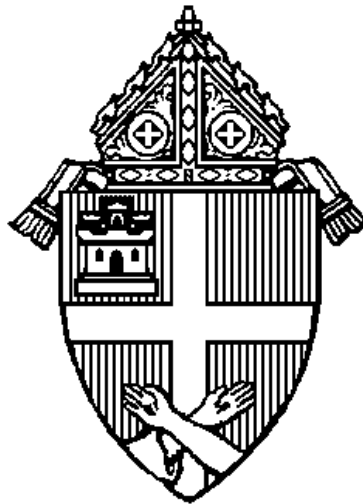


Pastoral Plan Implementation Guide for Parishes



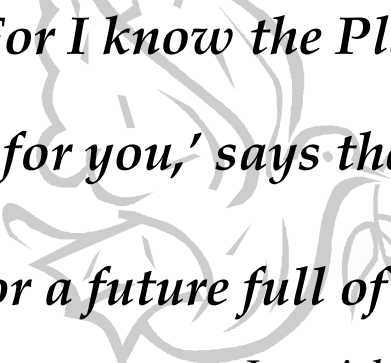
Archdiocese of Santa Fe
2006

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*“ ‘For I know the Plans
I have for you,’ says the Lord,
‘Plans for a future full of Hope.’ ”*

Jeremiah 29:11

Implementation Guide for the Archdiocesan Pastoral Plan 2006

Introduction

The 2006 Pastoral Plan of the Archdiocese of Santa Fe consists of 37 goals and 305 objectives, divided across nine pastoral Priority areas. 112 objectives within the Plan apply directly to ministry in the parishes. However, to pursue all of these objectives at once can be a challenging and overwhelming task for any parish, regardless of staff, volunteers or resources.

This booklet is designed to help parish leaders who have the task of implementing the parish objectives found in the Archdiocese of Santa Fe Pastoral Plan. It is a step by step guide on how to assess the work of parish ministry and determine which of the pastoral priorities of the Pastoral Plan the parish should pursue. By focusing on one or two priorities of the Pastoral Plan at one time, parishes can accomplish the goals and objectives of the pastoral plan over a number of years. By using the materials provided, over one or two meetings, this *Implementation Guide* can help parishes focus their efforts in concrete action steps and help make a lasting impact on parish ministry. Keep in mind that the administrative and pastoral ministries offices of the Catholic Center are available to help in this process. The *Catholic Center Directory* listed on page 2 provides Archdiocesan office phone numbers.

Some Terminology

The Pastoral Plan uses some church and planning terminology that may or may not be familiar to parish leaders.

Theological and Pastoral Priorities are the areas of ministry that each parish in the Archdiocese of Santa Fe is expected to fulfill. They are defined in the Pastoral Plan and include the areas of *Charity and Justice, Education and Catechesis, Sacraments and Worship, Stewardship and Administration, Evangelization, Prayer and Spirituality, Vocation and Priestly Formation, Consultation and Governance and Ecumenism.*

Goals, objectives and strategies or action plans are specific components of planning, each helping to define a specific part of the overall plan. Goals, objectives and strategies determine the following:

- What must or needs to be done?
- How will we do it?
- When will we do it, or by when will it be done?
- How much progress is being achieved at points along the way?
- How will we know we have arrived/achieved our goal?

A ***Goal*** tells WHAT you want to accomplish. It is a clearly defined statement of a desired direction or activity, stated in broad, general terms. There are 37 goals defined for Archdiocese of Santa Fe Pastoral Plan.

For example: The whole people of God of the Archdiocese of Santa Fe will recognize, honor and promote the home and family as the foundational place of prayer and spiritual growth. (Goal 2: Prayer and Spirituality)

Objectives describe HOW the goal will be accomplished. They are specific, time-oriented statements of “what” we are going to do, for “whom,” “when” we will do it, and “how much” we will do.

For example: Parishes will encourage families to read and reflect on the Sunday scriptures each week before participating in Mass (Objective 4, Goal 2: Prayer and Spirituality)

A **strategy** or **action step** describes one step or specific action in the attaining of an objective. A group of strategies or action steps is a plan of action spelling out how an objective is to be achieved. These are carried out on the local level and will be specific to each parish depending upon staff, participation and resources.

For example: The Director of Religious Education will prepare and print in the bulletin each week questions for family reflection and discussion around the upcoming Sunday Scripture readings.

