

**ST FRANCIS XAVIER PARISH
COMPREHENSIVE ACTION PLAN LONG FORM**

| GOAL I: TO CONTINUE BUILDING STRONG RELATIONSHIPS WITHIN OUR PARISH & BEYOND | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Celebrate our similarities and differences. | 1. Outline the SFX Welcome Process | a. Process is clearly articulated and outlined. | | Fall 2012 | Parish Staff; existing Welcoming Committee |
| | 2. Redefine the role and responsibility of the Welcoming Committee in this process | a. Roles and responsibilities are clearly defined. b. Positions are filled and active. | | 2012-13 | Parish Staff; existing Welcoming Committee |
| | 3. Expand opportunities for hospitality | a. "Welcome" Registration Days are inaugurated. b. "Coffee" Sundays take place. c. Social Gatherings are developed. | | 2012-13 | Welcoming Committee; Groups with Social Dimension |
| | 4. Highlight diversity within the parish through print publications, website, liturgy and presentations | a. After 12 months, "Survey Monkey" and a bulletin survey are used to assess parishioners' awareness of diversity. | 0 | Winter 2013 | PPC; Implementation Team |
| B. Increase involvement in small faith sharing groups. | 1. Articulate and promote the value of faith-sharing groups to the individual and the community | a. The value of faith-sharing is promoted and encouraged regularly in preaching and print publications. | | 2012-13 | Communications Director; Parish Staff |
| | 2. Increase awareness of small faith-sharing groups that already exist at SFX | a. Existing small faith-sharing groups are highlighted in print, electronically and in person. | | 2012-13 | Communications Director; Leaders in Ministries |
| | 3. Stress personal invitation to join small faith-sharing groups | a. Ministry leaders take responsibility to invite to and respond to all inquiries concerning small faith-sharing groups. | | 2013-14 | Volunteer Coordinator; Leaders in Ministries; Parish Staff |
| | 4. Identify new opportunities for the creation of small faith sharing groups | a. Results of the needs survey of adult parishioners are analyzed for new possibilities. b. Relevant programming is designed to meet the articulated needs of parishioners. | | 2013-14 | Pastoral Associate (AFF); Parish Staff; Leaders of Ministries |
| C. Reach out with care and service to those in need. | 1. Assess, organize & expand Pastoral Care where needed | a. Accurate & current lists of volunteers are maintained. b. Available services are communicated to the parish. c. Training and formation of ministers takes place. d. A Leadership Team is established. | \$ | 2012-13 | Associate Pastor |

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| | 2. "Adopt" one or two families in need of extended support (Finances, resources, mentoring, etc.) | a. A procedural protocol is developed. b. Feasibility is assessed. c. Funding is established. d. Program is in place. | \$\$ | 2012-13 | Pastor; Associate Pastor(s); PPC Human Concerns Commission; St. Vincent DePaul Committee |
| | 3. Promote and expand the print and electronic articulation of services and pastoral care available at SFX | a. Promotional tools are developed for Parish Services. b. Parish response is surveyed. | 0 | 2013-14 | Associate Pastor; Communications Director |
| D. Reinvigorate our relationship to our sharing parish St. Agatha. | 1. Continue the Toy Shower for St. Agatha parish and liturgical celebration with the community on the Sunday before Thanksgiving | a. SFX parishioners attend the Sunday Pre-Thanksgiving Mass at St. Agatha. | | Annually | Pastor; RE Coordinator; Parish-Sharing Volunteers; Parish Staff |
| | 2. Recognize and celebrate the Feast of St. Agatha | a. Publicity about the St. Agatha feast-day appears in SFX Bulletin one month prior. b. A group of parishioners attends the feast-day celebration at St. Agatha. | | Annually | Pastor; Communications Director; Parish-Sharing Volunteers |
| | 3. Invite St. Agatha parishioners to SFX for liturgy, concerts, and other events | a. St. Agatha parishioners attend SFX prayer/liturgy during Christian Unity week. b. St. Agatha parishioners attend one of the concerts performed by a non-parish group as guests of SFX. | | 2012-13 | Pastor; Music Director; Parish-Sharing Volunteers; Parish Staff |
| | 4. Sponsor a joint picnic between the parishes | a. Parishioners from St. Agatha attend SFX Parish Picnic in June, or SFX parishioners attend the St. Agatha picnic. b. Planning for a jointly sponsored picnic event is initiated. | | Summer 2013 | Designated Parish Staff Member; Parish-Sharing Volunteers |
| | 5. Continue outreach with St. Agatha Parish thru the "Giving Tree" | a. Giving Tree family bags are delivered annually to St. Agatha for pick up on the designated Sunday before Christmas. | | Annually | RE Coordinator; RE Staff; QUEST Youth Ministry |
| E. Collaborate with our neighboring Catholic parishes and other faith communities. | 1. Promote existing collaborative endeavors to SFX parishioners | a. SFX communications promote Back Door Theater, Taizé Prayer (co-sponsored with Grace Lutheran), as well as the co-sponsored lecture series at The Well. | | Ongoing | Communications/PR Director; Parish Staff; Bulletin Editor |

