



**DIOCESE OF JUNEAU, ALASKA**  
**OFFICE OF THE BISHOP**

**THE PASTORAL PLAN OF THE DIOCESE OF JUNEAU**  
**FOR CALENDAR YEARS 2015-2020**

**INTRODUCTION**

This Pastoral Plan, which will govern the activities of the Diocese of Juneau and its parishes and missions from January 1, 2015, through December 31, 2020, has three fundamental sources that reflect the consultation of Bishop Edward J. Burns with the clergy, religious, and lay people of our Diocese. The first and most fundamental of these are the deliberations and recommendations of the Second Synod of the Diocese of Juneau, which took place at Saint Paul the Apostle Church in Juneau on November 21-24, 2013. This was followed by Bishop Burns' Pastoral Letter of June 7, 2014, entitled *To Know, Love and Serve Jesus Christ through His Body—the Church*, in which he reflected on and evaluated the Synodal recommendations. Finally, a meeting of all the full-time ministers of the Diocese took place on September 3-4, 2014, offering the leaders of the Church of Southeast Alaska the opportunity to express their own views on the results of the Synod.

On the basis of these events, Bishop Burns has formulated the following policies, standards, and goals to guide the activities of the Diocese and its parishes and missions during the next five years. These requirements are arranged in accordance with the five major areas of Catholic life in Southeast Alaska that were considered by the Synod: Personal Relationship with Jesus Christ; The Church and Society; The Future of the Church; Stewardship and the Temporal Needs of the Church; and Liturgical, Sacramental and Spiritual Life. In each of these categories, the requirements that are to be implemented at the diocesan and parish levels (and, in some instances, by the Shrine of Saint Therese in Juneau) will be listed first. These will be followed by the requirements that are to be implemented primarily at the diocesan level; and then by those that are to be implemented primarily at the parish and mission level, followed by any requirements that are to be implemented primarily by the Shrine. In this Plan, the term “parish” includes all missions of the Diocese. Within each portion of this Plan, the requirements will be listed generally in order of the priority to be assigned to them, recognizing that this priority might vary from parish to parish or as a result of subsequent developments.

Shortly after the issuance of this Plan, the Diocese, parishes, and Shrine will be asked to submit their schedules for its implementation within their areas of responsibility, identifying when and by whom their individual pastoral plans will be developed and submitted for approval by the

Bishop. Once approved, these individual pastoral plans will govern the activities of the respective portions of the Catholic Church of Southeast Alaska to which they apply for the remainder of the period covered by this Plan, subject to any amendments approved by the Bishop. These individual plans will detail the manner and timing by which the requirements of this plan will be implemented by the Diocese, each parish, and the Shrine. The timing is identified as “Immediate” (which indicates that it is currently taking place or that it will take place in the short term, that is 2015-2016); “Mid-term” (which means that it will take place in 2016-2017); or “Long-term” (that is, it will take place in 2017 and the following years).

## **PERSONAL RELATIONSHIP WITH JESUS CHRIST**

The requirements concerning this area are intended to assist the people of the Diocese, both individually and as Church communities, to grow in their knowledge of and love for Jesus Christ, and to encourage other members of the Church, both active and inactive, and other persons to do the same.

### **Requirements to be Implemented by the Diocese, Parishes, and Shrine**

1. Telecommunications will be used to help promote evangelization, catechesis, and participation in retreats and workshops. (Immediate)
2. Retreats and workshops will be provided to people of the Diocese at various times of the year. (Immediate)
3. Means will be sought and developed to provide ministry and healing for those who struggle with pornography, drug or alcohol addiction, and deep-seated moral problems. (Mid-term)

### **Requirements to be Implemented by the Diocese and Parishes**

4. Each member of the Diocese will be asked to commit to participating in one faith formation series or session offered by the Diocese or parish each year. (Mid-term)
5. The Diocese and parishes will comply with the norms of the *General Directory on Catechesis*. (Immediate)
6. Previously baptized children and adolescents will participate in a two-year catechetical process before receiving the Sacrament of Confirmation. (Immediate)
7. The Diocese and parishes will develop and implement one or more “Come Home” programs for outreach to inactive and alienated Catholics in keeping with our commitment to the New Evangelization. (Mid-term)

### **Requirements to be Implemented by the Diocese**

8. The Diocese will reestablish the Diocesan Institute as an every-other-year experience available to all members of the Diocese. (Mid-term)

