

ST. MAXIMILIAN KOLBE PARISH
Long-Range, Advancement Plan
July 2005

PLANNING AREA A: FACILITIES

Purpose Statement:

The purpose of the Facilities Planning Area is to provide, manage and maintain the growth of our parish, a facility for all members and groups of our Catholic community that is, economically and functionally practical, environmentally safe, physically attractive and spiritually rewarding.

Challenges:

A-1 How can we increase external on-site garage storage space?

Pre-Convocation Solutions:

1. Identify ministries who need space.
2. Identify space needs funding from ministries, parish and individuals.

Convocation Solutions:

1. Reorganize the existing space. Assess needs and look at future expansion with committee.
2. Extend the garage and build an off-site garage.
3. Add bays or a second story to the garage.
4. Utilize space in lower level of rectory.
5. Establish an organization plan for assigned spaces.
6. Add shelving in the old sanctuary located in Fr. Porter gym.
7. Contact Justin Auer (parishioner) regarding storage addition.
8. Build more storage and designate for certain items.

A-2 How can we create a continued facility expansion plan to accommodate the growing community?

- a. Long-range: land acquisition, parking, access, facilities
- b. Short-range: Ice machine, refrigerator, kitchen facilities, carpeting, and painting

Pre-Convocation Solutions:

1. Identify planning committee for short and long-term expansion needs of the parish, as well as establishing a financial plan for needs.

Convocation Solutions:

1. Identify root causes of current space issues.
2. Investigate with Liberty Township, Lakota School District to identify 10-year growth projection.
3. Create a permanent facilities committee.
4. Utilize property on east side.
5. Hire a maintenance/repair committee.
6. Improve/update kitchen.
7. Prioritize needs.
8. Hire a consultant to provide a utilization review of space.
9. Add a second story above classroom area.
10. Use off-site locations.
11. Create an area on time and talent form for facilities volunteers.

A-3 How can we enhance the worship space?

Pre-Convocation Solutions:

1. Identify ways to enhance worship areas (i.e., stained glass windows, Station of the Cross, etc.).
2. Acquire estimates and funds to complete projects (i.e., landscaping, outdoor fixtures such as benches, etc.).

Convocation Solutions:

1. Sound system, window tinting, brighten up wall behind altar some type of large screen to allow parishioners to witness baptisms.
2. Provide a cry room area with walls (current area too small).
3. Place a statue of Mary in front.
4. Mural on chapel wall
5. Catholic Church should look like a Catholic church.
6. Add art in the chapel and more stained glass in the church.
7. Create meditation areas around campus.
8. Provide more lighting on the altar.
9. Bring back the bells.

PLANNING AREA B: MINISTRIES

Purpose Statement:

The purpose of the Ministries Planning Area is to provide a sense of community and fellowship to serve the physical, emotional, and spiritual needs of all parishioners. Communicate the scope of ministry activities to involve, energize and excite our parishioners, active and inactive. Encourage the growth of lay ministries to compensate for the reduced number of clergy while emulating the proven framework of larger parishes around the country.

Challenges:

B-1 How do we structure our ministries to meet the challenges of a mega parish with 5000+ families?

Pre-Convocation Solutions:

1. Investigate how other parishes of this size are structured.
2. Determine administrative roles and responsibilities of parish priests that can be delegated to laity.
3. Facilitate the sharing of ministries between parishes.
4. Determine if we require additional ministries to meet a wide range of parishioner needs, and if any existing ministries should be eliminated that are deemed less effective.

Convocation Solutions:

1. Improve communication of all ministries through web site, ministry fairs and personal invitation.
2. Promote laity involvement in leadership.
3. Promote and encourage training and workshops.
4. Education campaign – highlighting parish needs
5. Know where the parish need is and the magnitude of the need.
6. Integrate ministries with other parishes.
7. There is a need for more deacons.
8. Network with other parishes.
9. Pray for vocations.
10. Have priests/seminarians/nuns speak to RFC and youth group.
11. Establish an organizational chart with job descriptions indicating ministry leaders' responsibilities.
12. Provide a paid ministry leader position with ministry heads having expanded, identified responsibilities.
13. Continue with ministry fair every six months.

14. Increase involvement.
15. Subdivide into smaller groups.
16. Recruit and promote new leaders.
17. Mentor/partner with new parishioners.
18. Planned leadership rotation (term limits)
19. New organizational structure – tiered
20. Network across ministries.
21. Follow-up on time and talent input.
22. Involve more people in running and sustaining the ministries.
23. Evangelize from the pulpit.
24. Make people feel welcomed.

B-2 How do we establish a St. Vincent DePaul Society within our parish to fulfill the needs of those less fortunate?

Pre-Convocation Solutions:

1. Find a “champion” to lead the formation.
2. Consult with SVDP for guidance.

Convocation Solutions:

1. Communicate the desire and solicit leadership through personal invitation at Mass, St. Vincent DePaul staff, web site and bulletin.
2. Make the phone call.
3. Have someone educate us.
4. Form a start-up team.
5. Recruit a leader or organizer.
6. Provide a “store front.”
7. Investigate “how to.”
8. Advertise in bulletin/Modern Saint.
9. Have Father Terry give testimonials.
10. Avoid conflict with Reach Out Lakota.
11. Start a St. Vincent “conference.”

B-3 How do we provide for the special social, emotional and spiritual needs of single adults, young and old?

Pre-Convocation Solutions:

1. Survey parishioners with experience on this type of program with other parishes. Survey other parishes as needed.

2. Establish a singles ministry and recruit a volunteer leader. This leader would "report" to a parish staff member.
3. Have the singles ministry seek out new members through personal invitations and organize activities.

