

# **SAMPLE SCHEDULE FOR A COMPREHENSIVE PLANNING PROCESS**

## **PURPOSE:**

To work together as a parish community to:

- Take a careful look at our present situation of parish and community life
- Assess the implications of present realities and trends for the future.
- Develop a vision and pastoral plan that will enable us to be the Church which God calls us to be and wisely use the gifts and resources we have been given.

## **PHASES**

## **BASIC STEPS**

### **1. Preparation - Planning to Plan**

(Months 1-2)

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

### **2. Listening Phase**

(Months 3-5)

- A. Select option:
  1. Appreciative Inquiry Interviews
    - Phase I with leaders to develop topics
    - Phase 2 with parishioners
    - Discern and share what we heard
  2. Group process - set of open meetings to discuss:
    - history of the parish
    - people's experiences, concerns, hopes
  3. Survey of people
  4. Focus groups (reflect diversity of parish)
  5. Some combination of options...
- B. Summarize results (subcommittee)
- C. Interpret what people said

**(Over)**

**3. Special Studies of Major Issues about Trends in the Parish and Surrounding Community**

(Months 3-5)

Mini-studies of key information and data to name the present reality of the parish and implications for the future if present trends continue

- A. Qualities for a Vital Parish Community
  - Insights from Pastoral Letter
- B. Parish / Area Demographics
- C. Parish Ministries – types, people served, when
- D. Facilities – capacity, conditions, needs
- E. Finances – income/expenses trends, projections
- F. Staffing – present situation, future needs

Establish subcommittees as needed.

**4. Discern Parish Mission, Values, Vision and Goals Statement**

(Months 6-8)

- A. Develop draft statement (retreat)
- B. Consult with parishioners.
- C. Revise/finalize draft.
- D. Proclaim/celebrate statement.

**5. Develop Strategy/Action Plan**

(Months 9-10)

- A. Brainstorm strategies and choose the best strategies/action steps for achieving goals
  - 1. Assess needs for changing how we are organized (structures, procedures, resources, budget) to realize our goals.
  - 2. Involve parish leaders, groups, parishioners in developing strategy/annual action plans.
    - Decide “who does what when” in the coming year(s).
- B. Consult with others as appropriate.
- C. Finalize Action Plan.

**6. Ongoing Implementation Evaluation/Updating**

- A. Utilize Action Plan in regular meetings
- B. Review progress every six months.
- C. Update strategies, action plan annually

