

THE CHURCH OF

ST. GREGORY THE GREAT

PARISH STRATEGIC PLAN



Prepared for and by the parishioners of
the Church of St. Gregory the Great
January 2011



Church of Saint Gregory the Great

*4620 Nottingham Way, Hamilton Square, NJ 08690
(609) 587-4877 Fax (609) 588-0192*

Dear Friends in Christ,

A Strategic Plan allows us to assess the best our parish has to offer and to acknowledge areas for growth. Using that information, we will move forward together to achieve our goals.

I am truly grateful for all of the people that have worked on this groundbreaking project for the benefit of St. Gregory the Great parish. We need to acknowledge in a special way all of the parishioners who gave so much of their time, including those who answered the parish survey. The enthusiasm surrounding this project makes me proud to lead this great family.

Please look for ways to get involved in the near future by reading and understanding the plan.

With Affection,

The Reverend Ian Trammell
Pastor

THE PROCESS AND PEOPLE BEHIND THE PLAN

In January of 2010, the St. Gregory the Great Church Strategic Planning Team was formed and began the planning process by understanding and establishing the Mission, Vision and Core Values of our parish.

In the Spring of 2010, the team then assessed the perceptions of the parish through a parish-wide survey, focus groups and interviews. Recurring themes in areas of need were noted. Task Forces were then formed for each of six dominant areas of focus.

In the Summer of 2010, the Task Forces then diligently developed objectives, strategies and actions for each area of need.

In the Fall of 2010, the team created a 5-year Action Plan which is available in its entirety on our website: ***WWW.STGREGORYTHEGREATCHURCH.ORG***.

This plan is the result of a strong collective effort by committed parishioners, and it will need to be embraced and implemented by all parishioners to make this great parish of ours even 'Greater'!

THE CHURCH OF ST. GREGORY THE GREAT
VISION STATEMENT

We strive to be a vibrant, welcoming and faith-filled community. Guided by the Holy Spirit and centered on Word and Sacrament, we are called by Baptism to serve as disciples of Jesus Christ so that all will experience the empowering and healing love of God.



MISSION STATEMENT

We exist to build a faith community called by God, empowered by the Holy Spirit, to form disciples of Jesus Christ through worshipping God, living our Catholic identity, and serving others.

THE CHURCH OF ST. GREGORY THE GREAT
CORE VALUES

Spirituality and Worship:

We value active preparation and participation of parishioners in meaningful, inspirational and reverent liturgies.

Quality Catholic Education:

We teach the truths of our Catholic faith as taught in the Catechism of the Catholic Church to all ages, and reinforce and empower parents in their role as the primary faith educators.

Respect and Justice:

We are a community which promotes fairness, tolerance, and compassion for the greater good of the world around us, and which recognizes our responsibility as Christians to uphold the dignity and integrity of every person.

Evangelization:

We cherish our faith as a gift from God and seek, recognize, and act on opportunities to share it with others.

Service to Community:

We are committed to respond to Jesus' call of service to others and His instruction to love others as we love ourselves.

Spirit of Community:

We joyfully cooperate and build relationships within the parish and the broader community. We believe that living and sharing our Catholic values are vital to the growth of the community.

Stewardship:

We commit ourselves to cultivating and sharing our time, talent, and treasure while addressing the needs of the parish community. We cherish, respect and protect all creation as gifts of God's love.



COMMUNICATIONS

We strive to be a vibrant, welcoming and faith-filled community.....

OBJECTIVE 1

To foster a parish community that is collaborative, mutually supportive, and well informed about parish life so that all parishioners feel welcome and empowered.

Strategy 1.1 Establish a Communications and Marketing Board (CMB) that will be a resource to the parish and its ministries and support them in achieving their vision, mission, values, and strategic plans. (2011)

Strategy 1.2 Define and implement a communication and public relations/marketing plan so that information and resources can be shared within ministries, between ministries, and between the parish and the community. (2012)

Strategy 1.3 Improve existing communication mechanisms, and create and maintain new methods of communication with, and among, parishioners. (2011-2014)

Strategy 1.4 Define new and enhance existing mechanisms that enable parishioners to provide input to parish leadership and receive meaningful and timely feedback regarding parish policies, programs and directions. (2011)



EVANGELIZATION

We exist to build a faith community called by God.....

OBJECTIVE 1

To provide opportunities to lead parishioners into a deeper personal relationship with Jesus Christ.

Strategy 1.1 Enhance parish infrastructure to increase capacity to address adult faith formation and enrichment efforts. (2011-2012)

Strategy 1.2 Expand and promote opportunities for parishioners to share their experience of Christ's love. (2011-2013)

Strategy 1.3 Assess and enhance/implement specific programs to reach out and welcome back inactive Catholics or those that participate infrequently. (2011-2013)

OBJECTIVE 2

To equip parishioners to explain and defend our Catholic faith so that we will attract others to our beliefs.

Strategy 2.1 Create an Apologetics ministry to serve as a resource to parishioners. (2013)

(Note: Catholic Apologetics explains our Catholic Faith in a rational and reasonable manner with love and patience.)

Strategy 2.2 Develop a program for the parish to assist parishioners in recognizing and utilizing opportunities to evangelize and explain Catholic doctrine. (2014-2015)

OBJECTIVE 3

To establish the parish as a focal point of Christian discipleship, so that we will enrich our Community.

Strategy 3.1 Create a welcoming environment through our ministries where the community feels included regardless of faith. (2012-2014)



STEWARDSHIP

We commit ourselves to cultivating and sharing our time, talent, and treasure.....

OBJECTIVE 1

To grow our commitment to stewardship by creating a sense of ownership within the parish of St. Gregory the Great.

Strategy 1.1 Involve the entire parish in the welcoming of new parishioners through follow up and outreach. (2011)

Strategy 1.2 Establish a communication program to assist new and existing parishioners to understand their role in maintaining a spiritually active and sustainable parish. (2011-2012)

OBJECTIVE 2

TIME - To show care and commitment for our parish by sharing the gift of time with service to our parish and each other.

Strategy 2.1 Document and communicate our need for volunteers to the entire parish using existing and new media outlets. (2011-2012)

Strategy 2.2 Improve the recruitment of volunteers for each ministry. (2011)

OBJECTIVE 3

TALENT - To cultivate our own talents and gifts, as well as recognizing those of others around us, to grow our Christian Catholic community.

Strategy 3.1 Catalogue and record the knowledge, expertise and needs of our parish family into an accessible database of talents to identify areas of strength and build up areas where there is weakness. (2012)

OBJECTIVE 4

TREASURE - To commit to the sharing of financial resources by investing ourselves in the sustainability of our parish.

Strategy 4.1 Establish a communication program that offers an explanation and understanding of the current parish expenditures and budget. (2011)

Strategy 4.2 Identify and communicate alternative forms of giving. (2011-2015)

Strategy 4.3 Timely acknowledgement of gifts. (2011)



YOUTH

We teach the truths of our Catholic faith.....

OBJECTIVE 1

Social - Attract youth by promoting additional participation for youth activities.