Convocation Solutions:

1. Communicate the desire and solicit leadership to identify successful programs inside and outside the Catholic community, i.e. area colleges and local churches.
2. Provide invitations to ministries.
3. Start a "singles" ministry.
4. Offer something for college kids in summer.
5. Provide an occasional Mass for singles.
6. Offer more social activities.
7. Investigate social justice organization that would appeal to young adults, "Cyber Café" communication
8. Organize mission trips.
9. Survey single adults to determine needs and follow up with random interviews.
10. Consolidate with St. John's and St. Susanna's to boost numbers.
11. Overcome fear.
12. Find ways to invite the disabled to be part of groups.
13. Do not exclude the married from young adults group.
14. Start a ministry for support/counseling (with training)

PLANNING AREA C: SPIRITUALITY

Purpose Statement:

The purpose of the Spirituality Planning Area, rooted in the Eucharist under the guidance of the Holy Spirit, is to help find ways to enable, encourage, educate, enliven and enhance our communal spirituality through personal growth, thus providing a firm basis for evangelization.

Challenges:

C-1 How can we breakdown barriers of indifference and fears?

Pre-Convocation Solutions:

1. Send out personal invitations by a trained person who is warm and enthusiastic.
2. Reestablish the network of care or small group network.
3. Establish a spiritual buddy program.
4. Welcome and acknowledge people.
5. Bring in revival speakers.

Convocation Solutions:

1. Promote community
2. Maintain differences – identify and offer ministries for different groups.
3. Have smaller groups share what they have with the community.
4. Educate to eliminate fears.
5. “Teen” Mass with focus on music
6. Sunday evening Mass
7. Educate parents and teens on Masses offered at other parishes.
8. Catechesis during Mass
9. Examine youth of Protestant churches and learn how they generate fun.
10. Educate through ministry fair (more than once per year).
11. Bring young families into the involvement of the parish.
12. Be a welcoming parish.
13. Move people together in church during Mass.
14. Personal invitation
15. Catechism refresher
16. Revitalize CRHP.
17. Leaders need to be open to new things.

18. Create a directory of resource people willing to testify to area of faith.
19. Step out of comfort zone to reach out.
20. Don't underestimate first impressions.
21. Recognize special needs.
22. Provide training to those taking Communion to homebound.
23. Provide wheelchairs and umbrellas.
24. Provide examples of group's activity after Mass. (group setting without being "committed")

C-2 How can we be open to different forms of Catholic spirituality?

Pre-Convocation Solutions:

1. Celebrate spirituality as a whole.
2. Educate to expose for acceptance.
3. Get endorsements of parish priests and leaders.

Convocation Solutions:

1. Provide education to eliminate fears.
2. Need organization to support time and talent.
3. More involvement in groups
4. Don't try to blend groups into one.
5. Provide education to understand alternative forms of Catholic spirituality/traditions.
6. Provide contact names for different ministries.
7. Showcase a different ministry at the end of each Mass.
8. We are too structured and some do not feel welcome.
9. Look at what is working.
10. Invite without imposing faith/spirituality.
11. Make announcements before Mass.
12. Provide soft music or silence 10 minutes before Mass.
13. Continue with present opportunities for spiritual groups.
14. Witness from the pulpit.
15. Walk through Mass on Sunday
16. Testimonials must avoid being elitist.
17. Offer a monthly youth Mass on Sunday evening.
18. Officially welcome visitors before Mass.
19. Provide a suggestion box.
20. Send benchmarking group to the vineyard.

21. Hold welcoming Sunday in gathering space or outdoors if weather permits.
22. Hold ministry representatives responsible for reaching out to strangers/uninvolved and follow-up.
23. Focus on providing transportation for the homebound.
24. Accommodations for handicapped are not clearly marked.
25. Publicize special accommodations for Communion.
26. Educate on Church's stance on history, tradition and how it fits.

C-3 How do we encourage others in the parish to be spiritually connected by participating in the activities of the parish that enhance spiritual growth?

Pre-Convocation Solutions:

1. Establish an information network or communication system.
2. Witness or preach with a meal.
3. Establish a simple communal prayer for Mass and other gatherings – a unified prayer.

Convocation Solutions:

1. Provide personal invitations to social events.
2. Open prayer services to families, i.e. Confirmation sessions
3. "Little blue books" and other tools
4. Target Easter/Christmas attendees and provide better welcoming
5. Provide more structured interaction between ministry groups to bring them together.
6. Have dinner for all new parishioners each month and provide with a mentor family.
7. Provide a bulletin board with pictures of new families.
8. Have all ministers at a particular Mass as greeters.
9. Organize an off-site family picnic.
10. Be open to trying new things.
11. Have a youth guitar Mass and youth dinner once a month.
12. Open the office on Sunday for people who have questions.
13. Provide personal testimonies at the end of announcements.
14. Organize fundraisers with food (fish fries, spaghetti dinners, etc.).
15. Provide educational brochures for teens.
16. Solicit input from each age group.

17. Reinstitute the Book of the Month.
18. Provide services and events "traditional" to the church.
19. Explain time and talent packages personally over the phone.
20. Increase follow-up on offers to join ministries.
21. Organize children's activities at the same time (youth babysitting).
22. Rotate days/time to prevent constant schedule conflict.
23. "Fr. Terry's corner" in the bulletin with stories
24. Provide more opportunities for Eucharistic adoration.
25. Read parish prayer at every Mass.
26. Encourage "bring a friend" to feel more comfortable.
27. No pressure from groups for commitment
28. Call and visit new families.
29. Help understand the value of knowing more families personally.
30. Provide an incentive to read the bulletin or put it online.
31. Volunteer "draft"

C-4 How do we educate our people about our faith?

