.)
2. Each Parish’s Data Verification Forms (one copy for each member of the Cohort Team)
3. Each Parish’s “Parish Summary” (one copy for each member of the Cohort Team)
4. One copy of this document for each member of the Cohort Team.

Please use the pages which follow to:

1. Gather in prayer, reflection and faith sharing using one of the readings which will be proclaimed at next Sunday’s liturgy.
2. Evaluate your Cohort’s experience of the criteria related to:
	* Sacramental Life of the Parish
	* Evangelization, Catechesis and Catholic Schools
	* Stewardship and Justice
	* Effective Administration
3. Plan for a cooperative opportunity with your Cohort parishes by suggesting a parish model for your future.

This work will be the basis for your suggestion to be developed for the Archdiocesan Planning Commission.

Name of your parish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of your Cohort parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of your Cohort parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of your Cohort parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARCHDIOCESE OF INDIANAPOLIS**

**COHORT PLANNING**

**SACRAMENTAL LIFE OF THE PARISH**

**Name of Cohort Parishes**

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COHORT PLANNING**

**SACRAMENTAL LIFE OF THE PARISH**

**Current Reality**

1. Discuss among the Cohort parishes the present activity, strengths and concerns related to **Criteria # 1, 2, and 3 of Sacramental Life of the Parish** which each parish evaluated. Significant discussion points included:
2. What key things struck you from looking at the present reality?
3. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary for Sacramental Life of the Parish?

**Preferred Future**

1. What are some things we might explore together to enhance our experience of Sacramental Life of the Parish as a Cohort?
2. What are some hoped for results?

**ARCHDIOCESE OF INDIANAPOLIS**

**COHORT PLANNING**

**EVANGELIZATION, CATECHESIS & CATHOLIC SCHOOLS**

**Name of Cohort Parishes**

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COHORT PLANNING**

**EVANGELIZATION, CATECHESIS AND CATHOLIC SCHOOLS**

**Current Reality**

1. Discuss among the Cohort parishes the present activity, strengths and concerns related to **Criteria # 4, 5, 6 and 7 Evangelization, Catechesis and Catholic Schools** which each parish evaluated.

 Significant discussion points included:

1. What key things struck you from looking at the present reality?
2.

1.

 c.

1. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary related to Evangelization, Catechesis and Catholic Schools as a Cohort?
2.

1.

c.

**Preferred Future**

1. What are some things we might explore together to enhance our sense of welcoming and Evangelization, Catechesis and Catholic Schools as a Cohort?
2.
3. What are some hoped for results?
4.

**ARCHDIOCESE OF INDIANAPOLIS**

**COHORT PLANNING**

**STEWARDSHIP AND JUSTICE**

**Name of Cohort Parishes**

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COHORT PLANNING**

**STEWARDSHIP AND JUSTICE**

**Current Reality**

1. Discuss among the Cohort parishes the present activity, strengths and concerns related to **Criteria 8, 9 and 10, Stewardship and Justice** which each parish evaluated.

 Significant discussion points included:

1. What key things struck you from looking at the present reality?
2.
3.
4. What are the planning implications based on the information from the Data Verification material and each parish’s Parish Summary for Stewardship and Justice as a Cohort?
5.

**Preferred Future**

1. What are some things we might explore together to enhance our stewardship, justice and advocacy?
2. What are some hoped for results?

**ARCHDIOCESE OF INDIANAPOLIS**

**COHORT PLANNING**

**EFFECTIVE ADMINISTRATION**

**Name of Cohort Parishes**

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COHORT PLANNING**

**EFFECTIVE ADMINISTRATION**

**Part l**

**Current Reality**

1. Discuss among the Cohort parishes the present activity, strengths and concerns related to **Criteria #11, 12, 13, 14 and 15 the leadership and pastoral aspects of** **Effective Administration** which each parish has evaluated. Be sure to discuss each criterion: staff and council leadership; working with other parishes; adequate staff; support for the diocesan and universal Church.

Significant discussion points included:

1.
2. What key things struck you from looking at the present reality?
3.
4. What are the planning implications based on the information from the Data Verification material for criteria **# 11,** **12**, **13, 14 and 15** under Effective Administration as a Cohort?
5.

**Preferred Future**

1. What are some things we might explore together to enhance our efforts dealing with leadership and the pastoral issues related to our Cohort?
2. What are some hoped for results?
3.

