

Administration

If parish life may be described as the heart and soul of the diocese, then the Pastoral Center might be called its nervous system. For at 1150 Buffalo Road are received and transmitted the impulses that keep the 12-county Rochester diocese alive and moving.

And as the Pastoral Center functions for the diocese so does the administration office function for the center. Basically it exists to direct the overall operation within the diocese and to direct effective relations between the pastoral staff and diocesan organizations such as consultative bodies, institutions and parishes.

It is the office through which the bishop, vicar generals and chancellor who are the officers of the legal diocesan corporation, administer the various departments and offices which make up the diocese.

Indeed the main function of the bishop is as spiritual shepherd of the diocese, but he also is chief administrator of the diocesan legal corporation which includes 17 departments or offices, three consultative bodies, one commission, two unincorporated groups, six legal corporations. He also is president of the 193 parishes and missions in the diocese.

A large order. Thus the need for the administration office which is responsible for coherence of operating policies and adherence to standards for the various departments.

It took \$246,000 and a staff of 10 1/2 persons to run the office in 1975-76. Staff included three active bishops, the chancellor, the bishop's secretary, 3 1/2 secretaries, a receptionist and the bishop's administrative assistant. Part of the budget also goes to retirement

benefits for Archbishop Fulton J. Sheen and Bishop James E. Kearney.

Bishop Joseph L. Hogan as ordinary of the diocese is directly responsible for all its functions. The myriad of duties, however, makes it impossible for him to handle all of them personally. Thus he shares the functions with his administrative staff.

Auxiliary Bishop John E. McCafferty serves as rector of the Cathedral, vicar general, is the diocesan representative on the State Catholic Committee, is on the U.S. Catholic Committee, shares in the major decision-making processes of the ordinary and has conducted the special task force for the Eucharistic Congress, the diocesan Year of Renewal, the formation of the Diocesan Pastoral Committee. He also is the canonical adviser to the bishop and the diocesan tribunal. And, the same as Bishop Hogan, he performs sacramental duties throughout the diocese.

Auxiliary Bishop Dennis W. Hickey, also vicar general, is in charge of the diocese in the absence of Bishop Hogan. His other principal function is as executive secretary of the Priests Personnel Board. He is on the U.S. Catholic Conference, and also performs sacramental duties.

The bishop's secretary, Father Michael Conboy, is responsible for all calendar appointments for the bishop. He also assists in correspondence, is information officer of the diocese, prepares and conducts liturgical ceremonies involving the bishop, maintains clergy record books, and serves as the agent for transmitting information between the bishop and priests.



JAMES NOONAN

The duties of Chancellor Father William Flynn are described in a separate report.

The bishop's administrative assistant is a layman, James Noonan. He assists the bishop in administrative decision-making and is directly responsible for lay personnel administration at the Pastoral Center.

Noonan serves as chairperson of the Joint Executive Committee made up of representatives from the three consultative bodies and staff liaisons. He also is responsible administratively for monitoring and updating the diocesan Guidelines and Policies Manual and coordinating activities with the State Catholic Committee. He serves on the staff planning and finance committees, is liaison with the diocesan legal office and is directly responsible for the operation of the media distribution center and the pastoral center property maintenance.

How well has the office been operating?

"Progress is very high when compared to previous years.

Noonan says. "It is in just the last few years that we began to tackle in concentrated fashion the central administration in the bishop's office."

In another respect, however, the office performance in 1975 was "no more than average if compared against our expectations. We had specific objectives for some important restructuring which we have slowed down because of a shift of direction in goal-planning. Yet we have made enough progress to make these objectives easily reachable by the end of this fiscal year."

He feels that the office is adequately staffed but adds that if he had an unlimited budget he would install a computerized record-keeping system, using microfilm and a sophisticated retrieval system for all parishes as well as the pastoral center.

"It would be great for us and a perfect backup for every parish," he says, adding, "but such a setup is not financially feasible at present. There are too many other needs."

Describing the inter-relation of the office with diocesan departments, Noonan says, "By nature of our performance we are more active with some departments than others. The office works very closely with Planning, Fund Development, Finance, Media and Maintenance.

"We also work rather closely with Human Development, Pastoral Ministry, Liturgy and Education," Noonan says and describes the cooperation among the departments as "outstanding and I'd give everybody an A for patience."

"Just took at the services the

bishops provide through their sacramental and parochial presence," Noonan responds. "Beyond that, there are many other services of the behind-the-scenes variety which the average parishioner never sees."

Referring to the many and varied functions mentioned earlier, the bishop's administrative assistant adds, "If we are administering a smooth operation then we are producing a more effective delivery of services to parishes as a direct result. If a good training program is conducted in a parish more than likely it originated in the central office," he says.

The office publicizes its presence "through the Courier-Journal," Noonan says, "and its services are also identified in the diocesan guidelines."

"But we have never had any problem with people getting in touch with us," he adds.

What does the office do best?

"LISTEN," Noonan answers, seemingly in capital letters.

"We listen through the ears of the three bishops on parish visits to what is being said by parishioners. We take what is heard and adapt it to plans of action. We also listen to the consultative bodies in preparation of our plans."

Most probably agree that the Church must be structured if it is to get Christ's message across effectively. Within this diocese, the Pastoral Center administrative office provides the nerve center for the overall structure.

Becket Hall

Father Thomas Statt is among a handful of men who have assumed posts in the diocese so recently that they speak of their work with the reluctance born of inexperience yet with the enthusiasm born of bringing fresh ideas to a particular situation.

He was named this past June to head up Becket Hall, the diocese's collegiate house of studies for men thinking of entering St. Bernard's Seminary. The house is on the campus of St. John Fisher College — and it is in this situation that the new rector seems to have a special vocation. For the preceding 12 years, Father Statt was chaplain to

the students and faculty at SUNY at Geneseo.

The institution's purpose, he says, is to assist candidates for the theologate and pastoral ministry especially the priesthood, to determine their willingness and ability to pursue those ends and to help them with spiritual counsel.

He sees his role as helping in the development of men as persons with a particular calling in life, namely that of seminarians.

"We try to do the best we can for that person," he said, "to develop the kind of growth that would support and encourage the choice he has made."

He said that that growth is necessary in the spiritual, the academic and psychological life.

In the first instance, this is accomplished, he noted, through participation in the spiritual life of the house, both personal and in community; in the second, through official support of St. John Fisher's academic standards; and the third through supporting the student who must face change and tolerance that community life demands.

Among his duties, Father Statt sees direction, criticism, evaluation and recommendation.

"The rector must keep in mind the men who will be serving a larger community in the future," he said. He must be on the lookout for "those qualities in the individual he sees as necessary for a priest in today's world."



FATHER STATT

Furthermore, he understands he must develop a spirit of community within Becket. He sees that he must guide and confront the student on occasion as he tries to help "the individual grow in his own style."

Becket employs eight individuals on either a shared time or full-time basis, and as of this writing, he feels the house is adequately staffed.

Last year Becket's income was \$118,667 and expenditures amounted to \$140,081. The remainder came from the school's investment portfolio. Salaries and benefits account for \$51,091 and administrative costs the remainder of the expenditures.

This entire edition is devoted to the special diocesan departmental reports. Our regular format will return next week.

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