Parish Forms

The forms in this *Implementation Guide* are for parish use only. It is not necessary or required that parishes return information to the Archdiocesan Office of Pastoral Planning and Evangelization or any other office of the Catholic Center.

The Catholic Center Offices

Main switchboard 505-831-8100

Archbishop’s Office.....	831-8120	Hispanic Ministry.....	831-8147
Archives (Santa Fe).....	983-3811	Human Resources.....	831-8130
Annual Catholic Appeal.....	831-8155	H.R. Assistant / Benefits.....	831-8188
Audit.....	831-8150	Min. Resource Center / Library	831-8179
Case Management.....	831-8159	Pastoral Ministries.....	831-8126
Catholic Mutual	831-8122	Pastoral Outreach	831-8174
Catholic Schools	831-8173	Pastoral Planning/Evangelization...	831-8165
Chancellor.....	831-8158	Property Management ...	831-8136/831-8241
Communications	831-8162	Religious Education	831-8129
Development.....	831-8258	Social Justice.....	831-8206
Ecumenical	831-8243	Tribunal	831-8341
Family Life	831-8117	Vocations	831-8143
Finance	831-8132	Worship / Liturgy /	
Formation for Christian Service	831-8126	Christian Initiation.....	831-8194
General Services	831-8181	Youth and Young Adult	831-8145
IHM Retreat and Conference Center – Santa Fe	988-1975		
Madonna Retreat and Conference Center – Albuquerque.....	831-8196		

Steps for Using the Archdiocesan Pastoral Plan

Step 1: The Parish Profile: Who are we?

In order to effectively implement the parish objectives of the Pastoral Plan, Parish leadership should have a clear picture of the parish to assess strengths, plan ways to meet its ministerial needs and enable parishioners to learn, share and cooperate with each other.

A **parish profile** will help in understanding who makes up the parish and who the parish serves. The profile should include the following: the size of the parish, number of families, number of individuals, demographic makeup, economic makeup, educational background, and the participation of age groups in the parish. (Parish leaders could also consider parish strengths, parish staff availability and expertise, and available sources of help, both at the parish level and the Archdiocesan offices.) *See pp. 5-6.*

Step 2: Parish Assessment: which Priority should we work on first?

The nine Theological and Pastoral Priorities of the Archdiocesan Pastoral Plan flow from the normal activity of Roman Catholic parishes listed in Canons #528-530. This is the work that, universally, all Roman Catholic churches are expected to fulfill in ministry to God's people. **It will help parish leadership to review and be familiar with *The Foundations for the Nine Pastoral Priorities of Parish Life* found on page 7 before beginning the assessment process.**

Assessment is a highly consultative process and asks the question "Which are the areas of strength in our parish life and which areas present a challenge?" Pages 7-17 of the *Implementation Guide* offers nine lists of **indicators**, one for each of the nine Pastoral Plan Priorities that can be reviewed by an individual or ideally, by a committee involved in parish leadership. By reading each item on the list and making a check mark in the boxes for the items that are done well in the parish, parish leaders can also surface which items for this Priority still need to be implemented.

Each sheet also provides an area to note **evidence** that this Priority is occurring as well as the **challenges** the parish faces in fully implementing this Priority. Discussion around these lists of evidence and challenges can help the pastor and parish leadership decide which of the nine pastoral priorities the parish should pursue. For example, after reviewing the lists, a pastor and his parish pastoral council may surface that the parish is most challenged in the areas of *Evangelization* and *Education and Catechesis*. As a result of their discussion and sharing, the pastor and the parish pastoral council (or any other leadership body) may decide together to focus on the goals of these two Priorities over the next several years, before moving on to address other Priorities in the Pastoral Plan. *See pp. 7-17.*

Step 3: Using Parish Objectives in the ASF Pastoral Plan to Develop Action Steps

Once the pastor and the parish leadership have surfaced the one or two Priorities that the parish will pursue over the next year or two (*Step 2: Parish Assessment*), then the *Objectives for Parishes* listed for the chosen Priority and goals can be addressed.

By reviewing the *Objectives for Parishes* and using the **Action Steps Work Sheet** found on pages 18 and 19, the pastor and parish leadership can determine if a particular goal and its objectives are already part of active parish ministry. The action steps of planning are unique and very specific to the local parish; action steps for a particular *Parish Objective* will vary according to creative input, volunteers, staff and available resources found at each parish.

