

St. Mary's  
Parish Strategic  
Pastoral Plan

December 2009

I would like to begin by thanking all those involved in the long and detailed process of compiling our Parish Strategic Plan. I include in these thanks the committee that met for a whole year, especially the co-chairs Jim Hardy and Stephanie Dickman, but also all parishioners and staff who took part in the process.

The Pastoral Planning Committee began their work together August 2008. They began by developing a Mission Statement in conversation with the entire parish community, making use of listening sessions and other gatherings. A final version was presented to the parish in December 2008.

A second step was the development of a Vision Statement. The process began in December 2008, and this time a short questionnaire was used as well as listening sessions and discussion groups to elicit input on content. The Vision statement was completed...

We then continued by drawing up a list of goals for our 3 year plan based on our conversations over the past couple of years, in line with our Mission and Vision Statements. On approval of these goals our final project was to identify the more detailed action points that make up this Strategic Plan.

In the course of our work over the last 18 months it seemed necessary for us to take a strong look at the whole idea of Evangelization. "Evangelization" is the word that the church uses to describe the process of "growing church" through spreading the Gospel. At all levels the church has reflected on this process, its dynamics and methodology. We felt that it would be helpful for us at St Mary's to draw on some of this wisdom.

For this reason even before the Pastoral Planning process at St Mary's was completed an Evangelization committee was formed to help us be open to new possibilities for the future.

May God bless us and guide us on the journey ahead...

Anne-Marie Brogan  
Pastoral Administrator

## **Goal I: GROWTH & EVANGELIZATION**

*Our call to evangelization at St Mary's is about building community internally on the model of Gospel centered living, reaching out to welcome others to our parish and extending our connections to the downtown community. It is about looking inward to bring out the full potential of who we are as well as looking outward. An "evangelization approach" colors every aspect of parish life and ministry.*

**Objective A: Increase weekly attendance by attracting new members and retaining current parishioners.**

**Objective B: Work to achieve a broad representation of groups and members within the parish.**

As an outgrowth of the Pastoral Plan the Evangelization Committee has been formed and has met on a regular basis since July 2009. The committee has:

- 1) Reflected together on major church documents on evangelization including *Evangelii Nuntiandi*<sup>1</sup> and *Go and Make Disciples*<sup>2</sup>, and sought to understand the basic principles, movements and goals of evangelization.
- 2) Looked in depth at the results of visioning brainstorm, surveys and conversations held in the parish over the past two years and sought to identify new actions and approaches to ministry that would promote growth that works well in the cultural setting of St Mary's.

The *Evangelization Committee* feels called to concentrate on the following priorities and is working to develop the details of the following action points by June 2010:

- A. Improve hospitality/greeting approach toward visitors, seekers and current parishioners.
- B. Develop new and stronger ways of walking with each other in faith as a community. This includes ways that will both maintain and strengthen faith of and relationships among existing members while being attentive to the variety of their needs.
- C. Developing new and stronger relationships and connections with the downtown community and the city:

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<sup>1</sup> *Evangelii Nuntiandi*, Pope Paul VI, December 8, 1974.

<sup>2</sup> *Go Make Disciples*, United States Conference of Catholic Bishops, November 18, 1992

- Collaboration on joint initiatives and projects in the downtown area.
- Linking with civic, corporate and ministerial leaders in the community.
- Reaching out to new workers and residents in the downtown area to affirm St. Mary's role as a place of welcome and faith.
- Reaffirming the message, presence and ministry of St. Mary's downtown and in the city through advertising, communications and positive use of the media.

**Goal II: PARTICIPATION**

*As expressed in our mission statement, "St. Mary's is a Roman Catholic parish...that is welcoming to all. This faith community is nourished by the Sacraments, Scripture, music and vibrant celebrations that are grounded in the spirit of Vatican II. Energized by the call to become the Body of Christ, the people of St. Mary's encourage open inquiry, strive to be diverse and are committed to bringing healing, justice and hope to each other and the broader community." As such, we are a community committed to the development of our ministries within and outside the parish through greater involvement and participation.*

**Objective A: Increasing participation in the life of the Parish through liturgical ministries, the work of parish committees, faith formation program and the care and ministry of parishioners one to another:**

**1. Increase full and conscious participation in liturgy particularly through liturgical ministries.**

*Responsible Parties: Pastoral Associate, Music Director, Sacramental Minister and Liturgy Committee.*

Actions:

a) Increase number of liturgical ministers where needed:

- (1) Evaluate current number of ministers against needs for each area of Liturgical Ministry.
- (2) Request for new ministers as needed, 2-3 times a year in bulletin and with announcements.