Pre-Convocation Solutions:

1. Reestablish and promote adult formation.
2. Establish a small group program that caters to specific needs and topics (i.e., tithing, marian prayer, saint history, social justice, etc.).
3. Communicate or publish educational programs outside of the parish.
4. Recruit speakers on educational topics.

Convocation Solutions:

1. Provide handouts once a month/week.
2. Web pages with information and links that have been approved
3. Invite professional outside guest speakers to Mass.
4. Provide education from the pulpit during Mass.
5. Open invitation to participate in RCIA
6. Organize an adult education team to provide education on what and why we do what we do.
7. Promote the library.
8. Promote Divine Mercy Sunday from the pulpit.

9. Make everyone comfortable with where they are with their faith.
10. Use signs to invite others.
11. Provide purple books at Lent and Easter.
12. Reconstitute network of care
13. Continue special programs: missions, Lenten programs, etc.
14. Enhance adult education.
15. Put questions and answers on website (chat room).
16. Put a suggestion box on web site.
17. Prayer needs request book year round
18. Provide lessons from Fr. Terry in the bulletin.
19. "Why does the church teach _____?" sessions with clergy or church experts
20. "Friendly defender cards" with Catholic answers
21. The sermons should be inspirational and educational. Don't lecture or talk down to people.

C-5 How do we enliven our church community to glorify God?

Pre-Convocation Solutions:

1. Bring parish leaders together on an annual or semi-annual basis to perpetuate our spirituality in their ministries.
2. Empower individuals to invite others to programs that enhance spirituality.
3. Have revival speakers.
4. Improve and expand greeting posture of the parish.
5. Establish a visitor card program.
6. Endorse and promote the values on perpetual adoration of the Eucharist.
7. Organize intercessory prayers for the parish.

Convocation Solutions:

1. Music
2. Parishioner input and suggestions
3. Music too loud – voices not loud enough
4. Year-round music groups/summer choir/college instrumentalists
5. Kids choir
6. Worship commission
7. Plant a seed and let people know where they can get information.

8. Give people the opportunity to self-educate, then learn more through adult education.
9. We need to provide the bait to bring the people in.
10. Offer a variety of services.
11. Organize fish fries during Lent.
12. Organize more community activities.
13. Invite Easter/Christmas Catholics.
14. Share method for bringing up gifts.
15. Dress appropriate for Mass.
16. Continue to educate from the pulpit.
17. Schedule special Masses.
18. Celebrations should include applause.
19. Mass and pizza dinner on Sunday evening
20. More self-run like Good Shepherd
21. Announcements in the bulletin – who is next Sunday's ushers, gift bearer, etc.
22. Encouragement from pastor for people to stay until Mass is over and arrive on time
23. Gear homilies to adults.
24. Provide babysitters for kids.
25. Better acoustics to hear the message
26. Encourage participation in Stations of the Cross.
27. Stress the importance of Catholic rituals.
28. Provide Catechism information.
29. Educate community on Catholic traditions.

PLANNING AREA D: EDUCATION

Purpose Statement:

The purpose of the Education Planning Area is to strive to create quality faith formation programs that inspire and encourage continuous life-long learning through teaching, training and support of volunteers, as well as supporting Catholic elementary and secondary education.

Challenges:

D-1 How can we obtain or enable off-site locations for RFC and pre-school programs that meet both Parish and Archdiocesan requirements?

Pre-Convocation Solutions:

1. Investigate public schools, Mother Teresa, modular units
2. Work with facilities PT
3. Moveable walls in Parish Center
4. Expand physical facilities (i.e., second story classroom area).

Convocation Solutions:

1. Keep it here, not off-site.
2. Trailers
3. Rent space for RFC from schools/ Mother Teresa.
4. Offer pre-school during 4:30 and noon Mass.
5. Use the gym or church for class space.
6. Use people's homes.
7. Use Lakota schools.
8. Prioritize utilization of space.
9. Collaborate with other parishes on classes and activities.
10. Check with AOC on guidelines to use private homes, especially for Confirmation and older students.
11. Ensure St. Maximilian groups space needs are met before outside groups.
12. Rotate days
13. Create a guideline policy.

D-2 How can we improve the overall RFC program; curriculum content and materials, teacher recruitment, education and retention, and parental involvement?

Pre-Convocation Solutions:

1. Work with new Director of Faith Formation on all program aspects.
2. Form curriculum committee to study all pre-approved materials available and determine those that best meet St. Max requirements.
3. Support volunteers in all amenities so as to facilitate their recruitment, participation, and retention.
4. Mandate educational requirements for teachers and provide opportunities to obtain them.
5. Actively recruit teachers that want to provide a service beyond the support of their own children enrolled in the program.

Convocation Solutions:

1. Good programs exist
2. Make known and offer workshops/training opportunities.
3. Archdiocesan speakers to speak to prospective teachers
4. Provide an accelerated program for students who have a basic understanding of the faith.
5. Recruit teachers sooner.
6. Recruit long-term teachers.
7. Require certification with full-time teachers.
8. Provide faith formation for teachers/RFC spiritual retreats.
9. Encourage participation from RCIA group.
10. Purchase training materials.
11. Provide take-home books.
12. Invite retirees to teach.
13. Educate community members on what is involved in teaching.
14. Continue ministry fair and offer more than once per year.
15. Provide certification classes at St. Maximilian.
16. Encourage teens to be teacher aids.
17. Testimonials by teachers at Mass
18. Provide a summer RFC program similar to St. John's.
19. Provide childcare with activities for teachers' children.
20. Provide better materials. (Faith of Life, New Baltimore)
21. Provide more Catholic Bible school teachings.