For example, after using the assessment sheets, the pastor and parish leadership decides that *Prayer and Spirituality* is a Priority the parish will focus on for the next year. Parish leadership then reads and reflects upon each goal and the parish objectives under that Priority using the **Action Steps Work Sheet**. After some discussion, it is decided that Goal #1; objective 6 under the Priority of *Prayer and Spirituality* is already part of the existing ministries of the church, but that Goal 2, objective 3 of *Prayer and Spirituality* still needs to be implemented. The Action Plan worksheet can then be filled out with specific information or *Action Steps* for implementing Goal 2, objective 3. *See pp. 18-19.*

Step 4: Evaluation of Action Steps for Parish Objectives; How do we know we've Arrived?

As action steps are pursued, parish leadership should keep in mind the goals defined for the particular Priority. An essential part of parish planning is periodic evaluation of the progress of the plan in meeting the chosen Priority and goals of the parish. Timelines for evaluating specific objectives should be set when the objectives are determined or chosen. A more general evaluation of the overall mission and goals should take place at least every few years. *See p.20.*

Step 5: Choosing Another Priority, Goal or Objective: Continuing the Process

When the specific action plan for the goal and objective has been completed, parish leadership can then repeat the implementation process beginning with Step 2: Parish Assessment. Parish Profile (Step 1), should be collected on a yearly basis to compare statistical information and note any trends or changes.

RECAP:

- Step One:** Develop a Parish Profile to have an awareness of who makes up the parish (pp. 5-6)
- Step Two:** Assessment of the different areas of parish ministries using the nine Pastoral Priorities sheets that will help determine which Priorities need to be implemented first. (pp. 7-17)
- Step Three:** Use goals and objectives for parishes from the Pastoral Plan and the action plan work sheet to develop specific action steps. (pp. 18-19)
- Step Four:** Evaluate your progress (p. 20)
- Step Five:** Choose another Priority, Goal or Objective and repeat the process beginning with Step 2 (pp. 7-17)

Formulario para el paso 1:

*Desarrollando el
Perfil Parroquial*

Developing a Parish Profile FACTS Sheet

This facts sheet can be filled out on a yearly basis by parish leadership. It can be used to gather general information and statistical facts of a parish community.

Name of Parish _____ City _____

Pastor _____ Date _____

Year parish was established _____

Size of Parish Staff _____ Approximate number of Ministry volunteers _____

Number of Registered Families _____ Number of registered individuals _____

Average Sunday Mass attendance _____ Seating Capacity _____

Average Sunday Collection _____

No. of households giving through weekly collection _____

Parishes with internet access may find help with the following statistics from www.link2lead.com. Contact your parish office or the Office of Pastoral Planning and Evangelization at 831-8221 for help logging onto the site.

Population within parish boundaries

2007 _____ 2008 _____ 2009 _____ 2010 _____

Demographic makeup of the parish

Approximate percentages our parish is made up of the following ethnic cultural groups:

African American / Black _____ %	Hispanic / Latino _____ %
Anglo / White / European _____ %	Native American _____ %
Asian Pacific Islander _____ %	Total _____ 100 %

Average household income of parishioners per year

\$19,999 or less \$20,000 - \$39,999 \$40,000 - \$59,999
 \$60,000 - \$79,999 \$80,000 - \$99,999 \$100,000 or more

Average Education Level of Parishioners

Some high school / diploma _____ %	Graduate Degree _____ %
Some College / Associates Degree _____ %	Doctorate Degree _____ %
Bachelors Degree _____ %	Total _____ 100 %

Participation of Age Groups in the Parishes

15 – 19 years old _____ %	65 – 79 years old _____ %
20 – 39 years old _____ %	80 + years old _____ %
40 – 64 years old _____ %	Total _____ 100 %

Parish Profile FACTS Comparison Sheet

This grid can be filled out on a yearly basis to compare general information and statistical trends of a Parish community over several years. For best results, information should be collected in the same month of each year.

	_____ 2007 (month)	_____ 2008 (month)	_____ 2009 (month)	_____ 2010 (month)
Pastor				
Size of Parish Staff				
Approximate number of ministry volunteers				
Number of Registered Families				
Number of registered individuals				
Average Sunday Mass attendance				
Church seating Capacity				
Average Sunday Collection				
Number of households giving through weekly collections				
Population within parish boundaries				
Predominant Demographic makeup of parish				
Average household income of parishioners				
Predominant Education Level of Parishioners				
Participation of Age Groups in the Parish				

Páginas de información
y formularios para el
paso 2

Evaluación
Parroquial

Directions: Read this page before beginning the assessment process.

