
RECOMMENDATIONS FOR ESTABLISHING A NEW MISSION IN THE ARCHDIOCESE OF ATLANTA

1. Parish discusses need for a parish expansion or new mission in conjunction with the Archdiocese Master Planner.
2. Pastor informs the Archbishop of the needs.
3. Pastor and Archdiocese Master Planner host a meeting of all pastors from the deanery to discuss the needs for a parish expansion or new mission in the deanery. The Archbishop and or his staff may attend.
4. If the majority of pastors agree on the need for a new mission, the host pastor requests in writing the Archbishop's permission for the establishment of a new mission in the Archdiocese. The letter should include relevant information such as existing parish size, proposed mission location, impact on other parishes, demographic information, and county information on job growth and new home construction projections.

Note: Steps 1-4 above follow the Large Capital Process first two steps 1) Parish Leadership Defines and Reviews Project, and 2) Obtain Archbishop Approval.

5. The Archbishop reviews the leadership needs for the mission. Working with the host pastor, the Archbishop appoints an administrator for the new mission. This may be a priest of the host parish, the deanery or from elsewhere in the Archdiocese.
6. The administrator must be very familiar with the principles of Discipleship and Stewardship and become familiar with the staff and resources available from the Chancery Offices. He should also meet with all of the local pastors and priests of the Archdiocese who started other missions in the Archdiocese.

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- 7.** The new administrator should work closely with the host pastor in all matters concerning the establishment of the new mission.
- i.** Working in collaboration with the Chancery Offices, host pastor, and local pastors, the administrator arranges a meeting to discuss the proposed location of the mission site (temporary/permanent).
 - ii.** Locations such as ideally located storefronts should be considered. Also, locations such as public schools should be considered for the celebration of Sunday Masses, if daily Masses and the mission office can be located at the rectory.
 - iii.** A residence/rectory for the administrator should be established close to the site of the new mission. This is strongly encouraged – parishioners need to see the priest’s commitment to the establishment of the mission! Serious consideration should be given to the residence also serving as the mission office and site for daily Mass, Reconciliation, etc.
 - iv.** The celebration of daily Mass should begin as soon as possible.

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- 8.** Extensive marketing of the new mission should begin as soon as a residence is established.
 - i.** Prepare inexpensive promotional materials for the new mission – with the assistance of the staff/volunteers of the host parish.
 - ii.** Administrator requests that all surrounding parishes promote the establishment of the new mission.
 - iii.** The administrator requests permission to speak at all neighboring parishes during the homily time of all Sunday Masses on at least one weekend!
 - iv.** Conduct sign-up's at these Masses to establish a database of interested parishioners. Have registration forms for the new mission available at the local parishes!
 - v.** Establish an online presence as soon as possible to keep potential parishioners informed of progress.
 - vi.** Request the assistance of volunteers for the exciting work of establishing a new mission/parish.
 - vii.** Encourage interested parishioners to spread the word about the new mission.
 - viii.** Ask potential parishioners to host “Mission Info Nights” at their homes, and/or Clubhouses for interested Catholics (this is a must).
 - ix.** Contact the Georgia Bulletin and local media outlets to request attention – newspapers, radio, etc.
 - 9.** In collaboration with the Chancery Offices the administrator should work closely with the business manager of the host parish to establish the necessary business accounts - EIN number, bank account, phone lines, power, water, etc.
 - 10.** In the interim, the administrator's salary should continue to be issued from the business office of his previous assignment. The parish will be reimbursed.