

Appendix 1

Holy Family Catholic 2010-2011 Pastoral Council Five Year Process Appendix to Joint Holy Family Community Five Year Plan Appendix Version 2011.2.4

Section 1 – summary of policy / guidance from Portland Archdiocese with articulation of goal of the plan p2

Section 2 – review of prior plan produced February 2005 and report on progress p3

Section 3 – summary of parish-wide 2010 survey and key/actionable findings p4-6

Section 4 – draft working plan and parish wide Vision Day planning (Sat 10/23/10 from 9:00 – 12:00 as part of Embrace the Grace weekend; post-Vision Day summary doc (Wed word / bulletin x 4 weeks thru Dec 2010 for additional comment; all parish committees Dec 2010 also final solicitation for comment/input) – FINAL 2010 DRAFT p20-22

Section 5 – action and implementation plans (pending – on agenda PC 1/6/11) p.23

Parish Statistics

742 registered households in parish / est 75% active Mass over last yr / 50% activity
482 contributing to weekly(monthly) to collection (\$1 or more)
249 with school aged children 5-13 / 67 households with children enrolled at HFS
of HFCS survey respondents, 86% Catholic, 88% parishioners

Financial data from Steeple Sounds, August 2010:

FY 2009-10 operating funds positive variance of \$95,643; offertory income \$657,655
projected 2010-11 operating budget \$737,085; offertory est income \$671,000
restricted fund balance \$154,287

2010 parish-wide 2010 survey from 149 respondents; school 124 respondents

SECTION 1 Summary of Policy / Guidance from Portland Archdiocese

The Purpose of Pastoral Planning

Pastoral planning has but one end -- to enable a parish to faithfully and effectively fulfill its purpose in a changing world. The parish exists, as does the whole Church, simply to build the kingdom of God.

Archdiocese Introduction – “THE PRIMACY OF GRACE”

If in the planning that awaits us we commit ourselves more confidently to a pastoral activity that gives personal and communal prayer its proper place, we shall be observing an essential principle of the Christian view of life: the primacy of grace. There is a temptation which perennially besets every spiritual journey and pastoral work: that of thinking that the results depend on our ability to act and to plan. God of course asks us really to cooperate with his grace, and therefore invites us to invest all our resources of intelligence and energy in serving the cause of the Kingdom. But it is fatal to forget that “without Christ we can do nothing.”

—Apostolic Letter, *Novo Millennio Ineunte*, John Paul II, 2001

Articulation of Goal of Pastoral Planning:

Pastoral planning is the prayerful process which turns parish vision into reality. It takes place through measured steps and involves understanding the mission of the parish, identifying pastoral priorities, setting goals and specifying objectives. It culminates in the writing of a pastoral plan.

Elements of Pastoral Planning

- Understanding the Mission - Word, worship, community, and service.
- Developing a Vision- what the future will be like if the mission is achieved
- Setting Goals - establishing pastoral priorities
- Outlining Objectives and Strategies
- Implementing the Plan

Elements of Pastoral Planning Process

- Prayer
- Study and Reflection on the Nature and Mission of a Parish
- Discernment
- A Review and Evaluation of the Current Activities of the Parish
- A Study of Needs which are not being Met
- A Study of the Resources of the Parish (People, Finances, Property)

Taken from

1) Policy and Guidance for Pastoral Councils, 2009 Archdiocese of Portland in Oregon; available at <http://www.archdpdx.org/pastoral-council/>

2) Parish Pastoral Planning (revised November 2009), Archdiocese of Portland in Oregon; available at <http://www.archdpdx.org/pastoral-council/>

SECTION 2 Review of February 2005 Strategic Plan and Report on Progress

Parish Mission Statement (written 1992)

The mission of Holy Family Catholic Parish is to make God known to our Parish family and community and to foster growth in our relationships with God and each other through the active Parish participation in the ministries of celebration, worship, education, and support of those in need.

2005 Summary / Excerpts from HFC 1st Parish Five Year Plan

Five year plan seen as opportunity to build Parish community to carry out mission despite Archdiocesan bankruptcy and possible change of Pastor. “We are the body of Christ and His hands on earth; we share God’s teaching to all, not only through education but through who we are and in what we do for others.”