THE FOUNDATIONS FOR THE NINE PASTORAL PRIORITIES OF PARISH LIFE

Taken from: *Revisioning the Parish Pastoral Council*, Mary Ann Gubish et al.

The foundations for the nine Pastoral Priorities are discovered by reviewing the Code of Canon Law (canons 528-530) and what is prescribed in terms of normative pastoral activity in every parish.



- ❖ Announcing the word of God in its entirety to those living in the parish.
- ❖ Instructing lay Christian faithful in the truths of the faith through the homily and through catechetical formation.
- ❖ Fostering works by which the spirit of the Gospel, including issues involving social justice, is promoted.
- ❖ Taking special care for the Catholic education of children and of young adults.
- ❖ Bringing the gospel message to those who have ceased practicing their religion.
- ❖ Seeing to it that the Most Holy Eucharist is the center of the parish assembly of the faithful.
- ❖ Nourishing the Christian faithful through a devout celebration of the sacraments.
- ❖ Bringing the Christian faithful to the practice of family prayer.
- ❖ Bringing the Christian faithful to knowing and active participation in the sacred liturgy.
- ❖ Striving to know the people of the parish by visiting them and sharing their cares, worries, and especially their grief.
- ❖ Helping the sick, especially those close to death.
- ❖ Making a special effort to seek out the poor, the afflicted, the lonely, those exiled from their own land, and those weighed down with special difficulties.
- ❖ Fostering growth between spouses.
- ❖ Supporting Christian life within the family.
- ❖ Promoting the unity and communion which exists between the parish and both the diocese and the universal Church.

ASSESSING THE MINISTRY OF THE PARISH USING THE PASTORAL PRIORITIES

These sheets (pp.6-14) should be used by pastors and parish leadership to determine which of the nine priorities of the pastoral plan should be pursued first by the parish (see step 2 on p. 3).

CHARITY AND JUSTICE IN PARISH LIFE

Descriptors are some of the common ways in which Charity and Justice is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Charity and Justice.

- 1. Our parish focuses on the needs of the human community, beginning with its own members and extending to the poor and marginalized in the local area, the nation, and the world.
- 2. Our parish makes every effort to accommodate persons with special needs.
- 3. Organizations within the parish systematically address particular human needs by sponsoring projects such as food pantries, shelters for the homeless and job assistance for the unemployed, or by supporting other parishes or agencies which have these services.
- 4. Programs that minister to the sick, the bereaved, and the homebound are ongoing.
- 5. Our parish participates in local, national, and international helping efforts.
- 6. An organized program of instruction dealing with current issues in the light of Catholic social teaching has been implemented.
- 7. Formation efforts at all levels integrate Catholic social teaching.
- 8. Participation in political action, voting in local and national elections, involvement in policy-making at local, state, and national levels is encouraged.
- 9. Respect for life at all stages, racial and ethnic harmony, peacemaking and non-violence, and the practice of the spiritual and corporal works of mercy are Priority areas for study and action in the parish.
- 10. Our parish coordinator of social ministry has adequate education and experience for the position.
- 11. An effort is made to provide for the special needs of those who might feel excluded from parish life at some point: young people, single adults, minorities, the separated and divorced, single parents, the widowed, the physically or mentally challenged, the homebound, the elderly.

ASSESSING CHARITY AND JUSTICE IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We work with the Lutherans and Methodists to operate a food pantry).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: Our parish religious formation program does not include social justice teachings nor provide opportunities for our young people to be involved in witness and service activities).

EDUCATION AND CATECHESIS IN PARISH LIFE

Descriptors are some of the common ways in which Education and Catechesis is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Education and Catechesis.

