

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area A: Liturgy and Worship

Purpose Statement:

The purpose of the Liturgy and Worship Planning Area is to recognize and celebrate the real presence of Christ and share Christ with others in our everyday lives.

Challenge A-1: How can we increase active participation of youth in liturgy and worship?

PPT Solutions:

- Extend a direct / personal invitation.
- Ask youth to help at a “special” liturgy (Pentecost, a Holy Day) and have a social hour after.
- Encourage youth to try different activities, but not make a huge commitment.
- Offer Youth Mass and social hour once a month.

Town Hall Solutions:

- Youth musicians and choir for more modern sound. – 8
- Offer Sunday night Youth Mass every week with contemporary music, bring in visiting priests (i.e. local high schools) – 6
- Create a youth planning ministry. – 4
- Bring back 7 PM Mass. – 3
- Change liturgy times. – 2
- Recognize youth efforts at Mass. – 2
- Ask youth to altar during consecration.
- Youth should get blessed by older members of the parish (laying of hands)
- Ask youth to serve as Eucharistic ministers, ushers, etc. during Mass
- Host Family Sunday.
- Set up organization to prepare for World Youth Day.
- Utilize New Mothers group.
- Once a month, host all night Eucharistic Adoration.
- Research why 20-30 something’s are not coming back or are going to other churches.
- Host a social after Mass.
- Strengthen relationship with Jesus Christ.
- Invite youth one-on-one.
- Promote dressing modestly at church.
- Find currently active youth to be peer role models / leaders.
- Have youth greet at Mass.
- Integrate youth activities with other youth / school activities and programs.

- Focus on making youth activities fun / cool.
- Present 8th graders play.
- Need more parental involvement.
- Improve homilies.
- Push the Faith Quest among the youth.
- Evaluate other churches.
- Encourage youth to do readings.

Challenge A-2: How can we communicate the rewards of community as we worship?

PPT Solutions:

- Host a brunch / potluck for fellowship.
- Establish fellowship / feeling of belonging.
- Host events on a rotating basis.
- Personally ask people to help.

Town Hall Solutions:

- Offer opportunities to learn about specific ministries.
- Host a Ministry Fair.
- Offer more times for people to get together to help communicate.
- Utilize testimonials from people who are involved in the liturgical ministries.
- Use parish website.
- Post chart in gathering area with list of people involved in the Mass.
- Recognize birthdays / anniversaries once a month at the beginning or end of Mass.
- Allow time to introduce yourself before Mass.
- Pair up older parishioners with younger parishioners to check up on each other.
- Priest sets the friendly tone.
- Use the sign out front to recognize people.
- In bulletin, have individual inserts.
- Identify contact information for each activity / ministry.
- Offer more thank you's at Mass.
- Encourage joining hands during Our Father.
- Expand greetings.
- Host Welcome Sundays.

Challenge A-3: How can we communicate the different varieties of liturgical ministry available?

PPT Solutions:

- Make all different ministries visible through a separate bulletin insert (on different Sundays, chose different ministries) and explain what they do.

- Offer a brief presentation by priest or parishioner to explain ministries.
- Utilize announcements at the end of Mass.

Town Hall Solutions:

- Create different avenues of communication: email, mail, phone, website, bulletin, Mass announcement. – 4
- Have one person available to provide ministry information in the vestibule. – 3
- Keep website up-to-date. – 2
- Host a Ministry Fair. – 2
- Create a youth choir.
- Priests on Winton Road should communicate with each other and have various Mass times.
- Lead rosary at alternate times, especially for working people.
- Talk with other parishioners to see what works.
- Pair people's strengths with parish needs.
- Use more organ music.
- Use bells at consecration.
- Allow for group updates each week.
- Encourage intermingling among people.
- Host "coffee talk" meetings.
- Allow 2-3 minutes at end of Mass (before final blessing) for ministry announcements.

Challenge A-4: How can we increase active participation of parents in liturgy and worship?

