



A Survey of all Parish Life Coordinators in the United States

Understanding the Experience of those Entrusted with Canon 517.2 Parishes

Your participation in this survey will provide invaluable information about those persons entrusted with the pastoral care of parishes without resident priest pastors in the United States. Your responses are very important and will be kept confidential. Please respond by marking an "X" in the appropriate boxes below or fill in the blanks with the information requested. If you do not know how to respond to a question, or if it does not apply, please leave it blank. The people involved in Canon 517.2 parishes have different titles in different dioceses. In this survey, we will use the following terms to refer to people in these roles:

- **Parish Life Coordinator (PLC):** The person (a deacon, lay person, or consecrated religious) entrusted under Canon 517.2 with the pastoral care of a parish without a resident priest pastor
- **Priest-moderator:** The priest who is appointed by the bishop to oversee the PLC
- **Sacramental minister:** A priest who regularly celebrates Mass and other sacraments at the parish

Please provide the following information about you and your parish (if you have been entrusted with more than one parish please select one. Choose the one you've been entrusted with the longest. If you have been entrusted for the same length of time, please choose your "primary" parish):

Your Name: _____
 Parish Name: _____
 Arch/diocese: _____

Yes No

1. Are you currently entrusted with the pastoral care of the parish listed above (that is without a resident priest pastor; i.e. Canon 517.2)?
2. Were you appointed by the arch/bishop?

3. Your job title: _____

_____ 4. Year you were first entrusted with this parish

5. Which of the following best describes you:

1. Religious sister 2. Permanent deacon
 3. Religious brother 4. Lay woman
 5. Lay man

5b. If a deacon or lay person, what best describes your current marital status?

1. Single, never married. 2. Married.
 3. Separated/Divorced. 4. Widowed.

6. In what area was your primary ministry before being entrusted with the pastoral care of this parish?

1. Religious education 2. Liturgical ministry
 3. Youth ministry 4. Business/administration
 5. Pastoral ministry 6. Other, specify: _____
 7. Parish Life Coordinator at a different parish

- _____ 8. Years you were in paid parish ministry before you became a parish life coordinator
 _____ 9. Number of priests currently assigned to your parish as sacramental ministers
 _____ 10. Years the longest currently serving sacramental minister has been affiliated with the parish

11. Who first introduced you to parishioners and explained that you were the person entrusted with this parish?

1. The arch/bishop 2. An auxiliary bishop or Vicar General
 3. The prior pastor 4. I introduced myself
 5. The chancellor 6. Other, specify: _____

Please use these responses for the following questions:

1=Not at All 2=Only a Little
3=Somewhat 4=Very

Currently, how positive are your professional interactions with the following people and groups?

1 2 3 4

12. The arch/bishop
 13. Priest-moderator
 14. Sacramental minister(s) for your parish
 15. Parish staff members (if applicable)
 16. Parishioners

17. Among the following, which one would you say you have the most consistent and positive collaboration with?

1. The arch/bishop 2. Other arch/diocesan leadership
 3. Priest-moderator 4. Sacramental minister
 5. Parish staff 6. Parish council members
 7. Parishioners 8. Priests at neighboring parishes
 9. Other, specify: _____

18. Among the following, which one would you say you would most desire/value greater collaboration?

1. The arch/bishop 2. Other arch/diocesan leadership
 3. Priest-moderator 4. Sacramental minister
 5. Parish staff 6. Parish council members
 7. Parishioners 8. Priests at neighboring parishes
 9. Other, specify: _____

Yes No

19. Did you have a formal installation ceremony when you were assigned to this position?

Yes No

20. If yes, did the arch/bishop preside at the ceremony?
 21. Do you hire, promote, and manage the parish staff?
 22. Does this parish have a parish pastoral council?
 23. Is it your responsibility to schedule and arrange for sacramental ministers?
 24. Do you attend deanery or regional meetings?
 25. Do you receive the communications from the arch/diocese that a priest pastor would receive?
 26. Are you invited to diocesan meetings for pastors?
 27. Do you process in with the presider at Mass?

Yes No

- 28. Do you offer the welcoming to parishioners at Mass?
- 29. Do you remain in the sanctuary during Mass?
- 30. Do you preach during Mass?
- 31. Do you speak at the end of Mass?
- 32. Do you wear vestments during Mass?
- 33. Does the arch/diocese have a training requirement for persons in your position?
- 34. Does the arch/diocese offer certification for persons in your position?
- 35. Did you receive any specialized training before you were entrusted with the parish?
- 36. Did you receive any specialized training after you were entrusted with the parish?
- 37. Does the arch/diocese require ongoing formation/education for those in your ministry position?
- 38. Is an annual performance evaluation conducted for your ministry role?
- 39. Do you have an opportunity to meet regularly with other PLCs?
- 40. Do you have someone you consider to be a mentor (formal or informal)?

Yes No

- 40b. If yes, is that mentor a PLC?
- 41. Do you serve as a mentor (formal or informal) for another PLC?