- 1. Our parish catechetical leadership has been provided with appropriate education, skill building and training to provide catechist formation and effective administration of religious education efforts.
- 2. Skilled and knowledgeable persons staff all aspects of parish formation efforts: catechesis, RCIA, sacramental preparation. They are witnesses to the Gospel, active in parish life, and faithful to the teachings of the Church.
- 3. Adequate funds, resources, staff, and space are allocated to carry out the catechetical efforts of the parish, including Catholic schools.
- 4. Religious formation or catechesis is planned and evaluated for all in the parish: adults, youth, and children.
- 5. Strengthening marriages and nurturing the life of families are priorities for the parish.
- 6. Assistance is provided to help parents understand their roles as ministers to their children in the formation of Christian values.
- 7. Catechetical efforts present the essential message of Catholic Christianity using models and methodologies which speak to the total development of the believer and lead to faith commitment in action.
- 8. Sacramental preparation for baptism, confirmation/Eucharist/reconciliation and marriage is parish-based and intergenerational whenever possible.
- 9. Catholic schools attended by parish children and youth not only provide strong educational programs but also foster Catholic identity, Christian community and witness.

ASSESSING EDUCATION AND CATECHESIS IN PARISH LIFE

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We include parents in all sessions that prepare children for the sacraments).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: Our catechetical leader has no formal training for the position and cannot help our catechists very much).

SACRAMENTS AND WORSHIP IN PARISH LIFE

Descriptors are some of the common ways in which Sacraments and Worship is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Sacraments and Worship.

- 1. The Sunday Eucharist is a priority in the life of the parish and is celebrated with full and active participation of the parishioners.
- 2. Competent individuals are responsible for every aspect of liturgical celebrations.
- 3. Parishioners serve in many liturgical roles at liturgy.
- 4. Liturgical ministers are well trained and effective in their ministries.
- 5. Preaching is directly related to the scriptures and to the real life experience of the people.
- 6. Our worship space is able to accommodate the rites of the Church in a dignified and liturgically suitable manner.
- 7. Liturgical art and environment are marked by noble simplicity.
- 8. Worship aids are contemporary and in good condition.
- 9. Quality in music, including instruments, musicians, and hymn selection, enables the assembly to participate in sung prayer.
- 10. All the sacraments are celebrated regularly, with attention given to making them true expressions of the life of the parish.
- 11. Liturgy of the Word with Children is celebrated with young members of our parish.
- 12. The worship of our community interfaces with and supports all other ministries of the pastoral mission.

ASSESSING SACRAMENTS AND WORSHIP IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We have 17 parishioners who are lectors and 13 of them attended a diocesan workshop last fall).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: Some of our substitute organists are not strong musicians and the hymns drag so the people don't sing).

STEWARDSHIP AND ADMINISTRATION IN PARISH LIFE

Descriptors are some of the common ways in which Stewardship and Administration is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Stewardship and Administration.

- 1. Our parish provides opportunities for parishioners to experience their giftedness and to recognize the gratuitous nature of God's blessings.
- 2. Formation efforts help parishioners understand their baptismal responsibility to steward their gifts, including the gifts of faith and life in the Church.
- 3. Parishioners demonstrate their understanding of Christian stewardship by their willing support of parish and diocesan needs.
- 4. The resources of our parish are sufficient to accomplish its mission and the goals and objectives flowing from that mission.
- 5. Regular efforts are made to discover parishioners' talents and invite their use in parish service.
- 6. Parishioners who offer their gifts in service to the parish mission are given adequate training, encouragement, and supervision.
- 7. Our parish is not overly dependent on extraordinary fundraisers such as bingo and ticket sales to support its ordinary budget.
- 8. Our parish keeps up payments on its debt, if there is one.
- 9. Parish facilities are appropriately maintained and adequate for the needs of our parish.
- 10. Our parish regularly shares a portion of its income with the poor.
- 11. There is an annual review of the purpose, effectiveness, and need for each parish organization.
- 12. Our pastor regularly evaluates parish personnel.

ASSESSING STEWARDSHIP AND ADMINISTRATION IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We tithe 10 percent of our annual parish festival income to support a poor parish in another part of the diocese).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: We spend most of our council meetings worrying about fundraising).

EVANGELIZATION IN PARISH LIFE

Descriptors are some of the common ways in which Evangelization is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Evangelization.