Timing: Ongoing

b) Continue bi-annual training and enrichment sessions for all liturgical ministers:

(1) Review current training and provide for any needed changes or developments

(2) Determine effectiveness of training

Timing: By September, assess progress and create new plan of action for each upcoming year.

c) Encourage leaders in ministry groups to reach out and invite other parishioners to participate:

(1) Identify ministry areas needing growth

(2) Identify leaders in each group

(3) Train in methods of outreach

(4) Identify ways of feeding back information to staff

Timing: By September, assess progress and create new plan of action for coming year.

## **2. Increase participation in the work of Parish Committees**

*Responsible: Pastoral Administrator, Pastoral Council, Committees*

Actions:

a) Each committee will develop three level goals for year in alignment with the Parish Pastoral Plan and PPC direction. *(These goals should focus on what committee needs to accomplish in the coming year and what issues need to be resolved).*

Timing: September of each year.

b) In order to publicize and enhance their work, each committee of the parish would:

(1) Coordinate at least one coffee hour per year

(2) Train its members in outreach to others

(3) Use the bulletin and web site to communicate activities and programs

(4) Develop lists of individuals that prefer to support special events and short term projects related to that committee.

Timing: Ongoing

## **3. Increase involvement and engagement in Faith Formation programs and activities across all ages**

*Responsible: Faith Formation Director, Faith Formation Committee*

Actions:

- a) Develop and publicize a calendar of events for various faith formation programs in collaboration with St. Boniface and Blessed Sacrament parishes
  - (1) Classes and events for families with children Grades Pre School-Eight
  - (2) Sacramental preparation process for those involved with Baptism, Confirmation, First Communion, First Penance and the Rite of Christian Initiation of Adults.
  - (3) Monroe Clinton Family Faith Events such as Vacation Bible Camp

Timing: Ongoing

- b) Develop a system of regular communication to invite participation in programs and events
  - (1) Utilize the parish bulletin and website to communicate accurate information about programs and events.
  - (2) Solicit email addresses to send electronic updates directly to individuals

Timing: Ongoing

- c) Provide opportunities for Adult Enrichment within the parish and in collaboration with St. Boniface and Blessed Sacrament parishes.
  - (1) Monthly Adult Enrichment sessions—working in collaboration with the Social Justice Committee
  - (2) God in the Garden series (Summer social and conversation)
  - (3) Saturday evening gatherings to address topics of interest and concern in the church today.
  - (4) Book discussion groups
  - (5) Bible Study and Scripture sharing
  - (6) Programming to respond to the needs of the downtown community

Timing: Ongoing

- d) Monitor attendance at all sessions and evaluate programs.
  - (1) Utilize sign in sheets/attendance sheets
  - (2) Solicit feedback from the participants to aid in evaluating the event

Timing: Ongoing

- e) In response to the direction of the Monroe Clinton Plan, recruit membership for the Faith Formation Advisory Committee
  - (1) In consultation with the Advisory Committee develop and implement creative models for faith formation among adults
  - (2) Discuss and develop opportunities for spiritual growth

Timing: Ongoing

**4. Explore and establish a program to support the ministry from parishioner to parishioner in times of need.**

*Responsible: Pastoral Administrator, Pastoral Associate, and Sacramental Minister*

Actions:

- a) Advertise concept of Parishioner to Parishioner ministry in parish
- b) Gather people interested in concept for discussion
- c) Generate idea around areas of need in parish.
- d) Collect list of parishioners who would like to help with identified needs
- e) Develop training plan as needed
- f) Set up system to facilitate contacting and scheduling of ministry.

Timing: Begin February 2010; ongoing analysis and development

**Objective B: Increase participation and involvement in social justice activities**

**1. Continue to offer a variety of opportunities for parishioners to actively participate in Social Justice Activities.**

*Responsible Parties - SJ Coordinator and SJ committee*

Actions:

Recruit parishioners to join in an outreach project currently offered by the parish (Bethany House, RAIHN, etc) or explore new opportunities (e.g. Habitat for Humanity)

- (1) Using bulletin and church announcements.
- (2) Offering informational meetings
- (3) Invite more participants to help support work at the committee level.

Timing: Ongoing

## **2. Continue to offer quality education opportunities for all ages.**

*Responsible Parties – SJ Coordinator/FF Coordinator and SJ committee*

Actions:

Offer a wide range of education experiences to help raise awareness about the challenges that face marginalized people.

- (1) Pick two timely topics per year (e.g. immigration, healthcare or education).
- (2) Offer speakers, movies, and panel discussions to engage parishioners in dialogue about current issues facing our community, city and region.