22. Expect more from the children.
23. Confirmation program should be harder. Provide better books.
24. Manage attendance
25. Kickoff diocese sponsored Mass with Bishop for teachers.
26. Hold mandatory parent meetings.
27. Give parents the tools to teach kids at home.
28. Inspire parents with Pope John Paul II writings on parent's role as primary education.
29. More religious exposure for kids (pizza, water balloons, RFC classes)
30. Organize a core team of parents to encourage parental involvement.
31. The length of time of class is too short to get through the lesson.
32. Have one parent of each child attend class at least once per semester.
33. Update materials with videos that are interesting.

D-3 How can we provide religious education for post-confirmation students and collegians?

Pre-Convocation Solutions:

High School

1. Create course of study on selected topics drawn from Catholic high school religious education curriculum (i.e., ethics and morality, comparative religions)
 - ▲ Utilize guest speakers/teachers with appropriate expertise (i.e., high school religion teachers) provide stipend
 - ▲ Dovetail this theology with existing social youth group program.
2. Continue and expand existing youth group retreats program.
3. Establish community service programs for high school students.
4. Better utilize experienced and capable high school students to mentor peers on faith/theology topics.

College

1. Establish parish Neumann Clubs.
2. Establish parish Theology-On-Tap program
 - ▲ Invited (engaging) speakers
 - ▲ Contemporary issues
 - ▲ Combine social with theological
3. Perhaps expand to "young adults" (post college age)

Convocation Solutions:

1. Youth ministry
2. Alpha
3. Offer a summer college program.
4. Collegiate music group/socials during summer
5. Add more spirituality to socials.
6. Organize a teen choir.
7. Reach teens on different spiritual levels.
8. Reach out to the Boy Scouts and let them progress to the Venture Group (co-ed for 14-20 year olds).
9. Have curriculum in place for high school/college level.
10. Offer a Mass for high school/college level.
11. Confirm during junior/senior year of high school.
12. Provide education within the high school youth group.
13. Provide personal invitations to programs of interests.
14. Offer a non-threatening atmosphere.
15. Provide a place on the St. Max web site for questions to be answered.
16. Promote the web site.
17. Offer religion classes for every age.
18. Utilize Liberty Inn, which is closed on Mondays.
19. Encourage parents to be living examples.
20. Empower the youth – get them involved.
21. Incorporate theology into youth group.
22. Have youth group kids recruit and evangelize.
23. Offer programs specifically designed for the youth.

D-4 How can we promote Catholic elementary and secondary education at St. Max?

Pre-Convocation Solutions:

1. Investigate and dialog with Archdiocese on St. Max boundaries for diocesan high schools (remove high school enrollment/scholarship restrictions based on geographic residence within parish boundaries).
2. Establish Catholic elementary school fair for parents and children (held in spring).
3. Establish Catholic high school fair for 7th/8th grade students and parents (held in fall).

4. Restore full Catholic School's Week celebration at St. Max (i.e., procession of schools/banners at designated CSW Mass).
5. Make Catholic education more affordable (explore potential funding opportunities to establish need based parish scholarships to families).

Convocation Solutions:

1. Support as a ministry – not individually
2. On-site open house or speakers brought in from the schools for Catholic High School Night
3. Recognize the graduates.
4. Modern Saint high school page submitted by students
5. High school students speak at RFC or 8th graders or IGNITE
6. List the availability of schools in the newsletter.
7. Provide school resources in welcome packets, on the web site and bulletin boards.
8. Pulpit pitches run by kids
9. Catholic school fair
10. Revisit boundary policies established in the 70's.
11. Petition archdiocese
12. "Saint of the Month" – in entrance of church with statue, saints name and story.
13. Start a pre-school program and help pay for it.
14. Is education better than Lakota public?
15. St. Gabriel – too far away
16. Expose the value of Catholic education
17. Advertise
18. Explain the sacrifice versus the value.
19. Make the choices more visible.

D-5 What can we do, at St. Max, to showcase Catholic vocations?

Pre-Convocation Solutions:

1. Add prayer for vocations to Mass books and recite at end of Mass.
2. Establish program to bring in various orders (priests and nuns) for vocation discussions.
 - ▲ Select young and engaging speakers to "connect" with students (speakers who "live their vocations by example")

▲ Include diocesan, Franciscan, Jesuit, Dominican, Religious orders of Sisters, etc.

3. Add vocations section to Msgr. Whalen library.
4. Bring in speakers to hold sessions with parents on modern religious vocations (in contrast with old fashioned stereotypes).

Convocation Solutions:

1. Speakers
2. Education
3. Pray for vocations.
4. Reach parishioners on a more personal level.
5. Allow/Invite guest priest to come in for special Masses.
6. Witness from the pulpit.
7. Offer talks to kids.
8. Priest witnessing about his call to religious life
9. Advertise
10. Educate youth on vocations.
11. Invite more kids to interact with religious.
12. Continue seminarian stories in newspaper/bulletin/newsletter.
13. Dayton Ignite – like all boys activities at St. Maximilian
14. Field trips to convent, seminary, etc.
15. Adoration for children
16. Stay spiritually connected to ages 12 – 25.
17. Teach people to ask, “Have you ever considered priesthood?”
18. Provide education on the deacon ministry.
19. Share bios of those in the deacon formation program.
20. Organize vocation fairs at churches.
21. Invite religious to children/teen activities.
22. Mercy Sunday activities
23. Prayer card for children’s vocation
24. Get vocations director to talk to parish.
25. Talk about options in the homily.

D-6 How do we meet wide-ranging faith formation needs of St. Max adults?