9. The Bishop will challenge the people of the Diocese to participate in Catholic adult education. (Immediate/Ongoing)

10. Fulfilling his role as a proclaimer of the Word, each priest and deacon of the Diocese will personally instruct two Catholic adult education courses each year. Each course will consist of at least three sessions, and will be made available to all the people of the Diocese through live video streaming and later replay by means of telecommunications. A systematic schedule and curriculum of these courses will be developed for the benefit of all the people of the Diocese. (Mid-term)

11. The ongoing formation process for priests and deacons of the Diocese will provide opportunities for them to improve their preaching on the faith and teachings of the Church in their homilies. (Immediate)

12. The Diocese will develop catechetical sessions concerning biomedical and end-of-life issues. (Mid-term)

13. The Diocese will establish advisory cultural committees for Alaska Natives, Filipinos, and Hispanics, as well as an advisory committee on ministry to members of the Armed Forces. (Immediate)

14. The Diocese will investigate the possibility of establishing a second Catholic School. (Long-term)

### **Requirements to be Implemented by the Parishes**

15. Each parish should incorporate some of the following spiritual exercises and devotions into the life of its people: the Liturgy of the Hours; personal and collective prayer; daily Scripture readings and reflections, perhaps communicated electronically; prayer for one another; Eucharistic adoration; the use of such publications as *Magnificat* and *The Word Among Us*; praying the Rosary; liturgical and devotional processions; faith sharing by parish staff members; and contemplative prayer practices such as centering prayer and *lectio divina*.

16. Each parish will encourage the establishment of small faith-sharing groups to help strengthen its people in their faith, increase the number of active members of the parish, and encourage participation by inactive members or inquirers.

17. Each parish will seek to obtain the information and perspective of its people “in the pews” concerning the needs of individual members, especially those who might be absent.

18. In addition to Scripture study in small faith-sharing groups, each parish will establish ways to deepen the understanding by its people of the Scriptures that are concrete, formal, and verifiable.

19. In each parish, the catechetical process for children and young people will be a continuous program, beginning with preschool and continuing through young adulthood.

20. Each parish will inform the Diocese of its curriculum for sacramental preparation.

## **THE CHURCH AND SOCIETY**

The requirements concerning this area are intended to assist the people of the Diocese, both as individuals and as Church communities, to contribute to the building up of society by addressing the needs of the poor and persons in distress, and promoting the establishment of just social structures.

### **Requirements to be Implemented by the Diocese and the Parishes**

21. The Diocese and parishes will establish and implement means of outreach and healing to persons who have been harmed by sexual abuse by ministers of the Church. (Immediate)
22. The Diocese and parishes will strive to integrate the activities of Catholic Community Service (CCS) into the life of the Church through the participation of the Diocese in CCS leadership, the introduction of local CCS staff in each parish, the invitation to the people of each parish to support CCS financially and through volunteer efforts, and to unify the presence of the Church in CCS services. (Immediate)
23. Similarly, the Diocese and Saint Paul the Apostle Parish in Juneau will strive to integrate the activities of the local Saint Vincent de Paul Society with the work of the Church in addressing the needs of the poor; and the Diocese and Holy Name Parish in Ketchikan will invite Peace Health, which operates Ketchikan Medical Center, into a closer coordination of its activities with those of the Church and of CCS. (Immediate)

### **Requirements to be Implemented by the Diocese**

24. The Diocese will renew its commitment to assure a safe environment for all participants in the activities of the Catholic Church in Southeast Alaska, including the revision of its policies for assuring a safe environment; the publication of the annual audit report on child and youth protection for the Diocese; and participation in the national organization of diocesan Victim Assistance Coordinators. (Ongoing)
25. The Diocese will establish a strategy for pastoral outreach and communication during times of crisis, including ways of dealing with regional and community-wide needs when crisis or tragedy occurs. (Immediate)

### **Requirements to be Implemented by the Parishes**

26. Each parish will establish means to serve the needs of the poor in its community, especially those subject to or harmed by illness; imprisonment; being homebound; addiction; mental illness; fetal alcohol syndrome disorder; post-traumatic stress syndrome; and suicide.
27. Each parish will determine the concrete ways in which it will promote Catholic teaching on the sacredness of life and human dignity.
28. Each parish will determine the concrete ways in which they will welcome visitors and seasonal workers.

29. Each parish will determine the concrete ways in which it will continue to compile and update the census of its members, including the appropriate use of parish records in ways that preserve confidentiality.

30. Each parish will participate in the work of Catholic Relief Services through such activities as the Lenten Rice Bowl collection and the annual Food Fast.

## **THE FUTURE OF THE CHURCH**

The requirements concerning this area are intended to promote planning and ministry activities that will lay the groundwork for the continued ministry of the Catholic Church of Southeast Alaska.

