

Holy Family Long-Range Plan

AREA OF FOCUS: Faith Formation

VISION STATEMENT: We will be successfully pursuing our mission if we

- **Provide life-long faith formation experiences that support the liturgical, spiritual, and sacramental events of our parish;**
- **Foster in each person a desire to love and serve Christ and others.**

	OBJECTIVES	SUCCESS MEASUREMENT
1	<p>Provide a weekly source of social justice information designed to interest people and open their minds and hearts to learning about Catholic Social Teaching.</p>	<p>Through GOF (Generations of Faith) preparations, participants will have a greater understanding of the liturgical and spiritual events presented. This will be evaluated through surveys asking whether or not their participation increased their understanding of liturgical and spiritual events and through interviews and/or verbal feedback.</p> <p>Through the Courses of Study participants will develop and/or enhance their personal relationship with Jesus Christ and will gain a deeper understanding of the Catholic Christian Faith. This will be evaluated by a survey at the end of each course. Participation in these courses will lead to increased participation in other faith formation programs, such as RCIA, Remembering, GOF and Scripture Study.</p> <p>Through various types of scripture study we will meet the needs of many parishioners and see increased participation in these and many other faith formation programs.</p> <p>Through fun and games children will learn basic Bible messages that they will carry into their home lives. Success will be measured by the number that stay the week and by verbal and written evaluations.</p>
2	<p>Provide processes of specific preparation for persons seeking to celebrate the Sacraments and/or formation into the Catholic faith.</p>	<p>Successfully carry out the action steps associated with this objective.</p>

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Objective #	Action Item	Measurement	Assigned To	Also Assigned To	Due By	Due By Frequency
FF 1 GOF	a) Develop a curriculum that is centered on the events in the life of the Church.	Were 9-10 liturgical, spiritual, and catechetical events held this year? At end of current year was an additional year added to the plan?	FFD	GOF Core Team	07/06	Annually
FF 1 GOF	b) 1. Recruit/train teams for: Designing GOF (Generations of Faith) preps (abbreviation for preparation periods of catechesis toward the events).	Were design teams recruited and trained?	FFD	GOF Core Team, GOF Design Team	09/06	Annually
FF 1 GOF	b) 2. Recruit/train teams for: Designing liturgical and spiritual events.	Is dialog happening between Liturgy team and GOF (Generations of Faith) design team? Liturgy reinforced by catechesis will inspire greater attendance at the events.	FFD	Liturgical staff	Recurring	2 months prior to each GOF prep
FF 1 GOF	b) 3. Recruit/train teams for: Designing and preparing home kits.	Is the team in place and working?	FFD	GOF Home Kit Team	Recurring	Each GOF prep

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FF 1 GOF	b) 4. Recruit/train teams for: Presenting catechetical material at GOF preparations.	Are catechists trained and ready to give presentations at each GOF prep? Were there adequate catechists so it ran smoothly?	FFD	GOF Design Team, Catechists	Recurring	Each GOF prep
FF 1 GOF	b) 5. Recruit/train teams for: Support teams: Design/catechetical, Home Kit, Promotion, Food service/hospitality, Set-up/Clean-up, Arts and crafts, Music/prayer leaders, Finances.	Have teams been recruited and trained? Has each team fulfilled its responsibilities monthly?	FFD	GOF Core Team	Recurring	Each GOF prep
FF 1 GOF	c) Design team will design GOF preps with overall theme from curriculum. They will design the opening and closing and then split into areas (adult, teen, elementary, and pre-school) to design age specific catechesis.	Did the design teams meet the deadlines?	FFD	GOF Design Team	Recurring	1 month prior to each prep

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FF 1 GOF	d) Kits will be prepared for attendees to take home each month that will reinforce catechetical GOF preps.	Were kits prepared on a monthly basis?	FFD	GOF Home Kit Team	Recurring	Each GOF prep
FF 1 GOF	e) Catechists/speakers are prepared for presentation at each GOF prep.	Were speakers and/or catechists identified and prepared at least two weeks prior to GOF prep? Did catechists meet deadlines and give presentations that followed the theme?	FFD	GOF Design Team, Catechists	Recurring	Each GOF prep
FF 1 GOF	f) Share a meal together that will provide a sense of community.	Were meals provided? Were food orders placed prior to GOF prep?	FFD	GOF Support Team	Recurring	Each GOF prep
FF 1 GOF	g) Include experiences of our Catholic heritage by developing lesson plans that use prayer, ritual, and liturgical events.	Were prayer, ritual, and liturgical events included in the lesson plans?	FFD	GOF Design Team	Recurring	1 month prior to each prep