Pre-Convocation Solutions:

1. Support volunteers for home-based age-group faith formation sessions.
 - ▲ Personal invitations
 - ▲ Babysitting

- ▲ Varied faith-related topics
- 2. Afternoon/evening reflections
 - ▲ Segmented by topic (not general)
 - ▲ Segmented by age of participants (i.e., college-age, young adults, young at heart, etc.)
- 3. Provide training to enable good facilitation of sessions.
- 4. Make programs available when time is less “challenged” by other activities.
- 5. Choose topics to educate and engage – avoid overly “controversial” issues.

Convocation Solutions:

1. Mission trips
2. Scholarships for deaconate
3. Deaconate family support group
(dinners/babysitting/carpooling)
4. Reestablish adult education.
5. Hire a minister for adult education.
6. Define the curriculum.
7. Survey to determine needs - make it fun.
8. Provide funds for theologians to come and speak.
9. Make it a priority.
10. Range of education opportunities (web site, newsletter, bulletins)
11. Chat room type conversation (phone, paper – wide range of communication)
12. Staff – adult formation – full-time

PLANNING AREA E: OUTREACH

Purpose Statement:

The purpose of the Outreach Planning Area is to answer our call to help those in need within the St. Maximilian family, our local community and the world in general. We strive to involve parishioners of St. Maximilian and neighboring faith communities in sharing their time, talent and treasure.

Challenges:

E-1 How do we involve more parishioners in sharing time, talent and treasure?

Pre-Convocation Solutions:

1. Send out letters to make personal contact.
2. Provide motivational speakers to speak at Mass.
3. Place bulletin boards in centrally located areas.
4. Send out bulletin announcements.
5. Invite charitable organizations we support to discuss and share experiences, i.e., coffee and donuts after Mass, or evening sessions.
6. Have existing volunteers bring a friend to help out and start volunteering.

Convocation Solutions:

1. Direct invitations – person to person
2. Interest evaluation and aptitude assessment
3. Communicate the need and who to contact.
4. Ministry focus in Modern Saint
5. Advise of leadership opportunities and inspire to live out Christianity.
6. Personally contact new parishioners.
7. Provide quick follow-up on volunteers.
8. Provide a walk-through at registration.
9. Hold a welcome weekend.
10. Provide a network of care at the neighborhood level – ambassadors.
11. Have a timeframe on outreach activities with periodic reevaluations.

12. Provide awareness of Pastoral Council, including who is involved.
13. Establish a requirement of involvement.
14. Adopt a new family.
15. Continue to reach out to new members.
16. Notify of new parish members in the neighborhood
17. Use time and talent sheets and follow-up.
18. Welcome Sunday with coffee monthly
19. Coffee and donuts after Mass in the gym

E-2 How do we increase awareness within the St. Maximilian family of needs of individuals or organizations in our parish, local community and the world?

Pre-Convocation Solutions:

1. Create a button on the web site to view outreach needs listing.
2. Make available specific ways for parishioners to submit needs i.e., e-mail, outreach committee contacts, box in church, or evening sessions.
3. Send out bulletin announcements.
4. Place bulletin boards in centrally located areas.
5. Invite charitable organizations we support to discuss and share experiences, i.e., coffee and donuts after Mass.

Convocation Solutions:

1. Organize and coordinate efforts.
2. Widen the focus/be comprehensive.
3. St. Vincent DePaul – educate the need
4. Testimony from volunteers
5. Publicize reports from ministries.
6. Provide a ministry catalog.
7. Utilize the newsletter, bulletin board, and web site.
8. Get ideas from other parishes/denominations.
9. Hire a 'certified counselor'.
10. Take advantage of our being a relatively "rich" parish.
11. Accept and love people for who they are and what they can do and then they will be more open to sharing.
12. Provide a forum for those in need.
13. Prayer chain
14. Privacy issues – if family volunteers

15. Neighborhood network of care representatives
16. Increase awareness of parish ministries
17. Improve communication.

E-3 How can we better coordinate outreach efforts?

Pre-Convocation Solutions:

1. Hire a paid staff person.
2. Empower committees, allocate funds
3. Create policies and guidelines to respond to multiple needs.
Include who allocates funds and set minimum and maximum limits of giving.

Convocation Solutions:

1. Publicize reports from ministries.
2. Provide a ministry catalog.
3. Utilize the newsletter, bulletin board, and web site.
4. Provide a visible needs bulletin board at the back of the church.
5. Pay more attention to marketing information.
6. Make a difference on a small level.
7. Set well-defined targets.
8. Marry rotating groups, e.g. CHRP kids with other groups
9. Ownership beyond single contributions
10. Put expectations of helping an existing ministry into formation groups more systematically/comprehensively.
11. Charitable projects
12. Educate on faith and service.
13. Send out a personal letter to everyone from Fr. Terry.
14. Improve communication.

E-4 How do we multiply our impact by collaborating with other groups (faith communities, business organizations, etc.)?

Pre-Convocation Solutions:

1. Devise a plan focusing on where to begin.
2. Collect information on other communities existing efforts.
3. Research what resources are available i.e., funding, financial and other support. Pursue available grants.
4. Have our outreach committee contact their outreach committee.

5. Use the best practices of other churches to build our outreach program.
6. Establish a multi-denominational team for outreach (regular meetings with other churches to understand the need and plan solutions).

Convocation Solutions:

1. Don't multiply focus on what we already do.
2. Meet at peer minister level.
3. Attend Mass/groups/events at other churches.
4. Form a relationship with other churches.
5. Begin with church parish outreach.
6. Have "Christmas in July"
7. Charitable projects wreath
8. Collaborate with neighboring churches.

PLANNING AREA F: COMMUNITY BUILDING

Purpose Statement:

The purpose of the Community Planning Area is to empower the parishioners, staff and leaders to build a more involved church that will reach out and beyond our borders by inspiring participation and involvement.

