

# 2008-2010 Pastoral Planning Process



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## **A Word From Our Pastor**

We have spent considerable time revising our mission statement and articulating our vision and core values. Now we are venturing into the waters of strategic planning, establishing goals and objectives that will help to demonstrate that our baptismal calls are taking on flesh. To a certain degree, we can “measure” our progress in each of our themes; to a certain degree, they cannot be “measured” because we are in the realm of grace and God is always the principal agent in all of our endeavors. Even when we have no measurement of growth or even where there is outright failure (as when a homily bombs), God can still produce some good, more good than we could ever attain.

In saying this, we cannot avoid our duty of accountability and good stewardship. By becoming specific and nailing things down by drawing upon goals and objectives we are demonstrating that we are taking our discipleship task seriously.

In the end, it is difficult to measure and assess our faith, hope, and love, the virtues that define a Christian community. In all of our planning we “begin with the end in mind” – namely, our union with God and unity among ourselves. We, as Church, are to be signs and instruments of that union and unity. Therefore, anything that fosters and promotes union and unity must be brought into play in our planning endeavors. And the ultimate test of successful planning and discipleship? Peace and Joy! While these are difficult to measure, everyone knows when they are present or absent.

Peace and Joy,

Bishop Bob

## Purpose

The purpose of this pastoral planning and implementation process is primarily for communication and focus. After taking the time and the resources to evaluate the spiritual and organizational health of our parish and then establishing a new vision and set of objectives, we needed a process that would help us to use this new information and make our efforts more than ceremonial.

Resurrection is a large parish with a large staff. With so many staff people, committees, ideas, and revisions, it is hard to keep track of how each event is moving us toward our vision as a parish.

This process will keep everyone in the loop. It will also keep each staff person, committee member, and member-at-large focused on creating opportunities that will move us toward meeting our objectives and ultimately, achieving our vision.

In general, this is not an approval process. Once an impact plan has been submitted to the council, work can continue while the pastoral council has an opportunity to reflect on the project. In the event that an initiative raises a financial, staffing or infrastructure flag, the council will return to the committee and ask for some additional information regarding the project.

The tracking document is a fluid document that will always be changing. It will be a way for the staff and council to regularly stay on top of where a project or initiative has progressed. It will also require each of us to make sure that we are taking the time to reflect on the effectiveness of each idea.

***This is a PILOT of this process and is very much subject to feedback and revision. Please pass your comments and ideas on to either the Stewardship Coordinator or the Pastoral Council.***

# Gallup Theory of Parish Engagement

The theory of engagement poses the question, “How healthy is our church?”

The most common answers due to their ease of measurement come in the following forms:

- membership,
- attendance,
- and giving

Problems

- 1: these items are outcomes...they tell us nothing of the underlying causes
- 2: these items tell us nothing about the spiritual health of the member

The theory of engagement presents 4 additional outcomes for churches to focus on:

- life satisfaction,
- inviting,
- serving,
- giving,

*However, these are still only outcomes and do not reveal their underlying causes.*

**SO...**

The theory of engagement purports two primary causes of spiritual health:

- member congregational engagement
- member spiritual commitment

Engagement is how one *feels* about their parish.

There are three kinds of parishioners in the theory of engagement.

*Engaged*

- Strong psychological and emotional connection
- Spiritually committed
- More like to invite, give and share

*Non-Engaged*

- Attend regularly
- They LIKE their church
- No emotional connection
- Give, but not sacrificially
- Waiting to be engaged
- OUR TARGET

*Actively Disengaged – 2 Types*

- Disengaged
  - They know which parish they belong to
  - Show up twice a year, maybe...
  - Define their church by location, not by name
- CAVE Dwellers  
(Consistently Against Virtually Everything)
  - Negative feelings toward everything
  - Creates negative effect on mission and ministry
  - Avoid focusing energy on them

You may be saying, “Wait a second! How I feel about my church has no bearing on the spiritual health of my church, just the organizational health.”

Not true...

The goal of the church is to inspire and support member *spiritual commitment* on our journey toward the Father. According to the theory of engagement, although spiritual commitment can occur in someone who is not engaged, there is a much higher percentage of spiritual commitment in those who are engaged. So, how you feel about your parish can be directly related to your spiritual commitment and the spiritual health of your parish.

When it comes to outcomes, Gallup research shows that engaged people are:

- more frequently spiritually committed (which also leads to the following),
- more satisfied with life,
- more likely to invite others to their church,
- more likely to serve their community,
- and more likely to give at a higher level

However, engagement is not *measured* by the outcomes. And engagement is not synonymous with involvement. But you can't manage what you can't measure, so how do we measure engagement?