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FF 1 GOF	h) Offer opportunities to deepen one's faith by providing prayer, ritual, and service experiences/opportunities at each GOF prep or in their home kits that will invite people to a deeper relationship with God.	Were opportunities offered that provided different prayer, ritual, and service experiences/opportunities ?	FFD	GOF Design Team	Recurring	1 month prior to each prep
FF 1 GOF	i) At each GOF prep use music, art, crafts, and rituals to lead people to a deeper relationship with Christ.	Were music, art, crafts, and rituals utilized at each GOF prep?	FFD	GOF Design Team, leaders	Recurring	1 month prior to each prep
FF 1 GOF	j) Offer various ways of learning: storytelling, rituals, presentations, crafts, movies, group discussions, etc.	Were various modes of learning offered at each GOF prep?	FFD	GOF Design Team	Recurring	1 month prior to each prep

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FF 1 GOF	k) Offer social justice/outreach opportunities at each GOF catechetical prep or in the home kits. The social justice team will present GOF with various social justice opportunities throughout the year that can be utilized in the GOF preps and/or home kits. (See Social Justice Objective 3g)	Were social justice/outreach opportunities included in presentation or home kits at each GOF prep? Is dialog happening between the social justice team and the FFD?	FFD	GOF Design Team, Social Justice Team	Recurring	1 month prior to each prep
FF 1 GOF	l) Provide opportunities in GOF to evangelize through personal witness and faith-sharing. Include times for faith-sharing in small or large groups at each GOF prep.	Were opportunities provided at each GOF prep for personal witness and/or faith-sharing?	FFD	GOF Design Team	Recurring	1 month prior to each prep

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FF 1 GOF	m) Engage families and individuals in living the event at home by providing home kit materials that list ways to: Celebrate traditions and rituals, Pray individually or as a family, Serve others and work for justice, Enrich family relations.	Have home kits been prepared that engage families and individuals in living out the event at home?	FFD	GOF Design Team	Recurring	2 weeks prior to each GOF prep
FF 1 GOF	n) Promote GOF with an invitation for all parishioners to participate by: Parish media, Personal invitation, Lay Pastors, Word of mouth, “Burma Shave” signs, Communications to youth groups, Christiannas, Knights of Columbus, Bible study groups, Social Justice Committee, and any other parish groups.	Was promotion done on a monthly basis utilizing parish media and occasionally one or more of the other possible avenues of communication?	FFD	GOF Promotion Team	08/06	Ongoing

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FF 1 GOF	o) Develop a budget and calendar for GOF.	Were the budget and calendar developed and updated annually?	FFD	GOF Core Team	05/07	Annually
FF 1 GOF	p) Obtain resource materials and home kit materials through purchase, rentals, and development of resources.	Were materials, etc. made available to catechists, design teams, and prayer leaders?	FFD	GOF Core Team	Recurring	Ongoing
FF 1 GOF	q) An evaluation of the previous year's preps and liturgies and/or events and support teams will be performed. Determination of what worked in fulfilling the vision statement will be the guide for changing, deleting, or adding to the following year's program. The effectiveness of all support teams will be evaluated.	Were surveys, evaluations, and conversations with participants, etc. of catechists' presentations, liturgies (or events), and support teams done as a means to gather information in order to make informed decisions regarding amending the following year's program? Were recommendations implemented?	FFD	GOF Core Team	06/07	Annually