Please use these responses for the following questions:

1=Not at All 2=Only a Little
3=Somewhat 4=Very much

How much do you agree with the following statements?

1 2 3 4

- 42. I feel supported by the arch/bishop.
- 43. I feel supported by the sacramental minister.
- 44. I feel supported by the priest-moderator.
- 45. I get the services and resources I need from the arch/diocese.
- 46. I am free to conduct my ministry as I think appropriate.
- 47. The majority of parishioners clearly understand my role and the nature of my position.
- 48. The priest-moderator and I agree on our roles and the nature of our collaboration.
- 49. The sacramental minister and I agree on our roles and the nature of our collaboration.
- 50. Collaboration with the sacramental minister is positive and energizing for me.
- 51. There is good alignment between my strengths and the needs of the parish.
- 52. I feel effective in my ministry as a PLC.
- 53. I feel fulfilled in my ministry as a PLC.

Please use these responses for the following questions:

1=None/NA 2=A little (10% or less)
3=Some (11%-25%) 4=Much (26% to 50%)
5=Very much (51% or more)

How much of your work time is spent on the following?

1 2 3 4 5

- 54. Parish budget and finances.
- 55. Liturgy and/or music planning.
- 56. Religious education for children.
- 57. Adult faith formation.
- 58. Youth/young adult ministry.
- 59. Sacramental preparation.

Please use these responses for the following questions:

1=None/NA **2=A little (10% or less)**
3=Some (11%-25%) **4=Much (26% to 50%)**
5=Very much (51% or more)

How much of your work time is spent on the following?

1 2 3 4 5

- 60. Social justice ministry.
- 61. Presiding at Sunday Celebrations in the Absence of a Priest.
- 62. Presiding at prayer services for the sick.
- 63. Presiding at daily communion services.
- 64. Preparation for or presiding at funerals.
- 65. Preparation for or presiding at baptisms.
- 66. Preparing and giving homilies.
- 67. Collaborating with others in ministry outside of the parish.
- 68. Meeting with the parish pastoral council.

Please use these responses for the following questions:

1=Not at All **2=Only a Little**
3=Somewhat **4=Very much**

How much do you agree that you have sufficient time for the following aspects of your ministry and life?

1 2 3 4

- 69. Parish administrative responsibilities.
- 70. Pastoral ministry.
- 71. Personal prayer.
- 72. Spiritual reading and reflection.
- 73. Continuing education and professional development.
- 74. Recreation, exercise, and/or maintaining health.
- 75. Family responsibilities.
- 76. Social activities.

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From the list below, please identify aspects of parish life ministry for which you personally feel most prepared or competent. (Choose three)

- 77. Budgeting and finances
- 78. Liturgy/worship/music planning
- 79. Goal setting and strategic planning
- 80. Religious education of children and youth
- 81. Adult faith formation
- 82. Sacramental preparation programs
- 83. Social ministry and community outreach
- 84. Evangelization
- 85. Pastoral care of the sick
- 86. Human resource functions including hiring and supervising staff
- 87. Volunteer management
- 88. Parish communications and public relations
- 89. Preaching
- 90. Presiding at prayer services
- 91. Stewardship initiatives
- 92. Other, specify: _____

From the list below, please identify aspects of parish life ministry for which you personally would like to feel more prepared or competent. (Choose two)

- 93. Budgeting and finances
- 94. Liturgy/worship/music planning
- 95. Goal setting and strategic planning
- 96. Religious education of children and youth
- 97. Adult faith formation
- 98. Sacramental preparation programs
- 99. Social ministry and community outreach
- 100. Evangelization
- 101. Pastoral care of the sick
- 102. Human resource functions including hiring and supervising staff
- 103. Volunteer management
- 104. Parish communications and public relations
- 105. Preaching
- 106. Presiding at prayer services
- 107. Stewardship initiatives
- 108. Other, specify: _____

Please use these responses for the following questions:

1=Not at All 2=Only a Little
3=Somewhat 4=Very much

How much do you agree with the following statements?

1 2 3 4

- 109. I am “the pastoral leader” of the parish.
- 110. I am “the spiritual leader” of the parish.
- 111. I am primarily responsible for liturgy preparation.
- 112. I am primarily responsible for sacramental preparation.
- 113. It is my responsibility to facilitate the relationship between parishioners and sacramental ministers.
- 114. The priests with whom I work respect my liturgical leadership.
- 115. My role within the parish changes when the priests with whom I work change.
- 116. I receive adequate financial compensation for my ministry.

Please use these responses for the following questions:

1=Not at All 2=Only a Little
3=Somewhat 4=Very much

When making most decisions about your parish, how much do you collaborate with the following people or groups?

1 2 3 4

- 117. The parish pastoral council.
- 118. The chancellor.
- 119. The priest-moderator.
- 120. Sacramental minister(s).
- 121. Parishioners.
- 122. Pastoral staff.
- 123. The arch/bishop.
- 124. Other pastors.
- 125. Other PLCs
- 126. Other arch/diocesan leadership

The following questions inquire about ways you may have collaborated with others recently. Please indicate whether you have done or used any of the following in the last 12 months.