- 1. Adults and children are given opportunities for evangelization formation.
- 2. Newcomers are welcomed into our parish.
- 3. Efforts are made to reach out to the alienated, the inactive, and the unchurched.
- 4. Our parish has a plan for regular personal visits with parishioners.
- 5. The public image of our parish is one of hospitality, invitation, and compassion, where no one is excluded.
- 6. Our parish takes steps to influence the values and decisions of the larger community through prophetic action and works of justice and outreach.
- 7. There is a sense of Christian joy about the Good News of Jesus Christ; it is evident in homilies, in worship, in parish activities, and in outreach efforts.
- 8. Programming for parish organizations consistently offers prayer, information, education, entertainment, and hospitality.
- 9. There is a good spirit of working together among parish groups and organizations.
- 10. Our parish recognizes itself as a Christian community, rather than as a purely social or civic organization.
- 11. Mutuality and inclusivity are hallmarks of our parish community.
- 12. The prayer and activity of our parish are outwardly directed, never totally focused on its own life.

ASSESSING EVANGELIZATION IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We sponsor a Lenten renewal program every three years).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: We have no outreach to inactive Catholics, even though 68 percent of our registered parishioners no longer attend Mass regularly).

PRAYER AND SPIRITUALITY IN PARISH LIFE

Descriptors are some of the common ways in which Prayer and Spirituality is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Prayer and Spirituality.

- 1. Prayer is encouraged as a habit for life for all members of our parish community.
- 2. Our community's activities are anchored in prayer.
- 3. Parish staff gathers regularly for prayer together and are encouraged to pursue prayer in difficult situations.
- 4. Activities and workshops are offered that invite parishioners to a greater awareness of their own Spirituality and Prayer style.
- 5. Parish renewals, evenings of Prayer and/or retreat days are planned that enliven and deepen the faith of the people.
- 6. Opportunities are provided for small groups to gather and share faith as it relates to everyday life.
- 7. Devotional prayer is encouraged, but does not interfere with the primary sacramental celebration of the parish, the celebration of Holy Eucharist.
- 8. As individuals and as a community of faith, all members are invited and encouraged to pursue an ever deepening relationship with Jesus Christ.

ASSESSING PRAYER AND SPIRITUALITY IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We regularly meet to pray outside of the liturgy).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: We do not promote family prayer).

VOCATION AND PRIESTLY FORMATION IN PARISH LIFE

Descriptors are some of the common ways in which Vocation and Priestly Formation is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Vocation and Priestly Formation.

- 1. Parish members are invited to evenings/days of reflection, retreats and/or informational talks that help foster an awareness of their particular vocation in life as single, married, avowed religious or clergy (priest or deacon).
- 2. Parish members are asked to pray for their pastor regularly.
- 3. Parish leadership and clergy regularly participate in parish activities.
- 4. Our parish provides information to families regarding avowed religious life and the priesthood.
- 5. Our pastor regularly speaks about his vocation and encourages young people to pursue a vocation to the priesthood and religious life.
- 6. Our parish is sensitive to the needs of single individuals.
- 7. Families are asked to encourage their youth to pursue avowed religious life or the priesthood.
- 8. Vocation awareness is part of our Confirmation Program.

ASSESSING VOCATION AND PRIESTLY FORMATION IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We are aware of the spiritual needs of our pastor and pray for him daily).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: We do not have vocation discernment weekends for young people and their families).

CONSULTATION AND GOVERNANCE IN PARISH LIFE

Descriptors are some of the common ways in which Consultation and Governance is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Consultation and Governance.

- 1. Our pastor, parish staff, and pastoral council according to their appropriate roles share responsibility for visioning, planning, empowering, and evaluating.
- 2. The pastoral concerns of our parish are assessed, evaluated, and responded to by the parish pastoral council in collaboration with the pastor and parish staff.
- 3. Decisions are made by consensus after a process of discernment, study, and discussion.
- 4. Ongoing formation and training of parish leaders is provided for and formed by diocesan, national and Universal Church teachings.
- 5. Parish leaders delegate responsibility for implementing pastoral activities to competent persons, offering them support, resources, and regular oversight.
- 6. Parish personnel are recruited and remunerated according to professional standards and formal job descriptions.
- 7. Willingness to share staff with other parishes is considered a viable means of ensuring competency in ministerial leadership.
- 8. Members of the finance council are persons with interest and experience in budgeting, facilities management, and fundraising and development efforts.

ASSESSING CONSULTATION AND GOVERNANCE IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We have completed our annual assembly to help assess the needs brought up by parishioners).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: We do not have job descriptions for our janitor, secretary, or church organist).

ECUMENISM IN PARISH LIFE

Descriptors are some of the common ways in which Ecumenism is evident in a parish setting. Place a check mark in the box of those descriptors that are currently happening in your parish in the area of Ecumenism.