Strategy 1.1 Obtain funding for a full-time Gregorian Youth Ministry Coordinator, and task the new staff person with creating structure around youth activities. (2011-2012)

OBJECTIVE 2

Catechism - To strengthen Catholic formation and education of youth and their families through implementation of content and consistent instruction to give a strong foundation for a faithful life.

Strategy 2.1 To provide resources, empowerment, and training for educators, and especially parents as primary Catholic faith educators. (2011-2012)

Strategy 2.2 Develop long-range incentive plans for increased participation in Catholic education programs by youth and their families. (2011-2012)

Strategy 2.3 Communicate broadly and consistently to inform Parish youth and their families of activities. (2012)

OBJECTIVE 3

Spirituality - To provide opportunities for youth to participate more fully at worship and various devotional activities.

Strategy 3.1 Offer new opportunities for spiritual enrichment and devotional activities. (2012-2013)

OBJECTIVE 4

Service - To provide opportunities for youth and their families to demonstrate faith in action.

Strategy 4.1 Connect lessons in Sunday worship and religious education to living out Catholic social teachings. (2012)

Strategy 4.2 Build brand awareness of St. Gregory the Great and promote interest in service participation opportunities within the school and parish. (2012-2013)

Strategy 4.3 Communicate effectively and cultivate attitudes and practices of inclusivity and hospitality towards all. (2011-2012)

OBJECTIVE 5

Leadership through Outreach - to promote youth participation in parish ministries and to prepare them for future leadership roles.

Strategy 5.1 To build upon existing activities and initiate additional efforts for leadership development and promote youth outreach activities. (2012-2013)

Strategy 5.2 Encourage involvement and increase attention through specific outreach activities. (2012)



ARTS AND ENVIRONMENT

We value active preparation and participation of parishioners in meaningful, inspirational and reverent liturgies.....

OBJECTIVE 1

To identify and implement strategies to encourage a more prayerful environment in the church.

Strategy 1.1 Develop ways to provide guidance and education to the congregation through examples of good practices by ministry members that serve during mass and through direction from the pastoral staff from the altar. (2011)

Strategy 1.2 Provide other mechanisms that help to reinforce the need for reverence within the church. (2011-2013)

OBJECTIVE 2

To develop and implement plans to improve the physical environment of the church to provide a worship space that is more conducive to participation by all parishioners.

Strategy 2.1 Reassess the sound system using an independent expert consultant in church environments. (2011)

OBJECTIVE 3

To develop and implement a plan to enhance the physical appearance of the church in visually expressing the Divine that is consistent with the existing style, and that is informed by current practices in building and decorating Catholic churches.

Strategy 3.1 With expert advice, enhance the Catholic identity of the church through design elements. (2011-2012)

Strategy 3.2 With expert advice, enhance the Catholic identity of the church through decorations. (2011)

Strategy 3.3 Improve communications regarding the rationale behind Catholic Church architecture and symbolism used in our church for parishioners and non-parishioners. (2011)



FACILITY USAGE

We joyfully cooperate and build relationships within the parish.....

OBJECTIVE 1

To develop a Master Plan which ensures appropriate space usage of the facility.

Strategy 1.1 Conduct an initial assessment and reassessments of facility resources, uses, and current and predicted space demands. (2011)

Strategy 1.2 Write a Master Plan to address current facility use needs and future facility use needs. (2011)

Strategy 1.3 Assess and address needed facility accommodations for persons with disabilities. (2011-2012)

Strategy 1.4 Design mechanisms for dissemination and implementation of Master Plan recommendations. (2014)

Strategy 1.5 The Parish will develop a plan to respond to need for appropriate and energy efficient use and care of meeting space. (2011-2013)

OBJECTIVE 2

Create a culture among ministries of sharing, mutual support and coordination in facilities reservation and utilization.

Strategy 2.1 Utilize electronic and non-electronic media to raise awareness of the common mission and the interdependence of all parish entities and activities. (2011-2013)

Strategy 2.2 Standardize room reservation protocols for all buildings. (2011)

OBJECTIVE 3

To educate parishioners as to the availability of the facilities, procedures and expectations for use so that they may become good stewards and guardians of the future.

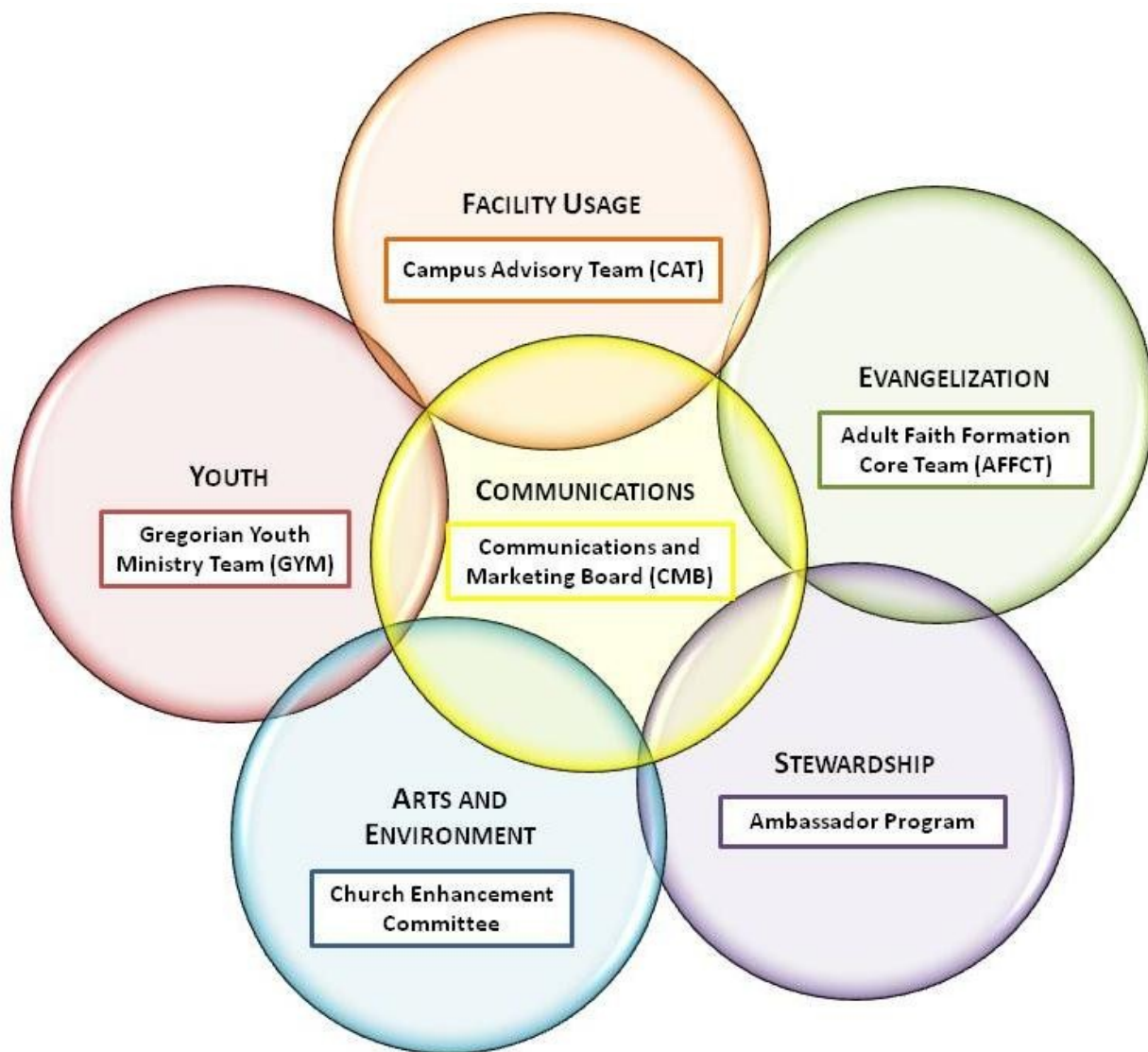
Strategy 3.1 Develop electronic and non-electronic media to communicate information on facility resources, policies, and use expectations in order to promote good stewardship. (2011)

