

ST. THERESA – PALATINE PARISH TRANSFORMATION



Action Plan

MISSION ACTION PLAN

We, the people of St. Theresa, ask our patroness, Saint Thérèse of Lisieux, to pray for us as she did for herself when she asked Jesus “to draw me into the fire of His love, and to unite me so closely to Himself that he may live and act in me”. We pray that we may also be able to share the fire of Christ’s love with those around us, both within and outside of our community. We ask too that as we are united with Christ, we may also be united with one another, to better bring the Good News to the world.

St. Theresa’s community is blessed with many families and individuals who are dedicated to making our parish a spiritual home where we can live our faith and deepen our relationship with God. It is a home where we come together to worship God through liturgies rooted in the Roman Catholic tradition, and in which we gain strength for our mission in the Eucharist that we share. We participate in faith formation through scripture study, prayer and adoration. Faith formation combined with academic excellence in our parish school, provides an award-winning education and prepares our young people for holiness.

The fire of Jesus’s love moves us to serve everyone. We have a long and rich history within the Palatine community of extending beyond our parish boundaries to share our gifts, talents and resources. We must go forward in the same way sharing the hope and joy that comes with representing Jesus Christ and His church to the world and being witnesses to the faith.

It is our call to go into the world and bring the Good News to all. Filled as we are with the Joy of the Gospel, what else are we to do? This Joy is both the gift we bear and the force that bears us forward. As we go out, we must heed the words of St. Paul to the Thessalonians, “putting on the breastplate that is faith and love, and the helmet that is hope for salvation.” (1 Thess 5:8)

Each of us, as members of St. Theresa, aspire to open our hearts to each other and become a more welcoming and collaborative parish. We strive to come together to create a true unity of believers so that from this oneness we may

proclaim the gospel in one voice. We seek a continuously renewed unity that will support and nurture us all, and with the Holy Spirit, give us the courage to spread the Good News.

Firmly rooted in the church that provides us with strength, comfort and joy, we endeavor to go into our community and the world beyond to tell God’s story of salvation and make disciples. We see that we need to reach out to those who are seeking God and meet them where they are in their journey, especially to the young and to those who have felt the need to move to other faith communities. We need to be teachers for our brothers and sisters who may be lost, confused, or simply yearning. We are inspired by the story of Philip and the Ethiopian official in Acts: “Philip ran up and heard him reading from Isaiah the prophet and said ‘Do you understand what you are reading?’ he replied ‘How can I, unless someone instructs me?’” (Acts 8:30-31)

Let us issue a call to gather those who have not yet come to Christ and to renew those who are his faithful servants. We look forward to seeing our parish grow and flourish through the fire of Jesus’ love as we share in the mystical body of Christ. As we go out, let us ask St. Theresa, the patroness of missionaries, for her continued intercession, and imagine her voice exclaiming, “We have seen the way, let us run together!”

MISSION ACTION PLAN

B) Actions required to strengthen our foundations

Our focus areas:

Focus Area	Advances Mission	Needs Strengthening
Evangelization	X	
Catechesis		
Prayer and Worship		
Communion	X	
Missionary Spirit		
Call to Holiness		
Spiritual Stewardship		

MISSION ACTION PLAN

B) Actions required to strengthen our foundations (cont'd.)

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #1: Evangelization				
<p>1. Enhance the liturgical and sacramental experiences that will invite all to a deeper relationship with Christ and the community.</p> <p>a) Evaluate and enhance sacramental preparation and celebrations to better engage worshipers.</p> <p>b) Teaching segments during Sunday liturgy</p> <p>c) Have an annual teaching “mass” without the celebration of the Eucharist for those not well-connected to the Catholic Church (fallen away and non-Catholics), inviting all to attend.</p>	<p>Q4, 2017</p> <p>Q3, 2017</p> <p>Q4, 2017</p>	<p>Pastor, Liturgy Committee, Sacramental Ministries, PPC, Pastoral Staff</p> <p>Clergy and Liturgy Committee</p> <p>Clergy and Liturgy Committee</p>	<p>Laura, Fr. Tim</p> <p>Fr. Tim</p> <p>Fr. Tim</p>	<p>1. Create the evaluation plan of all the sacraments.</p> <p>2. Complete the evaluation plan.</p> <p>3. Recommendations and plan presented to staff by Q4, 2018.</p> <p>4. Utilize and implement the results of the evaluation according to plan.</p> <p>5. Assess the success of the program after 1 year.</p> <p>Discuss with clergy to determine when, what and frequency of instructional concepts by end of Q3, 2017</p> <p>First teaching “mass” conducted by end of Q4, 2017.</p>