Four Key Goals

1. Enhancing Organizational Structure
2. Increasing Parishioner Participation
3. Expanding Faith Development
4. Providing Opportunities for Putting Faith into Action

Specific Strategies Outlined

- Lay Ministers are cited as the backbone of Parish – expand roles to assume more non-liturgical responsibilities
- Grow spiritual development through more small, faith-based groups, Bible studies, social justice teachings, ecumenical education and integrating across parish/school/RE
- Stabilize funding for both parish and school
- Create a more comprehensive communication plan
- Work toward goal of being a *Stewardship Parish* – 10% of time, talent, treasure
- Generational-bridging activities
- Extend spiritual interactions beyond parish membership – eg school families
- Make HFCS more affordable to more people – esp tuition assistance

A discussion at Pastoral Council Meeting 9.9.2010 suggested that in general progress had been made in all key goals articulated in 2005 plan. However, attendees acknowledged that these goals remain valid and include many opportunities for ongoing innovation and improvement. Attendees at this meeting embraced the existing HFC Mission Statement as encompassing our collective priorities and indicated that no revision would be needed during the current process of pastoral planning. Amongst issues that were highlighted from the recent 2010 parish-wide survey and the discussion, preparation for stability and sustenance with a near-certain anticipated change in pastor during the ensuing 5 years was emphasized. Such pastoral planning would further underscore the importance of increasing parishioner participation and putting faith into action.

SECTION 3 Parish Survey Key/Actionable Results 2010

(summary prepared by PC subcommittee Fr Bob Barricks, Julie Jacobs, Drake Butsch, and Richard Mularski during May-Aug 2010)

Compiled from 149 respondents (49 or 23% from 215 solicited, 100 volunteer)

Outreach / Participation

20% of respondents felt we could do a better job of being more welcoming, especially to non-Catholics and newcomers suggesting reaching out better (58% do feel we are welcoming, 42% somewhat welcoming); as below with social events, parish-wide spaghetti dinners with quarterly focus on newcomers/non-Catholics may help extend this reach; other suggestions include better accessibility to reach out to these attendees such as nametags that encourage intermingling and outreach and requests for more interactive events and family events to get to meet others. Outreach to our inactive members and targeted evangelization for return to faith was also noted as important. Interesting that of new ways to be involved, respondents rated becoming greeters as highest preference (56%) suggesting roles for increasing hospitality ministry (at mass/parish functions; outreach to singles / widows / young adults other note. Noted that a representative for Eucharistic Ministers, Lectors & Greeters should sit on Pastoral Council.

Communication / Building Email Registry

A complimentary theme is communication to parishioners – respondents related that weekly bulletin is the best source of communication but also indicated a need to increase email solicitation with parameters of its use (33% feel email preferred); general sentiment that we need more than one system of outreach/communication; currently we have very incomplete email addresses and could target this over the ensuing campaign

Stewardship

Respondents indicated that stewardship (44%) is a core gospel value and indicate a primary reason for belonging in parish to attend mass with 80% of respondents see themselves as members of Holy Family to support the parish financially and 67% to volunteer in parish/community service. Sentiments indicated ample opportunities but better information and ability to get involved could be improved. Other related comments included a call for young married couples to be involved in ministries oriented to their age and more opportunities for single persons (single and widowed) who were noted to be missing at our social events. Of possible activities evaluated by respondents to meet such needs, parish spaghetti dinners, even quarterly & especially after Masses was most highly rated (58%).

Religious Education / Spiritual Growth

Respondents rated the Mass as a key chance to focus on their faith (86%) and expressed satisfaction with adult education – of areas where we could expand or improve, 70% expressed interest/support for a series of sessions regarding understanding the Mass is of high interest; prayer & worship events are of high interest; learning through active outreach was noted as the most viable to help deep faith formation; those who have taken part in non-sacramental prep Religious Education have enjoyed it but noted reality of how to get them to participate is the issue; 79% would attend a weekend retreat on

campus & not overnight; monthly praise / worship evenings with explanation of faith also endorsed. Greatest barrier time due to family/work conflicts (60%)

Community Service

Community service was noted as best way to have religious education appeal across the ages and respondents noted that an improved response system to volunteerism needs to be established; other related comments were that continued improvement of communication defining connection between stewardship & Embrace the Grace...and offering of opportunities to Embrace the Grace would be useful, smaller groups within larger community are most appealing to volunteer environment; we should increase community service for families to involve youth in parish life (communication of these opportunities constantly advertised; create a social media network for youth involvement, showcase youth from more involvement with school in parish life, and have youth specifically invite friends as best way to encourage youth participation)

Financial Planning / Approach

Respondents strongly supported the need for each parishioner to be responsible for supporting our parish financially (95% agree or strongly agreed). Respondents (correctly?) held the perception that we barely generate enough revenue to pay operating expenses; respondents supported a broad range of approaches to maintain/increase financial support but favored project-by-project fund raising as most appealing.

Preparedness for Changes in Pastoral Leadership

Amongst concerns that suggested parishioner involvement and inclusion in pastoral planning were addressing how we sustain the level of ministries and/or increase when a change of Pastor occurs.

