

Holy Family Long-Range Plan

AREA OF FOCUS: Liturgy and Spirituality

VISION STATEMENT: We will be successfully pursuing our mission if we provide vibrant liturgy and worship opportunities for spiritual growth for all people, with prepared, knowledgeable, and dedicated ministers serving the community in all areas of liturgy and spirituality.

	OBJECTIVES	SUCCESS MEASUREMENT
1	Provide ongoing opportunities for people to learn, understand, and experience liturgy and other forms of prayer.	Is there active and ongoing liturgical catechesis in our parish? Are people generally arriving on time and staying to the end of Mass? Is there a perception of increased participation in singing and prayers (decibel level/observation)? Is there a perception of more unity of posture during Mass?
2	Encourage people of all cultures to take more active roles in liturgy and spirituality.	Has there been outreach to people of all cultures and invitations extended to participate in ministry? Has there been an increase in the number of ministers and variety of cultures represented in the various ministries?
3	Provide opportunities for spiritual growth that lead to a deeper relationship with God.	Are the information and materials discussed in the various items available to the community?
4	Recruit, train, and provide continuing formation for liturgical ministers.	Is there an increase in the participation in liturgical ministry (number of ministers)? Is there an increase in participation in in-services and workshops? Is there a decrease in absenteeism by those scheduled to serve?

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Objective #	Action Item	Measurement	Assigned To	Also Assigned To	Due By	Due By Frequency
LS 1	a) * Encourage the active engagement of all people in the prayers and singing.	Are people singing and participating in prayers?	Refer to individual Action Items.		09/05	Weekly
LS 1	a) 1. Periodic catechesis to bring a greater understanding of parts of the Mass.	Is catechesis being offered? How is it received?	Pastor	LAC or delegate	09/04	Ongoing
LS 1	a) 2. Add projectors and screens to the environment to make words to prayers and songs easier to follow, and provide other visual aids which will encourage participation without distracting from liturgy.	Do we have projectors? Are they regularly used? Is there increased participation in the prayers and songs?	Renovation Committee		01/05	Ongoing
LS 1	a) 3. Take care in selecting music that is engaging, easily sung, and in a good key for the community to sing.	Are more people singing?	Music leaders and planners	LAC, DLS	09/05	Ongoing
LS 1	a) 4. Conduct parish survey regarding music at each of the Masses over a period of several weeks. Survey to be reviewed by music groups and LAC to assist each group in improving their work to accomplish a) above.	Has the survey been completed? Has the information been compiled and discussed with each music group?	LAC and music leaders	DLS	09/07	Completed

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LS 1	a) 5. Periodically include in the lector greeting a reminder to the assembly of the importance of their participation in singing during Mass.	Have reminders been included in the lector greeting on at least a quarterly basis?	DLS		09/07	Quarterly
LS 1	a) 6. Encourage music groups to occasionally schedule songs or responses in other languages (Spanish, Tagalog, Vietnamese and others represented in our community).	How frequently are songs or responses included in other languages?	DLS	LAC	01/08	Quarterly
LS 1	b) * Formally and actively pray for and with the community for the Holy Spirit to help us grow in our faith.	How often do we see a sense of increased commitment to participation and willingness to accept roles in the liturgy?	Refer to individual Action Items.		09/05	Ongoing
LS 1	b) 1. Get ministers serving at Mass to actively pray together before Mass begins. (This action requires that ministers arrive earlier than they are now accustomed to arriving.)	How often does this moment of prayer happen? What percentages of ministers are participating?	DLS		09/06	Ongoing
LS 1	b) 2. Add to lector introduction to focus prayer as congregation quiets before Mass.	Is there a greater sense of focused quiet before Mass begins?	DLS	LAC	09/04	Ongoing