Timing: ongoing

## **3. Continue engagement with Diocesan Public Policy Agenda**

*Responsible Parties – SJ Coordinator and SJ committee*

Actions:

- a) Keep in touch with the Diocesan Public Policy office to collaborate on current issues.
- b) Offer educational and engagement experiences to help raise awareness about the Social Justice issues on which the Diocese has chosen to focus.
- c) Work on petition in support of Catholic position on issues.
- d) Provide speakers on the issue

Timing: ongoing

**Objective C: Increase the frequency of parish social gatherings and the level of participation in parish social gatherings and special activities and events.**

*Responsible: Staff Liaison to Parish Life, Parish Council, Hospitality Committee*

Actions:

- a) Create a core group to provide hospitality on a regular and ongoing basis after weekly liturgies and other gatherings.
- b) Assess the needs/desires of the parish with regard to social activities or events outside of weekly liturgies.
- c) Identify existing parish groups that may serve as “point” for social events or gatherings throughout the year.
  - (1) Ensure that there is at least one social gathering per month for the parish.
  - (2) Ensure that there is at least one social gathering per group/constituency per year.
  - (3) Create a calendar and communications plan for these activities.
- d) Establish a liaison for parish life on the Parish Pastoral Council to coordinate ongoing assessment, programming and activities with the Parish Staff assigned to this area.
- e) Increase opportunities for joint social activities and gatherings with the other parishes in the MCPG.

Timeline: September, 2010.

**Goal III LEADERSHIP**

*Our community is rooted in the rich traditions of our past and looks forward toward the future with hope and expectation. We are committed to service, ministry and collaboration and as such, we seek ways and practices for the ongoing improvement of the life, the organization, and the administration of our parish.*

**Objective A: Create a Leadership and Development Plan**

**1. Refine and update current job descriptions for staff members**

*Responsible: Pastoral Administrator, Business Manager, Staff members*

Timing: review progress June 2010

**2. Develop yearly goals for and with staff**

*Responsible: Pastoral Administrator, Business Manager, Staff members*

Actions:

- a) Each staff member to identify, with their supervisor, 3 achievable and measurable goals for their position for year ahead.
- b) Evaluate goals and re-evaluate each year

Timing: Formulate goals by May 15<sup>th</sup> each year. Evaluate and re-identify goals on yearly basis.

**3. Develop group and individual training opportunities for parish staff.**

*Responsible: Pastoral Administrator, Business Manager, Staff members*

Actions:

- a) Include staff members in development of training opportunities
- b) Establish training as appropriate and affordable
- c) Set up training for staff group in response to unplanned needs that arise in course of year

*Responsible: Pastoral Administrator*

Timing: Ongoing

**4. Provide group-training opportunities for combined staff/councils/lay leadership.**

*Responsible: Pastoral Administrator, Parish Pastoral Council*

Actions:

- a) Discuss with Council training needs to be addressed
- b) Seek appropriate presenter and dates for training

Timing: May 2010 and review yearly in May.

**Objective B: Standardize Processes and Procedures**

**1. Evaluate current office processes and procedures to enhance operations at St. Mary's.**

*Responsible: Pastoral Administrator, Office Staff*

Actions:

- a) Identify current list of office procedures
- b) Identify areas that require new or revised procedures
- c) Develop standard format for procedures

Timing: June 2011

**2. Evaluate current communication methods utilized by parish:**

*Responsible: Pastoral Administrator, Office Staff*

Actions:

- a) Identify and list current communication methods used in parish life.
- b) Evaluate using the following criteria:
  - (1) Who are the stakeholders?
  - (2) What message and Why?
  - (3) How is message delivered?
  - (4) When is message delivered?
  - (5) Where is message delivered?

Timing: June 2010

**3. Develop process to promote continuous improvement.**

*Responsible: Pastoral Administrator, Staff*

Timing: Ongoing

**Objective C: Support the Monroe Clinton Planning Group**

*The parish staff, council, and membership will commit to support the ongoing endeavors and collaboration with and within the MCPG including but not limited to:*

- 1. Implementation of a revised tri-parish mass schedule no later than March 2011.**

- 2. Collaboration of the three parish finance committees to develop common formats for budgeting and reporting the financial position of each parish and these shall be routinely shared on a schedule to be determined.**

**Objective D: Implementation of Plan**

By February 2010, upon approval of the plan, the Parish Staff and Parish Council will agree upon a process for ongoing evaluation of the status of the Pastoral Plan. A process for communicating the status, developments and changes in the plan to the parish community at large will also be established.