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| | 2. Expand collaborative opportunities with other parishes/faith communities | a. Channels of cooperation are established between SFX and First Baptist, Grace Lutheran, St. John of the Cross and St. Cletus to explore potential collaboration opportunities. | \$ | 2013-14 | Parish Staff; "Cross-Town Communications" volunteer |
| | 3. Invite "pulpit-sharing" | a. Shared preaching between the pastors of Grace Lutheran, First Baptist, and SFX occurs annually. | | Spring 2013 | Pastor |
| | 4. Actively participate in the LaGrange Ministerium | a. A staff member attends the regular meetings of the Ministerium. | | Ongoing | Pastor; Designated Pastoral Staff |
| | 5. Take an active role in local ecumenical prayer services | a. A staff member participates in the annual ecumenical Good Friday prayer service. | | Annually | Pastor; Designated Pastoral Staff; Music Director |

| GOAL II: TO CELEBRATE MEANINGFUL WORSHIP EXPERIENCES WITH ACTIVE PARTICIPATION | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Continue formation of mind, heart and spirit within the worshipping community. | 1. Encourage Parish Retreats | a. Annual retreat opportunities are scheduled. | \$ | 2013-14 | Pastoral Staff |
| | 2. Publish classes and seminars that encourage active participation in worship | a. Articles are published in print and electronic formats. | 0 | 2013-14 | Associate Pastor; Pastoral Staff |
| | 3. Formulate resources & programs that aim at parents of young children | a. Developmentally appropriate instructional & formational programs for parents of young children are created. | \$\$ | 2014-15 | Associate Pastor; School Principal; RE Coordinator |
| | 4. Bulletin articles on worship | a. Articles are published in print and electronic formats. | | Fall 2012 | Associate Pastor; Pastoral Staff |
| | 5. Promote greater awareness of the role of the assembly | a. Articles are published in print and electronic formats. b. Workshops, speakers, film are utilized to educate and form the assembly. | | 2013-14 | Associate Pastor; Communications Director; Parish Staff |
| | 6. Assess how liturgy is done at SFX for greater engagement and participation of the assembly | a. Survey is conducted re: engagement & participation, expectations & needs of the assembly. b. Round-table discussion involving Parish Staff & Liturgy Board to review and assess how liturgy is done at SFX. | | Fall 2012 (begin) | Associate Pastor; Communications Director; Parish Staff; Liturgy Board |
| | 7. Engage the assembly with quality, creative liturgy | a. Training in prayer, liturgy, & liturgical planning is scheduled for liturgy teams. b. Assembly is active and noticeably more participative | | Ongoing | Pastor; Associate Pastors; Music Director; Liturgy Board |
| B. Offer a variety of prayer experiences. | 1. Survey parish needs | a. Survey is published & results determined. | \$ | Fall 2013 | Liturgy Board |
| | 2. Offer a variety of new and traditional prayer styles and experiences | a. Parishioner needs are surveyed. b. Leaders identified and trained. c. Varied prayer services are provided. | \$ | 2014-15 | Pastoral Staff |

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| | 3. Publish pamphlet describing “all” types of organized prayer experiences at SFX | a. Print and Web information published and updated when necessary. | \$ | 2013-14 | Liturgy Board |
| | 4. Publicize other resources and prayer experiences available outside SFX | a. Print and Web information published and updated when necessary. | | Ongoing | Communications Director; Pastoral Staff |
| | 5. Promote other prayer forms | a. New options for prayer experiences are assessed for relevance & need. | 0 | 2014 | Pastoral Staff; Music Director; AFF |
| C. Strengthen and increase participation in liturgical ministries. | 1. Give teens and young adults greater opportunities to be involved and take ownership | a. Teens and young adults invited and trained. b. Protocols developed for teen and young adult involvement in liturgical ministries. c. Teen and young adult volunteers blended into Liturgical Ministries. | \$ | Ongoing | Pastoral Staff, Liturgy Board; Youth Minister; Young Adult Minister |
| | 2. Identify the need for altar servers at daily Masses | a. Possible expansion of opportunities is assessed. b. If needed and feasible, servers invited and trained to serve where needed. | 0 | 2014 | Pastoral Staff; Principal; R.E. Coordinator |
| | 3. Revive Greeting Ministry | a. Invitations to join the Ministry are extended. b. Responsibilities are clearly articulated. c. Formation of and support for greeters is implemented. d. All masses have sufficient ministers scheduled to greet assembly. | | 2012-13 | Associate Pastor; Greeting Ministry; Liturgy Board |
| | 4. Role description handbook | a. Roles and responsibilities for all liturgical ministries are articulated and published. | \$ | 2012-13 | Liturgy Board |
| | 5. Affirm & support leadership of liturgical ministries and discern where new leaders are needed | a. Creative lay leadership is affirmed and supported with appropriate training and formation, resulting in vibrant liturgy teams. | 0 | 2013 | Pastor; Associate Pastor; Music Director; Liturgy Board |