PPT Solutions:

- Pair parent with child for lecturing / serving.
- Ask parents directly and specifically.

Town Hall Solutions:

- Include children in Mass.
- Get feedback from youth.
- Offer a 10:15 AM and 7:30PM Mass and take out 9:00 to bring in more youth and parishioners.
- Communicate what parish ministries are doing – in bulletin or webpage.
- Offer a 10:00 AM Mass.
- Excite people about worship.
- Have more facilities for young children.
- Improve the Sunday school program.
- Improve the choir.
- Suggest that people sit in the middle of church.

Challenge A-5: How can we improve training of liturgical ministries?

PPT Solutions:

- Educate all about the rationale behind certain changes in the liturgy.
- Create a step-by-step process to train.

Town Hall Solutions:

- Communicate information about the training session to entire parish. – 2
- Recruit Deacon to coordinate communication throughout the parish.
- Improve the décor.

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area B: Family Life and Youth

Purpose Statement:

The purpose of the Family Life and Youth Planning Area is to create opportunities for parishioners of all stages of life to connect to the parish through fellowship and faith formation.

Challenge B-1: How can we unify the parochial, public, private, and home school families?

PPT Solutions:

- Host family movie nights.
- Do whole family activities with Sacramental Preparation as this touches all families at some point.
- Host a sport type activity on a regular basis (Saturday softball, corn hole, etc.)

Town Hall Solutions:

- Host social activities to bring everyone together. (bowling, sports, scouts, clubs, movie night, etc.) – 3
- Work politically to encourage voucher system.
- Increase communication.
- Make calls to update records.
- Create a complete parish database.
- Create volunteer position for communication.
- Give homilies that reflect “slowing down” and being involved, connected.
- Have a parish liaison student from each school.
- Host a specific parish night where all groups are invited (Wednesday / Sunday Evening).
- Host age-specific social events.

Challenge B-2: How can we improve communication between all groups within the parish?

PPT Solutions:

- Use all means of communication available - pulpit, newsletter, web, personal contact.
- Have a parish wide long-term calendar so different groups can know and coordinate activities.
- Update the ministry / contact person list every year and make it available in the back of church.
- Have a “State of the Parish” meeting connected with the picnic. Chairs or core group members can give an update and promote the group and

parishioners can provide feedback.

Town Hall Solutions:

- Add email addresses to church directory. – 2
- Use website to improve communication about regional events. – 2
- Utilize phone chain.
- Update and distribute ministry guide once a year.
- Post the master calendar online every month.
- Get different groups together.
- Host Town Hall Meeting where each ministry says what they are doing this year.
- Allow ministries to communicate what they are doing before or after Mass.
- Bulletin, newsletter, email – use for more and better communication
- Include names and addresses of people in the organizations in ministry Book.
- Ask parishioners for their preferred method of communication.
- Update website with pictures of parishioners.
- Publish bonds of matrimony.
- Match groups with specific projects (example: youth group with elderly lawn care).
- Bring back Youth Mass.
- Offer evening Mass.
- Have adults involved with groups.
- Involve band.

Challenge B-3: How can we build a sense of ownership for all parishioners across all demographics?

PPT Solutions:

- Clearly define responsibilities and time commitment for volunteers.
- Have a ministry spotlight once a month during Mass to increase awareness of the different ministries of the parish.

Town Hall Solutions:

- Use more personal engagement / person to person contact
- Have more Priest involvement.

Challenge B-4: How do we create an environment within Mass that welcomes more people and supports our faith community?

PPT Solutions:

- Offer a youth oriented Mass.
- Allow for a brief greeting amongst parishioners before Mass.
- Host a Welcome Sunday for new parishioners.

Town Hall Solutions:

- Have priest allow time for welcoming before Mass.