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LS 1	b) 3. Periodic catechesis using parish media and/or homilies to bring a greater understanding about the Holy Spirit.	Has such catechesis taken place?	DLS	LAC/Clergy	01/08	Semiannually
LS 1	b) 4. Once a month include a prayer in the General Intercessions that particularly addresses the work of the Holy Spirit.	Has such a prayer been included?	DLS, Clergy		09/07	Monthly
LS 1	c) * Clarify the importance of postures and gestures in the Mass, striving to achieve a unified practiced during worship.	Is there a sense of uniformity of posture throughout the Mass? Are people performing the postures and gestures without prompting from the presider?	Refer to individual Action Items.		12/06	
LS 1	c) 1. Talk through the Mass once (or twice) a year, explaining briefly the appropriate gesture/posture and the reasons therefore.	Have such Masses taken place? Is there greater conformity of posture?	Pastor		12/06	Annually
LS 1	c) 2. Encourage ministers to serve as models to the rest of the community (information to be communicated to the ministers at their in-services).	Is there commitment by ministers at in-services to recognize their role as models to the community?	DLS		12/05	Semiannually

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LS 1	c) 3. Provide catechesis on the importance of posture during Mass and its relationship to building the community.	Are we offering such a catechetical moment?	Clergy and DLS		12/06	Annually
LS 1	d) * Continue to develop Family Mass as a means of involving children in our liturgies.	Are Family Masses regularly scheduled? Is the number of children who actively participate increasing?	Refer to individual Action Items.		01/06	Ongoing
LS 1	d) 1. Schedule monthly Family Mass.	Are Family Masses on the schedule?	DLS	FMC	09/05	Monthly
LS 1	d) 2. Schedule annual training sessions for children to learn about various ministries (lectors, hospitality, movement, drama).	Are the training sessions held? Are children participating in the training sessions?	DLS	FMC	11/06	Annually
LS 1	d) 3. Develop a Family Mass committee to help prepare, organize, and evaluate Family Masses.	Does a committee exist? Did it meet? Is there an increased number of members?	DLS	FMC	09/06	Monthly
LS 1	d) 4. Develop a children's choir to minister at Family Masses.	Has a children's choir been developed?	DLS		09/08	Annually
LS 1	d) 5. Implement the scheduled Family Masses.	Did the Family Mass take place?	DLS	FMC	09/05	Monthly
LS 1	d) 6. Evaluate the Family Masses quarterly.	Has an evaluation been done?	DLS	FMC / LAC	10/06	Quarterly

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LS 1	e) * Inform the community on an ongoing basis of the opportunities for prayer that are offered at Holy Family.	What is the percentage increase in attendance at the services currently being offered?	Refer to individual Action Items.		09/05	Ongoing
LS 1	e) 1. Weekly use of parish media to inform about scheduled prayer events.	How often were events publicized? How many forms of media were used? Is there an increase in attendance at the events? Is there feedback from participants? How did they find out about the event?	DLS	LAC	09/05	Weekly
LS 1	f) Find out about prayer events at other parishes in the area.	Do we have a current list of events for which we are collaborating?	DLS		09/06	
LS 1	g) Offer to collaborate with other parishes for these prayer events.	Do we have a list of events for which we are collaborating?	DLS		06/07	
LS 1	h) Publicize other events at other parishes.	Are these events publicized? How well are these events attended by Holy Family parishioners?	DLS		09/07	
LS 1	i) * Catechize the community regarding the styles of prayer offered at Holy Family.	Does attendance at the services currently offered increase with more informed participation?	Refer to individual Action Items.		01/08	

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LS 1	i) 1. At least once a month prayer corner in the Sunday bulletin and on the website which discusses events and provides catechesis regarding prayer styles being offered.	How often does the prayer corner appear in the Sunday bulletin and on the website?	DLS	Priests, other staff	09/05	Monthly
LS 1	i) 2. Provide catechesis at Mass or through parish media specific to liturgy/prayer as appropriate throughout the year.	Quantitative: Has this happened? Qualitative: Has the response been positive or negative?	Pastor	DLS	03/07	Semiannually
LS 1	i) 3. Offer prayer experiences and catechesis regarding styles of prayer at GOF (Generations of Faith) sessions.	Are prayer experiences offered? Is catechesis regarding these prayer experiences offered as a part of the GOF presentation?	FFD/DLS	GOF Core Team	09/07	
LS 1	i) 4. Work with our deanery on a 4-week program on prayer.	Does the program take place?	DLS		02/05	Completed
LS 1	j) * Offer more frequent formally scheduled opportunities for prayer in the styles currently offered.	Increased number of scheduled prayer services?	Refer to individual Action Items.		06/07	
LS 1	j) 1. Schedule regularly offered prayer opportunities (such as evening prayer) more frequently.	Increased number of scheduled prayer services?	DLS	Pastor	06/07	Ongoing
LS 1	j) 2. Seek collaboration with other communities (in our deanery or nearby parishes) for these events.	Number of parishes willing to collaborate?	DLS	LAC	06/08	