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| D. Continue enriching the music ministry. | 1. Broaden the range/style of music within each liturgy to appeal to wide variety of parishioners and attract more music ministers. | <ul style="list-style-type: none"> a. Application of musical styles at various masses is evaluated. b. Broader range of musical styles is evident in all liturgies. c. Greater span of ages is evident in music ministry. | 0 | 2012-13 | Director of Music |
| | 2. Add more instrumentation (winds/percussion) to ALL liturgies, traditional and contemporary, and recruit musicians. | <ul style="list-style-type: none"> a. A variety of sound and rhythm instrumentation is evident in all liturgical experiences. b. Roster of available instrumentalists is expanded. | \$\$ | 2013-14 | Director of Music |
| | 3. Provide more opportunities for music ministers to serve outside of Sunday liturgy (concerts, caroling, ecumenical choir exchanges, pilgrimages, etc.). | <ul style="list-style-type: none"> a. Additional opportunities outside Sunday liturgy are scheduled for music ministers. b. Number of participating music ministers increases yearly. | 0 | 2012-13 | Director of Music |
| | 4. Build ecumenical connections through Taizé Prayer by reaching out to the parish and the outside community, including other churches and schools. | <ul style="list-style-type: none"> a. Channels of communication are continuously developed within and beyond SFX. b. PR targets various potential participants and specifically focuses on teens & young adults. | 0 | 2012-13 2015-16 | Director of Music; Communications Director |
| | 5. Incorporate liturgical dance by finding parishioner(s) / non-parishioner(s) who have experience in dance. | <ul style="list-style-type: none"> a. Musical prayer and liturgy are enhanced through the regular addition of movement and color. | \$\$\$ | 2015-16 | Director of Music; Minister of Art & Dance |
| E. Offer practical and spiritual training and formation for liturgical ministers | 1. Outline specific expectations for volunteer ministers, leadership within ministries, mentoring new members, and succession plans | <ul style="list-style-type: none"> a. Role descriptions are sent to all volunteers. b. Leaders in each ministry provide for mentoring, training, and renewal. c. Volunteers are invited to renew their commitments every three years. | | Spring 2013 | Associate Pastor; Pastoral Associate; Liturgy Reps; Liturgy Board |
| | 2. Publish descriptions of liturgical ministries | <ul style="list-style-type: none"> a. Update roles online. b. Pamphlets are printed. | \$ | 2013 | Pastoral Associate; Communications Director |
| | 3. Offer a "job fair" for liturgical ministers to get new people involved | <ul style="list-style-type: none"> a. Annual "job fair" is scheduled. b. New inquirers are responded to in a timely way. | 0 | Annually | Volunteer Coordinator; Ministry Reps |

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| | 4. Emphasize reliability and people taking ownership of their ministry | a. Conversations take place with those who are chronic absentees. b. Volunteers unable to fulfill commitment are thanked and invited to other ministerial opportunities. c. There are few absences. | 0 | Fall 2013 | Volunteer Coordinator; Ministry Reps |
| | 5. Assessment of all liturgical ministries | a. An assessment survey is implemented every three years. | 0 | Fall 2012 | Associate Pastor |
| | 6. Yearly Spiritual Renewal | a. Annual gatherings are planned for prayer and reflection specific to individual ministries. | \$ | 2013 | Associate Pastor; Pastoral Staff |
| | 7. Resources to support ministries | a. Budgets are reviewed annually to match need. b. Speakers are engaged and/or workshops scheduled. c. Appropriate resources are purchase for ministers/ministries. | \$\$\$ | Winter 2013 | Associate Pastor; Business Manager |
| | 8. Keep up-to-date database of all liturgical ministries | a. Current database is regularly purged of out-of-date information concerning liturgical ministers. b. Current participation in liturgical ministries is verified and entered into the parish database. | 0 | Spring 2013 | Parish Secretary (Database Manager) |

| GOAL III: TO PROVIDE EDUCATIONAL, FORMATIONAL & SPIRITUAL GROWTH OPPORTUNITIES FOR ALL ADULT PARISHIONERS | | | | | |
|---|--|--|----------------------|---------------------|---|
| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Determine educational, formational, and spiritual needs of adults in the parish. | 1. Launch Survey Monkey (annually) to assess changing needs | a. Percent of participation builds. b. Quality input re: desired programming is obtained. | \$204 | 2012-13 | Pastoral Associate (AFF); Communications Director |
| | 2. Hard copy surveys will be available for those without access to internet | c. The voice of this minority is included in the programming needs assessment. | \$ | 2012-13 | Pastoral Associate (AFF); Communications Director; Ushers |
| | 3. Form focus groups | d. Members of focus groups attend in sufficient numbers to warrant continuation of program. | \$ | 2013-14; Ongoing | Pastoral Associate (AFF); Communications Director; Parish Staff |
| | 4. Request follow-up feedback from program participants | a. Programs are evaluated for effectiveness and improved based upon responses. | \$ | 2012-13 Ongoing | Pastoral Associate (AFF); Communications Director; Staff |
| B. Network with neighboring parishes, educational institutions, retreat centers and the archdiocese for adult formation programs. | 1. Strengthen SFX collaborative relationship with The Well | a. Greater # are in attendance. b. Additional collaborative programming evolves. | \$\$ | 2012-13; Ongoing | Pastoral Associate (AFF) |
| | 2. Open educational opportunities to other parishes via invitation/PR | a. PR draws participation from local parishes. b. Duplicate programming is minimized. | 0-\$ | 2013-14; Ongoing | Pastoral Associate (AFF); Communications Director |
| | 3. Design programming that reflects expressed needs of all adult constituencies | a. A greater variety of resources is available from which adult parishioners may choose. | \$ | 2013-14; Ongoing | Pastoral Associate (AFF); Communications Director; Parish Staff |
| | 4. Create "Adult Learning Opportunities" webpage | a. Webpage is live and updated regularly with appropriate information and links. | 0 | 2012-13 | Pastoral Associate (AFF); Communications Director |
| | 5. Embed online registration in SFX website w/payment options | a. Participation numbers increase with ease of registration process. | ? | 2013-14 | Pastoral Associate (AFF); IT Coordinator |
| C. Provide small group forums for exploration of formational experiences. | 1. Shape a variety of options, i.e. books, speakers, etc. | a. Variety of events is evident in programming. | SS | 2013-14; Ongoing | Pastoral Associate (AFF); Staff |
| | 2. Investigate processes for online learning | a. Necessary software and/or hardware is purchased. b. Trial "course" or "event" is offered. c. Online communities are formed. | -\$-\$ | 2014-15 | Pastoral Associate (AFF); Communications Director |
| | 3. Incorporate a variety of learning modalities in adult faith formation experiences | a. Variety of events is evident in programming. | 0 | 2013-14; Ongoing | Pastoral Associate (AFF) |