- Utilize name tags.
- Change vestibule set-up.
- Build / expand new gathering area.
- Plan for a future Capital Campaign.
- Utilize display in vestibule for all available activities, sports etc. so everyone is aware.
- Host gathering for new parishioners.
- Bring back Welcome Sunday and rotate through all Masses.
- Have dinners / lunch after Masses once a month.
- Create a softer environment.
- Add more visuals (slide shows, words to music on a TV).

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area C: Outreach

Purpose Statement:

The purpose of the Outreach Planning Area is to reach, within and beyond our parish, to those with spiritual, physical, or emotional needs and address those needs with compassion, generosity and timeliness.

Challenge C-1: **How can we interest and solicit people to help with outreach projects?**

PPT Solutions:

- Personally invite parishioners after Mass.
- Extend a personal invitation through phone calls.
- Educate and inform parishioners about outreach programs through email, bulletin and monthly newsletter.
- Host a Parish activity fair.
- Thank all who participate.
- Write a newsletter.
- Insert information in the bulletin.
- Create a list of outreach programs so people know what is available.
- Identify what the community needs.
- Be open to suggestions.
- Open the door to new ideas.

Town Hall Solutions:

- Have one group featured in bulletin and have them talk on Sundays. – 3
- Host sign-up Sunday.
- Host a prayer service and then plug people into service projects.
- Better communication will bring better involvement.
- Investigate what other parishes are doing and what works.
- Offer more programs like Faith Quest / bible study.
- Clarify ministries such as: grocery Sunday, daily bread drop in center.
- Create a Facebook of people who are in the ministries (identify by ministry).
- Reach out to more age groups.
- Engage and identify outreach groups.
- Pair groups within the parish with outreach groups.
- Assign monetary donations to particular groups.

Challenge C-2: How can we communicate about available outreach projects?

PPT Solutions:

- Update the parishioners through announcements after Mass about the progress of the programs.
- Thank all who participate.
- Write a newsletter.
- Insert information in the bulletin.
- Create a list of outreach programs so people know what is available.
- Obtain and utilize a parish van to help get people to Mass and activities.
- Identify what the community needs.
- Be open to suggestions.
- Open the door to new ideas.
- Invite from the pulpit.
- Bring back Pastor's "Five Minute Message" at the end of Mass.

Town Hall Solutions:

- Host a Ministry fair – display information, highlight an outreach in bulletin each week with contact information.

Challenge C-3: How can we identify the need for new outreach projects?

PPT Solutions:

- Survey parishioners.
- Ask existing ministries what they would like to see.
- Host a ministry fair to ask people.
- Act on natural disasters.
- Research what other churches do for outreach.

Town Hall Solutions:

- Concentrate on outreach projects we already have.
- Research what others are interested in doing.

Challenge C-4: How can we find new revenue sources to finance the outreach projects?

PPT Solutions:

- Appoint / select / hire a person to coordinate funding efforts.
- Organize all fundraising efforts.
- Request donations for specific requests.
- Ask local businesses to donate / sponsor.
- Research grant opportunities.
- Restructure the budget to get more money for outreach.

Town Hall Solutions:

- Give a percentage of festival money.

Challenge C-5: How can we maintain and strengthen the spirit of giving and outreach?

PPT Solutions:

- Increase communication of the outreach programs through signs and email.
- Acknowledge and thank parishioners who helped through bulletin and thank you notes.
- Offer “rotation of jobs” so no one feels overwhelmed or trapped.
- Build a stronger community by more interaction at the liturgy.
 - Introducing one another to others before Mass
 - Re-establish hospitality Sundays
 - Holding hands during the “Our Father” across the aisles
- Challenge each parishioner to do a specific number of outreach hours.
- Identify accomplishments (in bulletin, website, etc.) so all know the results of our outreach efforts.
- Create a list of ministries so all know what is available.
- Try a variety of new outreach projects.
- Pray for the strength and success of our outreach projects.

Town Hall Solutions:

- Connect with another church.

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area D: Engaging Parishioners

Purpose Statement:

The purpose of the Engaging Parishioners Planning Area is to welcome, involve, and encourage participation among all parishioners to allow them to have a closer relationship with Christ through one another.

