

# **St. Raphael the Archangel Catholic Church**

Parish Plan

2010-2011

**July 1, 2010**

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## **Preface**

The plans submitted intend to accord wholeheartedly with the diocesan vision of Bishop Michael Burbidge. Further, they are submitted contingent on the availability of parish resources – fiscal, spatial and personnel.

## **Parish Mission Statement**

Saint Raphael the Archangel Parish is a diverse community of Catholic believers, called by baptism to share in the Christian Mission of evangelization, worship, and service. As stewards of this community, we commit our time, talent, and treasure to building the Body of Christ together.

**Ministry – Administration**

Submitted by: Mickey McGoldrick

**GOAL #1**

Update policy and procedures for facilities use, scheduling and fee structures to be in compliance with Diocesan standards and to reflect the growing campus.

**OBJECTIVES**

- Develop a new rolling calendar for booking parish space for liturgical and sacramental events, meetings and private parties.
- Educate the community by posting policies and procedures on the web site and in the bulletin.
- Define facilities use fee structure for the Parish Activity Center and review costs associated with current meeting room usage to ensure recovery of operational costs.
- Develop a planning structure that includes collaboration between the parish facilities scheduler, the school Athletic Director and administration to ensure proportionate use of Ignatius Hall.

**GOAL # 2**

Implement an inventory Control System to identify and manage the use of and plan for the replacement of office supplies, equipment and fixtures.

**OBJECTIVES**

- Inventory furniture, equipment and supplies.
- Design a procedure for tracking usage and reordering of supplies.
- Check existing fixtures and review warranties and maintenance agreements.

**GOAL #3**

Develop a campus security plan and educate the staff.

**OBJECTIVES**

- Collaborate with the Diocese, other parishes and Public Safety professionals to develop a comprehensive security plan.
- Publish one comprehensive Campus Manual outlining safety procedures to be followed by the Parish, SRCS and the ECC.
- Develop and perform safety drills on a routine basis.
- Host a campus-wide annual meeting to cover the procedures and get to know members of the staffs and faculties of St. Raphael's.

**GOAL #4**

Work with the Pastoral Council on long term planning for the parish.

**OBJECTIVES**

- Assist with analyzing the results of the parish survey.

- Assist with communicating the results of the survey to the parish community.
- Develop a plan to implement changes that are suggested as a result of the parish survey analysis in collaboration with parish ministry leaders and staff.

**GOAL #5 - Technology**

Submitted by: Mereth Hoffman

Upgrade server environment from Windows Server 2003 to Windows Server 2008 and install consistent operating systems on individual work stations.

**OBJECTIVES**

- Upgrade aging server hardware in order to power new server operating system software.
- Upgrade server software to better support current workstation operating systems, compatibility issues with anti-virus upgrades and to maintain overall stability.
- Upgrade current operating systems on individual work stations to the most recent available Microsoft Office software to reduce compatibility issues between the different versions of Operating systems.

**Ministry – Environment Committee Art & Liturgical**

Submitted by: Patricia Parrish

*Mission:* The mission of the Art & Liturgical Environment Committee (ALEC) is the designing and implementing of liturgical themes for the Sanctuary, Atrium, and Mary Chapel areas for the liturgical "seasons" of the year: Advent, Ordinary Time, Christmas, Lent, the Triduum, Easter, and Pentecost. We work in collaboration with the Decoration Committee. This includes identifying religious icons and ancillary symbols to display around a parish that is named after an Archangel, under the auspices of the Society of Jesus (Jesuits), and gifted with diverse ethnicities.

**GOAL # 1**

Recommend and provide enhancements to the liturgical environment of our Sanctuary so as to reflect and enhance Jesuit and Ignatian principles.

**OBJECTIVES**

- Identify stained glass, mosaic, tapestry, and painted art (especially through the use of local artists) to provide a warm, spiritual environment. Develop an artistic master plan for the Sanctuary.
- Research possible art for the wall behind the altar.
- Coordinate the existing stained glass Sanctuary windows with any new stained glass art.
- Study ways to highlight the Stations of the Cross.
- Develop a Sanctuary layout and for our Tabernacle

GOAL # 2

Recommend and provide enhancements to the liturgical environment of our Baptistry incorporating themes of the Holy Spirit and the sacrament.