- 1. Our parish collaborates with neighboring churches / congregations as appropriate to enhance the mission of the Church.
- 2. Our parish promotes ecumenical relationships and activities.
- 3. Our parish collaborates with those of other Christian faiths when appropriate in meeting the needs of the poor, handicapped, disadvantaged, etc.
- 4. Our parish gathers and prays with other Christians for the needs of the local community and the world.
- 5. An effort is made by our parish to foster greater understanding among the other churches within our parish boundary or parish community.
- 6. Our parishioners are given opportunities to be formed in an understanding of ecumenism.
- 7. Parish activities model, through word and deed, ecumenical practice.
- 8. Opportunities for collaborative ecumenical activity in the local area are sought out.

ASSESSING ECUMENISM IN OUR PARISH

Evidence In the space below, or on a separate piece of paper, write a list of the ways in which your parish currently implements specific items that you checked. (Example: We have regular gatherings with members of local Christian churches to pray).

Challenges In the space below, or on a separate piece of paper, write a list of areas that need attention. (Example: Our parish rarely does any other outreach to other Christian churches).

Choosing Theological and Pastoral Priorities

After assessing your parish's strengths and weaknesses in the nine areas of parish life, choose two of the following Theological and Pastoral Priorities your parish will concentrate on for the next year or two:

- Charity and Justice**
- Education and Catechesis**
- Sacraments and Worship**
- Stewardship and Administration**
- Evangelization**
- Prayer and Spirituality**
- Vocation and Priestly Formation**
- Consultation and Governance**
- Ecumenism**

For the year(s) of _____

we, the parish of _____

choose to concentrate our efforts on the Priority(ies) of _____

Formulario para el paso 3:

Desarrollando el

Plan de Acción

Action Plan Worksheet

*Once the pastor and the parish leadership have decided which Pastoral Priorities will be implemented over the next few years (step 2: Parish Assessment), then this worksheet can be used to review the Objectives for Parishes found in the Archdiocesan Pastoral Plan. **You will need a copy of the Archdiocesan Pastoral Plan to complete this worksheet; the English and Spanish versions can be found at www.archdiocesesantafe.org***

Pastoral Priority _____ **Goal #** _____

1. Read the definition, goals and the objectives for this Priority. Circle the objectives under each goal that, from your ministerial experience, are already happening in your parish or church community.
2. What evidence is there that these objectives are happening in your parish or church community? List the ways in which your parish or church community currently implements the goal and objectives that you have circled.
3. Now look at the objectives that you did not circle and choose one. Keeping the goal for this objective in mind, what are some action steps you can pursue to meet this objective?

4. Creating action steps is an effective way to help to make our parishes or church communities more vibrant. Complete the boxes below for each action step needed to achieve the objective. One objective could have many action steps. You will need to make multiple copies of this page.

Writing an Action Step

Priority _____ **Goal #** _____ **Objective #** _____

<i>Write the action step (a statement of what will be accomplished):</i>	
<i>By what date?(timeline)</i>	
<i>Who will you need to consult / involve?</i>	
<i>What are the materials/ resources/supplies that you will need?</i>	
<i>What will be the cost?</i>	

Priority _____ **Goal #** _____ **Objective #** _____

<i>Write the action step (a statement of what will be accomplished):</i>	
<i>By what date?(timeline)</i>	
<i>Who will you need to consult / involve?</i>	
<i>What are the materials/ resources/supplies that you will need?</i>	
<i>What will be the cost?</i>	

Formulario para el paso 4:

Evaluación

General

Parish Objectives Evaluation Sheet

Pastoral Priority _____ Goal # _____ Objective # _____

- A. Describe the action plan for this objective (what did we do?).
- B. How well did we accomplish the action steps for this objective?
What could we do differently next time?
- C. Did our action plan and timeline work effectively? _____
Did we meet our time table along the way? What should be modified?
- D. Did we involve enough people in meeting this objective? _____ Were their jobs clear? _____
Were they properly trained? _____ Did they work together effectively? _____
How could their performance be improved or strengthened?
- E. Did we have adequate resources and funds?
- F. How did we let people know about our action plan?
What could we do differently next time?
- G. In what ways did our action steps or action plan help achieve the goal and objective for this
Priority?
- H. What evidence is there that we are a more vibrant parish or church community as a result of
doing the action steps or action plan?