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| D. Offer spiritual renewal opportunities to deepen people's experience of God in their lives. | 1. Actively promote CHRP, Bridges, and other renewal opportunities that are developed at church and in homes. | a. Participation numbers increase and requests for additional experiences grows across all adult demographic groups. | 0 | 2012-13 | Parish Staff; Pastoral Associate (AFF); Communications Director |
| | 2. Create programming guide that reflects upcoming year's opportunities | a. Guide is planned. b. Guide is assembled and published. | \$\$ | 2015-16 | Pastoral Associate (AFF); Communications Director |
| | 3. Investigate feasibility of offering online, "at-your-desk" retreats | a. Models are "test-marketed." | \$ | 2015-16 | Pastoral Associate (AFF); Communications Director |
| | 4. Utilize Constant Contact to communicate more effectively with potential participants | a. Participation numbers increase incrementally. b. Lines of communication are established with a majority of parish households. | \$ | 2012-13 | Pastoral Associate (AFF); Communications Director |

| GOAL IV: TO SUPPORT EDUCATION IN THE CATHOLIC FAITH FOR ALL PARISH CHILDREN AS A SACRED RESPONSIBILITY | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Provide an excellent Catholic school education | 1. Implement the current SFX school plan | a. An annual report of progress made toward goals in all 5 tenet areas is published. | \$\$ | 2012-15 | Principal; School Board Committees |
| | 2. Continue to develop curriculum on all grade levels | a. Assessment data is analyzed to inform curriculum. b. Curriculum is reviewed annually & revised as needed. | | Ongoing | Principal; Assistant Principal; Faculty |
| | 3. Maintain high test scores across the student body | a. EXPLORE/Terra Nova scores are tracked annually. | | Ongoing | Principal; Assistant Principal; Faculty |
| | 4. Create and provide in-depth reflection opportunities for Gr.2-7 students | a. Retreat days/times for Gr. 2-7 are scheduled. b. Planning takes place with grade level teachers. c. Retreats are assessed for quality. | | 2013-14 | Principal; Assistant Principal; Faculty |
| | 5. Continue "Roots of Respect" anti-bullying program. | a. "3 Little Words" Campaign expands. b. Monthly all-school workshops, including teacher training, are planned & executed. c. A monthly parent communication, with at-home activities, is provided for families. | | Immediate | Assistant Principal; Roots of Respect Committee |
| | 6. Revise the technology plan | a. Ongoing electronic communications, including monitoring & updating, are continued. b. A plan is created for expansion of hardware. c. Integration with general education curriculum, including professional development opportunities and benchmarks for teachers, is expanded. d. Benchmarks are developed for student technology skills at all grade levels. e. Explore sharing tech resources w/R.E. | | 2013-14 2013-14 2013-14 2014-15 | a. Development Director b., c., d., e. Tech Director |