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Objective #	Action Item	Measurement	Assigned To	Also Assigned To	Due By	Due By Frequency
LS 2	a) * Provide several multicultural evenings that encourage people from particular cultures to become more active at Holy Family.	Have multicultural evenings hosted by PAC (Pastoral Advisory Council) been held? Were they successful (25% of those invited attended)?	Refer to individual Action Items.		12/05	Ongoing
LS 2	a) 1. Recruit coordinator for the multicultural events.	Has a coordinator been identified?	PAC Chairperson		09/04	Completed
LS 2	a) 2. Arrange dates for events on parish calendar.	Have dates been calendared?	MEC		11/04	Ongoing
LS 2	a) 3. Determine format of evening, presentation, etc.	Has presentation format been decided and assigned?	MEC	Pastor	12/04	Completed
LS 2	a) 4. Develop tools (e.g., survey cards, bulletin articles, announcements) to reach multicultural members to extend invitations.	Do we have the tools to accomplish this task?	MEC		12/04	Completed
LS 2	a) 5. Publicize events and invite members of other cultures to attend.	Have parish media notification, phone calls, etc. been completed for each event?	MEC		01/05	Completed
LS 2	a) 6. Host events.	Was event completed with 25% of families invited attending, along with Pastor?	MEC		12/05	Ongoing

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Objective #	Action Item	Measurement	Assigned To	Also Assigned To	Due By	Due By Frequency
LS 2	a) 7. Follow up with PAC regarding each session: what went well, what did not go well, what should be done differently for next event, etc.	Has input been provided to PAC for lessons learned following each event?	MEC		02/05	PAC meeting following event
LS 2	b) * Based on demographic data regarding the cultural background of members of our community, ask people from the Hispanic, East Indian, Filipino, African, and African-American groups to teach the community about their culture, especially in regard to worship and prayer styles.	How many people are willing to teach the community about their culture? Is there an impact on our liturgies on at least an occasional basis?	Refer to individual Action Items.		07/07	
LS 2	b) 1. Follow up with individuals who participate in multicultural evenings to seek information and ask them to share.	Is there follow-up? Number of contacts made? Number of responses? Number of members from each evening who begin participation in some new way at Holy Family?	LAC		04/05	Within 3 months following each event
LS 2	b) 2. Invite individuals to join LAC or to make a presentation to LAC.	Number of new members on LAC? Number of presentations made to LAC?	LAC Chairperson		07/07	

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LS 2	b) 3. Incorporate ideas into liturgies appropriate for season or event.	How often were ideas incorporated into liturgies? How were they received?	LAC Chairperson		09/07	
LS 2	c) Continue to identify and invite people from additional cultural backgrounds so as to continue this process in the years ahead.	Are additional groups identified? Are they invited to participate in events and activities as set forth above? Number of responses?	DLS	LAC Chairperson	01/08	
LS 2	d) Ask people from identified cultural groups (listed above) how they might want to become involved in the community.	Responses: How many new people representative of a broader range of cultures in our community are serving in ministerial roles?	LAC Chairperson		06/07	
LS 2	e) * At gatherings or during follow-up, inquire about interest in participation in ministry.	What follow-up has been done? How many contacts were made? How many responses?	LAC Chairperson		04/05	Within 3 months following each event
LS 2	e) 1. Schedule a session for reflection and discernment regarding the call to ministry.	Was a session held? How many people attended? How many have signed up for ministries?	LAC Chairperson		09/07	
LS 2	e) 2. Schedule training for specific ministries (see Objective 4).	Was training held? How many new ministers are there to commission?	DLS		12/06	