Challenge D-1: **How can we re-engage parishioners who are no longer active in the parish?**

PPT Solutions:

- Find out why they left the church or why they no longer attend on a regular basis.
- Reach out to the divorced Catholics.
- Simply call and tell them they are welcomed back.
- Offer assistance for handicapped by providing rides in a Parish van.

Town Hall Solutions:

- Research why parishioners have left. – 6
- Utilize personal contact. – 2
- Have a group of people visit them / pray with them and let them know about activities.
- Improve welcoming to draw people in.
- Offer reconciliation service focused on reuniting them.
- Have a positive / non-judgmental attitude.
- Invite former parishioners to specific events.
- Create a month long sign in at church to see who is coming.
- Pick a single major project for the parish such as a single day of service outside the parish.
- Personal invitation is key.
- Do a census.
- Research what the Vineyard / neighboring churches do that we don't.
- Offer divorce / widows / widowers outreach.
- Create a network of care.
- Use a suggestion box.
- Build social community as well as spiritual (dances, speakers during Lent).

Challenge D-2: **What can we do to create a welcoming environment that makes people feel that they are an integral part of the parish?**

PPT Solutions:

- Use greeters.
- Involve more young people.
- Bring back Welcome Sunday.
- Use name tags.
- Offer more support groups.
- Create and deliver a welcome basket or other gift for new members of the parish.

Town Hall Solutions:

- Bring back Welcome Sunday and follow up with all that attend. – 5
- Utilize name tags. – 3
- Create time for welcoming / shaking hands with people at beginning of Mass. – 3
- Organize welcoming group. – 2
- Host a social gathering between the 9:00 and 11:15 Masses. – 2
- Have people switch sides at church.
- Announce birthdays / anniversaries at Mass.
- Use ice breakers at parish events.
- Recognize readers / Eucharistic ministers, ushers in bulletin.
- Feature a different family, once a month, in the bulletin.
- Host monthly social gathering in vestibule.
- Upgrade vestibule to make it more inviting.
- Host a ministry fair.
- Display updated list of parish groups / ministries and contacts.
- Ministry leadership needs to be more welcoming.
- Once a week, a ministry should speak about its work.
- Post current photos on website.
- Have occasional outdoor Mass.
- Have Sunday PM Mass, perhaps with an alternative style.
- Empower the people with authority on certain decisions.
- Give parish council authority.
- Pair up new families with current parish family.
- List new families in bulletin.

Challenge D-3: **How do we involve more of the youth in all areas of our parish?**

PPT Solutions:

- Offer service credit for volunteering at parish activities.
- Utilize youth as greeters for Mass.
- Utilize youth for phone work.

- Youth can do work for older members of parish.
- Offer a Youth Mass with music and liturgy for young people.
- Ask for youth involvement.

Town Hall Solutions:

- Bring back Sunday night youth Mass.
- Offer youth scripture study and prayer groups.
- Host neighborhood parishioner get-togethers.
- Host night volleyball for adults with youth babysitting.
- Host frequent pot lucks.

Challenge D-4: How can we create more social opportunities for all parishioners?

PPT Solutions:

- Offer a luncheon and social activities for senior citizens.
- Create a survey to identify what activities each group would like to see at the parish.
- Host / offer sports and social events - men's basketball, fishing groups or golf outing.
- Offer women's night out (youth could provide babysitting).
- Host a senior dance in the gym on a regular basis with live music.
- Host a talent and hobby day.

Town Hall Solutions:

- None given.

Challenge D-5: How do we recognize and appreciate the efforts and contributions of people involved in parish activities?

PPT Solutions:

- Have Father announce contributions (time and talent) during Mass.
- Host recognition lunch, picnic, banquet, potluck, etc.
- Recognize people through use of certificates.
- Mail a simple thank you letter.

Town Hall Solutions:

- Create and distribute parish newsletter.
- Recognize achievements in bulletin.
- Make time for Pre-Mass announcements.