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| B. Provide an excellent Catholic parish religious education program | 1. Continue to develop curriculum at all levels | <ul style="list-style-type: none"> a. Catechists are encouraged to use online code from Loyola Press for curriculum support. b. Chapter selections are assessed based on Archdiocesan guidelines. c. Grade level binders are reviewed and updated. d. Responses to public prayer continue to be taught. | | 2012-14 | RE Coordinator; Grade Level Leaders; Catechists |
| | 2. Continue to promote attendance and participation at grade level masses | <ul style="list-style-type: none"> a. Children are invited and trained to take on liturgical roles as appropriate. b. All available media are used to invite and encourage participation. | | 2012-14 | RE Coordinator; Grade Level Leaders; Catechists |
| | 3. Incorporate awareness of the parish theme in age appropriate ways | <ul style="list-style-type: none"> a. All available media are used to communicate parish theme. b. Parish theme is incorporated into the RE curriculum. | | 2012-14 | RE Coordinator; Grade Level Leaders |
| | 4. Expand service opportunities for all grade levels | <ul style="list-style-type: none"> a. Current R.E. service program is reviewed for potential areas of expansion. b. The RE/Day School Building Bridges Committee is in place and working. c. Appropriate opportunities for R.E. students to participate in day school themes or projects continue to be created. d. Service opportunities are planned in conjunction with feast day of St. Francis Xavier. | | 2012-14 | <ul style="list-style-type: none"> a. RE Coordinator; Grade Level Leaders; RE Advisory Board b. R.E. Coordinator; Principal; Current Building Bridges Committee; Day School Service Committee c. Same as b. d. Same as b. |
| C. Engage the parish in the life of the school and the religious education program | 1. Open the Building Bridges program to parish volunteers | <ul style="list-style-type: none"> a. Building Bridges Committee is in place with events calendared for volunteer opportunities. b. Opportunities are posted in all available media. | | 2012-14 | RE Advisory Board; Day School Board |
| | 2. Design a SFX Feast Day celebration | <ul style="list-style-type: none"> a. Opportunities are provided for children and adults to participate in service themes or projects on and around the feast day. | | 2013-14 | Pastor; Building Bridges Committee |

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| | | b. An all-parish mass highlighting parish service in general and children's service in particular is celebrated. | | | |
| | 3. Plan joint events for school and religious education students | a. A Middle School social event is offered. b. Celebrations of prayer are planned for children at particular grade levels, inviting both R.E. & day school students. c. All available media are used to invite to and report on events. d. An off-campus family event is planned. | | 2013-14 | Building Bridges Committee |
| D. Continue providing personal commitment and financial support for our educational programs | 1. Increase fundraising for all educational endeavors in the parish | a. An alumni giving program is established to include reunions & special events, database expansion and correspondence. b. Corporate sponsors are solicited. c. <i>Results Plus</i> software and/or PDS software is used to track giving to various funds. d. Giving to educational programs is maximized through the envelope program. e. Funds show measureable increases relative to economy and parish population. | | 2012-14 Immediate | Pastor; Business Manager; Day School Development Director |
| | 2. Create PR materials to solicit funds and advertise giving opportunities for all educational endeavors in the parish | a. Updated brochures and all available media are utilized. | | 2012-13 | Day School Development Director; Communications Director |
| | 3. Expand the Day School Open House; increase parish awareness and familiarity with all parish educational programs | a. All available media are used to advertise educational programs. b. Displays of activities within individual programs are created. | | 2012-13 | Principal; RE Coordinator |
| | 4. Plan a joint fund raising event for Day School and RE | a. An event is calendared and profit split. | | 2013-14 | Development Director; Building Bridges Committee |

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| E. Create and maintain a physical space that inspires | 1. Post inspirational quotes | a. Quotes are selected. b. Quotes are installed in selected places. | | 2012-13 | Physical Space Tenet Committee; Business Manager; Buildings & Grounds |
| | 2. Enhance Joyce Hall | a. Color & design options are selected using the plan created by the Tenet Committee. | | 2013-14 | Physical Space Tenet Committee; Business Manager; Buildings & Grounds |
| | 3. Enhance the Courtyard | a. Same as 2a. | | 2013-14 | Physical Space Tenet Committee; Business Manager; Buildings & Grounds |
| | 4. Enhance the hallways and stairwells | a. Same as 2a. | | 2013-14 | Physical Space Tenet Committee; Business Manager; Buildings & Grounds |

| GOAL V: TO ENGAGE PARISH TEENS & YOUNG ADULTS IN IDENTIFYING THEIR UNIQUE NEEDS & FOSTERING THEIR SOCIAL, SPIRITUAL & PERSONAL GROWTH | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Create a youth ministry position. | 1. Develop the job description | a. Job Description is on file. | | 2012-13 | Pastor; RE Coordinator; Parish Staff |
| | 2. Decide whether the position will be paid, volunteer or intern; full-time or part-time | a. Position status is determined by Pastor/Business Manager. b. Opening is posted. | | 2012-13 | Pastor; Business Manager |
| | 3. Include teens and young adults on the interview committee | a. Interview committee is in place. b. Candidate interviews take place. c. Candidate is selected & hired. | | 2012-13 | Pastor; RE Coordinator; Interview Committee |
| B. Develop a Teen Leadership Council. | 1. Identify and showcase best practices | a. Successful programs are investigated. | | 2013-14 | Youth Minister |
| | 2. Conduct a needs assessment | a. Survey is posted. b. Teens' responses to survey are on file. | | Immediate | Youth Minister |
| | 3. Define the roles of Council members | a. Roles are in place and executed. | | Immediate | Youth Minister; Parish Staff |
| | 4. Recruit Council members | a. Council members are in place. | | 2013-14 | Youth Minister |
| C. Develop a Young Adult Leadership Council. | 1. Identify young adults in the parish | a. Contact lists are developed in PDS and posted to Constant Contact. | | TBD | Pastor; Parish Staff Rep; Communications Director; Parish Volunteer |
| | 2. Define the roles of council members | a. Roles are in place and executed. | | TBD | Pastor; Parish Staff Rep; Communications Director; Parish Volunteer |
| | 3. Recruit council members | a. Council Members are named and active. | | TBD | Pastor; Parish Staff Rep; Communications Director; Parish Volunteer |
| | 4. Communicate with the Archdiocese about Young Adult ministry | a. Ongoing interaction with the Office for Young Adult Ministry takes place regularly. | | TBD | Pastor; Parish Staff Rep; Communications Director; Parish Volunteer; Young Adult Leadership Council |
| D. Facilitate service, social, spiritual and personal growth activities that engage our teens and young adults. | 1. Organize brainstorm sessions | a. Two brainstorming sessions take place regarding possible activities. | | 2013-14 | Youth Minister; Young Adult Staff Rep; QUEST Leaders; Teen and Young Adult Councils |