OBJECTIVES

- Research stained glass art for the window at the Baptistry to highlight the Holy Spirit and the Sacrament of Baptism
- Study the water temperature of the main Baptismal font
- Review the wall arrangement of the Holy Oils of Baptism.

GOAL #3

Recommend and provide enhancements to the liturgical environment of Our Lady Queen of the Americas Chapel.

OBJECTIVES

- Discuss how to improve the spiritual atmosphere of the Confessionals
- Identify Marion themes for the four main window areas of the Our Lady Queen of the Americas Chapel and for the other windows.

GOAL #4

Recommend and provide enhancements to the environment of our atrium, plaza, grounds, and pastoral center so as to reflect and enhance Jesuit and Ignatian principles.

OBJECTIVES

- Invigorate existing campus signs and add additional signs to identify the new Parish Activity buildings; Ignatius Hall and Raphael Hall.
- Produce campus maps and additional means of room and building identification
- Develop the Friends of Ignatius to promote the St Ignatius statue
- Study placement of IHS and AMDG symbols
- Enhance the Catholic character of our meetings rooms, Ignatius Hall and Raphael Hall with art such as crucifixes, saint images and other means

GOAL # 5

Show appreciation of our congregation's cultural diversity, increase members ability to work cooperatively, and promote a sense of belonging and a positive place for spiritual growth.

OBJECTIVES

- Encourage and invite members of the congregation to participate with the church decorations regardless of age, sex and race via e-mail or personal phone calls made by the committee chairperson.
- Allow people of different cultures/ethnic backgrounds to share/give input about their own practices and traditions that can be incorporated in our church's decorations.

- Thank volunteers for their time and talent via e-mail or phone call from the committee chairperson and also via our church bulletin.

### **Ministry – Baptism Ministry**

Submitted by: Deacon Bob Madey

*Mission:* Prepare families, assist in scheduling and perform infant baptisms in our parish, according to Cannon Law and Diocesan rules.

#### **GOAL # 1**

Institute the Sacrament of Baptism at during Sunday liturgies this fiscal year.

#### **OBJECTIVES**

- Schedule baptisms at Sunday masses beginning in the 2nd quarter of fiscal year 2010-2011.

#### **GOAL #2**

Keep consistent the record keeping of all baptisms.

#### **OBJECTIVES**

- Do a monthly review of baptism records.

### **Ministry – Bereavement**

Submitted by: Mickey McGoldrick

*Mission:* Accompany the bereaved in their loss of their beloved with compassion and provide Funeral Masses, Memorial Masses, Vigil Services, internments and inurnments in accord with the norms of the Catholic Church.

#### **GOAL # 1**

Establish a Funeral Support ministry under the coordination of the Bereavement Ministry.

#### **OBJECTIVES**

- Recruit, educate and mentor a volunteer group to assist the bereaved with planning and carrying out funeral liturgies.
- Establish procedures and vision of the Hospitality Ministry.
- Develop informational program for the columbarium to include education on the Church's teachings regarding cremation.

#### **GOAL # 2**

Establish a Bereavement support group.

#### **OBJECTIVES**

- Recruit a volunteer group. Include the clergy to facilitate the support through healing prayers and reflections that will walk with the grieving parishioners and families through the difficulty of spirit farewell. To confirm with a sponsor who is willing to train for the Bereavement Support Group.

**GOAL # 3**

Establish end of life planning and support seminars.

**OBJECTIVES**

- Recruit Funeral Homes and Legal Professionals with expertise in the field like Estate, End of Life and Funeral Planning in general to conduct instructional and education seminars for our parishioners.
- Enlist the help of members of the Columbarium committee and recruit volunteers to coordinate and set up meetings.

**GOAL # 4**

Focus on the long term plan of the columbarium.