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LS 2	e) 3. Commission new ministers (see Objective 4).	How frequently are new ministers commissioned?	DLS		01/07	Annually
LS 2	f) * Invite people from identified cultural groups to serve ethnic food during Coffee and Donuts on Sunday morning. (Said food would be in addition to the usual coffee, donuts, and bagels.)	Were alternative varieties of food offered on occasion at Coffee and Donuts? How frequently were alternatives offered?	Refer to individual Action Items.		09/07	
LS 2	f) 1. At intercultural gatherings or during follow-up, invite people to offer additional food for Coffee and Donuts on Sunday.	Do we have a list of people interested in providing food for Coffee and Donuts?	LAC		01/07	
LS 2	f) 2. Identify and contact individuals in the parish and school who may have food to offer.	Do we have a list of people interested in providing food for Coffee and Donuts?	DLS	Coffee and Donuts coordinator	01/08	
LS 2	f) 3. Schedule with Coffee and Donuts.	How often do we have ethnic food at Coffee and Donuts?	DLS	Coffee and Donuts coordinator	09/08	
LS 2	g) * Annually hold a parish-wide event with food, music, and dance representative of the variety of cultures which make up our community.	How well was it attended and participated in? Were there requests to repeat the event?	Refer to individual Action Items.		05/06	Ongoing
LS 2	g) 1. Recruit a coordinator for this event.	Has a coordinator been identified and placed?	DLS/LAC		06/05	Annually
LS 2	g) 2. Schedule a date on parish calendar.	Has the date been calendared?	MEC		06/05	Annually

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LS 2	g) 3. Determine format of event.	Has format been decided on and assigned?	MEC	Multicultural Committee	08/05	Annually
LS 2	g) 4. Extend invitations to entire community, especially to those who participated in the multicultural evening events.	Have invitations been extended?	MEC	Multicultural Committee	08/05	Two months prior to event
LS 2	g) 5. Publicize event via parish media.	Has publicity been completed?	MEC	Multicultural Committee	09/05	One Month prior to event
LS 2	g) 6. Host event.	Was event completed and successful, as measured by participation and response?	MEC	Multicultural Committee	10/05	Annually
LS 3	a) * Inform the community about the opportunities for spiritual growth already available in our community (including GOF).	Has there been an increase in attendance and participation in the presently offered experiences?	Refer to individual Action Items.		09/06	Ongoing
LS 3	a) 1. Publicize opportunities through parish media and to other parishes, where appropriate.	Did these announcements happen? How was attendance? Feedback (ask why they came; evaluations)?	DLS		09/06	
LS 3	a) 2. Find out about spiritual growth events in other parishes; find out if they are open to other people.	Was contact made with other parishes? Was list of current events open to our parishioners completed?	DLS		01/07	

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LS 3	a) 3. Publicize these events via parish media.	How often are events publicized? Report of attendance? Feedback?	DLS		04/07	Ongoing
LS 3	b) * Assess whether there is a need for additional opportunities for spiritual growth through articles in parish media soliciting input from parishioners.	Have articles been placed in parish media?	DLS, LAC, FFD	Lay Pastor Ministry	01/08	
LS 3	b) 1. If additional opportunities for spiritual growth are warranted, explore ways to add opportunities to what is already offered.	What additional opportunities were offered? Have people responded and input been received?	Refer to individual Action Items.		09/08	
LS 3	b) 2. Work to collaborate with other parishes in our deanery on future events.	Is an event decided upon and preparation begun in all parishes involved?	DLS		01/09	
LS 3	b) 3. Coordinate with GOF leaders and Pastor as to topics to be offered.	Number of additional opportunities offered?	DLS	CGOF	09/08	Annually
LS 3	b) 4. Publicize via parish media.	How often are events publicized?	DLS	Technology Coordinator	10/08	Ongoing