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
<p>2. Challenging each of us to live our faith, share our beliefs in God, and respond to God's call.</p> <p>a) Issue weekly parish challenges through social media, bulletin, pulpit announcements to promote acts of mercy.</p> <p>b) Create an evangelization team that will investigate formation training for Evangelization, ALPHA and other programs and make a recommendation.</p>	<p>Immediately to coordinate with the 75K service hours.</p> <p>Spring 2017</p>	<p>PPC</p> <p>PPC</p>	<p>Comm. Director</p> <p>Larry S.</p>	<p>Work with PPC to incorporate 75,000 hours of service as part of anniversary celebration and to continue beyond. (Create a video of the acts of mercy to post on YouTube.) Publish 1 challenge per week starting in October, 2016.</p> <p>a) Team established and meeting by January, 2017.</p> <p>b) Program selected by end of Q2, 2017.</p> <p>c) Team spiritual formation, training and plan complete and team ready to go by January, 2018.</p> <p>d) Evangelization plan roll out started in Q1, 2018.</p>

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
<p>3. Create opportunities for non-parishioners to experience Christ’s love through the parishioners of St. Theresa Parish.</p> <p>a) Establish a team, to work with the Communications Director, whose purpose is to share our faith through the use of social media such as blogging, Facebook, Twitter, pod casts, You Tube.</p>	Immediately	Communications Director and Team (headed by Bianca)	Comm. Dir.	Messages appearing in media by end of Q3, 2016..
<p>b) Identify and participate in 2 to 3 community affairs in order to be a presence in the Palatine community to share our faith.</p>	Q1, 2018	PPC	Dcn. Jim Devine	Participate in selected community events starting in Q2, 2018.

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #2: Communio				
<p>1. Create a culture of prayer that attracts people to a deeper reverence of Christ in the Eucharist through providing spiritual prayer opportunities.</p> <p>a) Enhance prayer areas currently in existence and create new interior and exterior areas (e.g. Prayer/Rosary/Stations walk).</p> <p>b) Allow people to submit personal intentions through a ministry book.</p> <p>c) Create a team to determine what spiritual opportunities will be available to the parishioners including but not limited to retreats, Taize, and other spiritual opportunities.</p> <p>See Education action item 2.2.</p>	<p>Q3, 2018</p> <p>Q3, 2016</p> <p>Q2, 2017</p>	<p>Liturgy Committee</p> <p>Sacristan</p> <p>DRE, Martin Center, Adult Formation Team</p>	<p>Fr. Tim</p> <p>Sacristan</p> <p>DRE</p>	<p>Plan created January, 2019.</p> <p>Creation of personal intentions book in a visible location for placement by Q4, 2016.</p> <p>a. Create a team by Q2, 2017 b. Plan drafted by Q4, 2017. c. Retreats to begin Q1, 2018.</p>

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
<p>2. Fostering an environment that engages, welcomes and includes all to fully participate in the life of the parish.</p> <p>a) Enhance the welcoming ministry, including accommodations for those who are disabled.</p> <p>b) Evaluate all aspects of Ministry of Care.</p>	<p>Q1, 2017</p> <p>Q2, 2017</p>	<p>Fr. Tom Bishop</p> <p>Liturgy Committee</p>	<p>Fr. Tom Bishop</p> <p>Fr. Tim</p>	<p>a) Welcoming Ministry membership increase of 10 people by Q1, 2018.</p> <p>b) Enhancement Plan drafted by Q3, 2017 with improvements implemented per plan.</p> <p>Recommendations for improvements made to Pastor by Q3, 2017.</p>
<p>3. To gain knowledge of parishioners to enhance stewardship and understand needs.</p> <p>See Finance Focus Area #2, action item 1.</p>				

MISSION ACTION PLAN

C.) Resources for Mission (people, programs, capital) that will require funding

Resources Needed	Low-Cost/Interim Option	Longer-term Option	Time-frame
Evangelization program, training and materials	tbd	tbd	See Evangelization goal 2B.
Facilities changes and systems for the disabled	tbd	tbd	See Communio goal 2A.
Bus to transport children from under-served areas of the parish	tbd	tbd	See Education Focus Area #2, goal 3.