Holy Family Catholic School

Respondents noted that Holy Family Catholic School was a vital part of the parish mission (91 % agree or strongly agree); of actionable improvements respondents called for more incorporation of school into parish activities; also noted support for replacing boiler with new heating/cooling system amongst priority maintenance projects.

For the past year the HFCS School Advisory Council (SAC) has been working on the school's Five-Year Plan and shares the following information to help inform the HF parish pastoral planning process: It just so happens that the School Plan and the Parish Plan are being prepared within the same time frame thereby making collaboration a practical goal. This will allow (1) for the Parish and School to be consistent and on message as we move forward and (2) provide an opportunity to better connect the School with our Pastoral Council and our parishioners. SAC has created a Five-Year Plan sub-committee that has been gathering data and developing the initial plan. The sub-committee will present their initial findings to SAC and to the school community in order to obtain further feedback with the expectation that the new HFCS Five-Year Plan will be completed around Thanksgiving 2010.

As part of the process, SAC conducted a parent survey. The survey was a great success as we had 124 unique individual responses to our questions. Of those 124, 86% were Catholic, and 88% of those respondents were Holy Family Parishioners. Given this number we knew the information gathered would be useful to the parish as well as the school. While the majority of the questions related to the students, staff and the school, we included a few questions that related to the relationship between school and parish.

Of interest was the 89.5% positive response we had when asking about the relationship between school and parish and the 86.2% positive response when asked whether the curriculum meets expectations for faith and worship. These answers made us feel confident that our pastoral message goes beyond the church and into our school. We are so blessed to have Father Bob, Principal Robinson and our wonderful teachers to ensure that our school follows the pastoral lead established by Father Bob and the Pastoral Council. We also asked a few questions about the facilities to gauge the importance of certain issues. While many responded to the need for facility improvements, most were not willing to accept an increase in their tuition in order to cover the costs (around 20% said yes), with the exception of “increasing technological improvements in the classroom” in which 55.9% of those responding said they’d pay more in tuition.

SECTION 4 draft working plan and parish wide Vision Day planning (Sat 10/23/10 from 9:00 – 12:00 as part of Embrace the Grace weekend)

Sources for input include a planning meeting with Embrace the Grace committee 9.8.10; a planning meeting with HFC administration and Pastoral Council leadership 9.8.10; regular scheduled Pastoral Council meetings 9.9.10 (and pending 10.7.10), open planning meeting organized by Pastoral Council with invitation for participation to parish Committees, Mother Share group, Men of Intention group, and Altar Society group on 9.18.10; and meetings with volunteer parishioner moderators with Vision Day moderator, Sr. Eileen Brown (phone 9.16.10; planning meeting 9.18.10, moderator preparation meetings date(s) pending); input Fr Bob.

Sept Working Articulation of Pastoral Planning / HFCP Goals

Holy Family Catholic Church enthusiastically embraces its parish mission as follows: *The mission of Holy Family Catholic Parish is to make God known to our Parish family and community and to foster growth in our relationships with God and each other through the active Parish participation in the ministries of celebration, worship, education, and support of those in need.* The values and actions of parishioners and its leadership emphasize the stewardship vocation that manifests in the opportunity to continue to build our parish community and celebrate our faith.

As during the 2005-2010 period, we recognize that lay ministers are the nucleus of the parish and embrace the call to increase parishioner involvement in faith development, organizational leadership, financial support, and non-liturgical responsibilities. *We are the body of Christ and His hands on earth; we share God's teachings to all, through prayer, education, and especially through who we are and in what we do for others.* We set broad goals to continue that which we do well and expand and innovate our stewardship. As highlighted in the 2010 parish-wide survey and subsequent discussions, preparation for stability and sustenance of our parish charisma throughout an anticipated change in pastor during the ensuing 5 years will require organized pastoral planning, excellent coordination and communication throughout the parish/school, and optimizing parishioner participation by putting faith into action.

(September draft goals for 2010 – 2015; see update for October 23rd on page 10-12):

1. Enhance Organizational Communication and Coordination
2. Expand Parishioner Participation and Stewardship
3. Improve Social Justice and Putting Faith into Action Opportunities
4. Ensure Stability of Liturgical / Non-liturgical Activity during Pastoral Leadership Transitions
5. Plan for Financial Stability and Maintenance of Facilities
6. Respond to Parishioners Needs for Ongoing Faith Development

Summary of input from some draft categories of the survey for Action/Implementation Planning (September 2010)