Yes No

- 127. Consulted with the parish pastoral council.
- 128. Convened special advisory groups/committees.
- 129. Convened listening sessions/assemblies with parishioners.
- 130. Surveyed parishioners.

Parish Information

- _____ 131. Number of registered families/households.
- _____ 132. Approximate total attendance at all Sunday/Saturday Vigil Masses.
- _____ 133. Total number of Sunday/Saturday Vigil Masses celebrated each weekend (any language).
- _____ 134. Total number of weekday Masses celebrated each week (any language).
- _____ 135. Number of Spanish Sunday/Saturday Vigil Masses celebrated each weekend.
- _____ 136. Number of Sunday Celebrations in the Absence of a Priest each weekend.
- _____ 137. Number of communion services during the week.
- _____ 138. Approximate total number of parishioners that take part in all parish programs and activities other than Mass on a weekly basis.
- _____ 139. Number of times you preach per month.

Yes No

140. Does the parish have a strategic plan?

Yes No

- 140b. If yes, did parishioners participate in creating this strategic plan?
- 140c. If yes, did the priest-moderator participate in creating this strategic plan?
- 140d. If yes, did the sacramental minister(s) participate in creating this strategic plan?

Approximately what percentage of your parish is: (Note: Percentages should total 100%).

- _____ % 141. African American/Black
- _____ % 142. Anglo/Caucasian/White
- _____ % 143. Asian/Pacific Islander
- _____ % 144. Hispanic/Latino
- _____ % 145. Native American/American Indian
- _____ % 146. Other, specify: _____

Other than you and the sacramental minister, how many ministry staff are employed by your parish?

(Note: do not count school employees).

- _____ 147. Diocesan priests
- _____ 148. Religious priests
- _____ 149. Permanent deacons
- _____ 150. Religious sisters
- _____ 151. Religious brothers
- _____ 152. Lay women
- _____ 153. Lay men

Demographics and Background

What best describes your racial or ethnic background? (If more than one, check all that apply).

- 154. African American/Black
- 155. Anglo/Caucasian/White.
- 156. Asian/Pacific Islander
- 157. Hispanic/Latino.
- 158. Native American/American Indian
- 159. Other, specify: _____

_____ 160. Year you were born.

161. What best describes your highest level of education?

- 1. High school graduate or less
- 2. Some college or a two-year degree (Associate's.)
- 3. Four-year college degree (Bachelor's)
- 4. Graduate or professional school degree (Masters, Ph.D., D.Min., Ed.D.)

Did you ever attend any Catholic institutions during your education at the following levels? (Check all that apply).

- 162. Elementary school and/or middle school
- 163. High school.
- 164. College or university

Please use these responses for the following questions:

1=Have 2=In progress

Do you have or are you in progress of completing any of the following? (Check all that apply).

1 2

- 165. Ministry formation program (certificate).
- 166. Bachelor's degree in ministry/religion/theology.
- 167. Master's degree in ministry/religion/theology.
- 168. Doctoral degree in ministry/religion/theology.

Did any of the following provide financial assistance for any of your education/formation? (Check all that apply).

- 169. Parish
- 170. College/University
- 171. Religious community
- 172. Catholic arch/diocese.
- 173. Seminary or school of theology.

Yes No

- 174. Do you have a job outside of ministry?

Yes No

- 174b. If yes, is this job a full-time position?

Yes No

- 174c. If yes, is this job a paid position?

- 175. Do you live in the parish rectory?

Yes No

- 175b. If not, are you provided other housing by the parish or arch/diocese?

- 176. Are you provided with a housing stipend?

- 177. If married, is your spouse employed?

- 178. If married, is your spouse in parish ministry?

- 179. Do you have children, under 18, living with you?

180. What best describes your annual parish salary or wages?

1. No salary; volunteer 2. Less than \$10,000 3. \$10,000-\$24,999
 4. \$25,000-\$39,999 5. \$40,000-\$59,999 6. \$60,000 or more

Are any of the benefits listed below available to you for your parish ministry? (Check all that apply).

181. Retirement 182. Health insurance 183. Dental insurance
 184. Paid retreats 185. Tuition assistance 186. Paid vacations
 187. Child care 188. Other

_____ 189. Annual days of paid vacation provided to you.

190. What are the aspects of your ministry position that you find most rewarding? Why?

191. What are the greatest challenges you face in your ministry? Why?

Are there any other parishes or missions that you are currently entrusted with?

		Parish or Mission	
Name _____	City _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	City _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	City _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	City _____	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	City _____	<input type="checkbox"/>	<input type="checkbox"/>

Part of this study will involve communicating with priests serving as sacramental ministers in Canon 517.2 parishes to ask about their experiences of collaborative leadership and their insights. Please provide the names and emails or mailing addresses of up to three priests who are sacramental ministers at your parish(es).

Name _____ Email _____ Mailing Address _____
Name _____ Email _____ Mailing Address _____
Name _____ Email _____ Mailing Address _____