It is measured by 12 questions in 4 categories.

**“What do I Get?”**

1. As a member of my parish I know what is expected of me.
2. In my parish my spiritual needs are met.

**“What Do I Give?”**

3. In my parish, I regularly have the opportunities to do what I do best.
4. In the last month, I have received recognition or praise from someone in my parish.
5. The spiritual leaders in my parish seem to care about me as a person.
6. There is someone in my parish who encourages my spiritual development.

**“Do I Belong?”**

7. As a member of my parish my opinions seem to count.
8. The mission of my parish makes me feel my participation is important.
9. The other members of my parish are committed to spiritual growth.
10. Aside from family members I have a best friend in the parish.

**“How Can I Grow?”**

11. In the last 6 months someone in my parish has talked to me about the progress of my spiritual growth.
12. In my parish I have opportunities to learn and grow.

**Resurrection has already measured our engagement and as of January 2008, 34% of our mass attendees over the age of 18 are engaged.**

Gallup recommends 3 initial strategies for improving engagement:

- clarify the expectations of membership
- help your members discover what they do best
- create small groups (and remember that groups become closed after an average of 18 months, so it is important to keep creating groups)

Under direction of the pastoral council, Resurrection has worked with Gallup and undertaken a planning process to increase engagement, but we still have a long way to go.

**In the end, those who feel connected, valued, and accountable to their parish are engaged and are more satisfied with their life, more likely to invite others to their church, more likely to be serving within their church and community, more generous, and more spiritually committed.**

## **Parish Mission Statement – Why We Exist**

**As disciples of Jesus and stewards of God's gifts, Resurrection Catholic parish is called to be a welcoming and worshipping community that strengthens faith, shares Christian hope, reaches out, and loves one another.**

## **Parish Core Values – What We Believe**

### **Welcome and Hospitality**

We recognize Christ in all those we meet and treat them as we would Jesus.

### **Worship and Evangelization**

We celebrate God's love through our worship and sacraments which strengthens us to boldly live the Gospel in word and deed.

### **Life-long Faith Formation**

We promote life-long learning for all generations as they grow in their faith with a continual need for forgiveness, change of heart, and spiritual development.

### **Service and Justice**

We respond to the needs in our parish and broader community in ways that respect the dignity of all as children of God while working for societal changes that make social justice a reality.

### **Gratitude**

We give thanks for all the gifts our loving God bestows on us by our generous acts of prayer, service and sharing.

### **Collaboration**

We live our baptismal call for full and active participation in our community by nurturing each other's gifts, regular communication and fiscal accountability.

## **Parish Vision Statement – Who We Want To Be**

**We, the members of Resurrection Catholic Parish strive to be a family of believers generously building the kingdom of God. Our vision is to be a fully engaged parish focused on our spiritual commitment and growth. We will:**

- Build strong and open relationships with each other to foster a strong foundation of belonging**
- Know what is expected of us as active members of our faith community**
- Continue our involvement in the many opportunities to learn and grow as individuals and as a whole-parish community and**
- Use our gifts to develop a community of Christian ministry and mission, within and beyond the walls of our Church.**

**By these actions we will continue to strengthen our spiritual lives so that inviting, serving and giving become our daily priorities.**

## Parish Strategic Themes

**Baptism calls us to five “vocations” as disciples.**

- **Maturity – The Call to Reach One’s Full Potential**
- **Holiness – The Call to the Perfection of Love**
- **Community – The Call to Deep Concern for the Common Good**
- **Service – The Call to the Naming and Sharing of One’s Gifts**
- **Generosity – The Call to be a Conduit of God’s Blessings through Prayer, Service, and Sharing**

**As a parish, we believe that these calls are also the strategic themes that will bring us closer to achieving our vision.**

**From 2008-2010, our goal is to *increase our awareness* of these calls.**

**As you reflect on the strategic themes by way of the Impact Planning Worksheet, consider these questions.**

### **Maturity – Reaching Full Potential**

- We will be successful when *parishioners* reach their full potential by way of sacrament, discipleship, worship, and/or formation.
- We will be successful when *staff* reaches their full potential by way of participation, good time-management, regular development, and fair compensation.
- We will be successful when the *parish* reaches its full potential as a *spiritual* member of the diocesan, ecumenical, and/or the global community.
- We will be successful when the *parish* reaches its full potential as an *organization* by way of improving/increasing infrastructure (buildings, technology, staffing) or stabilizing/increasing financial viability.