Improving Communication and Coordinating Functions

communication to parishioners primarily thru bulletin
embraced increased email solicitation / distribution – thus build registry
coordinate / integrate existing non-interoperable databases
explore representative for Eucharistic Ministers, Lectors & Greeters on PC
execute a more comprehensive communication plan

final reports will need to include current parish / school organizational charts

Expanding Outreach and Optimizing Parishioner Participation

more welcoming, especially to non-Catholics and newcomers
optimize social events esp parish-wide spaghetti dinners
quarterly focus on newcomers/non-Catholics
better use of nametags that encourage intermingling and outreach
interactive events and family events
outreach to our inactive members and targeted evangelization for return to faith
capitalize that respondents rated becoming greeters as best way to increase involvement
roles for increasing hospitality ministry (at mass/parish functions
outreach to singles / widows / young adults
generation-bridging activities - foster youth/aged learning and appreciation

Stewardship / Community Service / Social Justice Opportunities

Stewardship Parish goals (2005) 10% of time, talent, treasure
survey respondents indicated stewardship core gospel value
indicated ample opportunities but better information could improve
call for young married couples to be involved in ministries oriented to their age
more opportunities for single persons (single and widowed)
use community service to have religious education appeal across the ages
improve response system to volunteerism
increase community service for families to involve youth in parish life
create social media network for youth involvement
showcase youth from more involvement with school in parish life
have youth specifically invite friends as best way to encourage youth participation

Preparedness for Changes in Pastoral Leadership

Amongst concerns that suggested parishioner involvement and inclusion in pastoral planning were addressing how we sustain the level of ministries and/or increase when a change of Pastor occurs

Financial Planning / Approaches to Facility Maintenance

Stabilize funding for both parish and school

respondents agree with support parish / note barely generate enough revenue to pay operating expenses

respondents favored project-by-project fund raising as most appealing beyond Sun

good effects for automated bank withdrawal

Holy Family Catholic School was a vital part of the parish mission (91 %)

support for replacing boiler with new heating/cooling system

HFCS respondents need for facility improvements - most not willing to accept an

increase in their tuition in order to cover the costs (around 20% said yes

exception "increasing technological improvements in the classroom" (56%)

Religious Education / Spiritual Growth

respondents rated the Mass as a key chance to focus on their faith (86%)

interest/support for a series of sessions regarding understanding the Mass

learning through active outreach to help deepen faith formation

79% would attend a weekend retreat on campus & not overnight

greatest barrier time due to family/work conflicts (60%)

Notes from consultancy with Sr Brown (Sept 2010)

Sr Brown looked for core issues out of the last 5yr strategic plan including what has not been done – what should we still do

setting goals – need to know/define/sharpen – esp as it leads to what to achieve in next 5 yrs – add concrete action steps – who – how we will know we're succeeding

Anticipate her draft for logistics for 10.23 for discussion at 10.7 PC meeting

October Definitions / Vision Day Document for Refining Goals for 2010 – 2015:

Articulation of Pastoral Planning / Holy Family Catholic Parish Goals (ver 9.27.10)

Holy Family Catholic Church enthusiastically embraces its parish mission as follows:

The mission of Holy Family Catholic Parish is to make God known to our Parish family and community and to foster growth in our relationships with God and each other through the active Parish participation in the ministries of celebration, worship, education, and support of those in need.

The values and actions of parishioners and its leadership emphasize the stewardship vocation that manifests in the opportunity to continue to build our parish community and celebrate our faith. As during the 2005-2010 period, we recognize that lay ministers are the nucleus of the parish and embrace the call to increase parishioner involvement in faith development, organizational leadership, financial support, and non-liturgical responsibilities. *We are the body of Christ and His hands on earth; we share God's teachings to all, through prayer, education, and especially through who we are and in what we do for others.* As the ongoing Embrace the Grace campaign has emphasized, *we are called !*

We set broad goals to continue that which we do well and expand and innovate our stewardship. As highlighted in the 2010 parish-wide survey and subsequent discussions, preparation for stability and sustenance of our parish charisma throughout an anticipated change in pastor during the ensuing 5 years will require organized pastoral planning, excellent coordination and communication throughout the parish/school, and optimizing parishioner participation by putting faith into action.

Draft Goals (ver 9.27.10)

- I. Enhance Organizational Communication and Coordination
- II. Expand Outreach to Non-Parishioner / Non-Catholics / Newcomers / Others
- III. Optimize Parishioner Participation
- IV. Improve Stewardship / Community Service / Social Justice Opportunities
- V. Ensure Stability of Liturgical / Non-liturgical Activity during Pastoral Leadership Transitions
- VI. Plan for Financial Stability and Maintenance of Facilities
- VII. Respond to Parishioners Needs for Ongoing Faith Development
- VIII. Blue Sky / Open Other Category

Draft details and need assessment to guide the 10.23.10 Vision Day (ver 9.29.10)

I. Enhance Organizational Communication and Coordination

Reason for goal / needs: Within HFCP one group working on initiatives or innovation do not understand others efforts, people don't know what is being done and/or needs to be done, and effective communication is limited to bulletin/mass announcements

