

*St. Andrew Catholic Church*  
*Strategic Implementation Process*  
**WRITING OBJECTIVES**  
*November 12, 2006*

REPORT

**Purpose of the meeting: 1) To affirm Goals, 2) To review Possible Solutions developed at the Convocation, 3) To identify actions that could be taken to implement Goals, 4) To prioritize actions, 5) To write the actions as objectives 6) To present some initial information for moving ahead.**

**GOALS**

**Organization/Master Plan**

In 3 – 5 years the parish will be vitalized by a well-communicated Master Plan that will include appropriate and adequate facilities, parishioner involvement will increase, freeing the clergy for spiritual concerns, and resource management will be improved.

**Sacramental Life**

In 3 – 5 years we will increase respect/reverence by parishioners through formation/education.

**Welcome/Hospitality/Belonging/Commitment**

In 3 – 5 years we will be a larger, happier parish – loving and giving toward others – willing to serve others and our parish with an evangelizing spirit, attending parish activities and events, both spiritual and social.

**Youth**

In 3 – 5 years our full-time paid youth minister is leading the youth in a vibrant, fun, faith-based program that is attracting and keeping the youth.

**REVIEWING SOLUTIONS/IDENTIFYING ACTIONS**

Participants broke up into small groups of 4 according to their Goal Areas of interest.

They read all of the Proposed Solutions brainstormed at the Convocation.

Each individual was asked to identify 3 possible actions that could be taken this year to implement the goal.

Each table of 4 was asked to listen to all of the suggestions of the participants at the table and to come up with three actions that all agreed on.

They wrote the 3 actions on a sheet of large paper and posted the sheet on the wall.

All participants in each Goal Area read all of the suggested actions.

Each individual was given 5 dots and instructed to place one dot on the action he or she thought was the **most important**, one dot on the action he or she thought was **most urgent**, one dot on the action that was **most relevant to the goal**, one dot on the action the parish is most likely to **have the resources to accomplish**, and the last dot on any action he or she thought **deserves serious consideration**.

The dots were tallied.

## **PRIORITIZED ACTIONS**

### **Organization/Master Plan**

- Group 1 Create a Parish Council in accordance with Diocesan Guidelines with authority to organize, manage & evaluate the pastoral plan. **(7 dots)**  
Study and communicate parish demographics (present vs projected)  
Immediately start completion of parish hall and physical & visual improvement of Church. **(5 dots)**
- Group 2 1. Establish Strategic Planning Committee that is empowered and not advisory. **(9 dots)**  
\* 2. Conduct an external and internal environmental study to determine Parish Hall needs **(11 dots)**  
3. Create a system of communication including personnel and resources. **(5 dots)**
- Group 3 Form a Master Building and Grounds Committee **(3 dots)**  
\* Form a Committee to review the current parish and school financial structures to consolidate them into one plan. **(13 dots)**  
\* Form a committee to review the leadership models at other parishes and recommend a restructuring of a Leadership/Advisory Councils. **(10 dots)**
- Group 4 Committee of qualified to develop and implement a plan to finish the Parish Hall **(7 dots)**  
Strategic plan committee **(1 dot)**  
Enhance the Stewardship renewal process to support the goals of the Master Plan **(1 dot)**  
Analysis of where we are organizationally. **(3 dots)**

### **Sacramental Life**

- Group 1 1. Create separate celebrations for the sacraments of First Communion & Confirmation **(7 dots)**  
2. Ensure recipients are properly prepared before receiving sacraments for the first time, administered by the priest. **(2 dots)**  
\* 3. Increase reverence in our parish community by having the priests preach it at Mass on a regular basis, as needed. **(9 dots)**
- Group 2 \*1. Undertake an ongoing parish renewal experience (example, Christ Renews His Parish). **(11 dots)**  
2. Parish healing reconciliation experiences. – More times for confession **(2 dots)**  
\* 3. Encouraging parish involvement in faith formation opportunities **(9 dots)**  
4. More opportunities for sharing faith stories.

### **Hospitality/Welcome/Belonging/Commitment**

- Group 1 1. Create a hospitality/welcoming committee that meets regularly and enthusiastically visits/ welcomes newcomers, inviting involvement; include the marginalized (shut-ins, other cultures, poor, etc)

## **Hospitality/Welcoming/Belonging/Commitment**

- \*2. Create a communications committee and infrastructure that would intelligently “spread the word” for all parish activities and important information. **(21 dots)**
- 3. Create a plan for the parish to increase its perceived “friendliness/welcoming” factor. **(3 dots)**

Group 2 \*1. Develop existing Welcome Committee to interface with current parishioners + newcomers to foster a sense of belonging/connectedness. **(10 dots)**