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FF 1 Adult Faith Formation	a) 8-10 times per year an adult Faith Formation beyond GOF opportunity will be offered.	Was an AFF opportunity offered?	FFD		09/07	Ongoing
FF 1 Alpha	a) Recruit core team & run Alpha 10 week published program.	Was the team formed and program run?	FFD	Volunteer Alpha Team	04/07	Biannually
FF 1 Alpha	b) Recruit volunteers & do publicity.	Were sufficient volunteers recruited and was publicity done?	FFD	Volunteer Alpha Team	06/07	Biannually
FF 1 Alpha	c) Order resource and participant materials.	Were materials, etc. ordered?	FFD	Volunteer Alpha Team	05/07	Biannually
FF 1 Alpha	d) Recruit volunteers to assist with meal planning, make the meals and serve.	Were sufficient volunteers recruited and were meals provided?	FFD	Volunteer Alpha Team	06/07	Biannually
FF 1 Alpha	e) Recruit volunteers to be table leaders to facilitate group discussions.	Were sufficient volunteers recruited to be table leaders?	FFD	Volunteer Alpha Team	04/07	Biannually
FF 1 Alpha	f) Evaluate the program at end of course.	Were evaluations completed? Do we see increased participation in other faith formation programs?	FFD	Volunteer Alpha Team	09/07	Biannually

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FF 1 Scripture Study	a) Offer various scripture study programs.	Were scripture study programs offered? How many and how often?	FFD		09/07	Annually
FF 1 Scripture Study	b) Recruit volunteers to facilitate various scripture study programs and order resource and participant materials.	Were sufficient volunteers recruited? Did they facilitate the scripture study program? Were resources ordered?	FFD		09/07	As needed
FF 1 Summer Children's programs/camps	a) Schedule and run one or more summer programs/camps for Holy Family Children.	Was the programs/camps scheduled and run?	FFD		06/06	Annually
FF 1 Summer Children's programs/camps	b) Publicize the summer programs/camps.	Was publicity done?	FFD		03/07	Annually
FF 1 Summer Children's programs/camps	c) Recruit Core Team.	Was the core team recruited?	FFD		03/07	Annually
FF 1 Summer Children's programs/camps	d) Recruit volunteers to assist with all areas of the summer programs/camps.	Were sufficient volunteers recruited?	FFD		06/07	Annually

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FF 1 Summer Children's programs/camps	e) Evaluate the Summer Children's program/camp at the end of the week through oral and written responses.	Was the evaluation done and were recommendations implemented?	FFD		06/07	Annually
FF 2 High School Confirmation	a) Initial interview of youth to determine readiness and desire to enter the preparation process.	Did the interview take place and did the person enter the process?	CYM		09/06	Annually
FF 2 High School Confirmation	b) Provide catechetical formation, retreats, and GOF sessions as preparation for the Sacrament of Confirmation.	Was catechetical formation offered and how often? Did participants attend the GOF sessions?	CYM	CC	Recurring	Monthly formation and GOF
FF 2 High School Confirmation	c) Celebrate rituals to acknowledge spiritual growth of the individuals toward the Sacrament of Confirmation.	Were rituals celebrated and how often?	CYM	CC	11/06	Semiannually
FF 2 High School Confirmation	d) Challenge and encourage each individual to participate in service opportunities.	Are Confirmation candidates participating in service opportunities?	CYM	CC	Recurring	Ongoing

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FF 2 High School Confirmation	e) Celebrate the Sacrament of Confirmation encouraging each person to deepen his/her relationship with Christ as a fully initiated member of the Church.	Was the Sacrament of Confirmation celebrated?	CYM	CC, DLS	05/07	Annually
FF 2 High School Confirmation	f) The number of high school confirmations celebrated this year will be given to the Parish Secretary to send to the Diocese and to publish through parish media.	Did parish media publish the number of high school confirmations of initiation celebrated this year?	CYM	Parish Secretary	06/07	Annually
FF 2 Infant Baptism Preparation	a) Initial interview with parents to register into the preparation and to evaluate their readiness to have their child baptized.	Did the initial interview with parents take place, and did they enter the preparation period?	Parochial Vicar		Recurring	Ongoing

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FF 2 Infant Baptism Preparation	b) Provide 2 or 3 preparation sessions: 1) Understanding and practice of their personal Catholic faith; 2) Provide an understanding of the symbols of the ritual of Baptism to deepen their experience of the Sacrament; 3) Provide ways and means to bring up their child in the Catholic Faith Tradition.	Were the teams prepared? Were evaluations done?	Parochial Vicar	Infant Baptism Team	Recurring	10 times per year
FF 2 Infant Baptism Preparation	c) The number of infant baptisms celebrated this year will be given to the Parish Secretary to send to the Diocese and to publish through parish media.	Did parish media publish the number of infant baptisms of initiation celebrated this year?	Parochial Vicar	Parish Secretary	12/06	Annually
FF 2 Marriage Preparation	a) Couples interview with a priest within 2 weeks of initial contact to: 1) Ascertain readiness; 2) Discuss the importance of marriage preparation; 3) Outline the marriage preparation program.	Were couples interviewed within 2 weeks of initial contact? Was readiness ascertained?	Pastor	Parochial Vicar	Recurring	Ongoing