Strategy 3.2 Standardize room utilization protocols. (2012)

Strategy 3.3 Define mechanisms and procedures for addressing facility problems and emergencies. (2011)

ST. GREGORY THE GREAT STRATEGIC PLAN

FOCUS AREAS, IMPLEMENTATION TEAMS, AND RELATIONSHIPS





**THE CHURCH OF
ST. GREGORY THE GREAT**
4620 NOTTINGHAM WAY
HAMILTON SQUARE, NJ 08690
(609) 587-4877
WWW.STGREGORYTHEGREATCHURCH.ORG

FINAL

COMMUNICATIONS					
OBJECTIVE 1: To foster a parish community that is collaborative, mutually supportive, and well informed about parish life so that all parishioners feel welcome and empowered.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
Strategy 1.1 - Establish a Communications and Marketing Board (CMB) that will be a resource to the parish and its ministries and support them in achieving their vision, mission, values, and strategic plans.					
1-Create and implement a recruitment program for the CMB	Director of Development	May-2011 and ongoing	Staff time	Parishioners are recruited for CMB	March-11
2-Define the role of the CMB with input from staff and the ministries and from the results of the communications and marketing assessment (See 1.2, #4 below)	Director of Development/ CMB	November-11	Volunteer and staff time	Mission and role of CMB defined	June-11
Strategy 1.2 - Define and implement a communication and public relations /marketing plan so that information and resources can be shared within ministries, between ministries, and between the parish and the community at large.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Assess ministry and staff communications and public relations (marketing) needs and resources via survey and focus groups.	CMB, Director of Development	November-11	Volunteer and staff time; funds for printing; meeting rooms	Completed assessment	June-11
2-Engage a part time public relations (marketing) person (perhaps share with neighboring parishes)	Director of Development	January-12	Volunteer time or salary, benefits, office space, and other supports	Volunteer engaged or staff hired	November-11
3-Analyze assessment results	CMB, Director of Development	January-12	Volunteer and staff time	Analysis of strengths and weaknesses	November-11
4-Establish a communications and public relations (marketing) plan and outcome evaluation mechanism	CMB, Director of Development, Public Relations Person	July-12	Volunteer and staff time	Communications and public relations plan defined and evaluation mechanisms established	January-12
5-Fully implement the communications and public relations (marketing) plan and evaluate outcomes of efforts	CMB, Director of Development, Public Relations Person	July-13 and ongoing	Volunteer and staff time, funds to address technology and public relations needs	Implement actions defined in the communications and public relations plan, communications outcomes evaluated	July-12

FINAL

Strategy 1.3 - Improve existing communications mechanisms, and create and maintain new methods of communications with, and among, parishioners.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Increase utilization by parishioners of existing parish communications mechanisms	CMB, Director of Development	July-14	Volunteer and staff time	Increase in readership of bulletin and newsletter, increase in website hits	July-12
2-Utilize social networking technologies (e.g. Blogs, Facebook, Twitter, Constant Contact, Simulcasting Mass/event, etc.)	CMB, Director of Development	July-14	Volunteer and staff time, funds to purchase social networking services, if needed	Social networking technologies utilized	July-12
3-Utilize electronic messaging technologies (e.g. LED message display, automated phone calls)	CMB, Director of Development	October-13	Volunteer and staff time; Funds for purchase of equipment/services	Message board purchased and utilized.	July-12
Strategy 1.4 - Define new and enhance existing mechanisms that enable parishioners to provide input to parish leadership and receive meaningful and timely feedback regarding parish policies, programs and directions.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Establish a parish suggestion box in the church and on the website	Pastor and assigned staff	April-11 and ongoing	Pastor and staff time/efforts	Task completed	March-11
2-Assign a Finance Council representative to the Pastoral Council to promote coordination of efforts and to attend meetings	Pastor	March-11 and ongoing	Finance Council member time	Ongoing attendance by Finance Council member at Pastoral Council meetings	January-11
3- Annual Parish "Town Hall" meeting to update the Parish on the strategic plan and other issues; possibly simulcast meeting	CMB, Pastor, Director of Development, Pastoral Council	January-13 and annually thereafter	Volunteer and staff time; technology support; meeting space; refreshments	Annual Town Hall meetings held, increase in number of parishioners that agree that they have opportunities to give input to parish policies, programs and directions (based on 2010 survey as baseline and follow-up communications survey)	June-12

FINAL

4-Plan and conduct a "Meet your Pastoral Council, Finance Council, and Trustees" event	Pastor, Trustees, Pastoral Council and the Finance Council	October-11 and annually thereafter	Volunteer and staff time; meeting space; refreshments	Annual "Meet your Pastoral Council, Finance Council, and Trustees" event held annually starting in 2011	June-12
5-Attend meetings of selected ministries to support implementation of strategic plan activities	Pastoral Council	January-12 and ongoing	Pastoral Council member time	Ministries accomplish action plans according to time line	January-11

EVANGELIZATION

OBJECTIVE 1: To provide opportunities to lead parishioners into a deeper personal relationship with Jesus Christ.

Strategy 1.1 - Enhance parish infrastructure to increase capacity to address adult faith formation and enrichment efforts.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Create an Adult Faith Formation Core Team (AFFCT) to provide direction and oversight for adult faith formation and educational activities	DRE	April-11	DRE/Staff time	AFFCT created	January-11
2-Create new ministries for each of the faith-related strategies (i.e. adult faith formation team, bible education team, Catholic social teaching team, apologetics team) as needed.	DRE/ AFFCT	May-12	DRE/Staff & AFFCT time; meeting room space; internal communications mechanisms (web, email lists, bulletin, etc.)	New ministries established (i.e. adult faith formation team, bible education team, catechism education team, Catholic social teaching team, apologetics team)	May-11
3-Identify/define and implement a long range parish plan for adult faith formation.	DRE/ AFFCT	June-12 and on-going	DRE/Staff & AFFCT time; meeting space; clerical support; funds for printing; internal communications mechanisms	Adult faith formation plan established	June-11
4-Provide ongoing training, consultation, and support to new and existing adult faith related ministries	Parochial Vicar or DRE (depending on ministry involved) / AFFCT	ongoing	Parochial Vicar, DRE and staff time; AFFCT; funds for training and materials	Adult faith staff and ministries trained	December-11

