



# Renew My Church Operations Transition (OT)

## West Ridge Parish Grouping Guide

*Make Disciples. Build Communities. Inspire Witness.*

Version 3.0, Date: 07.01.20

## Renew My Church

*Renew My Church* is a proactive, strategic effort to ensure the sustainable growth of our Church for the future. *Renew My Church* is meant to ensure that all parishes are vibrant, vital, and life-giving and have the resources they need to carry out the mission of the Church.

## Objectives

Once decisions are made that result in structural changes to parishes, the sole purpose of OT Phase work is to create a firm foundation for Ministry and Evangelization within the new Parish and throughout the Archdiocese of Chicago.

## West Ridge Grouping Goals

To help the new parish community:

- Ensure adequate operational integration and cohesion of previous parish communities into the unified reconfigured parish;
- Form a leadership team that can support new evangelizing culture, ensuring that all staff are treated with respect and adequate support as parish leadership teams are reconfigured; and
- Establish strong business and operating practices, including developing and implementing a sustainable facilities plan and three-year financial plan.

## What We Do

OT team on-site support includes project management, business expertise and pastoral accompaniment. The support has a mandate and primary focus on **Facilities**, **Finance**, and **Staffing**. Our team will leave behind strategic plans to guide future operations.

## How We Do It

The Parish can expect on-site support from the OT team once a new Pastor is announced for the newly created Parish, including **2 months transition-in, 8 months of on-site work, and 2 months transition-out**.

## Prep & Planning

- Understand ministries/ staff functions

- Develop a budget, create new bank accounts, etc.
- Planning communications (website, bulletins, people, etc.)
- Planning new Mass times as appropriate

## New Beginnings

- Begin reorganization of the business office
- Help the Pastor combine Parish/Finance Councils
- Support the Pastor in identifying a leadership team, including a new Operations Director
- Plan for facilities use
- New Sacramental books and Archives support

## Focus on Ministry

- Begin steps to implement a facilities plan
- Support ministerial planning and staffing transitions
- Provide ongoing business office and council configuration support

## The Future

### Building the New Reality

With the structural, operational, financial, and personnel foundations in place, the grouping parishes focus on three critical steps supporting parish vitality; developing parish core leadership team, building and fostering a culture of evangelization and long-term pastoral plan for making disciples, building communities, and inspiring witness.

## Resources

### Grouping Project Team

- **Grouping Project Manager** – Ross Aymami, [raymami@archchicago.org](mailto:raymami@archchicago.org)
- **Director of Operations** – Deacon Gerald Keenan, [gekeenan@archchicago.org](mailto:gekeenan@archchicago.org)
- **Facilities and Asset Manager** – Jacob Preciado, [jpreciado@archchicago.org](mailto:jpreciado@archchicago.org)
- **Finance Manager** – Steven Munoz, [smunoz@archchicago.org](mailto:smunoz@archchicago.org)
- **Director of Pastoral Accompaniment** – Cathy Walz, [cwalz@archchicago.org](mailto:cwalz@archchicago.org)