

ST. BARBARA PARISH PASTORAL PLAN 2023-2024

GOAL #1: Deepen understanding and love for the Eucharist / Liturgy

Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
<p>Strengthen Liturgical Council</p>	<p>Pastor requires assistance with:</p> <ul style="list-style-type: none"> -Planning and implementing the Liturgical ministry of our parish. -Identifying, recruiting, and training volunteers for liturgical ministry. -Maintaining on-going communication among the liturgy groups. 	<ol style="list-style-type: none"> 1. Plan meeting of existing Liturgical Ministry Leaders. Create a calendar for quarterly meetings. 2. Create ministry descriptions, time required, contact name, etc. and promote positions available (e.g., announcements., e-bulletin, welcome table, Ministry Fair on Ascension Sunday) 3. Identify and recruit leaders (where needed) for each ministry: <ul style="list-style-type: none"> -Liturgical Council Chair -Altar Server Ministry -Ministers of the Word -Eucharistic Ministers -Sacristan Ministry -Ministers of Environment & Art -Usher Ministry -Music Ministry -Bereavement Ministry -Pastoral Care -Weddings/Baptisms 4. Invite leaders to participate in a quarterly meeting or Zoom call where they report on their area of responsibility, discuss/review metrics of actions identified in this plan. 5. Guide leaders in conducting minister training, on-going assessment, and continuous improvement. 	<p>1st meeting: April 2023</p> <p>May 2023 – ongoing</p> <p>Complete Ministry Description Cards: May 1st</p> <p>Ministry Fair in May or June</p>	<p>Lead: Fr. Dan and Liturgical Council Chair Terry Bascombe</p> <p>Identify a lay person to lead and support the coordination of the Liturgical Council</p>	<p>Staff time</p> <p>Materials to support Council</p> <p>Cost for holding an annual retreat for the leaders of the ministries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Council is formed and there is a leader to represent each ministry. <input type="checkbox"/> Council is holding monthly or quarterly Zoom meetings and an Annual Retreat to share information and collaborate. <input type="checkbox"/> Council is identifying new opportunities that result in growing the ministries (e.g., ministry information cards/drop box at exit of church) <input type="checkbox"/> There is improved collaboration and synergy among ministries. <input type="checkbox"/> Council is reviewing metrics stated above and reviewing where additional support may be needed.

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<p>Enhance 11:00 am Sunday “Family Focus” Mass</p>	<p>Parish seeks to attract more young people under 18 by providing a rich array of liturgical activities that grow and strengthen their faith.</p> <p>Parish seeks to inspire children to carry on the Catholic and Franciscan traditions and grow in faith for a lifetime.</p>	<ol style="list-style-type: none"> 1. Involve children in the mass by recruiting them and training them as ushers, altar servers, singers, bringing gifts to altar, etc. 2. Homily is focused to appeal to children. 3. Make music accessible to young people. Music is easy to learn and sing. 4. Create and work with an ensemble of musicians. 5. Provide “Mass Bags” to engage the youngest children during mass. 6. Plan quarterly outdoor masses for families and hold activities that encourage socializing. 7. Survey to collect feedback to assess response to these efforts. 	Ongoing	<p>Lead: Donna Rubio with support from the Faith Formation Team</p> <p>Lance Crane, Choir Director</p>	<p>Staff time</p> <p>Materials to support activities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We are communicating activities through the bulletin and other methods. <input type="checkbox"/> We are organizing and modifying music and activities as necessary to be appealing to children and families based on feedback received. <input type="checkbox"/> We are tracking # children and families at the 11:00 mass to determine if it is increasing. <input type="checkbox"/> We are collecting feedback from 3-5 randomly selected families after each mass (e.g., by conducting a short iPad questionnaire).

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GOAL #2: Grow family and adult faith formation in the Franciscan Tradition

Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
<p>Form a Faith Formation Team</p>	<p>Parish seeks to build and strengthen a rich liturgical home focused around philosophies of the Roman Catholic Franciscan Order to introduce and elevate the spiritual experience at St. Barbara's Parish.</p> <p>Parish seeks to create engaging educational, social, and service opportunities for children, families, and adults to grow in community and faith.</p>	<ol style="list-style-type: none"> 1. Create a Faith Formation Team to help Donna Rubio meet her goals in Faith Formation for all members of the parish. 2. Design and build a curriculum of religious education to meet the needs of the children and adults of our Parish. 3. Recruit and Train Catechists. 4. Build a calendar of events to teach through joy, curiosity, and excitement. 5. Set goals for and assess results of programs and activities offered. 6. Continue offering programs/ topics/speakers that support the life-long learning of our faith. 7. Determine how and when we will highlight the Carlo Acutis Eucharistic miracles exhibition. 8. Build a program for small faith sharing groups including training of facilitators. 9. Use Laudato Si to foster a greater understanding of the special care for creation and each other inspired by St. Francis through the weekly bulletin. 	<p>1st meeting: April 2023</p> <p>May 2023 – ongoing</p>	<p>Lead: Donna Rubio, Director of Faith Formation [identify a lay person(s) to support]</p> <p>Faith Formation Team</p> <p>RCIA leaders</p> <p>Father Joe</p> <p>Laudato Si (Green Team)</p> <p>Carlo Acutis: Jim and Katherine Pattison</p>	<p>Staff time</p> <p>Materials to support faith formation</p> <p>Carlo Acutis - Jim Pattison</p> <p>Green Team - Roger Bergman</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Faith Formation Team is in place and meeting quarterly to plan activities. <input type="checkbox"/> Number of children, families, and adults participating is increasing over the prior period. <input type="checkbox"/> We have built a calendar of events for the year. <input type="checkbox"/> We are offering a wide array of programs, topics, and speakers and we are keeping track of and reporting attendance. We are surveying after to assess if it was well received and what changes may be needed. <input type="checkbox"/> All presiders at mass are inviting us into active prayer and understanding of the Eucharist / Liturgy, including opportunities for involvement in Faith Formation activities. <input type="checkbox"/> We have been highlighting the eucharistic miracles and conducted a simple survey at exhibition to determine effectiveness. <input type="checkbox"/> We are assessing how the weekly Laudato Si bulletins has been received. Do people see them and act upon them?

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Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
Grow faith sharing & social activities	Pastor and staff need assistance growing a sense of St. Barbara's Parish as a spiritual "home" by encouraging and fostering the development of multiple personal relationships within the parish family. Intent is to create and spread a culture of Franciscan hospitality to envelop all who visit St. Barbara's in the warm embrace of sincere welcome and inclusion.	<ol style="list-style-type: none"> 1. Form a Welcome Committee and involve them in staffing the information table that is set up outside masses. 2. Strengthen our Hospitality Ministry by defining their role at Parish and recruiting new members. 3. Continue offering coffee and donuts after masses every two weeks supported by volunteers. 4. Continue offering Annual Parish Picnic supported by staff and volunteers. Identify lead, create committee, start plan. 5. Invite parishioners to introduce themselves at mass to those around them and sometimes invite a parishioner to do the welcome at the beginning of mass (in place of the priest). 7. Plan annual volunteer thank you event (include a guest) 	<p>Coffee and Donuts - currently ongoing</p> <p>Hospitality Ministry Role- April 2023 Recruiting June 2023</p> <p>Parish Picnic-committee formed - June 2023 Event - Oct. 2023?</p> <p>Volunteer Appreciation Event: June or September 2023</p>	Lead(s): Hospitality Ministry leaders and volunteers supported by Terry Bascombe	<p>Staff time</p> <p>Materials to support activities and social events</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We have formed a Welcome Committee and a Hospitality Ministry and are they active. <input type="checkbox"/> We have been offering coffee and donuts after the Sunday masses every two weeks. <input type="checkbox"/> We have held the Annual Parish Picnic and assessed it. <input type="checkbox"/> We have tracked the participation at social events compared to prior year(s) to determine if interest in these events is increasing. <input type="checkbox"/> Presiders have been inviting parishioners to introduce themselves before mass and sometimes inviting a member of the parish to do the welcome. <input type="checkbox"/> We held an Annual Volunteer Appreciation Event and assessed it.

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GOAL #3: Demonstrate faith in action through stewardship, service, and outreach

Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
<p>Expand Stewardship Ministry, service, and outreach</p>	<p>Pastor needs assistance building a Stewardship Ministry to support the future of the Parish and sustainability efforts.</p> <p>Parish seeks to demonstrate faith in action within the larger community, identifying volunteers as parishioners of St. Barbara's to build awareness.</p>	<ol style="list-style-type: none"> 1. Develop a plan that may include adding a Stewardship Minister to the team (a volunteer or contractor) to lead and assist with recruitment, fundraising, volunteer coordination, volunteer and donor appreciation, vendor payments/reports, capital improvement coordination, etc. 2. Expand outreach to visitors and members who visit/support the Old Mission and parish by their presence and gifts by collecting their contact information and communicating to the extent possible, but at a minimum, through the parish e-bulletin. 3. Invite parishioners to share their time and talent in parish ministries and service. 4. Seek to implement innovative ways to enhance giving and recognition. 	<p>Ministry description, requirements April 2023</p>	<p>Lead(s): Stewardship Minister</p> <p>Support from Terry Bascombe and Karin McAuliff</p>	<p>Staff time</p> <p>Materials to support service and outreach</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We have developed a plan to strengthen and expand our Stewardship Ministry. <input type="checkbox"/> We have increased steps to capture contact information for members and visitors. <input type="checkbox"/> We have been communicating electronically with the parish to members and visitors through the e-bulletin and expanding into other communications methods. <input type="checkbox"/> We have been inviting parishioners to participate in parish ministries and other volunteer opportunities.

