

# ST. BARTHOLOMEW PARISH

## LRAP Implementation Guide

As St. Bartholomew nears the completion of its Long-Range Advancement Plan, many people are wondering how to move forward and make this vision a reality. ISPD has developed this guide to outline and explain the model that we recommend for implementation of the Plan.

There are three key elements that must be in place for successful implementation:

1. Organization
2. Communication
3. People fuel

### ORGANIZATION

#### Core Team

- Following the ISPD model, the St. Bartholomew Core Team would manage and direct the implementation of the Long-Range Advancement Plan.
- ISPD recommends that the CT members take on the following role:
  - Δ Serving as Co-Chairs for each of the commissions
  - Δ Attending and preparing for two meetings per month (one commission meeting and one CT meeting) (on the same night)
  - Δ Ensuring accountability for each commission
  - Δ Communicating each commission's progress up and down the lines of communication via meeting forms and charts
  - Δ Helping each commission work with key challenges and solutions
  - Δ Developing implementation steps to put solutions into place
  - Δ Assigning commission members to specific tasks
  - Δ Informing the St. Bartholomew community about the successes in implementation
  - Δ Inviting people to become involved in the implementation effort
  - Δ Spreading the good news of development at St. Bartholomew, and inviting people to be a part of it

#### Commissions

- Each Planning Area will be called a Commission. The seven Commissions at St. Bartholomew will be:
  - A. Liturgy and Worship
  - B. Family Life and Youth
  - C. Outreach
  - D. Engaging Parishioners

- E. Administration and Finance
- F. Parish Wide Education
- G. Buildings and Grounds

- Commissions can range in size from 5-10 members. Some members will remain on the team throughout the implementation process, while others may be brought in to assist with a specific task. Members should come from Convocation delegates who expressed interest in specific areas, Parish Planning Team members, and other parishioners with specific expertise.
- The invitation process should include the following:
  - Δ Letter of invite - personally addressed and signed by the Pastor and CT Co-Chairs
  - Δ A job description should be included with the initial letter of invite.
  - Δ Follow-up phone call from Pastor or Co-Chairs
- The very first meeting of all seven commissions should be an orientation session. Members need to understand their role, the communication process, and which challenge(s) and solution(s) their team will be addressing first.

### Facilitator

- St. Bartholomew needs to identify and invite one person to serve as the LRAP Implementation Facilitator. This individual would be the overall coordinator for the implementation process and manage the following:
  - Δ Scheduling of all CT and commission meetings
  - Δ Collecting meeting forms and charts and moving them through the lines of communication
  - Δ Meeting agendas
  - Δ Maintaining master list of all Core Team and Commission member contacts and e-mail addresses

## COMMUNICATION

### Meeting Agenda

- An agenda should be prepared for each Core Team and commission meeting, and sent out to members one week prior to the meeting date via e-mail.
- The Facilitator should receive copies of all agendas.

### Meeting Summary Form

- The Meeting Summary Form should be completed by the Core Team Co-Chairs after each commission meeting. It serves to record the minutes of each meeting, and should be forwarded to the Facilitator as soon as it is completed.

### Implementation Request Chart

- The Implementation Request Chart should be completed when any commission is ready to proceed with an action to solve a challenge.

- Commissions will use this chart to detail the action steps they develop to put a particular solution into place. They should also designate a Person In-Charge (PIC), cost, begin and end dates, and any comments associated with each specific step on the chart.
- Completed charts should be forwarded to the Facilitator.

### Meeting Schedule

- ISPD recommends the following meeting schedule:
 

Δ Week 1:	Commission meeting #1	1 ½ hours
	Core Team meeting	1 - 1 ½ hours
Δ Week 2:	Administration/ Board Meetings	
Δ Week 3-4:	Commission meeting #2 (if needed)	

## PEOPLE FUEL

- The implementation of St. Bartholomew’s Long-Range Advancement Plan cannot be successful without involving a significant number of people in the process. Hundreds of people in the St. Bartholomew community have helped to shape this vision for the parish, and have become invested in its success. Now is the time to focus on ISPD’s 7-I’s:
  - Δ **Identify**
  - Δ **Inform**
  - Δ **Invite**
  - Δ **Involve**
  - Δ **Implement**
  - Δ **Invest**
  - Δ **Improve**
- The invite stage is key for St. Bartholomew’s success in implementation. Making the commitment to personally invite people to get involved will create the people fuel that is needed to bring this LRAP to fruition.
- Invitations must be made with respect to people’s time, interests, gifts and talents.

## THE NEXT STEPS

- Solidify the Core Team that will manage the Implementation process.
- Establish the Co-Chairs for each commission.
- Solidify the Facilitator position.
- Identify candidates and invite to serve on the commissions.
- Conduct commission orientation/training.
- Begin implementation.