To maximize time, talent, and treasure being effectively and efficiently embraced in HFCP some ideas that have evolved include:

- linking databases between parish / school and across groups
- attain and use emails distributions for all who would like to use (1/3 of survey)
- create / maintain registry for emails across groups / parish / school
- develop a 5 yr plan and yearly updated progress reports dissemination
- improve response system to volunteerism (once offer to help HF follows thru)
- more opportunities like sign up tables for Christmas in July
- emphasize role of PC as communication hub – better sharing between groups
- emphasize school – church community collaboration and info sharing

II. Expand Outreach to Non-Parishioner / Non-Catholics / Newcomers / Others

Reason for goal / needs: Within HFCP participation is support of our mission; we must be welcoming, especially to non-Catholics, newcomers, singles, widows, young adults, aged, and across generations / interest groups

To increase outreach within HFCP some ideas that have evolved include:

- optimize social events esp. call for parish-wide spaghetti dinners
- quarterly focus on newcomers / non-Catholics
- better use of nametags that encourage intermingling and outreach
- outreach to our inactive members and targeted evangelization for return to faith
- capitalize that respondents rated becoming greeters as desired way to get involved if they were to increase involvement
- outreach to singles / widows / young adults
- generation-bridging activities - foster youth/aged learning and appreciation
- neighborhood stewards/service “they’ll know we are Christians by our love”

III. Optimize Parishioner Participation

Reason for goal / needs: We know we need to have ownership, unity, and stewardship – we thus need concrete ways to ‘respond to the call to action of our faith’ that forms the central stewardship vision for HFPC. Even in the prior 5 year pastoral plan it was acknowledged that 20% of members accomplish 80% of activity; it remains an unrealized articulated goal was to move everyone toward better participation.

To expand and increase parishioner participation some ideas include:

- optimize social events esp parish-wide spaghetti dinners
- capitalize that respondents to survey asked to become greeters
- ensure we don’t lose people who step up due to disorganized parish databases
- more opportunities for single persons (single and widowed)
- have youth specifically invite friends as best way to encourage youth participation
- parishioners invite neighbors / friends (ecumenical)

IV. Improve Stewardship / Community Service / Social Justice Opportunities

Reason for goal / needs: To become a Stewardship Parish (as articulated in goals of 2005) a standard of at least 10% of time, talent, treasure should go into HFPC; survey respondents indicated stewardship core gospel value and acknowledged our values of ownership, unity, and stewardship – we thus need concrete ways to ‘respond to the call to action of our faith.’ For example, it was clear from the parish-wide survey that we all want parish-wide spaghetti dinners, but who will ‘start boiling the water’.

To expand and increase stewardship participation some ideas include:

- plan and have quarterly parish-wide spaghetti dinners
- call for young married couples to be involved in ministries oriented to their age
- use community service to have religious education appeal across the ages
- improve response system to volunteerism
- increase community service for families to involve youth in parish life
- use social media network for youth / those savvy for communication
- showcase youth with more involvement of school in parish life
- parishioners invite neighbors / friends for ecumenical outreach & service

V. Ensure Stability of Liturgical / Non-liturgical Activity during Pastoral Leadership Transitions

Reason for goal / needs: As articulated in prior 5 year plan – we are certain to have a change in pastor in the next few years; to have stability of the strengths within HFCP and capitalize on the talent brought to us by a new pastor we need to have strong community/parishioner involvement and inclusion in pastoral planning for transitions.

To optimize transition to new pastor merging best we have with new possibilities:

- sustain the level of ministries and/or increase when a change of Pastor occurs
- encourage 10% of time, talent, treasure from all parishioners
- proactive unity / parish ownership with archdiocese in process
- develop transition committee to meet with archdiocese, candidates, and new pastor to embrace gifts of new leader and ensure we all grow together
- reach out to archdiocese early in planning process to encourage dialogue

VI. Plan for Financial Stability and Maintenance of Facilities

Reason for goal / needs: As articulated in prior 5 year plan, financial stability is imperative for all we hope to do in our missions – we continue to barely generate enough revenue to pay operating expenses; additionally survey input suggests that parish respondents favored project-by-project fund raising as most appealing beyond Sunday collections and both parish and school respondents recognize need for facility improvements but most school respondents imply that facilities are a parish responsibility (indicating that most not willing to accept an increase in their tuition to cover the costs)

To continue to stabilize finances and maintain facilities ideas include:

- good effects for automated bank withdrawal but only 30% participation
- support in both surveys for replacing boiler with new heating/cooling system
- school respondents ok with tuition increase for technological improvements
- need better communication from Admin Council to PC
- consider a Maintenance Committee
- revisit repair / inspection evaluation and prioritize / plan to implement
- novel fundraising mechanisms
- improve care of Staff – ensure good work environment at HFCP/HFCS

VII. Respond to Parishioners Needs for Ongoing Faith Development

Reason for goal / needs: To fulfill our Catholic mission we need continual spiritual nourishment; successful spiritual growth has come from the Embrace the Grace campaign, thru groups like Men of Intention and Mother Share, and community-building experiences like Breaking Open Faith Dinners. Respondents rated the Mass as a key chance to focus on their faith (86%) and express interest in understanding more about the Mass and deepening faith formation.