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GOAL #3: Demonstrate faith in action through stewardship, service, and outreach

Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
<p>Enhance parish collaboration with the Old Mission, Archive Library, and Friar Community</p>	<p>Parish recognizes the important need for strong collaboration and alignment among Old Mission entities.</p>	<ol style="list-style-type: none"> Restart quarterly meetings with the Old Mission and Parish teams (Fr. Joe, Monica, Jim, Fr. Dan, Victoria, Majalisa) to facilitate collaboration. Evaluate feasibility for a shared Stewardship Minister as a volunteer or a contractor. Support the fundraising efforts of the Old Mission and Archives historical preservation efforts. Support fundraising for Parish improvements (e.g., accessibility ramp, sound system) Formalize a process for how capital improvements are approached and handled (e.g., responsibilities of Old Mission vs. Parish, Memorandum of Understanding, etc.) Thank donors properly and promptly for their time, talent, and treasure. 	<p>July 2023 – June 2024</p>	<p>Lead(s): Fr. Dan Fr. Joe Monica</p>	<p>Staff time</p> <p>Materials to support the efforts outlined</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We are holding meetings at least quarterly to facilitate collaboration. <input type="checkbox"/> We are assessing how well are we coordinating with the Old Mission on capital improvement projects and identifying where the process can be strengthened. <input type="checkbox"/> We are implementing new methods of fundraising and assessing how well we are doing with them. <input type="checkbox"/> We have a system in place for regularly thanking donors and we are assessing how this can be strengthened.

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GOAL #4: Create a roadmap for future and sustainability

Objective	Situation	Key Steps	Timeframe	Person(s) Responsible	Resources Required	Evaluation
<p>Develop a long-range strategic plan</p>	<p>The pastor seeks to develop a long-range plan that will define what the parish will look like in the years ahead.</p> <p>The plan will evaluate changing demographic, cultural shifts, relationships, and partnerships, that may impact future growth and sustainability of the Parish.</p>	<ol style="list-style-type: none"> 1. Create an organizational chart with position descriptions and names of individuals currently in place and that will also become an attachment to the Pastoral Plan. 2. Develop a timeline for the planning process. 3. Utilize the ParishSoft and Parish Reach database and other means to gather relevant data needed for the planning process. 4. Incorporate in the plan the financial needs of the parish for growth of operating reserves, on-going capital needs, and the endowment plan and other fundraising efforts. 5. Conduct interviews, one-on-one meetings, focus groups, listening sessions, surveys, etc. as needed to collect data required to develop a sound plan. 6. Review and validate the Vision and Mission statements. 7. Validate plan with key constituents. 8. Communicate the plan. 	<p>May 2023 – April 2024</p>	<p>Lead(s): Core Team of Bill Espinosa, Kerry Parker, Majalisa Van Thyne, Jim Pattison, and Father Dan</p>	<p>Staff time</p> <p>Materials to support the planning process: budget of \$500</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We have created an organizational chart <input type="checkbox"/> We have developed a timeline for the long-range planning process <input type="checkbox"/> We are using ParishSoft/Parish Reach database to gather relevant data and contact information. <input type="checkbox"/> We are incorporating financial needs of the parish into the long-range planning process. <input type="checkbox"/> We are conducting interviews, one-on-one meetings, focus groups, listening sessions, surveys, etc. <input type="checkbox"/> We have reviewed and validated the vision/mission. <input type="checkbox"/> We have validated the plan with key constituents. <input type="checkbox"/> We have obtained approval of the plan from the Pastoral Council. <input type="checkbox"/> We have communicated the plan with the Parish and on the website.

PASTORAL PLAN SUMMARY 2023-2024

GOAL #1

Deepen understanding and love for the Eucharist / Liturgy

Key Directions:

- Strengthen Liturgical Council
- Enhance 11:00 am Sunday “Family Focus” mass

GOAL #2

Grow family and adult faith formation in the Franciscan Tradition

Key Directions:

- Form a Faith Formation Team
- Grow faith sharing & social activities

GOAL #3

Demonstrate faith in action through stewardship, service, and outreach

Key Directions:

- Expand Stewardship Ministry, service, and outreach
- Enhance parish collaboration with the Old Mission, Archive Library, and Friar Community

GOAL #4

Create a roadmap for future and sustainability

Key Direction:

- Develop a long-range strategic plan for the parish

March 15, 2023