**PARISH TRANSFORMATION
FINANCE ACTION PLAN**

A.) Overall improvement goals (to be completed at start of finance effort and then revised by end)

	FY15	+	Improvement goal	=	Target
Church Net	312,616		59,000		371,616
School Net	<u>(152,990)</u>		<u>181,000</u>		<u>28,010</u>
Total Net	159,626		240,000		299,626

B.) Areas for financial improvement (to be completed at end of finance effort)

	FY15	+	Improvement goal	=	Target
Church Revenue	1,738,782		+150,000		1,888,782
Church Expenses	1,426,166		+91,000		1,517,166
Church Net	<u>312,616</u>		<u>+59,000</u>		<u>371,616</u>

	FY15	+	Improvement goal	=	Target
School Revenue	1,961,487		+456,000		2,417,487
School Expenses	2,114,477		+275,000		2,389,477
School Net	<u>(152,990)</u>		<u>181,000</u>		<u>28,010</u>

FINANCE ACTION PLAN

C. Actions to improve church and parish finances

Our focus areas (check all that apply):

Church Revenue Church Expense Parish Capital

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #1: Establish St Theresa as a model parish for financial stewardship within the Vicariate if not the Archdiocese by the end of fiscal year 2020 (June 30, 2020) (BEST IN CLASS)				
1 - Research model parish characteristics and develop gap analysis between St Theresa and model parish no later than end of church year 2017 (June 30, 2017)	6/30/2017			
a. Identify team to conduct research & analysis	7/2016	Finance Council	Bus. Mgr.	Team identified
b. Using Archdiocesan resources, identify model parishes and compare St Theresa to those parishes (gap analysis)	10/2016	Research Team	Bus. Mgr.	Report prepared
c. Present findings to PPC	11/2016	Research Team	Bus. Mgr.	Report presented
d. Develop Action Plan based on gap analysis	4/2017	Research Team	Bus. Mgr.	Action Plan
e. Obtain approval for action plan and begin implementing	5/2017	Research Team	Bus. Mgr.	Plan Approval
f. Implementation of approved plan	6/2020	Finance Council	Bus. Mgr.	Meet milestones of finished plan

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
2 - Increase transparency providing greater (plain language) detail into how parish/school funds are spent	6/30/2017			.
a. Communicate detailed budgets for each programs (Rel Ed, school, all ministry budgets, etc)	10/2016	Fin Council	Bus. Mgr.	Budgets communicated
b. Increase communication of financial reporting (email, weekly bulletin, town hall meetings, etc)	1/2017	Fin Council	Bus. Mgr.	At least five additional communication methodologies used
c. Increase communication regarding Capital Campaign and progress 1. Provide on-going financial updates, project timing & order of project priorities for 2016 and forward	9/2016	Fin Council	Bus. Mgr.	Quarterly meetings held and at least two additional communications methodologies used
d. Invite non-committee parishioners to attend, participate, contribute to finance/pastoral council meetings	4/2017	Fr Tim	Fr Tim	At least ten non committee members have attended, participated and contributed to at least one committee meeting

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
3 – Relaunch Give Central with objective of adding 500 additional recurring donors giving a minimum of \$500K per year	6/2020			500 additional Give Central donors incremental dollar increase (yr 1 – \$75K; yr 2 - \$125K; yr 3 - \$150K; yr 4 - \$150K)
a. Host Give Central enrollment process workshops	6/2018	Fin Council	Bus. Mgr.	Semi-annual workshops offered
b. Continue envelope distribution	Ongoing	Fin Council	Bus. Mgr.	Envelopes distributed
4 – Identify giving preferences of all major donors and revise giving alternatives to be responsive to those preferences				
a. Define and identify major donors (e.g. top ~10%)	6/2018	Fin Council	Comm. Dir.	Major donors identified
b. Initiate Wealth Survey	6/2019	Fin Council	Comm. Dir.	Survey conducted
5 - Establish legacy/testamentary giving team & program with minimum \$10MM in pledged assets	6/2020	James Lee	Bus. Mgr.	ST notified of at least \$10MM included in estate plans
a. Investigate Endowment options	6/2017	Legacy Team	Fr Tim	Endowment solicitation materials prepared
b. Provide Estate Planning education workshop	6/2018	Legacy Team	Fr Tim	Workshops conducted

