

## *Holy Family Long-Range Plan*

### **AREA OF FOCUS: Evangelization and Community Building**

**VISION STATEMENT: We will be successfully pursuing our mission if we develop and maintain communal and one-on-one evangelization and community building opportunities.**

<b>OBJECTIVES</b>		<b>SUCCESS MEASUREMENT</b>
<b>1</b>	Develop, implement, modify and maintain as necessary processes to accomplish one-on-one evangelization and community building programs.	Have we developed, implemented and maintained processes for one-on-one evangelization and community building programs?
<b>2</b>	Provide large and small group activities geared to the spiritual, social, and financial needs of the community.	Were large and small group activities geared to the spiritual, social, and financial needs of the community provided?

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<b>Objective #</b>	<b>Action Item</b>	<b>Measurement</b>	<b>Assigned To</b>	<b>Also Assigned To</b>	<b>Due By</b>	<b>Due By Frequency</b>
E&CB 1	a) * Research feasibility of using the Lay Pastor Ministry (LPM) to accomplish one-on-one evangelization. Obtain program and cost information for the LPM. Include that information in a summary report.	Have we provided a summary report with recommendations to Pastor, staff, and PAC (Pastoral Advisory Council) by due date?	LPM Core Team		05/05	Completed
E&CB 1	a) 1. Contact at least two references for LPM. Include results in summary report.	Have we provided a summary report with recommendations to Pastor, staff, and PAC by due date?	LPM Core Team		05/05	Completed
E&CB 1	a) 2. Summarize results (including costs to acquire program); make recommendation whether to use an existing program or not.	Have we provided a summary report with recommendations to Pastor, staff, and PAC by due date?	LPM Core Team		05/05	Completed
E&CB 1	b) If LPM is not feasible or is no longer available, design a program in-house using the LPM resources available online as a guide.	Have we created an in-house program to accomplish one-on-one evangelization in a manner similar to that envisioned with LPM?	LPM Core Team		12/05	Completed

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E&CB 1	c) * Implement LPM or some other one-on-one evangelization and community-building program.	Is a Lay Pastor Ministry or other program of evangelization and community-building being implemented, and is it being maintained?	LPM Core Team		09/05	Completed
E&CB 1	c) 1. Introduce LPM to the community (its history, mission statement, goals, plans, etc.) by publishing the information using parish media.	Have we published introductory information about LPM using parish media?	LPM Core Team		09/05	Completed
E&CB 1	c) 2. Maintain and recruit as necessary a Core Team of 4-6 members. Assign specific responsibilities to each Core Team member.	Is there an ongoing Core Team of 4-6 members?	LPM Core Team		09/05	Semiannually
E&CB 1	c) 3. Core Team to meet to develop alternative to existing calling strategy and to determine other strategies.	Has the Core Team met at least once to develop process for alternative calling strategy and to identify at least one additional viable alternative calling strategy?	LPM Core Team		09/07	

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E&CB 1	c) 4. Core Team to meet with existing callers to introduce and develop an alternative to existing calling strategy.	Has the Core Team and existing callers met at least once and been introduced to the alternative calling strategy?	LPM Core Team, LPM Volunteers		09/07	
E&CB 1	c) 5. Recruit interested parishioners to be trained for LPM ministry. (Talks at Mass, Presentations at large parish events/ gatherings, Personal recruitment, Annual recruitment drives, Parish media).	Have we recruited and maintained enough LPM members to continue a viable ministry (minimum 20 members)?	LPM Core Team		01/06	Semiannually
E&CB 1	c) 6. Provide new volunteer group training sessions as needed {at least once a year}, Commissioning ceremony for trained volunteers following training. Provide one to one training throughout the year as needed.	Was training held? Was commissioning held? How many volunteers were trained and commissioned each year?	LPM Core Team		01/06	Semiannually