FINAL

Strategy 1.2- Expand and promote opportunities for parishioners to share their experience of Christ's love.					
1-Establish prayer groups and faith sharing groups tailored to specific roles/stations in life (men, women, parents, etc.) and train the leaders	Parochial Vicar/AFFCT	January-12 and ongoing	Parochial Vicar, and staff time; meeting space	Prayer groups/faith sharing groups established	June-11
2-Provide mentoring by "veteran" parishioners for newly registering parishioners and those seeking greater involvement in church life.	AFFCT/ Parochial Vicar or DRE(depending on ministry involved)	September-12 and ongoing	AFFCT,Parochial Vicar, DRE and staff time/efforts	Mentoring contacts made	September-11
3-Utilize holiday/holyday liturgies and events as an opportunity for parishioner, ministries, and staff to welcome, witness, and invite active and inactive parishioners into a deeper relationship with Jesus	Evangelization Team, Hospitality, Greeters, Usher ministries, CMB, Women's Spirituality, Parochial Vicar or DRE(depending on ministry involved)	April-11 and ongoing	Ministry, Parochial Vicar,CMB, DRE and staff time; funds for printing and postage	Contacts made, parishioners making follow up inquiries	January-11
4-Encourage a culture of spreading the Catholic faith (evangelization) for the purpose of conversion to Catholicism.	Evangelization Team Parochial Vicar	June-13 and ongoing	Ministry and Parochial Vicar time	Increase the number participating on the Evangelization team.	June-11
5-Provide training to parishioners and ministries on how to invite people into a deeper relationship with Jesus (the how, why, when, and where of witnessing about our faith, create sharing groups on how to witness to family and friends)	Evangelization Team Parochial Vicar	January-13 and ongoing	Ministry and Parochial Vicar time/efforts; funds for speakers and training materials; meeting space	Number of training event held to promote evangelization; number of attendees	July-11
6- Use the Ministry Board to improve the coordination of efforts among ministries engaged in faith formation.	Pastoral Council Pastor Parochial Vicar Evangelization Team, AFFCT	July-12 and ongoing	Pastor, Parochial Vicar, Evangelization AFFCT and the Pastoral Council time	Number of ministries involved in faith formation efforts	July-11

FINAL

Strategy 1.3 - Assess and enhance/implement specific programs to reach out to and welcome back inactive Catholics or those that participate infrequently.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Assess/evaluate outcomes of recent efforts to engage inactive Catholics	Evangelization Team RCIA DRE Parochial Vicar	June-11 and ongoing	Ministry, staff, and Parochial Vicar time	Evaluation of prior efforts	January-11
2-Investigate available outreach programs (e.g. Take Another Look, Landings, Awakening Faith, Catholic Faith Inventory)	Evangelization Team RCIA DRE Parochial Vicar	July-11	Ministry, staff, and Parochial Vicar time	Review and cataloguing of available programs	June-11
3-Develop and implement an overall plan to address outreach to inactive or minimally active Catholics inviting people to come to know Jesus, to gather each week for the celebration of the Eucharist, and to return to the sacraments.	Evangelization Team RCIA DRE Parochial Vicar CMB DD	July-13	Ministry, staff, and Parochial Vicar time; clerical support	Outreach plan for inactive Catholics	July-11

OBJECTIVE 2: To equip parishioners to explain and defend their Catholic faith so that we will attract others to our beliefs.

Strategy 2.1 - Create an Apologetics ministry to serve as a resource to parishioners.

Note: Catholic Apologetics explains our Catholic Faith in a rational and reasonable manner with love and patience.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Identify a training program and provide intensive training to volunteers of the Apologetics Team. (see 1.1.2)	AFFCT DRE	June-13 and on-going	AFFCT,DRE and staff time; funds for apologetics training	Training program identified	June-12
2- Create a plan for the ministry to help parishioners answer the question "why be Catholic?" for themselves, friends, and relatives	Apologetics Team DRE	June-14	Ministry, DRE and staff time	Plan established	June-13

Strategy 2.2 - Develop a program for the parish at large to assist parishioners in recognizing and utilizing opportunities to evangelize and explain Catholic doctrine.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Conduct age appropriate education sessions providing basic explanation of the Catholic faith and ways to invite non-Catholics to consider Catholicism	Apologetics Team DRE	December-14	Ministry, Parochial Vicar,DRE and staff time; meeting space; internal communications mechanisms	Educational sessions provided; number of attendees	January-14
2-Disseminate information on and promote resources on apologetics (internet, conferences, etc. and make resources available, as we are able	Apologetics Team various ministries DRE	January-14 and ongoing	Ministry, Parochial Vicar and staff time; facilities resources	Report of dissemination methods; resources made available; sales of apologetics books/materials	January-14

FINAL

3-Use parish communications mechanisms to deliver educational messages on the apologetics (bulletin, website, newsletter, blogs, etc.) and to promote bible related parish activities	Apologetics Team CMB Director of Development DRE	January-15 and ongoing	Ministry, Parochial Vicar, CMB. DD and staff time; internal communications mechanisms	Report of mechanisms used to promote apologetics related activities	January-14
4-Provide support to parish ministries to empower them to utilize parish sponsored community activities, events, and facility use as a vehicle for introducing the Catholic faith.	Apologetics Team Parochial Vicar, DRE, Pastoral Council, CMB	January-15 and ongoing	Ministry, Parochial Vicar,DRE, Pastoral Council,CMB and staff time facilities resources internal communications	Reports of Apologetics Team support with ministries	June-14

OBJECTIVE 3: To establish the parish as a focal point of Christian discipleship so that we will enrich our Community.

Strategy 3.1 - Through our ministries, create a welcoming environment where the community feels included regardless of faith.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Encourage ministries to sponsor new events to which the community is invited.	Individual ministries, Evangelization Team, the Parochial Vicar and/or the DRE (depending on involved ministry)	July-13 and ongoing	Volunteer time; facilities for events	Number of events (at least one per year starting in 2013), number of attendees (source - registration form), number of attendees requesting further information about the parish (source - registration form)	July-12
2-Encourage ministries to involve non-parishioners in established activities (blood donations, flu shots, food and clothing collection for the poor, etc.)	Individual ministries, Evangelization Team, the Parochial Vicar and/or the DRE (depending on involved ministry)	January-12 and ongoing	Volunteer time; facilities for events	Number of events (at least one per year starting 2012), number of attendees (source - registration form), number of attendees requesting further information about the parish (source - registration form)	June-11
3-Participate in community events (e.g. September Fest, Italian American Festival, Indian American Festival) to invite people to our parish	CMB (see 2.1) and Director of Development	January-14 and ongoing	Staff and Volunteer time, funds to purchase displays	Number of events (at least one per year starting in 2014), Number of people asking for more information on the parish	January-13
4-Provide communications mechanisms to promote community involvement	CMB (see 2.1) and Director of Development	July-13 and ongoing	Staff and Volunteer time; funds for advertising; other communications mechanisms (e.g. website, LED sign, etc.)	CMB reports of mechanisms used, measures of effectiveness of specific mechanisms are used (i.e. website hits, number of persons opening emails, etc.)	July-12