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area E: Administration and Finance

Purpose Statement:

The purpose of the Administration and Finance Planning Area is to facilitate communication between all ministries and to build a consistent budget process to continue to support all ministries of the parish.

Challenge E-1: How do we develop a process to budget money to support the ministries of the parish?

PPT Solutions:

- Require a member of each ministry to attend a finance committee meeting annually to communicate their budgetary needs.
- Require ministries to submit and present budgetary needs.
- Have all budgetary needs and parish operating expenses reviewed by the Business Manager and Finance Committee.
- Present proposed budget to Pastor and Pastoral Council.
- Communicate approved budget to each ministry.

Town Hall Solutions:

- Have the budget and financial reports available and broken down for all parishioners to view. – 2
- Host more dinner / lunch get-togethers.
- Raise the goal of the money raised.
- Increase parishioners and the budget will take care of it's self.

Challenge E-2: How can we improve communication of financial issues?

PPT Solutions:

- Present the approved budget to the parish once or twice a year.

Town Hall Solutions:

- Have the budget and financial reports available and broken down for all parishioners to view. – 2
- Communicate how festival money is used.
- Create sponsorship levels based on giving.
- Communicate (paying off of mortgage of KAC)
- Publish a weekly bulletin.

Challenge E-3: What steps can be utilized to cut costs and decrease waste?

PPT Solutions:

- Utilize ceiling fans.
- Utilize talents of parishioners for parish projects.
- Share resources among ministries.

Town Hall Solutions:

- Offer automatic deduction for tithing.
- Need better access to computer bill paying.

Challenge E-4: What new revenue sources can the parish research to raise money?

PPT Solutions:

- Research Estate Planning / bequests and prepare documentation.
- Host a speaker / dinner.
- Host Christian concert.
- Investigate Bingo.
- Host dances.
- Research Pac Rental.

Town Hall Solutions:

- Teach people how to give to the parish through their will / estate.
- Host large parish garage sale.
- Research recycling opportunities.
- Utilize electronic bank transfer for donations.
- Memorials
- Targeted donations
- Combine social events with fundraisers.
- Use the PAC for social activities and fundraisers.
- Golf outing
- Host more organized events.
- Use parishioner's businesses / talents / resources / energy.
- Look into P&G studies, fundraisers.
- Research religious pilgrimages.
- Rent out the PAC.

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area F: Parish Wide Education

Purpose Statement:

The purpose of the Parish Wide Education Planning Area is to provide educational opportunities for all to have a stronger understanding of our Catholic faith and allow for spiritual growth of our faith community.

Challenge F-1: How can we encourage parishioners (young children, teens, single adults, married couples, families, divorced or separated, widows, seniors) to live a strong faith life everyday, to continue to strengthen that spiritual life, and make spiritual growth a priority?

PPT Solutions:

- Post homilies on-line for parish.
- Incorporate suggestions on “how to live the message” (that week) in your everyday life.
- Encourage parishioners to speak to a religious person that they respect and admire.
- Provide educational material that teaches how to live the Catholic faith everyday.
- Offer more faith group activities.
- Utilize meaningful homilies.
- Encourage all to attend Mass every weekend.
- Set an evening every week for individuals, families to gather to talk about their faith.
- Make materials available, at Mass, on the internet, etc. for all to create spiritual growth opportunities in their homes.
- Utilize Archdiocese offerings.
- Clearly define “from cradle to grave” programs for all groups.
- Bring back CRHP or an event like that with an over night retreat. Should be parish specific where the overnight is within the parish grounds.
- Have parish wide service projects / mission trips for people to serve together and grow closer.
- Have enrichment nights for the different groups – have a marriage speaker, vocations speaker come in, family dynamics speaker – etc.

Town Hall Solutions:

- Use small groups to facilitate.
- Host retreats regularly.
- Provide opportunities for the groups to get together.

