MEMORANDUM

TO: Archbishop Joseph Naumann
FR: The Regional Planning Commission
RE: Final Recommendations -- Proclaim It Pastoral Planning for the Topeka Region
DATE: September 9, 2014

CLUSTER: TOPEKA CITY

<table>
<thead>
<tr>
<th>PARISHES</th>
<th>CITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ the King</td>
<td>Topeka</td>
</tr>
<tr>
<td>Mater Dei</td>
<td>Topeka</td>
</tr>
<tr>
<td>Most Pure Heart of Mary</td>
<td>Topeka</td>
</tr>
<tr>
<td>Mother Teresa</td>
<td>Topeka</td>
</tr>
<tr>
<td>Our Lady of Guadalupe</td>
<td>Topeka</td>
</tr>
<tr>
<td>Sacred Heart – St. Joseph</td>
<td>Topeka</td>
</tr>
<tr>
<td>St. Matthew</td>
<td>Topeka</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOLS</th>
<th>CITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ the King</td>
<td>Topeka</td>
</tr>
<tr>
<td>Hayden Catholic</td>
<td>Topeka</td>
</tr>
<tr>
<td>Holy Family</td>
<td>Topeka</td>
</tr>
<tr>
<td>Mater Dei</td>
<td>Topeka</td>
</tr>
<tr>
<td>Most Pure Heart of Mary</td>
<td>Topeka</td>
</tr>
<tr>
<td>St. Matthew</td>
<td>Topeka</td>
</tr>
</tbody>
</table>

Appreciation for the Clusters
We wish to thank the Cluster Core Teams for the prayer, reflection and work which they have put into *Proclaim It Pastoral Planning for the Topeka Region* to date. We
appreciate the time and effort they gave to evaluating their parishes and their cluster based on the Goals and Criteria established by Archbishop Naumann and for making a Suggestion and Response for their future.

**Commendations**
We commend this cluster for:
- The thoroughness of their work.
- Their openness to explore other models of sustainability for parishes with deficits.
- Their sensitivity to the key issues facing their cluster.
- Their passion for Catholic Education.

**Final Recommendations -- Models**
The Topeka City Cluster Core Team generally agreed with the preliminary recommendations from the Regional Planning Commission. They also stated they understand that “all of the Topeka City parishes are unique in their size, demographics, financial strength, programs and more.” They believe the recommendations must be flexible and sometimes offered ranges to be implemented effectively by all.

After reflecting on Archbishop Naumann’s goals and criteria, the Cluster Response and Parish Evaluations, their Data Verification and Parish Summary Forms, we recommend that Archbishop Naumann adopt the following recommendations:

**Model One: Collaboration** among all the parishes and schools in this Cluster

To be more specific, we propose the following action steps for the parishes and schools in Topeka City.

- **FOR PARISHES**
  A. That the Topeka City Parishes establish a Collaborative Advisory Council by November 2014 embracing the following key points:
     - The role of the Advisory Council will be to provide support for the Topeka Priests, assisting with specific assigned projects that impact multiple parishes or the larger Topeka community. The Council will develop plans, conduct research, and make recommendations to the Priests in areas where their assistance is requested. The role of the Council would not involve fund raising.
     - The Advisory Council will consist of one representative assigned by the Pastor of each Topeka Parish.
     - The Council structure will be guided by a set of By-Laws, including definite term limits.

  B. That the Topeka City Collaborative Advisory Council promotes a deeper and more comprehensive understanding of Stewardship as a Way of Life. Parishes would work in a collaborative manner to enhance sharing of resources, training, standardization of timelines for implementation of stewardship, and development and adoption of best practices.
C. That each Topeka City parish individually develop and implement a pastoral work plan focusing on the 5 key areas identified in the pastoral planning process, Conversion, Evangelization, Catholic Education in all its forms, Social Justice, Stewardship and Effective Administration, by January 1, 2015. The pastoral work plans may subsequently be modified to accomplish efficiency goals developed by the Collaborative Advisory Council.

A work plan template will be provided as part of the implementation phase.

D. That Mater Dei take a lead role immediately in the creation of a task force with representation from each Topeka parish and the Archdiocese addressing the future of Assumption Church. The task force will make a recommendation to the area Priests and Archbishop regarding the future of Assumption Church by December 31, 2014.