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FF 2 Marriage Preparation	b) Couples fill out the FOCCUS, a diagnostic instrument to assess strengths and areas of growth of their relationship in relation to basic marriage skills.	Did couples take the FOCCUS?	Pastor	Parochial Vicar	Recurring	Prior to couples' entering the preparation period
FF 2 Marriage Preparation	c) Couples meet with the priest to review/discuss the results of the FOCCUS.	Did couples meet with priest to review/discuss results of the FOCCUS?	Pastor	Parochial Vicar	Recurring	Prior to couples' entering the preparation period
FF 2 Marriage Preparation	d) Couples participate in either parish marriage preparation sessions or an Engaged Encounter weekend to assist them in celebrating and living a Sacramental/Christian marriage.	Did the couple enter into the marriage preparation or attend an Engaged Encounter weekend?	Parochial Vicar	Marriage Preparation Team	Recurring	Quarterly
FF 2 RCIA	a) Recruit and train volunteers to be catechumenate team members.	Were volunteers recruited and trained to be team members?	CCI		Recurring	Ongoing
FF 2 RCIA	b) Recruit and train volunteers to be catechumenate sponsors.	Were volunteers recruited and trained to be sponsors?	CCI		Recurring	Ongoing

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FF 2 RCIA	c) Publicize the RCIA process through parish media.	Was the RCIA process publicized?	CCI		Recurring	Ongoing
FF 2 RCIA	d) Interview each person (age 7 and older) seeking to belong to the faith and assess his/her placement in the process within 2 weeks of initial contact.	Did the interview take place within 2 weeks of initial contact? Was placement assessed?	CCI		Recurring	Ongoing
FF 2 RCIA	e) Provide information and formation regarding a relationship with God, Christianity, and the Catholic Faith Tradition.	Was information/formation provided via sessions in the RCIA process?	CCI		Recurring	Ongoing
FF 2 RCIA	f) Provide days of reflection and/or retreats within different periods of the process for participants to reflect and state readiness to move forward in the process.	Were days of reflection or retreats provided and how often? Did the days of reflection or retreats aid participants in stating readiness? Use attendance, booklets, and witness letters.	CCI		Recurring	Several times a year, depending on need
FF 2 RCIA	g) As people state readiness we celebrate rites to acknowledge steps in their journey towards the Sacraments of Initiation.	Did people state readiness and were rites celebrated acknowledging steps taken? When and how often?	CCI		Recurring	Several times a year, depending on need

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FF 2 RCIA	h) Provide continuing challenges and opportunities to live out the Gospel of Jesus Christ through mission/action (mystygogia).	Was a period of mystygogy offered as a continuation of information and formation for faith growth? Was GOF offered as a continuation for faith growth after the formal period of mystygogia?	CCI		Recurring	Ongoing
FF 2 RCIA	i) The number of sacraments of initiation celebrated this year through RCIA will be given to the Parish Secretary to send to the Diocese and to publish through parish media.	Did parish media publish the number of sacraments of initiation celebrated this year?	CCI	Parish Secretary	06/07	Annually
FF 2 Remembering Church	a) Assess need for re-implementation of a Remembering Church Program for Holy Family Parish.	The need was assessed and we have found a need for a Remembering Church Program here at Holy Family and have assembled a Core Team.	Remembering Core Team	CCI, FFD	04/06	Completed
FF 2 Remembering Church	b) Train members of Core Team for Remembering Church Program.	Have we trained Core Team Members?	Remembering Core Team	CCI, FFD	09/06	

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FF 2 Remembering Church	c) Re-implement Remembering Church for returning Catholics.	Have we implemented and begun the Remembering Church Program?	Remembering Core Team	CCI, FFD	09/06	
FF 2 Remembering Church	d) Re-evaluate Remembering Church Program and make necessary adjustments bi-annually.	Has team met to evaluate the program? Have adjustments been made according to the need? Are people returning to the Church through this program?	Remembering Core Team	CCI, FFD	03/07	
FF 2 Restored Order	a) Interview parents/child (families) seeking to complete initiation into the Catholic faith and to determine their readiness to enter the preparation process.	Was interview done and readiness determined for each child?	CRO		09/06	Annually
FF 2 Restored Order	b) Provide 3 parent orientations to give knowledge and understanding of the process of restored order.	Were 3 opportunities for orientation offered to all parents?	CRO	RO Team	09/06	Annually