Challenges:

F-1 How can we provide a large sign on the door or in gathering space that says "All Are Welcome" listing names of families?

Pre-Convocation Solutions:

1. Purchase an "All Are Welcome" sign.
2. Apply and use the same tactics as Welcome Sunday (very effective). Encourage those at Mass to visit new parishioners in gym. Have plenty of baked goods.
3. Step up for birth/death in family i.e., bake a cake, send welcome letter before sending a donation letter.
4. Have a member of the parish staff identify new members and give a tour of facilities.

Convocation Solutions:

1. Organize a network of care/welcome wagon.
2. Prayer and family partnering
3. Utilize large bulletin board case by library.
4. Keep names up for the entire month, not just "Welcome Sunday." List the children's names and post photos as well.
5. "All are Welcome" festival sign
6. Offer programs on how to help people understand and follow the Mass.
7. Provide children's books.
8. Teach traditions of Catholic Church
9. Make black and white books available all year.
10. Continue the message from the pulpit – explain Mass, and traditions.
11. This is a sacred place. There should be no signs. (Most did not like this question!)
12. Call new families.
13. Shorten the mission statement.

14. Include personal information when announcing new families at Mass.
15. Sponsor families on "Welcome Sunday."
16. Provide tours of the church.
17. Create a ministry solely devoted to the welcoming process.

F-2 How can we form organization within the parish?

Pre-Convocation Solutions:

1. Hire/solicit pastoral administrator to develop org chart for staff and ministry job descriptions and ministry leaders. (delegate responsibility)
2. Create a volunteer wish list (time and talent).
3. Redesign/simplify the bulletin.
4. Develop bulletin board with ministry cards defining purpose and contact person.
5. Develop web page for information, updates and direct link for communicating with updating capability.

Convocation Solutions:

1. Limit volunteer leaser time – new blood
2. Outline job description
3. Identify leaders/purpose
4. Create a structured organizational chart and publish it.
5. Provide support for ministry leaders.
6. Reinstate Network of Care.
7. Hold Welcome Sunday every month on the same day each month. Provide donuts and have ministries host each month.
8. Utilize the parish through emails.
9. Simplify the bulletin.
10. Hire a business manager to run parish to allow Fr. Terry to tend to spiritual needs.

F-3 How can we get more participation from new families?

Pre-Convocation Solutions:

1. Provide videos/DVD's that showcase all St. Maximilian has to offer and follow-up with phone calls. Provide cassettes of priest's sermons.
2. Network of care facilitator

3. Promote active listening from our pastor, council, staff and ministry leaders.
4. Empower community to voice concerns and review by council and document in the minutes.
5. Encourage time and talent offerings more than one time per year with system confirming those expressing interest who were invited to participate.
6. Provide cassettes of priest's sermons.
7. Hold orientation two to four times a year inviting new parishioners to St. Max to learn about all our ministries.

Convocation Solutions:

1. Provide personal invitations for activities.
2. Use those who volunteer, follow-up with phone calls, and show appreciation.
3. Utilize time/talent forms and provide follow-up.
4. Advertise all areas of need.
5. Organize more for singles and empty-nesters.
6. Don't forget about single parents.
7. Provide name tags more often.
8. Provide nursery support for more activities.
9. Provide more age-specific/specialized groups (Young at Heart).
10. Build in follow-up for new family activities.
11. Tie to mission statement 'Why we should be involved'?
12. Sponsor families
13. New member newsletters
14. E-mail new members.
15. Review new member contacts and how they are encouraged to become active.
16. Do we have enough people to provide outreach to new members?
17. Tie ministry that hosts "Donut Sunday" with table for information on ministry.
18. Neighborhood groups
19. Assign families to new members.
20. Provide contact numbers on packets.
21. Provide welcome phone calls.
22. Encourage parishioners to take the initiative.

F-4 How do we get more involvement from youth?

Pre-Convocation Solutions:

1. Place a high school youth member on Parish Council.
2. Have Sunday evening youth Mass.

Convocation Solutions:

1. Involve invisible ministries.
2. Reach out and invite.
3. Thank them.
4. Youth role models should help.
5. Make music part of youth ministry.
6. Make sports and scouts more linked with church family experiences.
7. YO requires RFC.
8. Make activities more youth friendly.
9. Teen canteen with music
10. Youth Sunday evening Mass
11. Solicit confirmation candidate to get involved in a ministry.
12. Invite child's participation through parents' involvement.
13. Community-wide youth groups connected with each other
14. Events for college and high school age groups
15. Older kids mentor younger
16. Spirit-guided events to connect across ages
17. Continue faith programs during the summer.
18. Engage the talents of high school, junior high and RFC groups.
19. Have the youth do pancake breakfasts and spaghetti dinners.
20. Small group activities
21. Encourage more involvement from young single adults.
22. Continue improvements to Confirmation program.
23. Incorporate social gatherings within RFC program.

F-5 How can we make it mandatory for ushers to wear nametags, especially "regulars" with pre-made badges?

Pre-Convocation Solutions:

1. Purchase nametags ASAP and ask ushers to sign in before Mass to pick up their nametag.
2. Just do it!

Convocation Solutions:

1. Just do it!
2. Give them personalized name tags. Non-issue

PLANNING AREA G: STEWARDSHIP

Purpose Statement:

The purpose of the Stewardship Planning Area is to develop a sense of ownership within the parish to foster and nurture a vibrant dynamic Christ-centered community.

Challenges:

G-1 How can we teach the meaning of stewardship?