To continue to expand and sustain faith development ideas include:

- expand prayer experience at social events e.g. parish-wide spaghetti dinners
- learning through active outreach to help deepen faith formation
- interest (79%) in daytime weekend retreat on
- babysitting expanded as greatest barrier family conflicts
- explore success of new RCIA expansion to current Catholics
- Fr Bob developed some components regarding Mass understanding

“We Are Called” Embrace the Grace Weekend

LOGISTICS / PLANNING INFORMATION FOR VISION DAY

AGENDA (draft version 2010.10.7) Saturday 9:00 – 12:00

8:45 Volunteer Facilitators (meet with Mary Jo, Bill Zuelke, Sr Brown)

9:00-9:10 Welcome / Stewardship Prayer (Deacon Tim and Vicki Ford)

9:10-9:20 Frame Day-Pastoral Planning / HFC Mission / Prior Five Year Plan and Progress (Richard Mularski)

9:20-9:25 Survey Results and Introduction Summary Goals (Drake Butsch)

9:25-9:30 Continuity of HFC Goals / Center of Community (Kim Zea)

9:30-11:30 Facilitation of Parish-wide Visions / Breakouts (Sr Eileen Brown)
- 20 minutes x each of 5 goals with bit of intro / break time

1. What are some of our successes these past five years as a faith community?
2. Goals – are they on the right page and clear?
3. What action would you suggest to implement this goal?
4. Who will drive the process to achieve this goal?
5. How will we measure success in achieving the goal?

(breaks between session 2 and 3 as announced by Sr’s bell)

11:30-11:55 Wrap-Up and Summary (Sr Brown, Bill Zuelke, and ? open mic)

11:55-12:00 Gratitude / Stewardship Closing Prayer (Richard and Tim)
- Open solicitation for any other comments participants to write on posters

12:00+ Cleanup / Set-up for Sunday Gratitude Luncheon

Anticipate anywhere from 70 - 120 people, we will plan 16 tables of 6 with 1 facilitator each that can grow to 7-8/table as needed and will solicit 22 table facilitators; Sr Brown has delineated necessary supplies including poster size goal sheets for the 4 listed goals and a 5th “Blue Sky / What Else” (these will remain up for whole session and during wrap-up / end of day comment solicitation). goal as well as copies of each on separate page for each table along with pens/pencils. Each table will have 5 8.5x11 sheets for participants with one each of the 5 goals listed at the top of paper and space to expound on ideas and action planning. Each goal sheet will have one or two action statements to help participants get started on the strategies/actions. Goal statements will be clear and understandable to all (brief introduction from Sr / PC members along with written articulation of the need statement).

Table facilitators will be clear about their task and will attend a briefing at 8:45 with Sr Brown's assistant Mary Jo. Facilitators will include representatives from key parish and school committees and will work to assure that each person in the group participates. Also, they will summarize the discussion and return materials to the planning group.

After an introduction to the process, we will move to goal one. Spend about 15 minutes in discussion at the table. Take 3-5 minutes to wrap it up. Sound a bell. Move ahead with goal 2, 3, 4, and open category.

After four goals, have a short break to collect summaries and keep the wall charts open for comments. Each table facilitator makes sure that the information from his/her group is clear so that the planning committee has material in hand to complete the final document at a later date.

The side walls will have large sheets of paper on which the original goals will be listed. Leave plenty of room for people to write comments and suggestions.

Prioritization of goals will follow naturally from the anticipated 16 independent groups on Oct. 23 with frequently cited action plan items being emphasized by PC in subsequent synthesis and documentation.

Time management will rest with Sr Brown, Mary Jo with assistance as needed from PC at-large members given the importance with a large group in a moderate size room.

Ensure and test before 8:30 am – Microphones; Table Set up

Julie Jacobs is coordinating commitment of table facilitators

FOCUSED GOALS FOR VISION DAY (ver 2010.10.12)

I. Achieve Vision of a Holy Family Stewardship Community thru Putting Faith into Action by Engagement, Participation, and Service

Holy Family has expressed a vision of a Stewardship community with full engagement and participation of its members with their time, talent, treasure as a realized expression of our shared gospel value. To progress in embracing grace with our ownership, unity, and stewardship, we need to optimize the opportunity to respond to the call to action of our faith – we need to grow community, commitment, and action. We are also certain to have a change in pastor in the next few years; to have stability and growth, the Holy Family community will need to both capitalize on the gifts/talents brought to us by a new pastor as we ensure widespread involvement of parishioners and staff in transition.