### **Requirements to be Implemented by the Diocese and Parishes**

31. The Diocese and parishes will strengthen their efforts to promote vocations to the ordained priesthood and consecrated life. (Ongoing)

32. The Diocese and parishes will renew their efforts to strengthen families, which each constitute “the domestic Church.” These will include clear catechesis on Marriage as established by God as a beautiful covenant between a man and a woman, modeled by Christ’s love for His Bride, the Church. (Ongoing)

33. The Diocese and parishes will support and encourage parents and their children to keep the Lord’s Day holy, especially when the scheduling of extracurricular activities potentially conflicts with participation in Sunday Mass. (Ongoing)

34. The Diocese and parishes will strive to minister to couples who are struggling in their marriage or have experienced separation or divorce. (Ongoing, with renewal efforts after the Post Synodal Apostolic Exhortation on *Marriage and the Family*)

35. The Diocese and parishes will provide pastoral care, including the services of the diocesan Tribunal, to those who are in canonically irregular marriages, in ways consistent with the outcome of the 2015 Ordinary Synod of Bishops on the Family. (Ongoing)

36. The Diocese and parishes will develop and implement specific means for enriching the union between those called to, as well as those considering, the vocation of marriage by the following: developing

1. A standard curriculum of requirements for all parishes to implement for marriage preparation, family planning and the Catholic family, to include:
  - a. Catholic teaching on human sexuality;
  - b. The Sacrament of Marriage as a mirror of God’s relationship with the Church, the heavenly wedding feast, and the Mass;
  - c. The Church’s teaching on Natural Family Planning;
  - d. A list of pertinent resources on topics of marriage, family planning, and Catholic family life;

2. Other opportunities for personal interaction on topics relevant to the vocation of marriage and families. (Mid-term)

37. The Diocese and parishes will provide resources and education on Natural Family Planning to couples preparing for marriage and married couples of child-bearing age. Catholic teaching regarding human sexuality, marriage, and family life will be provided to children and young people through age-appropriate catechesis. (Mid-term)

38. The Diocese and parishes will strive to minister to members of the Armed Forces, especially the United States Coast Guard and the Alaska National Guard, and their families, establishing a program to reach out to Coast Guard and other military families moving into our communities. (Mid-term)

### **Requirements to be implemented by the Diocese**

39. The Diocese will implement the outcome of the 2015 Ordinary Synod of Bishops on the Family in the ways provided for by the Holy See and the United States Conference of Catholic Bishops. (Immediate)

40. The Diocese will establish a committee to promote the memory and cause for canonization of the Reverend Pasquale Tosi, S.J., and of Archbishop Charles John Seghers. (Mid-term)

### **Requirements to be Implemented by the Parishes**

41. Each parish will strive to increase Mass attendance and participation of parishioners in parish activities by at least 50 per cent.

42. In each parish, priests and deacons will strive to visit with all member families, especially those which have or should have children in the parish school or catechetical program. Each such visit should include the blessing of the family's home, if the visit takes place there; the presentation of a Bible for the family and of a rosary for each family member; a time for prayer, whether Scripture reading and reflection, the praying of the Rosary, or other suitable forms of prayer; and an invitation to the family to progress to the next level of participation in the life of the parish.

43. To maximize the concrete effects of the Sacraments, each parish will strive to involve as many family members, friends, and sponsors of the recipients, and other members of the parish in the preparation for and celebration of the Sacraments; and to ensure timely follow-up efforts to recipients of the Sacraments and their families, and to the families of those whose funerals have been celebrated in the parish.

44. Each parish will utilize diocesan-approved marriage preparation programs; and will support and minister to newly married couples so they can grow strong in living the Sacrament of Marriage. Presentation and encouragement of Natural Family Planning will be included in all parish marriage programs. (cf 36 and 37, above)

45. Each parish will strive to establish a youth group ministry wherever possible. Where this is not possible, each parish will implement youth days with the assistance of diocesan staff.
46. Each parish will offer catechesis to parents on how to share the faith with their children and with others, emphasizing the responsibilities of parents as the first and primary teachers of their children in the ways of faith and their call to share the gift of faith with other people with whom they interact.
47. Each parish will strive to reach out to its members who are physically away from the community in colleges and universities or in the Armed Forces.
48. Each parish will develop a directory of its members, including their photographs and contact information.

## **STEWARDSHIP AND THE TEMPORAL NEEDS OF THE CHURCH**

The requirements concerning this area are intended to assist the people of the Diocese, both individually and as Church communities, to develop a spirituality that includes stewardship for and contribution to the material needs of the Church.

