

## **Holy Family Parish** **Five-Year Action Plan Overview**

At its October 2005 meeting, the Holy Family Pastoral Council voted to adopt the parish five-year plan, the content of which was developed in a series of strategic planning retreats last winter. The sessions involved representatives from the church, school, and the many committees and ministries here at Holy Family. The council has spent several months developing that content into an action plan.

This page is a brief overview of the direction Holy Family is moving and our four main strategies to take us there. Over the next several Sundays, a bulletin insert will detail each one of the four strategies and its action plan, including the opportunities which currently exist, what we look to do over the next few months and what will be tackled starting next year.

### **Mission** *(why we're here)*

The mission of Holy Family Catholic Parish is to make God known to our parish family and community and to foster growth in our relationships with God and each other through active participation in the ministries of celebration, worship, education, and support of those in need.

### **Vision** *(what we seek to become)*

Holy Family is a stewardship parish seeking to share 100 percent of our human love and effort in gratitude for God's gifts to us.

### **Strategies** *(ways to reach our vision)*

- Promote Faith Formation Activities
- Strengthen Faith-in-Action Opportunities
- Increase Parishioner Participation
- Improve Organizational Effectiveness

### **Actions** *(activities which support our strategies)*

A number of needs and desires were expressed during the planning retreats. The Pastoral Council identified overarching themes from these needs, which resulted in the four primary strategies above. Individual action items have been developed for each strategy and will be outlined in separate bulletin inserts over the next four Sundays. The complete plan document is available in the Parish Center or online at [www.holyfampdx.org](http://www.holyfampdx.org) under the Parish section.

If you have questions or comments about the plan, please feel free to contact Council President Rebecca Brandt at 503-774-6436 or [rebecca@sabrix.com](mailto:rebecca@sabrix.com).

## **Promote Faith Formation Activities**

Religious Education at Holy Family seeks to provide a variety of faith formation programs for all ages, from teaching the basic beliefs of the Catholic faith to nurturing the mental conversion to stewardship—a recognition that all we have is from God and will be returned to God. Faith formation programs support the lessons of the liturgy, provide ideas for extending those lessons into the home and assist us all in gaining a deeper, more personal relationship with God.

### **Existing Opportunities:**

- Scripture Series
- Small faith-sharing groups (e.g. Disciples in Mission)
- Weekly Bible Study
- Book Study Groups
- Women's Day of Recollection (monthly)
- Men's Spirituality Group
- Sunday school for preschoolers, Grades 1-5
- Sunday Liturgy of the Word for 1<sup>st</sup>-4<sup>th</sup> graders
- Grade 6 youth group
- Youth Ministry for 7<sup>th</sup>-12<sup>th</sup> graders
- Quarterly baptisms with preparatory classes
- Sacramental preparation
- Rite of Christian Initiation (RCIA)
- Adult Education
- Vacation Bible School
- Family Camp

### **Actions through June:**

- Review the Sunday bulletin as a primary method of communicating with new and existing parishioners.
- Ensure that mass announcements include reminders of ongoing programs.
- Add evaluation methods into existing program offerings to gather feedback on attendance, effectiveness, perceived value, interest in future offerings, etc.
- Assess current promotion of the existing programs and seek opportunities for spreading information through other parish communications channels.

### **Priorities for Five-Year Action Plan:**

- Incorporate faith formation questions into an overall parish survey to determine the relevance and timing of programs for parishioners.
- Review the benefit and interest of integrating faith-building themes across the parish, school, and religious education department for increased impact of awareness and participation.
- Incorporate feedback into planning future faith formation activities.
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## **Strengthen Faith-in-Action Opportunities**

As Christians, we are called to witness to the world concerning Jesus' vision and to give in loving service so that others might come to know God. Holy Family currently offers a number of opportunities to put our faith into action within our own parish and reaching out to the community and the world. These options are both active and contemplative. They enable us to bring our faith alive through service to others, to be the hands of Jesus here on Earth.

### **Existing Opportunities:**

- St. Vincent de Paul volunteers collect and distribute food, money and clothing.
- Christ Child Society makes baby gowns, sweater sets and blankets for babies in need.
- St. Alexis volunteers generate prayers and special collections for our sister parish in S. Africa.
- HF Prayer Circle provides prayer support.
- Christmas Adopt-a-Family and Giving Tree encourage sharing with those less fortunate.
- Kris Kringling by junior high students and individual parishioners during Advent.
- Eucharistic home ministers bring the eucharist to those who can't attend Holy Family Church for mass.
- Liturgical ministers assist in the celebration of mass.
- Health Ministry Committee seeks to provide resources and education in various areas of health care.
- Hospitality Committee coordinates events for building relationships and communication within our parish and school community.
- Christian Service Committee provides assistance with funeral receptions and other gatherings requiring set-up; hosts an annual luncheon for older parishioners and shut-ins; provides rides for the elderly.
- Compassionate Care Committee provides education and resources to those who have experienced some form of loss, organizes funeral planning workshops and the annual candle-lighting ceremony for those suffering the loss of a child, and maintains the Care Note display and military prayer support board.
- Altar Society involves women of the parish who meet for fellowship and fundraising in order to provide for the needs of the sanctuary: hosts, altar wine, linens, vestments, flowers and maintenance of the sanctuary and sacristy.
- “Pennies for the Poor” is a parish-wide fundraiser spearheaded by the school to support the Downtown Chapel's ministry to the homeless.
- HF school organizes a food drive to support SVDP during January's National Catholic Schools Week.
- Youth Ministry provides an ever-changing variety of service opportunities within our parish community, city community, and areas across the U.S and Mexico.
- Peace & Justice Commission promotes opportunities to live out Catholic social teaching and is currently coordinating assistance to a parish in New Orleans in the cleanup and rebuilding effort following Hurricane Katrina.