STEWARDSHIP					
OBJECTIVE 1: To grow our commitment to stewardship by creating a sense of ownership within the parish of St. Gregory the Great.					
Strategy 1.1 - Involve the entire parish in the welcoming of new parishioners through follow up and outreach.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Enhance new "Ambassadors" Program	Pastoral Council	March, 2011	volunteer time	task completed	January-11
2-Evaluate current welcoming protocol at St Greg's & other parishes	Ambassadors	June, 2011	volunteer time	task completed	March-11
3-Express expectations to new parishioners	Ambassadors	June, 2011	volunteer time	task completed	March-11
4-Offer a Sunday "Welcome Breakfast" for new parishioners	Ambassadors	September, 2011 & annually	volunteer time, funds for breakfast	task completed	March-11
5-Assign new families to "mentor families"	Ambassadors	December, 2011	volunteer time	task completed	March-11
6-Develop & implement new parishioner survey	Ambassadors	March, 2012	volunteer time	task completed	June-11
Strategy 1.2 - Establish a communication program to assist new and existing parishioners to understand their role in maintaining a spiritually active and sustainable parish.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Highlight different ministries/organizations in bulletin each Sunday	CMB, ministries & organizations	January 2012 & ongoing	volunteer time	task completed	January-11
2-Develop RCIA/refresher course for new & existing parishioners	RCIA (after Easter)	April, 2012	time	task completed	January-11
3-Engage ministries & organizations in contacting new members	CMB, Stewardship Council	September, 2011 & ongoing	volunteer time	task completed	March-11
4-Develop & distribute educational material about Christian stewardship	Director of Development	September, 2011 & ongoing	time, finances for printing	task completed	March-11
5-Expand expectations to all parishioners	Ambassadors	September, 2011	volunteer time	task completed	June-11
6-Highlight different ministries/organizations in welcoming space LCD screen(when procured) each Sunday	CMB, ministries & organizations	January, 2013 & ongoing	volunteer time, finances for purchase of LCD	task completed	December-12

FINAL

OBJECTIVE 2: TIME - To show care and commitment for our parish by sharing the gift of time with service to our parish and each other.

Strategy 2.1 - Document and communicate our need for volunteers to the entire parish using existing and new media outlets.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Enhance ministry fair	Stewardship Council, Ministry Board, Hospitality	October, 2011	volunteer time	task completed	January-11
2- Each ministry sets up point person to collect hours & estimate needs	Ministry heads	June, 2011	volunteer time	task completed	March-11
3-Develop "Faces of the Parish" highlighting individual families (Bulletin, Newsletter, Facebook, Website, Twitter)	CMB/Dir.Dev.	March, 2012 & ongoing	volunteer time, funds for printing	task completed	March-11
4-Organizations & ministries document & report cumulative volunteer hours and needs	Stewardship Council	March, 2012 & ongoing	volunteer time	task completed	March-11
5-Report monthly total hours for the bulletin	Stewardship Council	March, 2012 & ongoing	volunteer time	task completed	March-12

Strategy 2.2 - Improve for each ministry the recruitment of volunteers.

1-Provide training on how to recruit new volunteers	Stewardship Council	March, 2011 & ongoing	volunteer time	task completed	January-11
2- Provide training on how to retain volunteers	Stewardship Council	September, 2011 & ongoing	volunteer time	task completed	January-11
3- Provide a volunteer recognition dinner	Director of Development	May, 2014 & annually	staff time	task completed	January-14

OBJECTIVE 3: TALENT - To cultivate our own talents and gifts, as well as recognizing those of other around us, to grow our Christian Catholic community.

Strategy 3.1 - Catalogue and record the knowledge,expertise and needs of our parish family into an accessible database of talents to identify areas of strength and build up areas where there is weakness.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Survey (paper & web-based) parishioners identifying talents, skills	Stewardship Council	March, 2012 & annually	volunteer time, finances for printing & programming	task completed	March-11
2- Establish a user friendly data base of talents & skills	Stewardship Council	March, 2012 & ongoing	volunteer time & finances for programming	task completed	June-11
3-Determine & report in bulletin & on website general parish talent needs	Pastoral leadership team	March, 2012 & ongoing	staff time	task completed	March-12
4-Determine & report on organization & ministry talent needs	Pastoral leadership team	March, 2012 & ongoing	staff time	task completed	March-12

FINAL

5-Link parishioner talents to needs & follow up with parishioners	Stewardship Council	March, 2012 & ongoing	volunteer time	task completed	March-12
---	---------------------	-----------------------	----------------	----------------	----------

OBJECTIVE 4: TREASURE - To commit to the sharing of financial resources by investing ourselves in the sustainability of our parish.

Strategy 4.1 - Establish a communication program that offers an explanation and understanding of the current parish expenditures and budget.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Publish simplified annual budget report & narrative	Director of Development, CMB	December, 2011 & annually	staff & volunteer time	task completed	December-11
2-Provide budget explanations to parish	Pastor	December, 2011 & annually	staff time	task completed	December-11
3- Explain any anticipated major expenses to build ownership	Director of Development, CMB	January, 2011 & ongoing	staff & volunteer time	task completed	December-11
4- Report on specific budget items (e.g. electric bill) to which individuals can relate	Director of Development, CMB	June, 2011 & ongoing	staff & volunteer time	task completed	March-11

Strategy 4.2 - Identify and communicate alternative forms of giving.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Provide expanded giving options through alternative methods (on-line, weekly, monthly, quarterly)	Director of Development, Business Manager	March, 2011	staff time	task completed	January-11
2-Provide targeted giving opportunities of parish needs to parishioners	Director of Development/ Stewardship council	December, 2012	staff & volunteer time	task completed	January-11
3-Develop grant application team	Director of Development	December, 2013	staff time	task completed	January-11
4-Target community organizations for donations	Director of Development/ CMB	December, 2014	staff & volunteer time	task completed	January-11
5-Explore the need for a major capital campaign	Director of Development/ Finance Council	December, 2015	staff & volunteer time	task completed	January-11

FINAL

Strategy 4.3 - Timely acknowledgement of gifts.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Complete new church donor wall	Director of Development	June, 2011	staff time, funds	task completed	January-11
2-Prepare letters to improve donor recognition	Director of Development	June, 2011 & ongoing	staff time	task completed	January-11
3-Use personal phone calls to thank donors for major gifts	Pastor, Director of Development	June, 2011 & ongoing	staff time	task completed	January-11
4-Provide donor recognition events.	Director of Development	December, 2011 & annually	staff time, funds	task completed	January-11

YOUTH

OBJECTIVE 1: *Social* - Attract Youth by promoting additional participation for youth activities.