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| | 2. Gather and utilize ideas from the two leadership councils | <ul style="list-style-type: none"> a. Prioritize ideas surfaced in brainstorming sessions. b. Design an implementation plan. | | 2014-15 | Youth Minister; Young Adult Staff Rep; QUEST Leaders; Teen and Young Adult Councils |
| | 3. Collaborate with regional programming on the local and Archdiocesan levels | <ul style="list-style-type: none"> a. Teens and Young Adults participate in Archdiocesan and cluster events as appropriate and relevant. | | Ongoing | Youth Minister; Young Adult Staff Rep; QUEST Leaders; Teen and Young Adult Councils |
| | 4. Utilize age-appropriate technology tools to communicate programming opportunities, i.e. Facebook, E-blasts, Twitter, on-line registration for events, etc. | <ul style="list-style-type: none"> a. Technology is used in multiple formats to communicate with Teens and Young Adults on a regular basis | | 2014-15 | Teen and Young Adult Leadership Councils; Youth Minister; Communications Director |
| E. Offer spiritual guidance and educational opportunities to foster a lasting Catholic identity | 1. Engage lay ministers in the parish to give spiritual and educational guidance. | <ul style="list-style-type: none"> a. Lay ministers are meeting with the Teens and Young Adults in conjunction with the leadership councils. | 0 | Fall 2013 | Youth Minister; Young Adult Staff Rep; Pastoral Associate |
| | 2. Ensure the Teens and Young Adults are aware of spiritual and educational webinars, events, and workshops in the area focused on nurturing Catholic Identity. | <ul style="list-style-type: none"> a. Regular communications include a variety of faith-formation opportunities. b. Parish Staff members receive list-serve communications about events and opportunities for Teens and Young Adults. c. Leadership Councils report at their meetings about spiritual and educational events. | 0 | 2012-16 | Pastoral Associate; Director of Adult Formation; Youth Minister; Teen and Young Adult Leadership Councils |
| | 3. Have an in-parish "retreat" based on what it means to be Catholic today. | <ul style="list-style-type: none"> a. A retreat on what it means to be Catholic is held for Teens. b. A retreat on what it means to be Catholic is held for Young Adults. | \$\$ | 2013-14 | Youth Minister; Pastoral Associate; Lay Ministers; Teen and Young Adult Councils |

| GOAL VI: TO DEEPEN OUR COMMITMENT TO JUSTICE, PEACE & SERVICE | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Increase participation in outreach & the SFX Peace and Justice Committee. | 1. Issue personal invitations to potential members | a. The work of the Peace and Justice Committee is represented at the Ministry Fair in fall 2012. b. Potential Members are consistently identified and personally invited to participate in the Peace and Justice Committee by current members. | 0 | 2012 | Pastor; Peace & Justice Committee |
| | 2. Develop marketing materials | a. All available media are used to encourage participation. b. A logo for the SFX Peace and Justice Committee was developed and is used on all relevant communications. c. A brochure explains the work of the SFX Peace & Justice Committee. d. The P&J webpage contains educational information on issues of P&J and the Church's Social Teaching. | 0 | 2012 | Peace & Justice Committee Chairperson; Communications Director |
| | 3. Utilize technology resources to educate and encourage active involvement | a. All available media are used to educate and encourage active involvement. | 0 | 2012 | Peace & Justice Committee Chairperson; Communications Director |
| B. Respond to basic human needs through direct service within our parish and beyond. | 1. Create a Parish-Sharing Team | a. A Parish-Sharing Team is in place and active. | | 2012-13 | Pastor |
| | 2. Adopt a parish in the Caribbean, Central or South America | b. Parish Sharing Team researches and proposes an off-shore parish-sharing program. | \$\$ | 2013-14 | Parish-Sharing Team |
| | 3. Assess current commitments (i.e. Food Pantry, St. Vincent DePaul) and propose changes if deemed necessary. | a. Pastoral Council receives and acts on regular reports from the Human Concerns Commission. | 0 | Fall 2013 | Pastor; PPC Human Concerns Commission |
| | 4. Help St. Agatha (SFX Sharing Parish) address special funding needs as circumstances arise. | a. Funding to meet special needs is provided to St. Agatha. | \$\$ | Fall 2012 | Pastor; Business Manager; PPC Human Concerns Commission |