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LS 3	b) 5. Evaluate events quarterly.	What is the level of interest and participation (use evaluations and feedback)? What interest is there in repeating? Is there more information? Are there suggestions for additional events?	DLS		03/09	Quarterly
LS 3	c) * Make certain that prayer is at the center of all activity in the parish.	Do all meetings and events allow time for prayer?	Refer to individual Action Items.		06/07	
LS 3	c) 1. Ascertain whether prayer is used at the beginning and end of meetings and how it is incorporated into various events at Holy Family.	What contacts have been made with input from committees?	Pastor	DLS	09/06	
LS 3	c) 2. Encourage groups to make certain that prayer begins and ends all gatherings.	How many groups have been contacted with information about prayer? What is the response?	DLS		11/06	
LS 3	c) 3. Encourage use of prayer for discernment during gatherings, when appropriate.	How many groups have been contacted with information about prayer? What is the response?	DLS		01/07	
LS 3	c) 4. Provide resources for prayer to groups who want assistance.	How many groups have requested assistance? Are resources made available when requested?	DLS		06/07	

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LS 3	d) * Develop a library of materials available for parishioners to borrow to encourage them to learn more about their faith and enrich their prayer lives.	Is there a library of materials, and are those materials being utilized?	Refer to individual Action Items.		06/08	
LS 3	d) 1. Develop a bibliography of recommended reading for spiritual growth.	Is there a bibliography available?	DLS		09/07	
LS 3	d) 2. Catalog the existing books.	Is cataloging done?	DLS		06/08	
LS 3	d) 3. Acquire and catalog new books to be available for parish use.	Number of new books acquired and cataloged?	DLS		06/08	
LS 3	e) * Develop a book club to encourage people to read particular selected works regarding their faith and offer an opportunity to share and reflect on them.	Do we have a book club? Is there an opportunity offered for people to come together to share and reflect on the recommended books?	Refer to individual Action Items.		11/07	
LS 3	e) 1. Publicize choice of books to be read over a set period of time.	Is a book chosen and recommended to people?	DLS		06/07	
LS 3	e) 2. Make chosen book available at Holy Family bookstore or establish alternative method for acquiring the book.	Has the bookstore manager been able to get the books? If not, has an alternative method to acquire the book been established?	DLS		06/07	

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LS 3	e) 3. Set up time and facilitator for review of the book.	Is there a set meeting time to review the book?	DLS		09/07	
LS 3	e) 4. Hold book review/discussion.	Did the event happen? How many people attended?	DLS		10/07	
LS 3	e) 5. Evaluate process of the book club.	How many people participated? How many people are interested in continuing?	DLS		11/07	
LS 4	a) * Ongoing training and renewal of ministry for all liturgical ministers.	What percentage of ministers attended in-services?	Refer to individual Action Items.		06/06	Semiannually
LS 4	a) 1. Schedule in-services for each liturgical ministry at least twice a year.	Are the in-services taking place?	DLS		06/06	Semiannually
LS 4	b) * Hold ministers accountable for their commitments to service at liturgies to which they are assigned.	Has there been confirmation of participation in ministry when scheduled?	Refer to individual Action Items.		01/06	Ongoing
LS 4	b) 1. Leaders of ministries communicate with those who do not serve when scheduled (phone, email, or personal contact).	Is this communication happening? What is the percentage of improvement in attendance?	DLS	Lector coordinator, Eucharistic Minister coordinator, Hospitality coordinator	09/06	Ongoing

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LS 4	b) 2. Call liturgical ministers to responsibility by removing from the schedule those who fail to meet their commitments.	What is the percentage of improvement in attendance? What is the percentage of people who are following through on their responsibilities?	DLS	Lector coordinator, Eucharistic Minister coordinator, Hospitality coordinator	09/05	Ongoing
LS 4	c) * Encourage all people, especially youth and young adults, to become involved in ministries.	Is the number of ministers increasing? Is the number of youth and young adults participating in the various ministries increasing?	Refer to individual Action Items.		09/07	Ongoing
LS 4	c) 1. Schedule session twice a year for discernment of call to ministry, one session specifically geared to youth and young adults.	How many sessions were held? How many people attended? How many signed up for ministry?	DLS	CYM, CMSYAM	09/07	Semiannually
LS 4	c) 2. Extend invitations to become ministers at LIFE Nights and other events where youth and young adults are present.	Have invitations been extended? Number of responses?	CYM	CMSYAM	12/06	