Strategy 1 - Obtain funding for a full-time Gregorian Youth Ministry coordinator, and task new staff person with creating structure around Youth activities.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Hire GYM coordinator	Dir.Rel.Ed./Bus.Mgr.	July-11	Funds	Task completed	January-11
2. Plan and provide a calendar of chaperoned age appropriate social activities	GYM / CMB	January-12	website	Task completed	January-11
3. Work with GYM to increase youth membership and participation	Future coordinator of GYM	January-12	Youth fund from Finance dept and fundraisers	Task completed	January-11
4. Organize fun activities to draw in new members: e.g. haunted hay ride, jingle bell run, scavenger hunt, game nights (Catechism jeopardy), movie nights, laser tag, post Appalachia picture sharing night	Future coordinator of GYM	January-12		Task completed	January-11
5. Invite Priests and staff to share perspectives on Church teachings	Future coordinator of GYM	September-11		Task completed	June-11
6. Encourage youth to participate in overall St. Greg fundraising campaigns	Pastor, Dir Dev, DRE, Future coordinator of GYM	January-12	Advertisement cost	Task completed	January-11
7. Work with administration and facilities to provide gathering spaces for youth activities	Scheduling Administrator/GYM Coordinator	January-13	website	Task completed	January-12

FINAL

OBJECTIVE 2: <i>Catechism</i> - To strengthen Catholic formation and education of youth and their families through implementation of content and consistent instruction to give a strong foundation for a faithful life					
Strategy 1 - To provide resources, empowerment and training for educators and especially parents as primary Catholic faith educators.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Create new Gregorian Youth Ministry Advisory Team	GYM leader/DRE	February-11	Staff/Volunteers	Task completed	January-11
2. Provide children access to Catholic materials on a regular basis in the gathering space	DRE, GYM Team, future coordinator of GYM	June-11	Funds for materials	inventory flow	January-11
3. Strengthen training of catechists and religious educational content through the purchase of authentic Catholic teaching materials	DRE	Ongoing	DRE, Father Tom, funds if this function is outsourced, meeting rooms	Task completed	January-11
4. Provide feedback/review structure between catechists and parents, evaluation forms, possible parent-teacher meetings	DRE	May-11, then annually	Evaluation Forms	Task completed	May-11
5. Increase communication to parish regarding the need for more catechists	DRE / CMB	June-11	Advertising cost	Task completed	January-11
6. Reading of Sunday gospel in school/CCD	DRE	January-12	Staff	Task completed	January-11
7. Annual catechist training day to focus on new materials, build enthusiasm and share teaching experiences to improve CCD program overall	DRE/catechists	May-12	parish facilities, cost of food	Task completed	May-11
8. Offer education program for parents to discuss topical/difficult issues with children - ex. Abstinence, right to life, co-habitation, drugs, peer pressure, bullying	DRE, Principal	September 12, then annually	parish facilities, time of everybody responsible	Task completed	January-11
9. Encourage each St. Greg school family and Rel.Ed. family to attend at least 1 Catholic education program per year	DRE / AFFCT	June-12	parish facilities	Task completed	September-11
10. Provide Catholic refresher courses for parents / parent guide for religious education, or participate in diocesan/local religious education training opportunities, ex. Seminars/conferences	AFFCT	September-12	Funds to pay for courses, speaker, materials	Task completed	September-11
Strategy 2 - Develop long-range incentive plans for increased participation in Catholic education programs by youth and their families.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Provide family friendly missions/training with food, childcare and spiritual activities	Evangelization Team/Hospitality group/Childwatch	June-11	Parish facilities, funds for food/childcare	Task completed	January-11
2. Create plan/process to promote younger Religious Education classroom aides to becoming catechists	DRE	June-12	n/a	Task completed	June-10

FINAL

Strategy 3 - Communicate broadly and consistently to inform Parish youth and their families of activities.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Create a religious education section of web site with monthly lessons, links for additional resources	DRE/CMB	January-12	computer/staff time	Task completed	January-11
2. Create E-board (similar to St. Greg's school e-board) for catechists to communicate with parents, discuss weekly lessons and homework	DRE/catechists, CMB	January-12	webmaster/technical support	Task completed	January-11
3. Utilize social networking sites to inform St. Greg's youth (create St. Greg's Youth page)	DRE, future GYM coordinator, CMB	January-12	webmaster / technical support	Task completed	January-11
4. Create youth calendar to give youth information and opportunities to attend mass, confession, adoration, and/or adoration as a group, rosary, stations of the cross, etc.	DRE / future GYM coordinator	January-12	YD, internet access	Task completed	January-11
5. Foster "bring a friend" day for Youth activities whereby friend is non-CCD participant and non-school student	DRE / YD	January-12	n/a	Task completed	February-10
OBJECTIVE 3: <i>Spirituality</i> - To provide opportunities for youth to participate more fully at worship and various devotional activities.					
Strategy 1 - Offer new opportunities for spiritual enrichment and devotional activities.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Plan annual retreat for middle school children	DRE / GYM team	January-13	parish facilities, funds for retreat and YD	Task completed	January-11
2. Offer pilgrimages (ex. World Youth day)	future GYM coordinator/ GYM team	January-13	Funds	Task completed	January-11
3. Give confirmed youth more active role in liturgies, ex. Promote youth lectors and Eucharistic ministers, identify youth to lead stations of the cross and music	Parochial Vicar	January-12 and ongoing	None	Task completed	January-11
4. Raise awareness of monthly children's mass	CMB	January-12 and ongoing	None	Task completed	January-11

FINAL

OBJECTIVE 4: Service - To provide opportunities for youth and their families to demonstrate faith in action.					
Strategy 1 - Connect lessons in Sunday Worship and religious education to living out Catholic social teachings.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Provide chaperoned experiences for middle school children to attend church-sponsored social justice activities, continue teen-run projects such as Visitation Home, March for Life, Activities morning with Martin House kids, develop young youth service leadership opportunities - make lunches for TASK, etc.	future GYM coordinator	January-12	Future coordinator of GYM, volunteers, vehicles for transportation	Task completed	January-11
2. Host talks on service opportunities/social action/justice issues	DRE / future GYM coordinator	January-12	Funds for speaker/travel expenses	Task completed	January-11
3. Promote in-class service projects	DRE	January-12	resources for specific projects	Task completed	January-11
4. Plan and coordinate fundraisers at each grade level and CCD related to specific service projects appropriate at each age level	DRE / Catechists / Teachers/Dir.Dev.	January-12	None	Task completed	January-11
Strategy 2 - Build brand awareness of St. Gregory the Great and promote interest in service participation opportunities within the school and parish.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Sale of St. Gregory the Great - approved apparel	Director of Development, Gym Team, CMB	January-13	Merchandise	Inventory sold	January-12
2. Increase visibility at St. Gregory community sponsored events to attract youth regardless of faith (ex. Carnival)	GYM / CMB	January-12	TBD	Task completed	January-11
3. Increase media exposure related to St. Greg's Youth activities (impact and results)	CMB / Future GYM coordinator	June-12	Print/Advertise costs	Task completed	June-11
Strategy 3 - Communicate effectively and cultivate attitudes and practices of inclusivity and hospitality towards all.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Use Social Networking to post activities and attendance at meetings	Future coordinator of GYM	June-12	website	Task completed	June-11
2. Enhance awareness of Appalachia project with images in gathering space periodically prior to Appalachia trip	Future coordinator of GYM	On-going	website/images	Task completed	June-11

FINAL

3. Create Appalachia blog to follow during annual trips and post-trip celebration party to share information, experiences pictures, etc. with parish/youth	GYM team	October-11 and annually	website	Task completed	June-11
--	----------	-------------------------	---------	----------------	---------

OBJECTIVE 5: Leadership through Outreach - to promote youth participation in parish ministries to prepare them for future leadership roles.