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FF 2 Restored Order	c) Provide formation for each Sacrament of Initiation: Baptism, Confirmation, and Eucharist, as well as the Sacrament of Reconciliation.	Was formation provided for parents and children for each of the Sacraments of Initiation during the preparation process?	CRO	RO Team	Recurring	Monthly
FF 2 Restored Order	d) Celebrate rituals to acknowledge spiritual growth of the children toward the Sacraments of Initiation.	Were children provided opportunities to celebrate their spiritual growth leading to the completion of their Christian Initiation through two rituals during the	CRO	RO Team	11/06	Annually November and February
FF 2 Restored Order	e) Provide opportunities for children to celebrate the Sacrament of Reconciliation.	Were there adequate opportunities for children to celebrate the Sacrament of Reconciliation, and did they receive the sacrament?	CRO	RO Team	12/06	Annually
FF 2 Restored Order	f) Provide opportunities for spiritual reflection through mini retreats where children can discern their readiness to complete their Christian Initiation.	Were the retreats provided?	CRO	RO Team	03/07	Annually

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FF 2 Restored Order	g) Interview child to assess readiness to receive/celebrate the Sacraments of Initiation. (Receiving the sacraments is a joint decision between CRO and family).	Has an interview and adequate assessment been done for each child so as to help parent determine readiness to celebrate the Sacraments of Initiation?	CRO		03/07	Annually
FF 2 Restored Order	h) Celebrate the Sacraments of Initiation-Confirmation and First Eucharist.	Did liturgies to celebrate the Sacraments of Initiation happen for each child in the process?	CRO	RO Team	05/07	Annually
FF 2 Restored Order	i) Provide opportunities and challenges for children and parents to continue their spiritual formation and to live the Gospel through service of others in and outside the church community (mystylogia).	Is there evidence of families attending GOF, and are they active in the parish community?	CRO	RO Team	Recurring	Ongoing

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FF 2 Restored Order	j) The number of Sacraments of Initiation celebrated this year through Restored Order will be given to the Parish Secretary to send to the Diocese and to publish through parish media.	Did parish media publish the number of Sacraments of Initiation celebrated this year?	CRO	Parish Secretary	06/07	Annually
FF 2 Restored Order	k) Publicity to be done through various parish media to insure that the young people in the parish who are of the age of discretion and are interested in completion of the Sacraments of Initiation are aware of the Process for Restored order.	Has publicity been done?	CRO		09/06	Annually

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FF 3 Holy Family School	a) Take advantage of opportunities to share ideas, information, materials, resources, etc. to build faith formation (GOF, Restored Order, Youth, RCIA, and other school and parish faith formation processes or programs).	Is dialog between the parish catechetical staff and the school religion coordinator happening? Is there evidence of collaboration happening throughout the year? Can specific examples be cited?	Catechetical staff	School Religion Coordinator, Teaching Staff at School	Recurring	Ongoing
FF 3 Holy Family School	b) Make a concerted effort to invite and encourage the school staff and school families to attend GOF to continue growth in faith formation.	Is this effort being made at least 3 times a year through school and/or parish media?	FFD		09/06	Annually - Also in January and May
FF 3 Holy Family School	c) Collaborate with the school to provide the Rites of Initiation for those students who need or desire Baptism and/or Confirmation and/or Eucharist through the RCIA process.	Is this collaboration and communication taking place at the beginning of the school year and throughout as necessary?	CCI	Teaching staff at school	Recurring	Throughout the school year

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FF 3 Holy Family School	d) Collaborate with the school to provide the Sacraments of Confirmation and Eucharist for the second grade students (or older) who are ready to enter the preparation process of Restored Order.	Is this collaboration and communication taking place at the beginning of the school year and throughout as necessary?	CRO	School Religion Coordinator	Recurring	Throughout the school year

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3	Support and collaborate with Holy Family School to enhance the faith formation of our students and families.	Successfully carry out the action steps associated with this objective.
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