- 2. As a parish community/family
  - CELEBRATE –individual birthdays, anniversaries, special events
  - RECOGNIZE –individual contributions
  - APPRECIATE –commitment to service **(3 dots)**

- \* 3. Bring people together in small groups to connect their everyday lives to faith. **(7 dots)**

## **Youth**

Group 1 \*1. Form advisory board, including parish youth and adults **(12 dots)**

- \*2. Research and develop budget for entire youth program **(8 dots)**
- 3. Hiring process **(3 dots)**

Group 2 1. Produce a report on successful youth programs within 2 month time frame **(6 dots)**

- 2. Set criteria and hire youth director within 6 months **(2 dots)**

- \* 3. Immediately establish youth activities to create a unified youth community using volunteers and effective communication network. **(9 dots)**

## **WRITING OBJECTIVES**

Working as a large group with a facilitator, all of the participants interested in each Goal Area worked to express each action as an objective. An Objective is an action-oriented statement that describes concrete, measurable actions that will be accomplished in a certain time-frame.

After the Objectives were discussed and set, the group was asked to write the Objectives on a report sheet and turn them in to Mary Raley for the final report.

## **FINAL REPORTS**

### **Hospitality/Welcome/Belonging/Commitment**

Objective #1 – To have a Communications Committee in place and functioning

How will you measure success? If the committee is formed and in place

Targeted time of completion: March 31, 2007

Person charged with overseeing implementation: Mike LaChance

Objective #2 – To expand and support existing Welcoming Committee and invite them to join our January meeting

How will you measure success? If committee is formed and they attend the meeting. Up and running committee committed to working on it.

Targeted time of completion: October, 2007

Person charged with overseeing implementation: Cathi Staggs (will contact)  
Objective #3 – To establish small parish groups that will function in the areas of education, inspiration, faith-sharing and service to St. Andrew parish  
How will you measure success? If groups are formed  
Targeted time of completion: October, 2007  
Person charged with overseeing implementation: Mary McNally

### **Sacramental Life**

Objective #1 – To create an ongoing parish renewal experience  
How will you measure success? When it begins  
Targeted time of completion: March presentation to Leadership team; Fall, 2007 kickoff for first retreat.  
Person charged with implementation: Alice Curran  
Objective #2 – To encourage parish involvement in faith formation opportunities  
How will you measure success?  
-- having a breakfast Sunday Ministry Showcase  
-- seeing a marked increase in ministry participation  
Targeted time of completion: January, 2007  
Person charged with overseeing implementation: Michele  
Objective #3 – To increase reverence in our parish community by having the priests preach it at Mass on a regular basis, as needed.  
How will you measure success? Obvious results  
Targeted time of completion: Dec 1, 2006 to begin, ongoing  
Person charged with overseeing implementation: Anne-Marie

### **Organization/Master Plan**

Objective #1 To form a Master building and grounds committee to prioritize the facility needs of the parish and recommend action to complete the Parish Hall  
How will you measure success? When recommendation is made  
Targeted time of completion: June 30, 2007  
Person charged with overseeing implementation: New group  
Objective #2 To create a committee to evaluate committees and councils structures at other churches and recommend restructuring committees and councils at St. Andrews parish.  
How will you measure success? When recommendation is made.  
Targeted time of completion: June 30, 2007  
Person charged with overseeing implementation: New group  
Objective #3 To form a committee to review and recommend possible consolidation of current parish and school financial structure.  
How will you measure success? When recommendation is made  
Targeted time of completion: Nov. 30, 2007  
Person charged with overseeing implementation: Financial Council and School Advisory Board

## **Youth**

Objective #1 – To form a youth agenda team

How will you measure success? Establishing a date, set of committees, announcement verbiage

Targeted time of completion: December 05, 06

Person charged with overseeing implementation: Joan Solomons

Objective #2 – To kick-off for research groups and committees

How will you measure success? Fill committees established by agenda team

Targeted time of completion: January 09, 2007 (if space available)

Person charged with overseeing implementation: Jaon Solomons with Christina Alves as scheduler

Objective #3 – Interviewing and hiring a youth director

How will you measure success? Budget established, person is hired, + program is formalized

Targeted time of completion: 6 months to one year.

Person charged with overseeing implementation: Youth Advisory Board.

## **BACKGROUND INFORMATION**

Each Goal Area group was given background information. This included a sheet on Data Gathering and Data Analysis, a sheet about Stakeholder Analysis, and a Demographic profile of the parish, showing current and projected growth. The Hospitality/Welcome/Belonging/Commitment group was also given information on becoming a more welcoming parish from the Office of Evangelization of the Archdiocese of San Antonio.

## **NEXT STEPS**

Meeting, January 11, 2007 7 p.m. – 9p.m. to discuss background information needed, data collection, data analysis, evaluation of the current situation and to create action plans.