### **Holiness – Pursuing Perfection in Love**

- We will be successful when we challenge *parishioners* to pursue perfection in God’s plan by growing in faith and bridging the gap between our Catholic values and their everyday life.
- We will be successful when we encourage *staff* to pursue perfection in God’s plan by recognizing and developing them as well as drawing up their spiritual journey.
- We will be successful when the *parish* pursues perfection as strong *spiritual* members of the diocesan, ecumenical, and/or the global community.
- We will be successful when the *parish as an organization* pursues perfection in God’s plan by growing our corporate, financial, and environmental responsibility.

### **Community – Deepening Concern for the Common Good**

- We will be successful when we deepen the concern for the common good in the individual hearts and minds of *parishioners*.
  - Call new or different parishioners to reach out
  - Meet the needs of new or different individuals or groups
  - Create opportunities for parishioners to build relationships
- We will be successful when *staff* members reflect and work toward the common good of their ministry and fellow ministers.
- We will be successful when the *parish* becomes a *spiritual* example of concern for the common good by reaching out to help others in our parish, diocesan or ecumenical community. We should be deepening our concern, not simply maintaining it.
- We will be successful when we use our *parish* resources as an *organization* (money, buildings, personnel) to deepen concern for the common good by meeting physical/spiritual needs or building relationships within and beyond our parish.

### **Service – Naming and Sharing One’s Gifts**

- We will be successful when *parishioners* name their gifts and use them to serve others within and beyond the parish community or when we draw upon the gifts of a specific group of people.
- We will be successful when *staff* are encouraged and allowed to reflect upon, name, and use their giftedness.
- We will be successful when we create a clear reflection of the *parish’s spiritual commitment* to stewardship by increasing awareness and development of this commitment within the parish, diocesan, ecumenical, and/or global community.
- We will be successful when *as an organization*, we name and share our financial, material, infrastructural or personnel gifts and we match specific needs with others specific gifts of time, talent, faith, or finances.

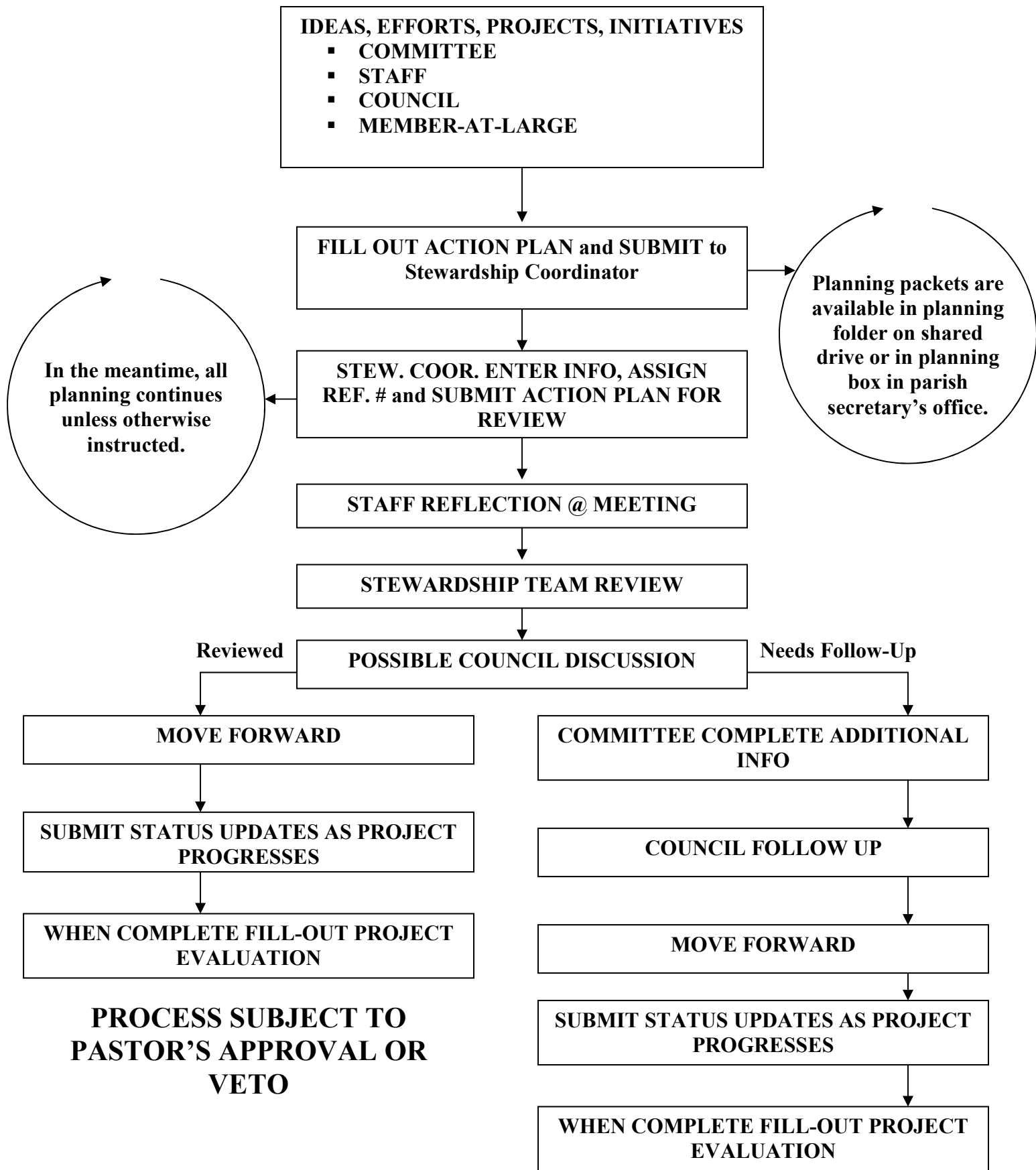
### **Generosity – Being a Conduit of God’s Blessings**