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E&CB 1	c) 7. Core Team to devise from the total parish roster a calling roster (the "Calling Roster") to work from that focuses on new parishioners and those less involved in parish life.	Has the Core Team devised from the total parish roster a calling roster to work from that focuses on new parishioners and those less involved in parish life?	LPM Core Team		09/07	
E&CB 1	c) 8. Provide ongoing support to volunteers. (Calling lists {with email updates}, Calling scripts and reminders, Call logs and referral slips, Literature relevant to ministry, Gatherings for spiritual and social needs of LPM members).	Have we provided: Call logs, Scripts, Phone lists, Resources lists?	LPM Core Team		03/06	Annually - 3 times
E&CB 1	d) * Contact each family on the Calling Roster at least once each year.	Has each family on the Calling Roster been called during the year?	LPM Volunteers		09/08	
E&CB 1	d) 1. Each call is to: Touch base with families, Invite participation in Sunday Mass and current events, Offer referral information, Record and report concerns/needs of families, gauge interest of family in receiving future LPM calls.	Have concerns/needs of families been recorded and reported?	LPM Volunteers		03/06	Monthly

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E&CB 1	d) 2. Continue process of verbal review of the effectiveness of follow-up on parishioner referrals at core team meetings and ministry enrichment/in-service days.	Have we continued to track effectiveness of follow-up on Parishioner referrals?	LPM Core Team		12/06	Ongoing
E&CB 1	e) Create caller forms to be used to track and report calling results. Instruct callers to report results every three months.	Have we created and used forms? Have we received reports every three months from callers?	LPM Core Team, LPM Volunteers		09/07	Quarterly
E&CB 1	f) Hold Core Team meeting to evaluate the effectiveness of the modified program quarterly.	Were Core Team meetings for the purpose of evaluation held Quarterly?	LPM Core Team		Recurring	Quarterly
E&CB 1	g) Review calling results and success/failure in recruiting and maintaining callers at end of 12 months to determine if the modified program is worth continuing for another year or if an alternative program should be tried.	Have we called every household on the calling roster at least once during the year? Have we maintained a core team and at least 20 callers? Have we met and come up with a recommendation on whether to continue the ministry or not?	LPM Core Team		09/08	

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E&CB 1	h) Generate a report summarizing the modified program results and present to Pastor, staff, and PAC.	Have we presented a report to Pastor, staff, and PAC by the due date?	LPM Core Team		03/08	
E&CB 2	a) Encourage families by personal invitation to participate in Sunday Mass and existing parish activities that benefit their spiritual and social needs.	Was a report comparing the number of attendees at these activities <i>before</i> and <i>after</i> the promotion and encouragement generated and provided to Pastor, PAC, etc.?	Event Chairperson	Event Committee	Recurring	Ongoing
E&CB 2	b) Create a form/format to be used by Event Chairpersons to report information on the results of the event including indications on number attending the event. Generate reports comparing the numbers attending these activities before and after the promotion and encouragement.	Has a form/format been created and disseminated to be used to report event results including indications of attendance? Has the new form/format been used by event chairperson/coordinator to report on the results of the event and indication on numbers attending the event?	Chris Basanese	Event Chairperson, Event Committee	08/07	Ongoing

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E&CB 2	c) * The Parish will provide various community activities, both fun-raising and fund-raising (such as festival, crab feeds, dances, fashion shows, Reno bus trip, and 4X4 adventures) as deemed appropriate by Pastor/PAC.	Did the event(s)/activity(ies) occur as scheduled?	Event Chairperson	Event Committee	Recurring	Ongoing
E&CB 2	c) 1. Pastor or his delegate will appoint coordinator(s) or chairperson(s) for each activity.	Was a chairperson/coordinator identified and empowered for each activity?	Pastor		Recurring	Ongoing
E&CB 2	c) 2. Activity coordinator(s) or chair-person(s) will report results for activity to Pastor/staff/PAC. Report will, at a minimum, include how the event met the social, spiritual, and financial needs of the community.	Was a written report completed and presented in a timely manner?	Event Chairperson	Event Committee, Parish Secretary	Recurring	Within 30 days of the completion of the activity or event