# COHORT WORK: STEPS FOR PREPARING THE SUGGESTION FORM

1. ATTEND THE COHORT ORIENTATION SESSION MEETING
	1. Be prepared to discuss as parishes making up a Cohort the first section of the Parish Planning Form for each parish (Sacramental Life of the Parish). Use the Cohort Forms to discover ways you might work together in the future.
	2. Schedule at least 4 more meetings between now and when your suggestion is due, so that your Cohort has time to prepare your suggestion as a Cohort for the Archdiocesan Planning Commission.
	3. Prepare a “bulletin” and/or pulpit announcement related to Cohort work. Continue to pray for the ***Connected in the Spirit***Process at the General Intercessions at Mass.
2. SUGGESTED AGENDA FOR MEETING 1
	1. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
	2. Summarize work accomplished from the training meeting. Finish up any loose ends related to the Sacramental Life section of the Criteria.
	3. Discuss as parishes making up a Cohort the next two sections of the Parish Planning Form of the Criteria (Evangelization, Catechesis and Catholic Schools and Stewardship and Justice) Use the Cohort Forms to discover ways you might work together in the future.
	4. Prepare a “bulletin” and/or pulpit announcement related to Cohort work. Continue to pray for the ***Connected in the Spirit***Process at the General Intercessions at Mass.
3. SUGGESTED AGENDA FOR MEETING 2
	1. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
	2. Summarize work accomplished from the earlier meetings. Finish up any loose ends related to the first three sections of the Criteria.
	3. Discuss as parishes making up a Cohort the Criteria related to Effective Administration. Use the Cohort Forms to discover ways you might work together in the future.
	4. Have a discussion about the Models found in Section 2 of this guide.
	5. Do an initial draft of the Suggestion Form to be presented to the Parish Pastoral Councils for feedback. Consider holding a parish town hall meeting to present the draft to the parish for feedback. Note the Cohort might incorporate two models. Parish A and B might merge and parish C might be in partnership with the newly merged parish.
	6. Prepare a “bulletin” and/or pulpit announcement related to Cohort work. Continue to pray for the ***Connected in the Spirit***Process at the General Intercessions at Mass.
4. SUGGESTED AGENDA FOR MEETING 3
	1. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
	2. Re-examine the initial draft of the Suggestion Form. What needs to be clarified? What needs to be expanded? How would the model be implemented based on our parish responses to the Parish Planning Form and our Cohort evaluations.
	3. Incorporate feedback from parishes into the Suggestion Form as feasible.
	4. Begin to prepare the Portfolio for the Archdiocesan Planning Commission.
	5. Send a Suggestion draft to the designated Reid Group Consultant by email at **TReid@TheReidGroup.biz** **(Tom Reid) 10 days prior to the date the Suggestion is due.**
5. SUGGESTED AGENDA FOR MEETING 4
6. Pray using some part of the Sunday readings and engage in faith sharing based on the readings.
	1. Use this meeting to consider the feedback from your Reid Group consultant and finalize your Suggestion to the Archdiocesan Planning Commission and incorporate all the forms named below, including: \*
	2. Parish Planning Form for each parish in the Cohort (Blue)
	3. Data Verification Form for each parish (Yellow)
	4. Parish Summary Form for each Parish (Pink)
	5. Cohort Planning Form (Green)
	6. Cohort Suggestion Form (Green)
	7. Cohort Response Form to Preliminary Recommendation (Violet)
	8. Parishioner Input Record (Blue)

\*The colors reflect the material in your binders. They are named here in color to help you easily identify them. When you submit your forms online, the colors are not relevant, except to help you identify the forms that are needed.

***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# COHORT SUGGESTION FORM

**TO THE ARCHDIOCESAN PLANNING COMMISSION**

**MAY 15TH 2016**

Cohort made up of the following parishes:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_\_

**What:**

In preparation for our suggested model we did the following: (Check the appropriate items.)

1. We as individual parishes evaluated ourselves based on the Criteria set by the Archdiocesan Planning Commission.
2. We as a cohort studied and applied the Criteria set by the Archdiocesan Planning Commission.
3. We worked in our cohort to discover where and how we could be cooperative.
4. We studied and analyzed the relevant data from our parishes and understand the implications of the data for our future.
5. We prayed together and studied the Models for Parish Organization.

**Based on the above we suggest to the Archdiocesan Planning Commission that we adopt for our cohort:**

**\_\_\_ MODEL ONE: LINKED PARISHES**

**\_\_\_ MODEL TWO: MERGED PARISHES**

**\_\_\_ MODEL THREE: PARTNERSHIP PARISHES**

**For our cohort this model would look like: (Describe what the model would mean for your cohort. Refer to specific pages in the Cohort Planning material which details your relationship.**

**Rationale:**

**We make this suggestion for the following reasons:**

**Signatures of Cohort Core Teams from each parish**

**Date:**

***CONNECTED IN THE SPIRIT***

**PASTORAL PLANNING FOR THE**

**ARCHDIOCESE OF INDIANAPOLIS**

# COHORT RESPONSE FORM TO PRELIMINARY RECOMMENDATION

**SEPTEMBER 12TH 2016**

**COHORT: PARISH, CITY (Preliminary Recommendation-from the Archdiocesan Planning Commission)**

It is recommended that the following parishes:

**RATIONALE (Archdiocesan Planning Commission’s Rationale for their Preliminary Recommendation)**

**COHORT CORE TEAM RESPONSE**

**THE WHAT**

Our response to the Preliminary Recommendation is . . .

**THE WHY**

Our reasons for this response are . . .

**COHORT CORE TEAM MEMBERS (PLEASE INCLUDE SIGNATURES)**

**DATE:**

**Date due: September 12, 2016**

**Please mail, email or fax the original to: and a copy to:**

 **Mickey Lentz, Chancellor The Reid Group**

 **Archdiocese of Indianapolis 12535 15th Ave NE**

 **1400 N Meridian St.**   **Suite 211**

 **Indianapolis, IN 46202 Seattle, WA 98125**

 **Fax (317) 236-1410 Fax 206-432-3569**

 **Treid****@TheReidGroup.biz**

**Thank you!**