Strategy 1 - To build upon existing activities and initiate additional efforts for leadership development and promote youth outreach activities.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Locate a young adult or form a team of young adults to help coordinate middle school children's activities and events	GYM	January-13	Future coordinator of GYM	Task completed	January-12
2. Provide family friendly outreach opportunities led by parish youth	GYM, Selected ministries	June-12	Youth fund from Finance dept and fundraisers	Task completed	January-12

Strategy 2 - Encourage involvement and increase attention through specific outreach activities.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Communicate Outreach Activities and Results (ex. Quarterly Newsletter, updates on parish website)	CMB / future coordinator of GYM	June-12	Print cost / webmaster time	Task completed	January-12
2. Create Outreach event blogs to follow during trips and host post-trip celebration parties to share information, experiences pictures, etc. with parish/youth	GYM team	June-12	website	Task completed	January-12
3. Encourage youth to participate in Outreach opportunities and fundraisers to achieve its goals	Future coordinator of GYM, Dir Dev, DRE	June-12	Advertisement cost	Task completed	January-12
4. Create a youth liaison for all appropriate parish ministries	Individual ministry leader	June-12	N/A	Task completed	January-12

ARTS AND ENVIRONMENTS					
OBJECTIVE 1: To identify and implement strategies to encourage a more prayerful environment in the church.					
Strategy 1.1 - Develop ways to provide guidance and education to the congregation through examples of good practices by ministry members that serve during mass and through direction from the pastoral staff from the altar.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Update, communicate and reinforce guidelines for proper attire and attendance to all liturgical ministers using a commitment letter.	Parochial Vicar/Ministry Leaders	March-11		Signed commitment letters	Guidelines available
2-Reinforce good practices with congregation periodically (reverence, dress, quiet before and after mass, leaving mass early)	Priests/deacons	As needed		Noticeable improvements in reverence within church; reduced numbers of people leaving early after mass	January-11
Strategy 1.2 - Provide other mechanisms that help to reinforce the need for reverence within the church.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Keep doors of gathering space closed until singing of recessional is concluded.	Ushers	On-going		Noticeable reduction in background sound before the end of mass	January-11
2-Address good practices through articles in the bulletin, Good News Newsletter and website (reverence, dress, quiet before and after mass, leaving mass early).	Communications and Marketing Board (CMB)	On-going		Noticeable improvements in reverence within church; reduced numbers of people leaving early after mass	January-11
3-Provide signage in gathering space to encourage reverence and quiet within the church.	CMB	November-13	Cost of messaging board	Noticeable improvements in reverence/background sound within church	October-13
OBJECTIVE 2: To develop and implement plans to improve the physical environment of the church to provide a worship space that is more conducive to participation by all parishioners.					
Strategy 2.1 - Reassess the sound system using an independent expert consultant in church environments.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Identify an independent consultant(s) to reassess the sound system within the church, sacristy and chapel	Director of Sacred Music/Business Manager	March-11	Consultant fees	Consultant identified and approved by pastor to provide consultation	January-11

FINAL

2-Through consultant, determine work to be done, contractors to do work if required and costs; obtain approvals and complete project.	Director of Sacred Music/Business Manager	September-11	Contractor fees	Approvals obtained, work completed (or decision to stop)	March-11
---	---	--------------	-----------------	--	----------

OBJECTIVE 3: To develop and implement a plan to enhance the physical appearance of the church in visually expressing the Divine that is consistent with the existing style, and that is informed by current practices in building and decorating Catholic churches.

Strategy 3.1 - With expert advice, enhance the Catholic identity of the church through design elements.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Establish a Church Enhancement Committee including members from Arts and Environments Ministry, pastoral staff and members of Arts and Environments Task Force to assist pastor with potential church enhancements.	Arts and Environments Ministry/Pastor	February-11		Task completed	January-11
2-At appropriate times, communicate plans and ideas to the parish before taking action.	Church Enhancement Committee/Pastor	June-12 and as needed			March-11
3-Inform committee members through self education using documents and other resources regarding Catholic church interior architecture; understand pastor's vision	Church Enhancement Committee	March-11		Task completed	January-11
4-Identify architects/designers and solicit ideas for potential improvements to church	Church Enhancement Committee	June-11	Consultant fees	Several potential plans	March-11
5-Finalize plan, identify contractors, determine costs, and obtain appropriate approvals and funding.	Church Enhancement Committee/Pastor	June-12	Planning and building costs; parish and township approvals	Approvals and funding obtained (or decision to stop)	June-11
6-Begin and complete work.	Church Enhancement Committee/Pastor	December-12	Contractors	Work complete	June-12

Strategy 3.2 - With expert advice, enhance the Catholic identity of the church through decorations.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Communicate pastor's vision for temporary decorations	Arts and Environments Ministry	February-11		Committee informed	January-11
2-Identify and actively recruit new members for Arts and Environments Ministry to enhance creativity.	Arts and Environments Ministry	February-11 and on-going		Increased committee membership	January-11

FINAL

3-Assess resources and establish costs/budgets for additional materials; obtain approvals for budget	Arts and Environments Ministry/Business Manager	Update annually	TBD	Budgets approved; church decorated	January-11
--	---	-----------------	-----	------------------------------------	------------

Strategy 3.3 - Improve communications regarding the rationale behind Catholic Church architecture and symbolism used in our church for parishioners and non-parishioners.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Communicate to parish general ideas related to architecture and specific information related to St. Gregory's church through articles in bulletin, Good News Newsletter, website and pamphlets. Provide simple version of current church description and update as enhancements occur.	Church Enhancement Committee/CMB	June-11 and on-going	Printing costs	Information provided in print and electronic formats	March-11
2-Educate parishioners regarding how church architecture relates to our Catholic faith.	Church Enhancement Committee/CMB	June-11		Task completed	March-11
3-Provide pamphlets describing practices of Catholics for non-Catholics. Include information on website and in back of church.	Church Enhancement Committee/CMB	June-11	Printing costs	Pamphlets printed and provided in back of church; information on website	March-11

FACILITY USAGE

OBJECTIVE 1: To develop a Master Plan which ensures appropriate space usage of the facility.