- We will be successful when we teach *parishioners* about recognizing, receiving, and sharing God’s blessings and clearly reflect the parish as being a conduit of God’s blessings to them.
- We will be successful when the *staff* feels like the conduit of God’s blessings, both being fed by God’s blessings and being asked to share God’s blessings.
- We will be successful when as a *spiritual* body we teach, grow, and share God’s blessings through prayer, worship, and formation in our parish, diocesan, ecumenical, national, or global community.
- We will be successful when the *parish* as an *organization* responsibly uses and/or shares God’s financial, infrastructural, or personnel blessings.

## **Parish Strategic Objectives**

- 1.** Assist parishioners in understanding and living the stewardship expectations of prayer, service and sharing
- 2.** Increase parishioners' involvement in opportunities that nurture spiritual development
- 3.** Promote a feeling of belonging by building personal relationships within the parish

# Implementation Process Flow Chart



# Resurrection Action Plan

Reference # \_\_\_\_\_  
Assigned by *Office*

SELECT		PLAN	FOLLOW-UP 1	FOLLOW-UP 2
Committee/Team/Group Name	Objective ( <i>See Your Planning Booklet</i> )	This is the progress we have made:	This is the progress we have made:	
Project Name				
Other People Who <i>Could</i> be Involved:  Committees?  Staff?  Members?	This is what we'll do: ( <i>Attach additional sheets if necessary.</i> )  People Who <i>Will</i> be Involved:	We have made these additional commitments:	We have made these additional commitments:	
Themes we hope to impact ( <i>Select at Least One</i> ):  <input type="checkbox"/> Maturity <input type="checkbox"/> Holiness <input type="checkbox"/> Community <input type="checkbox"/> Service <input type="checkbox"/> Generosity	Event Planning Worksheet Required?  Y <u>N</u>			
<input type="checkbox"/> Strength ( <i>Something we already do well.</i> )  or <input type="checkbox"/> Opportunity ( <i>Something we could start doing or do better.</i> )	This is what success will look like:	We will review progress on this date:		
	We will review progress on this date ( <i>a status update or a final evaluation for short term projects</i> ):			

# Event Planning Worksheet – 10 Day Advance Notice

**Name of Event** \_\_\_\_\_

**Reserved Room(s)** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**# of people** \_\_\_\_\_

**Time of Event** \_\_\_\_\_ to \_\_\_\_\_ Need extra set up time? \_\_\_\_\_ to \_\_\_\_\_

**Presenter** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

<b>Special Tasks Needed</b>	<b>Assigned to</b>	<b>Operator</b>
___ Church AV DVD or powerpoint	_____	_____
___ GA AV DVD or powerpoint	_____	_____
___ Recording Event? (Media Release form?)	_____	_____
___ Portable Projector (Need portable screen?)	_____	_____
___ Advertising	_____	_____
___ web ___ bulletin ___ church stands ___ newsletter ___ other		

\_\_\_ Doors to be unlocked by computer

*Standard Door Time*—15 minutes prior to event start time and 15 minutes after scheduled event start time

*Nonstandard Door Time to*

\_\_\_ Parish Office \_\_\_ GA \_\_\_ Main School \_\_\_ Cafeteria

\_\_\_ Elevator \_\_\_ FAC \_\_\_ East School \_\_\_ School Gym (inside)

## **Pre—Set Up Materials Needed**

If this is a task assigned to someone please note that and the date the material is needed.

