

# Suggested Planning Process Implementation Schedule – St. Vincent de Paul Parish

January 2013 through May 2014

## PHASES

## BASIC STEPS

### I. Preparation - Planning to Plan

Jan. through April 2013

1. Hold preliminary discussion with staff and parish council re: purpose and expectations of this process
2. Form the Parish Pastoral Council as the planning team subcommittee(s) as needed to oversee the process and provide needed support work.
3. Finalize steps and schedule.

### II. Listening Phase

May – mid-June 2013

### Appreciative Inquiry Interviews

1. Town Hall meeting with AI interviews with PC and active parishioners at which we will recruit AI interviewers, determine method for identifying interviewees, set date for training, and time frame for interviews, and share what we heard.

Early June 2013

2. Develop parish AI questions

Late June 2013

3. Training for AI interviewers
4. Form subcommittee to oversee use of *surveymonkey* to compile info from interviews.

Summer 2013

5. One –on-one interviews with identified groups of parishioners.

Sept. – Oct.. 2013

6. Subcommittee to summarize results from *surveymonkey* entries and present to PC.

### III. Special Studies of Major Issues about Trends in the Parish and surrounding Community

By Sept. 2013

Utilizing the existing commissions and pastoral staff, complete the following data assessments: (See individual forms.)  
Parish / Area Demographics  
Parish Ministries  
Finances and Facilities  
Staffing

Sept. – Dec. 2013

Analyze all data, including the *Spiritual Needs Survey*, to name the present reality of the parish and implications for the future if present trends continue.

**IV. A. Review Parish Mission, and Vision Statement.**

1. Review existing Mission and Vision statement. Develop draft revised statement as needed.

**B. Create Values Statement**

2. Create draft Values statement.

Oct. – Dec. 2013

3. Present to PC for further discussion.

4. Revise/finalize all draft statements.

5. Present to parishioners.

**V. Develop Statement of Goals**

Utilizing all the acquired information and data, create **3 or 4 goals** to guide the planning process for the next **3-5 years**

Jan. – mid Feb. 2014

Present to parishioners.

**VI. Develop Strategy/Action Plan**

1. Brainstorm strategies and choose the best strategies/action steps for achieving goals

March – May 2014

a.) Assess needs for changing how we are organized (structures, procedures, resources, budget) to realize our goals.

b.) Involve parish leaders, groups, parishioners in developing strategy/annual action plans.  
- Decide “who does what when” in the coming year(s).

2. Consult with others as appropriate.

3. Finalize Action Plan.

4. Present to parishioners. Proclaim and celebrate plan completion

**VII. Ongoing Implementation Evaluation/Updating**

1. Utilize Action Plan in regular meetings.

2. Review progress every six months.

3. Update strategies, action plan annually.