- FOR SCHOOLS

GIVENS
A. Two parishes (Christ the King and Sacred Heart-St. Joseph) support continuance of the stewardship approach to fund their Catholic schools in Topeka.
B. Topeka parishes are currently supporting Catholic schools in Topeka at the following per cents of total parish budget: Christ the King 64.8%; Mater Dei 62.3%; Most Pure Heart of Mary 57.9%; Mother Teresa 18.2%; Our Lady of Guadalupe 43.6%; Sacred Heart/St. Joseph 31.25%; St. Matthew 49%.
C. Most of the six Catholic schools in the Topeka city cluster are facing declining enrollment, St. Mathew and Holy Family being the exceptions.

Based on our study, we support the continuance of all six Catholic schools in the city of Topeka. We further recommend:

A. That the Topeka Region Catholic School Principals solicit support, both internal (school, finance councils), and external (Archdiocese, national), to develop a comprehensive work plan by December 2014, focusing primarily on the Prudently Managed area.

B. That the Topeka Region Catholic Schools utilize the services of the new Enrollment Management Consultant at the Archdiocese to develop strategies to increase enrollment, and to retain students potentially lost to public schools in key transition times, pre-K to Kindergarten, 6th to 7th Grade and 8th Grade to High School. A survey may be used to determine why each Catholic family elects to send their school age children to Catholic, public or home-schools. Specific goals can be developed to implement accepted consultant recommendations. We believe there exists a significant opportunity to increase enrollment in the Catholic schools in Topeka.

C. That a strong collaborative working relationship continue to be fostered between Hayden Catholic High School, the five Catholic elementary schools in Topeka and all the parishes in the Topeka Region. The Catholic elementary schools and Hayden Catholic High School are urged to work together to increase the number of 8th grade
graduates who advance to Hayden Catholic High School with a minimum goal being 75% for each school graduating class.

D. That Topeka City parishes be provided two options for the funding of Catholic Schools.

- Option #1:
  Any Topeka parish that has documentation of three consecutive years of financial stability while meeting all its financial obligations may choose a stewardship subsidy approach which prudently fits its means and budget. (Based on this premise, Sacred Heart-St Joseph and Christ the King Parishes will initially use the stewardship subsidy approach.)

- Option #2:
  Parishes that cannot document three years of financial stability using stewardship shall utilize a tuition/fee-based formula. The funding formulas for tuition/fee based parishes shall fall within the following parameters as soon as possible and no later than the 2016-2017 school year:
    - Either, the same approach already in place at Hayden Catholic (50% of the per pupil cost from parent payments as tuition/fees; 30% of the per pupil cost from parishes and the balance from fund raising and 3rd party support)
    - Or, 30 - 50% Parent share of per pupil cost per student; 40 - 60% Parish subsidy; 10 - 30% 3rd Party support.

Whichever option is selected, the availability of financial assistance must be publicized for those families with demonstrated need, managed by using 3rd party analysis.

E. That the feasibility of establishing a new Catholic elementary school at Mother Teresa of Calcutta or another location include an assessment of the pros and cons for such a new school as well as the impact of a new school on the existing Catholic schools in Topeka.

Affected parishes should be given an opportunity to express objective views supporting their desired positions. Objective and compassionate consideration will be given when recommendations are developed.

F. That all parishes in the Topeka Region provide financial support for Hayden Catholic High School at the current rate or at a minimum rate of 30% of the per pupil cost per student.

**Ministries & Related**
We further recommend that as a cluster they:

1. Create and implement a Topeka City Cluster Communications plan for each parish and school so as to ensure consistency and timeliness of messages for pastors, principals, parents and parishioners. (Goal 12)
2. Understand that operating at a deficit should be rare and temporary. The goal should be to operate at a small surplus to ensure that a parish has funds reserved for those years when a rare and temporary deficit is experienced. The pastor, finance council and school administration should work together to develop an operating balanced parish budget by July 2015. (Criterion 18)

3. Convene a dialogue by November 2014 among all the pastors in the Topeka Region regarding a realistic increase of financial support for Catholic schools in Topeka from the Topeka East and Topeka West parishes and make a decision by February 2015. (Criterion 10)

4. Promote vocations to priesthood, religious life, and to assist the laity in living their vocation in the world. (Goal 8)

5. Support new initiatives for youth, young adults and seniors. (Goal 9)

6. Strengthen marriage and family life throughout the archdiocese. (Goal 10)

7. Evaluate Mass schedules to ensure that the needs of the people are met, the priest resources are deployed prudently and the schedules are balanced across parishes. (Criteria 19 & 20)

**Rationale**

We make these recommendations based on:

1. A study of the Topeka City Cluster’s Suggestions and Responses
2. The goals for the planning process.
3. The criteria for viable parishes and schools.