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #2: Fully utilize all gifts of all parishioners by the end of fiscal year 2020 (June 30, 2020) (Engaging parishioners)				
1 - Research and effectively implement a Spiritual Gifts identification and management program.	Q1/2019 Launch			At least 25% or approximately 420 families of active parishioners participating
a. Collect parishioner email addresses during 75 th Anniversary year.	End Q4/2016	Comm. Dir./ Katie	Comm. Dir.	40% of email addresses collected in database & tested by End Q1 2017.
b. Form Spiritual Gifts Team	End Q2/2017	PPC	Comm. Dir.	Members identified and meeting by 6/1/2017.
c. Identify Spiritual Gift characteristics	End Q2/2017	Spiritual Gifts Team	Comm. Dir.	Spiritual Gifts Inventory Tool identified and implemented
d. Identify time/talent/trades inventory of parishioners	Q3/2017	SG Team	Comm. Dir.	Parishioners complete SG Inventory Tool end Q3/2018
e. Establish database to collect and refer to Spiritual Gift information	End Q3/2017	SG Team	Katherine McIntyre	Data entered into database for eventual inclusion in PDS end Q4/2018
2 - Utilizing the Spiritual Gifts Inventory, realign ministry/service opportunities to fully utilize all spiritual gifts	6/2018	Parish Pastoral Council	Comm. Dir.	Ministry opportunities identified

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #3: Increase participation in Sunday mass by 50% over October 2015 levels no later than June 30, 2020.				
1 - Enhance new member community integration through enhanced personal relationship building	6/2018			
a. Create/establish outreach programs achieving connectivity	1/2017	Parish Pastoral Council	Fr Matt	Programs created
b. Revitalize Welcome Ministry. See <i>Communio</i> Goal 2a.	6/2017	Parish Pastoral Council	Fr Matt	Ministry revitalized and effective
c. Using real estate data, identify new residents and potential new parishioners to send welcome letter/packet.	1/2018	Parish Pastoral Council	Fr Matt	Data gathered and analyzed End Q2/2018
d. Explore the possibility of a Sunday afternoon or early evening Mass and other changes to the weekend Mass schedule.	6/2018	Pastor	Fr Tim	Mass schedule decision made by 6/2019.

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
2 - Implement follow up system for those members whose active participation is known to have diminished;	6/2019			System implemented and operating effectively
a. Establish reconnection opportunity – How did we miss people/families that left? What can we do to bring you back? Where have you gone? Catholics Come Home	1/2018	Parish Pastoral Council	Fr Matt	Program developed and in place
b. Create a team to reconnect with those that have drifted away from church	6/2018	Parish Pastoral Council	Fr Matt	Team in place and contacts initiated
Focus Area #4: Maximize Parish Data System (PDS) - (parishioner information database) no later than end of church year 2018				
1 – Research and evaluate PDS capabilities to determine current utilization, needs and opportunities for improvement	6/2018			Additional capabilities utilized
a. Research and evaluate possible upgrades to system or compatible enhancement software to maximize PDS.	6/2017	Parish Pastoral Council	Bus. Mgr.	Analysis completed and report prepared
b. Determine cost and funding sources for enhancements.	1/2018	Finance Council	Bus. Mgr.	Funding sources identified
c. Develop implementation team and plan.	6/2018	PPC	Bus. Mgr.	Team and plan in place

<p>3. Offer RE/catechism classes to underserved areas of the community, bringing them here via mission bus (lending visibility within the community and reaching others who might otherwise not be).</p> <ul style="list-style-type: none"> - Research need exists - Reach out to community organizations to help identify potential candidates - Resource/acquire bus (as needed) - Set up enrollment and ridership procedures 	Fall 2017	RE Board, Ministry of Care	DRE	2017-18 mini launches during Advent & Lent. 2018-19 regularly during school year.
<p>4. Create follow-up program for Baptism prep families, to include pamphlets/emails/information on Developmental, Social, and Faith Development as child grows, distributed on anniversary of Baptism (or Birthdays) from ages 2-5, and/or at key points during the year (advent, lent, back-to-school).</p> <ul style="list-style-type: none"> - Initiate with new baptismal families permission to use info - Identify availability of baptismal record database as source of info - Create education commission (BSJ, RE Board) to source and/or develop materials 	Initiate registration change with new baptismal families in Fall 2016; 2Q 2017	DRE, School/RE Marketing Committees, Adult Ed Team, Baptismal Prep Team	Admiss ions Dir.	Correspondence sent to newly baptized at determined intervals by 2017-2018 school year.
Focus Area #3: Strengthen Vitality of School's Board of Specified Jurisdiction (BSJ) and RE Board				
<p>1. Identify and recruit BSJ Candidates from the Parish and Community.</p> <ul style="list-style-type: none"> - Create small advisory committee to Pastor, composed of parishioners at large, people from finance, development, marketing - Launch outreach for parishioners to identify people in the community they know to fill these roles. - Begin school year with identified chairs of each subcommittee (Marketing, Finance, Development) - Begin school year with each subcommittee staffed with 3-5 members (75% non-school members) 	<p>Launch: Immediate</p> <p>BSJ: Fall 2016</p> <p>Subcoms: Fall 2017</p>	Pastor, BSJ	Fr. Tim	Identify candidates by June each year, to be in place by August each year. (beginning immediately, for 2016-17 school year)