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| C. Support and deepen the parish commitment to pastoral care. | 1. Provide Ongoing forums for parishioners who have participated in outreach activities such as BEDS, Habitat for Humanity. | a. A prayer service/workshop takes place for each of the ministries & organizations who attend to the pastoral care of parishioners and non-parishioners who come to us. | \$ | Fall 2013 | Pastoral Staff; PPC Spiritual Life Commission |
| | 2. Organize contacts with parishioners who are home-bound or in nursing homes. | a. Contact is made with those on the "visit" list by Ministry of Care. b. The homebound receive the Sacrament of Anointing annually. | 0 | Spring 2013 | Associate Pastor; PPC Human Concerns Commission |
| D. Educate parishioners about Catholic social teaching. | 1. Post information about social justice issues on all available media. | a. Promotion of current issues appears in all available media to heighten awareness. | 0 | Fall-Winter 2014 | Pastor; Peace & Justice Rep; Communications Director |
| | 2. Involve parents and other adults in the annual grade school and high school service projects. | a. Parents and other adults are invited to active participation in annual grade school and high school service projects. b. VIRTUS training is completed by interested adults. c. Number of adults involved in the events is reported to the PPC and Implementation Team. | 0 | Winter-Spring 2014-15 | Principal; RE Coordinator; Youth Minister |
| | 3. Schedule witness talks within the context of the Mass about participation in BEDS, Habitat for Humanity, international initiatives, etc. | a. Volunteers present witness talks about the BEDS, Habitat for Humanity, and international initiatives at pre-determined liturgies. | 0 | Winter-Spring 2013-14 | Pastoral Staff; Liturgy Teams; Ministry and/or Organization Reps |
| E. Advocate as individuals and as a parish for those in need. | 1. Participate in LaGrange Ministerium initiatives. | a. Regular contact and communication is established with the Ministerium. | 0 | Fall 2012 | Designated Parish Staff Member |
| | 2. Address social issues. | a. Homilists will address social issues at the masses at appropriate times. | 0 | 2012-13 | Pastoral Staff |

| GOAL VII: TO BE GOOD STEWARDS OF OUR HUMAN & FINANCIAL RESOURCES | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Create a parish culture of stewardship as a way of life – the giving of time, talent and treasure | 1. Form a Stewardship Committee | a. A Stewardship Committee is formed and active. | | 2013-14 | Pastor; Parish Staff |
| | 2. Attend Stewardship Conference | a. The Stewardship Committee attends stewardship conferences, formation, and educational opportunities to garner information. | Est. \$1,500 | 2014 | Pastor; Business Manager Stewardship Committee |
| | 3. Incorporate concept of Stewardship in preaching | a. Preaching periodically incorporates the topic of stewardship. | | 2014 | Pastor; Associate Pastors; Deacon |
| | 4. Publish examples of stewardship | a. Examples of stewardship practiced by parishioners are published in all available media. | | 2014 | Business Manager; Communications Director, Bulletin Editor, Voice Editor |
| | 5. Survey parishioners interests and talents and maintain a database of talents and abilities | a. A survey of parishioner interests and talents is completed and the data entered into the PDS data system. | | 2013-14 | Parish Staff; Volunteer Coordinator; Parish Secretary |
| | 6. Solicit active involvement of parishioners based on talents; respond to all expressions of interest in volunteering | a. More people, relative to a baseline count, are active in ministries. | | 2014 | Parish Staff; Volunteer Coordinator |
| | 7. Implement increased offertory collection program | a. All parishioners are given the opportunity to pledge at a self-chosen level to the collection. | | 2014-15 | Pastor; Stewardship Committee; Business Manager |
| | 8. Conduct a bi-annual parish fund raiser opposite the auction school fundraiser | a. Large, bi-annual fundraisers take place. | | 2013-14 | Development Director |
| B. Foster effective communication throughout the parish, including various forms of technology | 1. Create Communications Director position | a. Position is advertised. b. Candidates are interviewed. c. Position is filled. | | 2012-13 | Pastor; Parish Staff |
| | 2. Establish additional means of communicating with parishioners. i.e. Facebook, Twitter | a. New modes of communication are created utilizing social media. | | 2013 | Communications Director |
| | 3. Update all parish communications on a timely basis | a. All published parish information is current. b. Channels for updating information are established. | | 2013-14 | Parish Staff; Communications Director |