\_\_\_ Event Registration Sign Up Form (for the front office)

\_\_\_ Whiteboard

\_\_\_ Microphone (portable or stand)

\_\_\_ Laptop Computer

\_\_\_ Purchase Order \_\_\_ Check Request \_\_\_ Cash \_\_\_ Childcare

\_\_\_ Invitations \_\_\_ Food \_\_\_ Drink \_\_\_ Decorations

\_\_\_ Paper \_\_\_ Markers \_\_\_ Pencils \_\_\_ Cashbox

**Special Set Up**—If special set up please diagram to the side or on the back if needed.

\_\_\_ Regular Set Up

\_\_\_ Round Tables # \_\_\_\_\_

\_\_\_ Long Tables # \_\_\_\_\_ 6ft \_\_\_\_\_ 8ft

\_\_\_ Chairs # \_\_\_\_\_

## **Additional Information**

Volunteers are VIRTUS trained/BKGR checked **Y N Unknown**

Funded by \_\_\_\_\_

\_\_\_ **Clean Up Plan?**

Office Use \_\_\_ Glenn \_\_\_ Mary Jo \_\_\_ Master Calendar



# Capital Project Request (Bricks and Mortar Needs)

Name of Project: \_\_\_\_\_ Reference No. \_\_\_\_\_

**1. Description**

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**2. Reason/justification for project?**

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**3. Objective to achieve**

\_\_\_\_\_ Maintenance of Building \_\_\_\_\_ Building for the future

**4. Who does this impact (parishioners, staff, volunteers, etc.)?**

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**5. How does this align with our Mission Statement, Core Values and Vision Statement of the Parish?**

**Themes we hope to Impact:**

- \_\_\_\_\_ Maturity – To Reach One’s Full Potential
- \_\_\_\_\_ Holiness – The Perfection of Love
- \_\_\_\_\_ Community – Deep Concern for the Common Good

- \_\_\_\_\_ Service – The Naming and Sharing of One’s Gifts
- \_\_\_\_\_ Generosity – Being a Conduit of God’s Blessings through Prayer, Service, and Sharing

**6. Priority (1 being the High – 5 being a nice to have but not necessary)**

1      2      3      4      5

\*\*\*Please submit this form along with attachments to the Business Manager. Review and final approval is needed from the building and grounds committee, the finance committee, the pastoral council and ultimately the pastor. This form should not be submitted directly to the pastor or pastoral council.

**Administrative Details: To Be Completed by Building and Grounds/Finance**

Budget Projections				
	Year	Year	Year	Year
Capital Cost	Electrical			
	Plumbing			
	Heating			
	Construction			
Annual Maintenance if Applicable				
Purchase/Other Costs				
Total Cost				

**Other projects that are related to this one or should be considered with this one:**

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Project #: \_\_\_\_\_  
 Date Contractors Notified: \_\_\_\_\_  
 Building and Grounds approved: \_\_\_\_\_ (Date)  
 Funding to come from: \_\_\_\_\_

Need RFP/RFQ: Yes No  
 Bid Review Date: \_\_\_\_\_  
 Finance Committee approved: \_\_\_\_\_ (Date)  
 Fiscal year to be completed \_\_\_\_\_

# Action Plan or Capital Project Review Form

Name of Project: \_\_\_\_\_ Reference No. \_\_\_\_\_

Pastoral Staff Review Date: \_\_\_\_\_

Does this action plan support the parish vision?

YES                      NO

Upon further review, does the project, program, or idea require an *actual* financial, staffing or infrastructure resource?

YES                      NO

If yes, which? Please provide an explanation.

- Financial
- Staffing
- Technology
- Facilities
- Instructional or administrative processes

If financial resources are required, action plan must go to finance before being filed with council. If staffing resources are required, action plan and staff requisition form must go before HR and finance before being filed with council. If technology or facilities resources are necessary, action plan and capital project form must go before building and grounds and finance before filing with council.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council Discussion Recommended?



Council Review Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to committee for further discussion/explanation

## Event/Initiative Evaluation Form

**EVENT NAME/INITIATIVE:**

**STRATEGIC THEME(S):**

**STRATEGIC OBJECTIVE:**

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*Report Summary*

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*How well did we plan and what was planned well?*

*What worked well for you at this event or during this process?*

*What do you think did not work so well? Was there anything we didn't plan on?*

*How could we improve on next time?*

*How did we get feedback from the community?*

***Budget***

***Did we have the success we indicated in our action plan?***

**FINAL COMMENTS!**