To expand and optimize community participation we will:

- ensure we get those people involved who express interest
- prepare a process for smooth transition to a new pastor to embrace gifts and ensure we all grow together
- more opportunities for single persons (single and widowed) and have youth specifically invite friends as best way to encourage youth participation
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It was clear from the parish-wide survey that our Holy Family community will attend and will benefit from parish-wide spaghetti dinnersbut who will “start boiling the water”

II. Organized Communication and Coordination across the Holy Family Community

Holy Family needs to ensure organization and communication between members of the parish, school, committees, and groups acting within both the school and parish and with the pastor/staff/administration and Archdiocese. Often within Holy Family one group working on initiatives or innovation do not understand others' independent efforts, people don't know what is being done and/or needs to be done, and effective communication limits planning and participation. Are bulletin and pulpit announcements sufficient or what else is needed? for whom? when? how?

How will we achieve organization, coordination, and optimized communication?
Who has the skills and ability to change and monitor systems?

- emphasize school – church community collaboration and info sharing
- link databases between parish & school and across groups
- add email distribution for all who would like to use (1/3 of survey)
-

III. Holy Family will Plan for Financial Stability that includes Maintenance of Facilities

Financial stability is imperative for all we hope to do in our Holy Family community yet we continue to barely generate enough revenue to pay operating expenses. We have aging buildings and facilities that have unmet maintenance needs. Survey input suggests that parish respondents favor project-by-project fund raising as most appealing. Despite needs and the use of automatic withdrawal, weekly collections are insufficient to fund necessary maintenance and most school respondents indicate that they are not willing to accept an increase in their tuition to cover maintenance costs.

To provide an ethically sound and sustainable financial plan, how will we:

- develop a three year forecast and budget based on Parish priorities and share with parishioners to engage participation and support
- establish a maintenance committee to understand and prioritize facility maintenance needs and how will we fund it
-

IV. Holy Family will Sustain Stewardship though Faith Development and Outreach to Non-Parishioners / Non-Catholics / Newcomers

To fulfill our Catholic mission we need continual spiritual nourishment and growth by outreach. Successful spiritual growth has come from the Embrace the Grace campaign, thru groups like Men of Intention and Mother Share, and community-building experiences like Breaking Open Faith Dinners. Survey respondents cited the Mass as the key chance to focus on faith and express interest in understanding more about the Mass and deepening faith formation.

To continue to expand and sustain faith development and outreach, how will we:

- expand prayer experience at social events e.g. parish-wide spaghetti dinners
- organize day weekend retreat based on survey response and ensure evaluation of the response / success to help guide other programs
- foster generation-bridging activities
- neighborhood stewards/service “they’ll know we are Christians by our love” – what and how will we do this?
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V. Open Blue Sky Discussion

We invite you to add your personal insights and suggestions. Is there something burning inside you that we should be considering in our 5 year plan to something more you want to share as a result of the conversations that you had today? Let your imagination expand, to think big, to think outside the box. Your voice counts.

Nov-Dec 2010 Committee Comment / Review / Final Chance for Input

Dear Holy Family Committee:

As discussed and agreed at Pastoral Council meeting 11/4/2010, all committees/groups will bring the following synopses to their committees to solicit comment/review before the end of 2010 (**email and comment collection closing 12/30/2010**).

Please ensure that this gets to all members and that you either meet as a group and return group comments/suggestions/responses or solicit/emphasize the importance of input by individuals to this pastoral planning process.

Over this last year, the Holy Family Catholic community has engaged in a process of pastoral planning to guide the next five years. This process included review of the last five year plan and its progress, parish-wide surveys, input from individuals and group ministries, and a parish-wide input and planning day. Following are the synopses of the main goals for your comment and reaction.

We're asking you to provide feedback by jotting down any comments or suggestions and putting them into the Sunday offering basket, dropping them at the Parish Center, dropping them at the School office, or emailing them to HF5yearplan@gmail.com.

Andrew Schmidt to facilitate development / synthesis with school 5 yr planning

Rich attended SAC 1/12/2011 meeting

SYNTHESIZED FIVE YEAR PASTORAL GOALS

Goal 1. Achieve the Vision of a Holy Family Stewardship Community thru Putting Faith into Action by Engagement, Participation, and Service

Holy Family endorses the vision of a Stewardship community with full engagement and participation of its members with the sacred blend of time, talent, treasure as a realized expression of our shared gospel value. The strategic plan must accommodate and facilitate ways for all parishioners to be involved and take ownership. We need to grow community, commitment, and action. We are also certain to have a change in pastor in the next few years; to have stability and growth, the Holy Family community will need to both capitalize on the gifts/talents brought to us by a new pastor as we ensure widespread involvement of parishioners and staff in transition.