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
2. Identify and recruit 3-4 candidates to be in place for RE Board (parallel to #1 above).	2Q 2017	Pastor, RE Board, DRE	DRE	Identify candidates by June 2017 to be in place by August 2017; ongoing each year.
3. Develop Marketing Program for RE to recruit and retain students from preschool through Confirmation.	1Q/2Q 2017	RE Board	DRE	In place by 2017-18 school year

B. Actions to contribute to parish mission (if not already addressed in Section A):

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #1: Enhance and grow our Teen and Young Adult education/formation opportunities.				
1. Create team to research models of programming for these two distinct groups. <ul style="list-style-type: none"> - Identify team, including a young adult representative - Identify models 	1Q 2017	LIFT, Fr. Matt	Fr. Matt	Teams identified by Jan. 2017; models identified by June 2017
2. Create job description for paid Teen/ Young Adult Leader and explore possibility of sharing position with other parish(es). <ul style="list-style-type: none"> - Meet with neighboring parishes 	2Q 2017	LIFT, Fr. Matt	Fr. Tim, Fr. Matt	Job description submitted to Business Manager/Pastor by end of 3Q 2017.
3. Collaborate with finance team regarding funding for position of Teen/Young Adult Leader and creating a budget for this ministry/ministries.	End 3Q 2017	LIFT, Fr. Matt, Finance Council	Fr Matt, Bus. Mgr.	Identify Budget by Q1 2018; position filled by July 1, 2018 (or sooner depending on budget capability)
4. Investigate collaborative opportunities with neighboring parishes for formation opportunities for Teens and Young Adults (such as Theology On Tap for YA). <ul style="list-style-type: none"> - Meet with neighboring parishes - Identify programming - Establish implementation plan 	3Q 2018	LIFT, Fr. Matt, New YA/Teen Leader	Fr. Matt	List of parishes interested and programs by Q4 2018

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #2: Enhance and grow our Adult education/formation opportunities.				
<p>1. Survey the community to inventory their prayer and formation needs, preferred learning styles (online, classroom, group, etc.), desired frequency of programming, and parishioner capabilities / talents / jobs.</p> <ul style="list-style-type: none"> - Develop survey - Implement survey - Compile data 	2Q 2017 (Lent)	Principal, DRE, Parish Staff	Comm. Dir.	<p>Develop survey by March 2017.</p> <p>Implement/execute survey through Lent 2017.</p> <p>Compile data by end of May 2017.</p>
<p>2. Create Martin Center for adult/parent human and spiritual formation, socialization, and service opportunities.</p> <ul style="list-style-type: none"> - Identify Adult Ed Team - <i>Action Plan already in progress</i> 	Sept. 2017	Principal, DRE, Adult Ed Team	Prin., DRE, Pastor	<p>By Fall 2017, first official programming offered based on survey results.</p> <p>Programming offered Fall 2017 (1 formation, 1 spiritual, 1 social), then again late winter and spring.</p>
<p>3. Create a Back-to-Basics Boot Camp - things we learned as kids that we need to relearn as adults; apologetics (why it is this way) – how to pray the rosary, how to do Adoration, learned devotionals, sacraments, mass, etc.</p> <ul style="list-style-type: none"> - Create virtual catechesis resources and “hub” for dissemination, including podcasts, apps, social media pages/posts, “2-minute tidbits”, etc. - Create a unified and comprehensive program of study through bulletin articles and related adult ed opportunities - Conduct periodic teaching Masses. See Evangelization goal 1c. - Facilitate periodic renewal of sacramental practices in synch with parish Baptisms, First Reconciliation, First Communion, Confirmation, and Weddings. 	Sept. 2017	Martin Center Adult Ed Team, Webmaster, IT	Pastor, Comm. Dir.	<p>Plan and launch “hub” by mid-2018.</p> <p>(some pieces can begin sooner if capabilities exist, such as teaching masses and sacramental renewal)</p> <p>Program of study defined and execution begins in Jan, 2018.</p> <p>Renewal of sacramental practices begins Sept, 2017.</p>