Pre-Convocation Solutions:

1. Print blurbs in bulletin; monthly focus on stewardship; reprint stories of other successes; scripture references.
2. Define stewardship for St. Max parish.
3. Integrate stewardship into parish ministries.

Convocation Solutions:

1. Set example – model joy of stewardship
2. Define stewardship
3. Connect to Baptismal promise.
4. Make it a part of the weekly message of every Mass.
5. Provide monthly updates on stewardship (e-mail or newsletter).
6. Educate children and parents.
7. Pastor promote from pulpit
8. Buddy system to increase involvement
9. Educate with publications.
10. Seek assistance from archdiocese
11. Open financial statement to the parish.
12. Slide show/video
13. By being stewards toward all, not just a certain group.
14. Ownership is better wording.
15. Looking for members not attendees
16. Do what the church needs, rather than what we want as individuals.
17. List weekly/monthly budget in bulletin.
18. List number of volunteer hours in the bulletin.
19. Educate on guideline for tithing.
20. Provide testimonies of those being blessed by giving.
21. Mailings of financial summary of the parish
22. Create a “help wanted” column in the bulletin.

23. Provide information on how many people it takes to run RFC, etc.

G-2 How can we reach out to inactive parishioners?

Pre-Convocation Solutions:

1. Organize social events.
2. Hold events in local neighborhoods.
3. Provide a booth at the festival.
4. Make personal visits.
5. Offer a parish mentor for new parishioners.

Convocation Solutions:

1. Family partnering/buddy system
2. More welcoming – personal invitation
3. Evangelization
4. Don't confuse not giving with inactive.
5. Don't divide parish with active and inactive. Welcome everyone to virtually everything.
6. Sign-ups after church and the bulletin limits those reached.
7. Keep in mind outreach/outside parish membership.
8. Outreach can develop internal tightness, as well as external role modeling.
9. We should reach out to them, not want them to reach out to us.
10. Send periodic letters to inactive members listing things we have done and invite their involvement.
11. If you join the parish, you must support the parish.
12. Provide details of each ministry on a regular basis.
13. Follow-up on time and talent forms.
14. Provide time and talent forms for specific age groups.
15. Mail bulletins to inactive parishioners.
16. People need to want to be there.
17. Be more welcoming to children's interruptions.
18. Provide two Masses (1 - main – 1 - gym for kids).
19. Tap into their interest/career knowledge.
20. Be specific regarding needs.
21. People need a way to identify their gifts.
22. Conduct of focus group of the inactive to find out what they need to get involved.

23. Provide announcements at the beginning of Mass before people leave.
24. Provide a chat room on the web.
25. "Network of Care"
26. Annual pilgrimage planned a year in advance.

G-3 How can we increase financial support of the parish?

Pre-Convocation Solutions:

1. Have parish lead by example.
2. Parish donation of 10%
3. Eliminate pink envelopes
4. Increase awareness of parish needs.
5. Publish detailed financials.
6. Start an endowment.

Convocation Solutions:

1. Communicate the needs.
2. Financial reports
3. Publish budgetary numbers weekly.
4. Organize additional fundraisers.
5. Combine socials with fundraisers.
6. Promote use of credit cards, Kroger and Meier cards.
7. Continue to publish the wish list. It works!
8. Communicate Catholic teaching on stewardship.
9. Seek assistance from archdiocese
10. Ownership
11. Expand the wish list and make it more personal.
12. Publish the goal, how to meet it, percentage of families contributing.
13. Teach on the definition of stewardship.
14. Yearly box of envelopes
15. Educate of credit card is possibility in the parish.
16. Provide explanation of what dollars are needed.
17. Provide more details on guidelines.
18. Do more from bulletin and Modern Saint – not from the pulpit.

G-4 How can we make all parishioners feel responsible for the well being of the church?

Pre-Convocation Solutions:

1. Have committees of non-council members report to council on selected issues.
2. Focus via homily on stewardship success and/or scriptural references on a periodic basis.
3. Reach out to inactive parishioners (i.e., social events, mentoring, network of care, etc.).

Convocation Solutions:

1. Deed to church/ownership of physical building
2. Communicate the impact of what is donated and what is not due to lack of resources.
3. Wish list in bulletin works well.
4. New budget may be opportunity
5. Start small principle/inviting stance for stewardship activities
6. Have parishioners talk about stewardship during announcements.
7. Promote vocations.
8. Promote the sense of belonging.
9. Form recruiting teams to personally invite people to participate.
10. Network/buddy families
11. Challenge parishioners to choose one thing for involvement.
12. Learn about opportunities.
13. What the mission statement will become
14. Reach out and extend personal invitations – Welcome Wagon.
15. Remind people to check out the web site.
16. Targeted phone lists for demographic groups
17. Interview new families.
18. Post homilies on the web site.

G-5 What is expected of a St. Maximilian parishioner?

Pre-Convocation Solutions:

1. Full participation with time, talent and treasure according to one's station in life.
2. Focus on opportunities at St. Max.

Convocation Solutions:

1. Financial support
2. Participation in ministries
3. Sharing of the "Good News" about St. Maximilian with others
4. Active participation in Mass
5. Recognize RFC students and ministries.
6. Establish levels expected for time, talent and treasure.
7. Church attendance a priority
8. Read bulletin - stay informed
9. Coordinate scheduling of parish activities to promote attendance of religious/spiritual functions.
10. Participate in all aspects of the church.
11. Reach out
12. Give positive feedback to priest/staff regarding what "moved" them.
13. Seek out spiritual growth.
14. Be respectful – turn off cell phones and dress appropriately.

PLANNING AREA H: COMMUNICATIONS

Purpose Statement:

The purpose of the Communications Planning Area is to enhance the current communication methods to support and facilitate the growth of all parish ministries and activities.