### **Actions through June:**

- Review current promotion of the above programs and seek opportunities for spreading information more widely through other parish communications channels.
- Identify specific projects within a ministry that need help, rather than general promotion of a ministry (e.g. “Do you knit? Christ Child Society needs you to make one baby blanket by March 15”).
- Create natural groupings of the existing opportunities and determine the best times of year to promote groups more in depth.
- Focus on one or two lesser-known groups at a time and highlight or explain them in the bulletin.

### **Priorities for Five-Year Action Plan:**

- Seek parishioner input on current areas of faith-in-action and determine if there is significant interest in an area not currently offered. Do this within an overall parish survey.
- Compile quarterly reports from ministries regarding results of their work for the purpose of publicly celebrating HF faith in action (e.g. “SVDP volunteers delivered 80 food boxes last month to families in need around our community.”)

Use Steeple Sounds, the bulletin and other communication methods to highlight parishioners who actively live their faith in big and small ways, and the spiritual benefits it provides them.

## **Increase Parishioner Participation**

Holy Family is known for its wonderful sense of community. The community thrives when all feel welcome to participate in the ministries of the parish. Parishioners who become involved—at whatever level of time, talent and treasure that they can—invigorate Holy Family's hospitality, promote a generous sense of spirit, and appreciate the spiritual growth afforded by working with others to build God's kingdom here on Earth.

### **Existing Opportunities:**

In addition to the opportunities offered in Faith Formation and Faith-in-Action, Holy Family offers the following programs and social events in an effort to help parishioners expand their acquaintance of other parishioners, to encourage a mixing of all ages, and to provide opportunities for spiritual growth, participation, fun and relaxation:

- Breaking Bread group meals
- HEROS—Help Everyone Read at Our School, pairing adults and students
- Kris Kringles/Epiphany Tea
- Epiphany Breakfast (*new in 2006!*)
- Mother Share
- Monthly breakfast organized by Altar Society
- Prayer Partner Program between students and parish community
- Lenten meal Fridays before Stations of the Cross
- Holy Family CYO events (Cardinal Classic Poker Tournament, etc.)
- Valentine's Day marriage vow renewal celebration
- Seasonal gatherings, (e.g. Advent Fair, Mardi Gras fundraiser for Youth Ministry)
- Annual Fund Gala
- Holy Family School Auction

### **Actions through June:**

- Review materials provided to new parishioners and ensure they include names of committees with contact names and numbers, a calendar of upcoming events, and information about how to become involved.
- Create a list of tips for committee chairs on how to promote HF programs and events using our existing methods of communication (e.g. email, flyers, Wednesday Word, bulletin, Steeple Sounds, website, committees, phone tree, etc.)

### **Priorities for Five-Year Action Plan:**

- Create a comprehensive (and updatable!) calendar of events and programs to assist parishioners in planning and putting events on their own calendars.
- Educate committees and event organizers on how to target the appropriate audience(s), as well as how to tap into interested parishioners using the parish database. Also assist with adding measurement and evaluation to programs and events. This encourages planning, creating objectives, and conducting follow-up to determine whether efforts are successful and worth repeating.
  
- Examine website/webmaster for ease of posting/removing information on events.

- Create email lists for those interested in email communication regarding parish activities.
- Using an overall parish survey, include questions on how parishioners prefer to receive and access information about parish events and programs.
- Review graphic layout of printed communications such as the bulletin, Wednesday Word and Steeple Sounds for better flow and easy identification of information.
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## **Improve Organizational Effectiveness**

As with all organizations, Holy Family requires regular examination and revamping of its processes and structure in order to facilitate the work of its ministries and be an efficient steward of parish resources in support of our mission and vision.

Two areas in particular are in need of attention: Increasing financial coordination and management across the entire parish, and streamlining basic operational processes among the ministries.

### **Improvements to Date:**

- In response to a need for greater financial transparency, the Administrative Council publishes a weekly collection and finance report in the bulletin. The Council now publishes a more in-depth financial report in the bulletin on a quarterly basis, and made a financial State-of-the-Parish announcement at all weekend masses prior to Christmas. Feedback from parishioners is essential to let the Council know if it is providing the type of information desired, in a format that people can understand.
- In an effort to define the organization itself, an effort has begun to collect an operation plan or mission statement from each ministry and committee. This exercise helps our ministries rededicate to their original intent and provides clarification to others on what HF ministries accomplish.
- In response to a specific request during the original planning sessions, the Pastoral Council has approved and is spearheading the start of a parish Historical/Archiving Committee for the purpose of gathering materials about Holy Family's history as well as documents of ongoing parish activities for archival purposes.

### **Actions through June:**

- Create and distribute an organizational chart to identify parish ministries and contacts.
- Review how ministries and their leaders are promoted so as to familiarize parishioners with parish leadership and to encourage parishioners to make direct contact with leaders.
- Renew the regular meeting of administrative chairs for increased coordination in planning and decision-making.
- Determine the need for a bankruptcy taskforce within the parish.
- Create a stewardship committee and define its purpose.

### **Priorities for Five-Year Action Plan:**

- Determine additional methods for informing parishioners about parish finances, the budgeting process and the need for continuing support to achieve our parish vision.
- Create a comprehensive development plan.
- Outline elements of a parish communications plan and begin the process.
- Create a comprehensive facilities/land-use plan to address the changing needs of the parish and community.
- Develop a comprehensive and integrated technological plan for the church and school.
- Determine the best methods for informing existing and prospective school parents about tuition assistance.