- Create multi-generation programs.
- Create more opportunities for newly married mentors – more prayer group opportunities.
- Make Mass very motivational.
- Put community fliers in church and school envelopes.
- Use Cliff notes.
- Include sermon synopsis in current bulletin and website.
- Record and post sermon on website.
- Publicize in bulletin or website or give brochures on community opportunities (example: Sisters of Notre Dame Mornings of Spirituality).

Challenge F-2: How can we overcome cultural and organizational differences? (Parish, School, SBAA)

PPT Solutions:

- Create an opportunity for a meeting with individuals of different faiths / heritages to grow understanding of spiritual, cultural differences.
- Offer service work in the local community by all age groups.

Town Hall Solutions:

- Offer a Mass for sports teams.
- Welcome all from diverse backgrounds.
- Provide diverse music.
- Partner with another church of diversity.
- PSR students / parents need to be made aware of sports, extra-curricular activities available within the school.

Challenge F-3: How do we determine the key issues for each age group? (youth, elderly, singles, etc.)

PPT Solutions:

- Offer a Parish wide survey to identify what personal, spiritual, educational issues people are facing in their everyday lives.
- Utilize the Parish Town Hall Meeting to discuss challenges.
- Sponsor events that include all groups.
- Have each group member work with another.

Town Hall Solutions

- Use suggestion box.

ST. BARTHOLOMEW PARISH

Planning Document

Planning Area G: Buildings and Grounds

Purpose Statement:

The purpose of the Buildings and Grounds Planning Area is to insure the welfare and safety of all parishioners through quality buildings and economical maintenance while allowing for the proper environment of worship (learning, teaching and living).

Challenge G-1: How do we reconfigure our buildings to reduce their energy footprints?

PPT Solutions:

- Quickly act on maintenance needs to reduce long term operating costs.
- Investigate current technologies to provide better insulating quality (windows, walls, doors).
- Seek professional advice.

Town Hall Solutions:

- Put solar panels on church roof.
- Research possibilities.
- Make the vestibule more appealing for people to feel welcomed.

Challenge G-2: How do we continue maintaining our current facilities while growing for the future?

PPT Solutions:

- Create and follow a detailed maintenance plan.
- Upgrade security.

Town Hall Solutions:

- We need a chairman to do publicity to help with grounds work.
- Renovate back of church to accommodate fellowship.
- Bigger multipurpose gathering space.
- Renovate PAC kitchen.
- Reuse or expand existing structures instead of building new.
- New / portable pews.

Challenge G-3: How do we update our landscaping (replace / add trees, shrubs and flower beds) to maintain pleasant grounds?

PPT Solutions:

- Look for volunteers.

Town Hall Solutions:

- Plant memorial trees - 2

- Twice a year, get youth groups to help out (scouts, sports teams).
- Update landscaping.

Challenge G-4: How can we plan for the future when we are unsure of our future needs?

PPT Solutions:

- Evaluate potential future needs.

Town Hall Solutions:

- None given.

Challenge G-5: How can we get more parishioners involved in buildings and grounds?

PPT Solutions:

- Ask the parish for feed back.
- Get organizations (PTA, SBAA, Youth, and Liturgy) to take over upkeep of various gardens.

Town Hall Solutions:

- Have families volunteer their time to take on specific grounds maintenance activities (flower beds, trees, etc.).
- Create a list of volunteers to do physical work.
- Organize Garden Club.
- Get more stained glass.

Challenge G-6: How can we renovate our buildings to become more handicap friendly?

PPT Solutions:

- None given

Town Hall Solutions:

- Make the facilities more handicap / senior friendly.
- Must get lifts in key areas.
- Connect side access to assembly area.
- Have adults / youth chaperone handicapped / elderly and / or Valet Park at Mass.
- Remove pews to optimize use of church chairs.
- Add elevators.
- Build buildings to accommodate meetings or weddings.
- Add more rooms in parish office - renovate and make more user friendly.
- Make KAC doors accessible from outside.
- School building needs help.