

APPROVED PASTORAL PRACTICES

1. In accordance with the faculties granted them by the Law and the Bishop of Syracuse, Deacons may preside at Baptisms (c.861.1), Marriages (c.1108), particularly at those celebrated in a Liturgy of the Word, Funerals, particularly those that take place in funeral homes, and at wakes and burials (diocesan faculties). With at least the presumed permission of pastors (c.764), they may preach homilies at any of the above as well as within the context of any Eucharist (c.767.1).
2. Canon Law permits religious and the laity to be designated as extraordinary ministers of Holy Communion for Mass, to bring the Eucharist to the homebound, to those in hospitals and nursing homes (c.910.2, 911.2). Trained laity, with permission of his/her pastor, may also preside at wakes and burials (Order of Christian Funerals: General Introduction #14). Extraordinary ministers of Holy Communion may preside at exposition and reposition (without benediction) of the Most Blessed Sacrament (c.943).
3. Qualified deacons, religious and lay persons may assume administrative roles in a parish(es) in the following two ways: a) Parish Life Directors are appointed by the Bishop in accordance with Canon 517.2 and assume administrative *governance* of a parish under the supervision of a canonical pastor. b) (Parish) Pastoral Associates are trained ministers appointed by, and accountable to, a pastor/administrator or Parish Life Director (c. 519) to share with him/her the overall care of a parish(es).
4. Pastors/administrators and Parish Life Directors must consider themselves as integrated into the administration of their pastoral care area and or a cluster of parishes within it. Pastoral Leaders who are appointed by the Bishop are appointed for the good of the whole local church, and not simply their respective parishes parish(es).
5. Each Pastoral Care Area will formulate parish Mass schedules that allow for priests to conveniently cover for one another in case of illness, vacations and time off. The plan would include coverage for funerals, hospitals and emergencies.
6. Pastoral Care Areas are permitted to schedule a Sunday evening Mass at a church. Priests in the cluster may rotate coverage.*
7. Mass/Reconciliation schedules for the parishes of each Pastoral Care Area should be published in each individual parish. Offering envelopes returned to parish of origin. Parishes are permitted to establish On-line giving as an integral part of parish stewardship.
8. Each Pastoral Care Area must form a consultative council of clergy and representatives to discuss common issues such as schedules, staffing, communications and procedures.

9. Celebration of Mass with multiple intentions in accordance with the 1991 *Degree on Mass Stipends* from the Congregation for the Clergy are permitted. Priests should consult page 31 of the Priest Personnel Handbook 2014 for norms and instructions.

10. As noted in the liturgical norms themselves, Sunday (Eucharistic) Celebrations in the absence of a priest (also known as SCAP) are permitted only in the most unexpected and immediate circumstances. If a priest cannot be available for a Sunday Mass and coverage cannot be found, parishioners are to be instructed to attend Mass at a neighboring church.