Challenges:

H-1 How do we assess the most effective communication methods?

Pre-Convocation Solutions:

1. Conduct a survey before or after all Masses. Consider having a web survey.
2. Organize a focus group to question parishioners.
3. Request insight from staff and ministries as to what's working and what's not working.

Convocation Solutions:

1. Give sufficient-advanced notice.
2. Seek professional consultation or "expert" volunteer member of parish.
3. Have pastor encourage parishioners to read the bulletin.
4. New signage at driveway
5. Mailed Modern Saint
6. Bulletin online
7. Bulletin by e-mail
8. Make information available for parishioners to take what they are comfortable with.
9. Keep it simple.
10. "One stop shopping" – one contact for needs of ministries.
11. Follow-up with those offering to help.
12. Rotate through various ministries.
13. Mentor new parishioners in the ministries.
14. Use the "Do you Know" section of the bulletin to explain any changes (liturgical) and why they are done. (From the pulpit too!)
15. Announce staff changes in the bulletin.
16. Word of mouth
17. Weekly church bulletin

18. Survey and rank types of communication (at church events, on web site, and attach to church bulletin).

H-2 How can we develop and promote the most effective methods of communication?

Pre-Convocation Solutions:

1. Form a working communication team to assess and prioritize results from Challenge #1.
2. Have communication team develop action and implementation plans.

Convocation Solutions:

1. Improve format (uniformity, layout, and graphics) of bulletin.
2. Solicit communication experts in parish (short-term need to establish guidelines)
3. Ask/survey parishioners and publish results.
4. Mass announcements
5. Information tables at Mass
6. Word of mouth
7. Ministry updates through e-mail
8. Phone contact
9. Utilize network of care
10. Put "puzzles" in newsletter and/or bulletin and offer prizes.
11. The web site
12. Repetition with different media
13. Evaluate surveys and emphasize areas with the most hits.
14. Ask for the age of person taking survey.

H-3 How do we ensure the long-term usage and facilitate the growth of new and existing methods?

Pre-Convocation Solutions:

1. Establish a long-term communication committee.

Convocation Solutions:

1. Welcoming Committee
2. Introductions on Welcome Sunday
3. Babysitting lists
4. Mentor new families.

5. Utilize e-mail addresses for communication.
6. Establish a sub-committee to assess what is being used per the survey and reassess periodically.
7. Ask new parishioners.

PLANNING AREA I: WORSHIP

Purpose Statement:

The purpose of the Worship Planning Area is to worship, glorify and praise God in a strong and unified parish, fostering active participation in Christ-centered liturgy.

Challenges:

I-1 How do we create an environment that encourages people to actively participate in Mass?

Pre-Convocation Solutions:

1. Take personal responsibility to welcome new parishioners.
2. Engage the congregation through the homily.
3. Provide education on Mass.
4. Create a stronger connection between the priests and teens.
5. Improve the contents of the children's Liturgy of Word program.
6. Have greeters stand outside and welcome all parishioners as they enter church.
7. Have congregation introduce themselves to those around them on a regular basis.

Convocation Solutions:

1. Make sound system improvements.
2. Organize a liturgy committee for planning.
3. Acknowledge people coming into Mass.
4. Hold hands during the entire Our Father.
5. Introduce ourselves at the beginning of Mass.
6. Respect personal silent prayer of individuals who prefer this to active participation.
7. Provide the written words for people to follow along.
8. Discontinue music practice 15 minutes before Mass.
9. Sing familiar songs we can all participate in.
10. Less performance from musicians so more people can join in.
11. Teach that Mass is for active participation by all.
12. People like songs during daily Mass.
13. Continue to meet people sitting around you before the start of Mass.
14. Gentle reminders from priests

15. Provide missellettes.
16. Survey what people think it means to actively participate in Mass.
17. High energy from the celebrant.
18. On-line question and answer with pastor.
19. Children's Mass
20. Parishioner invitation to pastor for dinner
21. Sermons need to be more dynamic.
22. Too many distractions.
23. Invite different ways to worship.

I-2 Our music is for the glory and praise of God. How can the music enhance the liturgy?

Pre-Convocation Solutions:

1. Conduct a parish-wide music survey.
2. Explain to parishioners what is liturgically correct.
3. Establish a music committee.

Convocation Solutions:

1. Choirs should be part of Mass participation.
2. Provide live, more suitable music.
3. Improve the music.
4. Vary the music.
5. Tone down the organ.
6. Youth Mass once per month
7. Latin Mass periodically
8. Larger choral groups would enhance audience participation.
9. Organize a children's choir.
10. Provide diverse music styles at Mass.
11. Provide music that is not so difficult to sing.
12. Music should not overpower the liturgy.
13. Do the songs correctly. The Gloria is missing three lines.
14. "Lamb of God" – do three lines only, then allow for sacred silence.
15. Offer a balance of contemporary vs. traditional music during Mass.
16. Return to announcing, "Please join us in singing song #---".
17. Provide music, at times, without accompaniment.

18. Provide certain types of music at certain Masses for people to choose to go to the Mass they prefer.
19. Integrate the church music ministry with the rest of the congregation.
20. Many different songs and too many verses at Communion.

I-3 How can we have the full congregation hear the spoken and sung word with an inadequate sound system?

Pre-Convocation Solutions:

1. Invest to correct the problem.

Convocation Solutions:

1. Provide better training for sound board personnel.
2. Have readings available.
3. Misselettes need to be available regardless of sound system.
4. Fix it!
5. Continue to provide songbooks.
6. Speak slower and clearer at the microphone.
7. Consider the use of many smaller speakers vs. a few large ones.
8. Add banners, etc. to absorb the sound.