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #3: Create awareness in the community and empower people to prioritize faith and family				
<p>1. Launch “Take Back Sunday” Campaign – Provide formation on the 3rd Commandment, and educate and empower people to observe the day of rest and to reprioritize the family.</p> <ul style="list-style-type: none"> – Identify TBS Team – Launch month-long “TBS” tease throughout the community. – Host TBS event/activity that explains TBS = Take Back Sunday. – Implement comprehensive TBS program, through regular formation “snippets,” reminders, suggestions, and activities that promote and empower people to Take Back Sunday. 	<p>Summer 2018</p>	<p>PPC, TBS Team</p>	<p>Comm. Dir.</p>	<ul style="list-style-type: none"> a) Team in place by early Spring 2018. b) Plan in place by late Spring 2018. c) Launch campaign by Fall 2018.

SCHOOL / EDUCATION ACTION PLAN

C. Actions to improve school finances

Our focus areas (check all that apply):

School Revenue School Expense

Objectives and Actions	Start Time	Owner	Staff Liaison	Measureable Goal
Focus Area #1: INCREASED ENROLLMENT				
1. SEE SECTION A, FOCUS AREA 2				

PARISH TRANSFORMATION IMPLEMENTATION PLANNING

ACHIEVING THE MISSION--PREPARING FOR IMPLEMENTATION PLANNING

Question			Comments
Resource Allocation			
• Given our new Mission and focus areas, should we review our programs with an eye toward pulling back on some that no longer fit?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	PPC and Staff to review current programs.
• Do we need to raise additional funding for our top priorities?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	School and Martin Center need add'l funding. Need for an offertory increase; see plan.
Effective Leadership			
• Does our action plan require us to reconsider the roles and responsibilities of our staff?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	
• Should we re-evaluate the way our Pastoral Council, BSJ, and our Finance Council serve our parish?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Need to work together/more collaboratively and occasionally meet together.
• Do we need to think more specifically about training and formation of our staff and lay leaders?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Particularly lay leaders. Need to pursue lay leadership programs and ministry-specific formation.
Communication			
• Do we have an opportunity to utilize more effective communication methods to inform parishioners about our parish life?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	See Plan.
• Do we have an opportunity to make better use of technology in our communications?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	See Plan.
• Do we have an opportunity to better clarify how decisions are made and communicated in our parish?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Solid now, but always opportunities for improvement.
• Do we have an opportunity to elicit more ideas and feedback from parishioners?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Solid now, but always opportunities for improvement.
Collaborating with Neighboring Parishes			
• Can we think of areas where cooperating with a neighboring parish might be beneficial to both?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Creating and utilizing the Martin Center, Take Back Sunday, Mass schedules, Youth Ministry
• Do we have gifts and resources that we can offer to other parishes?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	RMC; tbd.
• Do our ministries and advisory boards have an opportunity to share ideas, concerns, and best practices with neighboring parishes?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	RMC; tbd.

IMPLEMENTATION PLANNING

For all the areas above that are checked "yes": What actions are required to explore these themes further?

Action	Timing	Owner	Staff Liaison	Measurable Goal / Timing
1. Research and select option(s) for Lay Leadership training.	TBD	DRE, Adult Ed Team, PPC	DRE	Training scheduled per plan.
2. Research and select option(s) for Ministry-specific formation	TBD	DRE, Adult Ed Team, PPC	DRE	Formation scheduled per plan.
3				
4				

IMPLEMENTATION PLANNING

ACHIEVING THE MISSION--PREPARING TO "Launch"

- How will the Parish Transformation Action Plan become incorporated into the parish (e.g., Pastoral Council will now take responsibility; Parish Transformation Steering committee will stay together and continue to oversee implementation)?

PPC will be responsible for implementing the Mission items. Finance Council will be responsible for the financial actions. The BSJ and RE Board will be responsible for the education/formation actions.

- How frequently should we review progress (e.g., monthly, quarterly)?

Plan progress will be review at least 2x per year.

- Who will be responsible for tracking our progress and reporting back?

The Parish Staff and Advisory Councils.

- Who will serve as Implementation Leader / Leadership Team? I.e., responsible for managing the ongoing process of implementation--i.e., arranging meeting times, setting meeting agendas, etc...?

TBD – 1 per section of the Plan.

- How will we communicate to the broader parish community our Parish Transformation experience and plan?

TBD.