### **Requirements to be Implemented by the Diocese and Parishes**

49. The Diocese and parishes will publish their annual budgets and the result of any financial audits of their activities. (Immediate)
50. An independent parish financial review shall be conducted and provided to the Diocese whenever a pastor is transferred from a parish or when it is otherwise considered necessary by the Bishop. (Immediate)
51. The Diocese and Holy Name Parish in Ketchikan will collaborate to promote the future viability of Holy Name School, through the recruitment of students and qualified teachers and staff and the establishment of a firm financial base for the School. (Ongoing)
52. The Church of the Nativity of the Blessed Virgin Mary in Juneau will provide the Diocese with a project proposal for the renovation of the Church, developed by the Renovation Steering Committee in consultation with the architect. The proposal will specify the projected nature of the renovation, its projected financial costs, and the projected time schedule for its completion. It will be reviewed by the Diocesan Pastoral, Finance, and Presbyteral Councils. (Immediate)  
The Parish staff, after review of the renovation project proposal, will provide the Diocese with plans for liturgical and pastoral ministry in the Parish during the renovation of the Church. (Mid-term)
53. The Diocese and the Parish of Saint Paul the Apostle in Juneau will collaborate in the planning and implementation of a renovation of Saint Paul's Church. (Mid-term)

54. The Diocese and parishes will collaborate in the completion of the diocesan census, relying as appropriate on diocesan and parish records. (Mid-term)

### **Requirements to be Implemented by the Diocese**

55. The Diocesan Pastoral Council will review the resolutions adopted by the Second Synod of the Diocese of Juneau and approved by the Bishop every two to five years to follow up on how those resolutions have been addressed and implemented. This review will take advantage of telecommunications to ensure full transparency to the people of the Diocese. The outcome of this review will assist the Bishop, clergy, and lay people of the Diocese in planning and implementing actions that may be necessary to meet the purposes of the approved Synod resolutions. (Mid/Long-term)

56. The Bishop will consider the convocation of a new diocesan Synod no later than ten years after the 2013 Synod. (Long-term)

57. The Diocese will develop and implement a unified initiative to introduce and foster the spirituality and practice of stewardship among its people as a means of ensuring that the temporal needs of the Catholic Church of Southeast Alaska are met at the diocesan and parish levels. Special emphasis will be given to the two annual diocesan collections for the material support of Holy Name School in Ketchikan. (Ongoing)

58. The Diocesan Finance Council will develop and propose to the Bishop a five-year Diocesan Financial Plan providing for the material requirements for implementing this Diocesan Pastoral Plan. (Immediate)

59. The Diocese will encourage and support the creation of endowments to support the parishes, missions, schools, and other institutions of the Diocese, particularly Holy Name School in Ketchikan. These endowments will be centrally managed at the diocesan level in order to maximize the resources, knowledge, and experience to be devoted to their growth. (Mid-term)

60. The Diocese will develop and implement policies and procedures for the governance of its activities, in accordance with a timetable established by the Bishop. Draft policies and procedures will be proposed, reviewed, and approved by the Bishop in the following order: policies and procedures for administration, finance, and personnel; those for clergy and the retirement of priests of the Diocese; those for liturgy, catechesis, and sacramental preparation; and those for communications, the Shrine of Saint Therese, and child and youth protection. All draft policies will be reviewed by the Diocesan Pastoral, Finance, and Presbyteral Councils, and by the full-time ministers of the Diocese and parishes. (Immediate)

61. The Diocese will develop an inventory list of all real properties related to its activities, and review this list annually. Regular maintenance of the buildings used by the Diocese, parishes, and other institutions of the Catholic Church of Southeast Alaska will be placed on a schedule to be verified by the diocesan and parish pastoral and finance councils and the boards of the other institutions. (Immediate/Short-term)

62. The Diocese will conduct a needs assessment to assess the size of its staff relative to the work required to carry out diocesan activities. (Mid-term)

63. The Diocese will develop and implement comprehensive internal and external communications plans. The Communications Office of the Diocese, with the help of the Diocesan Pastoral Council, will periodically assess the effectiveness of diocesan communications efforts. (Immediate/Short-term)

### **Requirements to be Implemented by the Shrine of Saint Therese in Juneau**

64. The Shrine will strive to recruit, train, and employ the caretakers and community volunteers who are necessary for the implementation of its activities. (Immediate)

65. The Shrine Board will develop and propose for approval by the Bishop a schedule and process for the design and construction of a retreat center at the Shrine. (Immediate/Short-term)

66. The Shrine will provide means and opportunities for evangelizing and catechizing its visitors. (Immediate/Short-term)

67. The Shrine will investigate the possibility of a priestly presence on its grounds. (Immediate/Short-term)

## **LITURGICAL, SACRAMENTAL, AND SPIRITUAL LIFE**

The requirements concerning this area are intended to promote the public and private worship of the people of the Diocese and the development of their spirituality, both individually and as Church communities.