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| | 4. Edit all written parish communications for accuracy of information and language | a. Information is edited for accuracy. b. Spelling, punctuation, capitalization and sentence structure reflect publishing norms. | | 2013 | Communications Director |
| | 5. Purchase software that supports effective communication | a. All communications are attractively designed and user-friendly. | | 2013-14 | Parish Staff; Administrative Assistants; Communications Director |
| C. Expand lay leadership | 1. Identify specific opportunities for parish non-staff lay leadership | a. Opportunities are identified and published. | | 2012-13 | Pastor; Parish Staff |
| | 2. Restructure PPC to include commissions. | a. Necessary commissions are discerned. b. Commissions are established. | | 2012-13 | PPC |
| | 3. Identify leadership roles to be filled by Parish Staff | a. Leadership roles are clearly identified and published. | | 2012-13 | Pastor; Parish Staff |
| | 4. Advertise for all needed positions, as appropriate | a. Positions are advertised. | | 2013 | Parish Staff; Communications Director |
| | 5. Establish term limits for volunteers and a process for succession in leadership | a. There is a published policy of term limits, ministry renewal, and succession for ministries. | | 2014 | Pastor; Parish Staff |
| D. Provide needed training and other resources to support parish staff and volunteers | 1. Assess needs | a. Each individual on the staff and the heads of each ministry provide lists of needed training and resources; these are divided into "must haves" and "would be nice". | | 2013 | Parish Staff; Heads of Ministries |
| | 2. Provide training and resources as finances permit. | a. Staff and heads of ministries participate in training sessions as identified and have increased resources at their disposal. | | 2013-14 | Pastor; Business Manager; Parish Staff |
| E. Be accountable and transparent with all parish finances | 1. Continue to report all collections in the bulletin | a. Collections are reported on a periodic basis. | | Immediate | Business Manager; Finance Committee |
| | 2. Publish an annual financial report. | a. Annual report is published and distributed to all parishioners. | | Annually | Business Manager; Finance Committee |
| | 3. Develop a sustainable annual budget | a. A sustainable annual budget is approved by the Finance Committee and submitted to the Archdiocese per requirements. | | Annually | Business Manager; Pastor; Principal |
| | 4. Detail reasons for budget variances | a. The annual report to Parishioners details the reasons for any significant budget variances. | | Annually | Business Manager; Principal; RE Coordinator; Finance Committee |

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| | 5. Initiate verbal reports to parishioners | a. A verbal report of the parish's financial state is delivered to parishioners; frequency to be determined. | | Biannually | Pastor; Business Manager; Finance Committee |
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| GOAL VIII: TO MAINTAIN, UPGRADE & EXPAND PARISH FACILITIES | | | | | |
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| Objectives | Action Steps | Measures of Effectiveness | Budget Impact | Year(s) | Responsibility |
| A. Develop a plan for the maintenance and enhancement of each parish facility. | 1. Complete a comprehensive assessment of existing facilities | a. Conditions of existing facilities and areas needing improvement are detailed and documented. | 0- \$7,500 | 2012 | Business Manager; B & G Committee |
| | 2. Annual evaluation of all facilities | a. Documented annual walk through takes place. | 0 | Annually | Business Manager; B & G Committee |
| | 3. Create a timeline for maintenance and enhancement of parish facilities | a. Priorities and proposed timelines are documented in detail. | | 2012-13 | Business Manager; B & G Committee |
| | 4. Soundproof Joyce Hall | a. Architect conducts a feasibility study & identifies options. b. Funding is established. | \$\$\$\$ | TBD | Business Manager; B & G Committee |
| | 5. Install movable walls on stage to create additional meeting space | a. Architect conducts a feasibility study & identifies options. b. Funding is established. | \$\$\$\$ | TBD | Business Manager; B & G Committee |
| B. Provide space needed for all parish ministries. | 1. Conduct a space needs assessment of all ministries | a. Identified needs are prioritized. b. Options for meeting the needs are identified with services of an architect. c. Resources needed to meet the needs are identified. d. Office space and/or work space is provided. | 0 | 2012 | Parish Staff; B&G Committee |
| | 2. Provide office space for all parish staff | a. Identified needs are prioritized. b. Options for meeting the needs are identified with services of an architect. c. Resources needed to meet the needs are identified. d. Office space and/or work space is provided. | TBD | TBD | Staff; Business Manager; B&G Committee |
| C. Explore the feasibility of building a parish community gathering space. | 1. Engage an architect to do a feasibility study & identify options on existing land | a. A report identifying options and estimated costs is received from architectural firm. | \$10,000 | 2013 | Pastor; Business Manager; B&G Committee |
| | 2. Research options for acquisition of nearby land for expansion | a. A report identifying options and estimated costs is prepared. | | 2013 | Pastor; Business Manager; Finance Committee |

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| D. Identify resources needed to enhance parish facilities – financial, legal, planning, design, architectural, etc. | 1. Identify needs in objectives A, B and C above | a. A comprehensive and prioritized report of needs is prepared. | | 2012-13 | Pastor; Business Manager; B & G Committee; Archdiocese |
| | 2. Working through the priority list, identify resources needed | a. On a project by project basis, resources needed to enhance facilities are documented in a report. | | TBD passed on prioritized needs | Pastor; Business Manager; B & G Committee |
| E. Consider funding options, including an Anniversary Capital Campaign, to raise needed funds | 1. Create a Wish List of facilities-related items for Parishioners and/or Parish Groups to fund | a. A Wish List is created. b. The Wish List is prioritized. | 0 | 2012 | Pastor; Parish Staff; PPC |
| | 2. Identify whether a Capital Campaign is needed | a. A written assessment details whether needs identified through Prophetic Planning can be met from operating funds or whether a Capital Campaign is needed. | | TBD Dependent on completion of assessment | Pastor; Business Manager; Finance Committee; School Finance Committee; Pastoral Council |
| | 3. Hire a consultant to do a feasibility study for a Capital Campaign | a. A report assessing feasibility and outlining a plan is received from the consultants. | | TBD | Pastor; Business Manager; Development Director; Fundraising Committee |
| | 4. If needed, prepare a case statement | a. A case statement is prepared. | | TBD | Pastor; Parish Staff; PPC; School Board; Communications Director |