Strategy 1.1- Conduct an initial assessment and reassessments of facility resources, uses, and current and predicted space demands.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Compile list with graphic representation of available space, including maximum occupancy standards and storage usage for all campus buildings	New Campus Advisory Team, which should include a Building Committee Member, Architect and Parish Scheduler to assist and aid with reporting current facilities usage.	July-11	Facilities maps / Campus and Ministry overview	Final Report of campus usage. Noted comments of stewardship - ownership / Tidy Neat Appearance	In process
2-Confer with Parish Scheduler regarding current room reservation procedures	CAT	February-11	Parish Scheduler	Written SOP for scheduling meetings	"

FINAL

3-Assess the feasibility of developing online/electronic master calendar to be published on parish website	CAT	March-11	Parish Scheduler Business Manager Pastor Approval	Ministries and Organization independently use the Parish Calendar before calling for room, meeting information	"
Strategy 1.2- Write a Master Plan to address current facility use needs and future facility use needs.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Develop rules and information for room usage within each building	CAT to create Standard Operating Procedures	July-11	Facilities maps / Campus and Ministry overview Assistance of the Business Manager & Maintenance Supervisor	SOP for room usage for each parish building	In process
2-Compile list of maintenance personnel and volunteers including work schedules and responsibilities	"	"	"	"	"
3-Work with Parish Scheduler to develop uniform room reservation procedures	"	"	"	"	"
Strategy 1.3- Assess and address needed facility accommodations for persons with handicaps					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1 - List current handicapped accommodations to all building	Building Committee	May-11	Facilities Map	Communicated on Parish Web Site and Parish Hand book	January-11
2- Communicate handicapped access to all buildings	"	May-11	"	"	"
3- Provide handicapped benches / seating where needed	"	December-12	Christmas Wish List or Budgeted Item	Task Completed	"
4- Establish procedure to escort handicapped parishioners to and from Church	PLT	May-11	Ushers	Task Completed	"
Strategy 1.4- Design mechanisms for dissemination and implementation of Master Plan recommendations.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1-Use of current media such as E-mail, Good Newsletter, Bulletin, Parish Web Site,	Parish Scheduler, CAT, PLT , CMB	September-14	Assistance of the Director of Development	Well informed Ministry and Organization Leaders	September-13
2-Flat screen television with VGA input available in each building	Technology Expert/Business Manager	October-14	Christmas Wish List or Budgeted Item	"	September-13
3 - Establish and communicate Master Plan dates for review	Parish Leadership Team	September-14	Pastor Approval	"	September-13

FINAL

Strategy 1.5- The Parish will develop a plan to respond to need for appropriate and energy efficient use and care of meeting space.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Assess and review current "green" procedures on campus, including recycling policies and procedures used in parish facilities and school classrooms	CAT	December-11	Current policy and procedures, if any exist	Task completed	January-11
2. Develop/Refine "green" policies and procedures	"	January-12	Expertise on current "going green" initiatives in place at other parishes and/or parishioners places of work	Working draft of policies and procedures	March-11
3. Publish "green" policies and procedures via Internet and Church bulletin	CAT/CMB	January-13			January-11
OBJECTIVE 2: Create a culture among ministries of sharing, mutual support, and coordination in facilities reservation and utilization.					
Strategy 2.1 - Utilize electronic and non-electronic media to raise awareness of the common mission and the interdependence of all parish entities and activities.					
Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Identify messages to be communicated (e.g. number of ministries and number of meetings per year; need for flexibility in space and time requests; develop a culture of sharing resources; timeliness in reserving space; access to space is a privilege)	CAT to form a Parish Community Care Team/CMB	May-13	Communication with Parish Scheduler	Information posted and available on the Parish Web Site and other electronic posting. Ministries and organizations are well informed	January-11
2. Identify non-electronic methods of communicating the common mission interdependence of parish activities (e.g. parish bulletin, Ministry Board presentations, etc.)	"	"	"	"	"
3. Establish appropriate posting policies	CAT/CMB	May-11	Pastor Approval	SOP updated and available	In process
4. Define and implement (non-electronic) awareness campaign for facility sharing	"	"	"	"	"
5. Investigate electronic modes of information distribution regarding facility usage	"	"	"	"	"
6. Define and implement an electronic awareness campaign for facility sharing	"	"	"	"	"
7. Make facility usage calendar available electronically including off campus gatherings.	"	"	"	"	"

FINAL

8. Have facility usage calendars available in hard copy handouts and/or posting	"	"	"	"	"
9-Publicize web site prominently on the front of the bulletin	Business Manager			Web published prominently on bulletin	completed

Strategy 2.2 - Standardize room reservation protocols for all buildings.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Research (e.g. identify parish space resources; identify what is needed to develop a reservation system; and investigate scheduling mechanisms, including scheduling software) see 2.1-1	CAT	May-11	Communication with Maintenance Supervisor / Cooperation of all Ministries / Scheduling Program	Information posted and available on the Parish Web Site and other electronic posting. Ministries and organizations are well informed	January-11
2. Research impact of developing/publishing aids to locate rooms (building and room location maps) and listings of room amenities and common use supplies	"	"	"	"	"
3. Determine information to be required from ministries to reserve space (e.g. time, attendees, food service capacity, handicapped access, other special needs).	"	"	"	"	"
4. Develop guidelines and procedures for reserving space highlighting awareness of large gatherings when parking and traffic flow may be a concern.	"	"	"	"	"
5. Publish guidelines	Parish Scheduler	"	"	"	"
6. Disseminate (electronic and non-electronic) and implement room reservation guidelines	Parish Scheduler	"	"	"	"

OBJECTIVE 3: To educate parishioners as to the availability of the facilities, procedures and expectations for use so that they may become good stewards and guardians of the future.

Strategy 3.1 - Develop electronic and non-electronic media to communicate information on facility resources, policies, and use expectations in order to promote good stewardship.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Publish diagram of facilities referenced on parish website highlighting handicapped entrance ways	CAT	May-11	Web Master and Facilities Program	Publicized document	January-11
2. Have diagrams in hardcopy form available at parish center, rectory and school	Parish Scheduler / Maintenance Supervisor/ Maintenance Staff	May-11	Approved hard copy of facilities policy	Policies, room set-up and expectations visible	January-11
3. Publish use policies on parish website	"/CMB	"	"	"	"

FINAL

4. Establish a campaign of communication to support strategy 3.1	"/CMB	"	"	"	"
5. Have written use policies available in each room used for meeting space, including parish center, school, and church rooms	Parish Scheduler/ Maintenance Supervisor/ Maintenance Staff	"	"	"	"

Strategy 3.2 - Standardize room utilization protocols.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1. Research (i.e. Identify considerations that need to be addressed in establishing guidelines for use of rooms).	CAT	May-12	Pastor Approval Scheduling software E-mail communication links	Ministries / Organizations / Facility Users are responsible and good stewards	December-11
2. Develop guidelines and procedures for room preparation, use, and clean up including energy efficient usage.	"	"	"	"	"
3. Publish guidelines	"/CMB	"	"	"	"
4. Disseminate (electronic and non-electronic) and implement room use guidelines	"	"	"	"	"
5. Institute feedback mechanisms on guidelines compliance	CAT	"	"	"	"

Strategy 3.3- Define mechanisms and procedures for addressing facility problems and emergencies.

Action	Responsibility	Timeline for Completion	Resources Needed	Indicators of Success	Current Status
1- Develop, document, display and disseminate information on contacting maintenance personnel or appropriate individuals for facility related problems	Building Supervisor /CMB	January-11	Pastor Approval	Posted / Visible signage	in process
2- Develop, document, and display/disseminate information on actions to be taken in case of an emergency (e.g. fire)	"	"	"	"	in process
3- Require Maintenance Staff to wear a name badge	Maintenance Supervisor	"	"	"	in process