### **Requirements to be Implemented by the Diocese**

68. The Diocese will develop and implement policies and procedures governing preparation for Baptism, Penance, First Eucharist, Confirmation, and Marriage. These will include a series of questions concerning Catholic belief and practice to test the knowledge of those preparing for Confirmation. (Immediate)

69. The Diocese will develop policies and procedures for the selection and preparation of liturgical ministers, including extraordinary ministers of Holy Communion, lectors, altar servers, musicians, ushers, and lay leaders of the Sunday Celebration in the Absence of a Priest; as well as catechists. (Immediate)

70. The Diocese will continue to support the valuable ministry of permanent deacons in the parishes of the Diocese, with the purpose of continuing the pre-ordination program for candidates for the diaconate and, at the same time, supporting current permanent deacons in their ministry, family life, and careers. (Immediate)

71. The Diocese will increase its level of formation and oversight of the lay leaders of prayer for the Sunday Celebration in the Absence of a Priest in small, isolated communities, paying special attention to the conditions for reservation of the Blessed Sacrament in those communities. (Immediate)

72. The Diocese will place special emphasis on the promotion of parish mission retreats and Lenten Penance liturgies. In order to assist in this endeavor, the Bishop will develop video recordings for this purpose, to be disseminated by means of electronic communications. (Mid-term)

### **Requirements to be Implemented by the Parishes**

73. Each parish will develop and implement concrete ways of promoting the importance of the Sunday celebration of the Mass in the life of its people; and will promote the solemn, reverent, and joyful celebration of each Mass.

74. Each parish will take all possible measures to ensure that all liturgical ministers receive the training prescribed by the Diocese before exercising their ministries, except in moments of pastoral need. This will include guidance as to the proper dress for liturgical ministers and the preparatory activities of each ministry before each liturgical celebration.

75. Each parish will engage the assistance of a parish liturgy committee or the Parish Pastoral Council in the care and concern for and proper planning of liturgies.

76. Each parish will implement the Rite of Christian Initiation of Adults.

77. Each parish will ensure that its liturgical spaces are well structured and maintained, including the placement of the Blessed Sacrament in the main worship area.

78. Each larger parish will recruit, train, and assign dedicated and committed ushers to promote order and safety during Sunday Masses.

79. Each parish will identify a sacristan to oversee and assist with the material preparations for the liturgy. Each larger parish will also identify a substitute sacristan.

80. Each parish will strive to provide its people with the resources necessary to understand and follow the celebration of the Mass and to offer options on how they can respond to their faith, especially in the selection of liturgical materials for placement in the pews.

81. Each parish will schedule and offer a yearly mission or retreat that encourages personal conversion and celebration of the Sacrament of Penance.

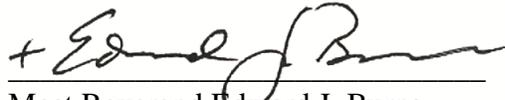
82. Each Parish will strive to include the participation of parents in the preparation of their children for their First Penance in ways that provide those parents wonderful moments for growing in the faith based on effective catechesis for adults on the commandments, the seven

deadly sins, and the cardinal and other virtues. The parents will be encouraged to receive the Sacrament themselves, especially if they have not done so for long periods of time.

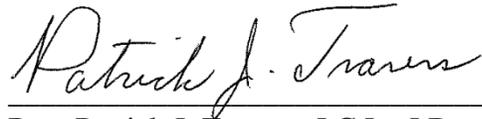
## CONCLUSION

This Plan is, of necessity, a living document that may be modified and adapted over the course of its implementation. Changes may be made to this Plan, however, only with the approval of the Diocesan Bishop himself, after consultation with the appropriate diocesan advisory bodies. In the meantime, the requirements of this plan as set forth above will govern all the activities of the Catholic Church of Southeast Alaska, for the greater Glory of God and service of His People.

**GIVEN** this Twenty-sixth day of March, 2015, on the Occasion of the Mass of the Oils.



Most Reverend Edward J. Burns  
Bishop of Juneau



Rev. Patrick J. Travers, J.C.L., J.D.  
Chancellor