Promote parish-wide activities and add spaghetti dinners - it was clear from the parish-wide survey that our Holy Family community will attend and will benefit

We need to identify ways to get people to help in planning and preparing community events - who will “start boiling the water”?

Prepare a process for smooth transition to a new pastor and form a Transition Committee was endorsed.

Form a group with diverse representation from the parish to prepare a booklet that captures the unique identity and needs of Holy Family for a new pastor.

We need improved census information and database coordination across school, parish, and committees to expand, optimize, and maintain community participation

We need to ensure we get those people involved who express interest.

We need to overcome the data systems that do not interact and have major gaps in tracking interest and participation of church/school members.

We need individuals with information technology experience who can help fix the limits in databases and may need to raise capital to support this function.

Ministry fairs annually to engage parishioners personally and then quick turn around of ministries to contact and coordinate involvement

Outreach to underserved populations in our community

Create opportunities for single persons, widows, and others of all ages

Continue to creatively involve youth in ministry such as having friends specifically invite friends and using social media service

Goal 2. Organized Communication and Coordination across the Holy Family Community

Holy Family needs to ensure organization and communication between parish, school, committees, and groups acting within both the school and parish with the pastor/staff/administration. Within Holy Family groups working on initiatives or organizing events may not understand others' independent efforts. Despite progress in communication and dissemination, there are shortcomings in people knowing what is being done and/or needs to be done. To overcome ineffective communication, planning, and participation we need to have reliable systems (database coordination) and engagement of all organizations in collaboration, especially between school and parish.

Link databases and calendars between parish / school and across groups- church and school must work together seamlessly

Form a formal database committee to link and maintain data systems between parish, school, committees, and groups

Create and maintain a registry for emails across groups / parish / school

Launch a fundraising program to fund these activities (est \$35-45K to achieve)

Add email distribution for bulletin / church announcements for those who would like (1/3 of survey)

Create a pool of administrative volunteers to maintain and update registry / databases

Emphasize role of pastoral council as communication hub to achieve sharing of information between groups

Foster generation-bridging activities and communication

Establish geographic mapping of our parishioners / neighborhoods that can allow individuals and groups to coordinate outreach and care-giving ministries

Goal 3. Holy Family will Plan for Financial Stability that includes Maintenance of Facilities

Financial stability is imperative for all we hope to do in our Holy Family community yet we continue to barely generate enough revenue to pay operating expenses. We have aging buildings and facilities that have unmet maintenance needs. Survey input suggests that parish respondents favor project-by-project fund raising as most appealing. Despite needs and the use of automatic withdrawal, weekly collections are insufficient to fund necessary maintenance. Additionally, most school survey respondents indicated that they are not willing to accept an increase in their tuition to cover school maintenance costs.

Provide an ethically sound and sustainable financial plan

Develop a three year forecast and budget based on Holy Family priorities and share with parishioners to engage participation and support

Establish a maintenance committee to understand and prioritize facility maintenance needs

Increase participation in automated weekly (ACH –electronic debit) program

Bolster novel revenue generation mechanisms and participation in fundraising

Improve care of Holy Family staff workers – ensure good work environment

Facilitate a fully engaged community where everyone contributes time, talent, and treasure

Goal 4. Holy Family will Sustain Stewardship through Faith Development and Outreach to Non-Parishioners / Non-Catholics / Newcomers / Our Neighborhood

To fulfill our Catholic mission we need continual spiritual nourishment and community outreach. We can build on s successes like Embrace the Grace, Men of Intention, Youth Ministry, and Mother Share, to name a few. We must be welcoming to all and increase community outreach, as is done for example in Christian Ministries and St Vincent de Paul. Our stewardship will be sustained by deepening our collective faith formation and finding ways to act on our beliefs.

Foster community-building experiences that are inclusive and widely attended; overcome barriers that prevent participation such as expanding youth ministries to offer babysitting

Reach out to inactive members and welcome participation – specifically tap people on the shoulder to volunteer and reduce attrition by preparing volunteer succession

Expand prayer experience at social gatherings

Encourage better use of name tags to foster intermingling and effective outreach

Reinvigorate our role as neighborhood stewards thru service “they’ll know we are Christians by our love”

Offer programs that respond to the survey call for better understanding of the Mass as way to focus on faith development

Organize weekend day retreats based on survey response

Ensure evaluation of the new/ongoing programs for effectiveness

-- VERSION 2011.1.6 TO BEGIN MERGE WITH HFCS 5 YEAR PROCESS