**OBJECTIVES**

- Develop a subcommittee of the columbarium committee to research and plan the next phase of expansion on the columbarium.
- Analyze the costs associated with expansion and develop a finance plan to allow for growth as well as perpetual care requirements.
- Develop an informational campaign to inform the parishioners of the option of inurnment and churches position on cremation. Solicit sales of niches through education and end of life planning.
- Develop a beautification team of volunteers to maintain the appearance and upkeep of the landscaping and memorials placed at the columbarium.

**Ministry – Business Office**

Submitted by: Sherry Hiltbrunner

**GOAL # 1**

Expand giving options by establishing online giving for offertory and auto-draft/online giving for Priest Retirement & Welfare and Debt Reduction (only).

**OBJECTIVES**

- Provide options for online and credit card giving for offertory donations.
- Provide auto-draft option for Priest Welfare & Retirement and Debt Reduction giving.

**GOAL # 2**

Eliminate the PAC and Columbarium separate checking account and combine into one checking account with Operating.

**OBJECTIVES**

- Utilize Fund Codes in ACS to identify account for different funds on campus instead of using separate checking accounts.
- Reduce over cost of banking products and services and reduce time spent on balancing separate checking accounts.

**GOAL # 3**

Support the finance sub-committee with offertory giving drive.

**OBJECTIVES**

- Implement processes and generate reports for offertory growth campaign.
- Provide ideas for offertory growth.

**GOAL # 4**

Restructure Parish Chart of Accounts to match Diocese of Raleigh format (done in June for July use).

**OBJECTIVES**

- Reclassify existing transactions, re-name existing account and create new accounts to comply with Diocesan Chart of Accounts.
- Establish more efficient use of sub-accounts for easier reporting.

**Ministry – Communication Committee**

Submitted by: P Parrish

*Mission:* The mission of the St. Raphael Communication Committee is to advise and recommend methods for the facilitation and enhancement of communication between the parish administration, the grade school, and the pre-school as well as between the parish and the wider community.

**GOAL # 1**

Unify the public face of the parish, school, and pre-school.

**OBJECTIVES**

- Propose standards for fonts and colors used in all communications, such as letterhead, envelopes, forms, Wednesday mailers, bulletins, fliers, and website headings.
- Propose logos to represent the St. Raphael community.
- Propose tag lines to associate with the St. Raphael community.

**GOAL # 2**

Integrate the parish, ECC, and school websites and incorporate a Spanish presence on each website.

**OBJECTIVES**

- Establish required elements for the 3 websites.

- Research software changes to allow individual organizations to maintain their pages.
- Transfer data from existing websites to new system.
- Enlist the assistance of translators to include information in Spanish on all sites.

**GOAL #3**

Maintain security of website data.

**OBJECTIVES**

- Gain knowledge of locations of all data files.
- Research web hosting companies for security and cost.
- Institute backup of web files with existing St. Raphael computer system.

**Ministry – Faith Formation**

Submitted by: Jeanne Lewin

**GOAL #1**

Develop a High School Youth program focused on Post-Confirmation integrating the English and Spanish youth.

**OBJECTIVES**

- Plan and implement programs designed in collaboration with the Hispanic youth ministry coordinator, the parish youth ministry coordinator and the Faith Formation director.
- Develop a plan for youth catechesis and evangelization that utilizes a creative variety of formats, settings, and timeframes.
- Develop a calendar of weekly and bi-weekly sessions, monthly activities, service and social opportunities and catechesis.
- Utilize ACS in identifying prospective students and invite them to participate.

**GOAL # 2**

Improve opportunities for adult and parent participation in Faith Formation program.

**OBJECTIVES**

- Develop a parent/adult program that parallels the curriculum being studied by Faith Formation students.
- Work with clergy to incorporate Jesuit Speaker series into the Faith Formation schedule to include workshops for parents of Faith Formation Students and adults of the parish.
- Work with existing Bible Study programs to develop faith sharing opportunities for parents of Faith Formation students during class times.
- Offer Theology of the Body discussion series.
- Invite speakers to discuss faith based parenting strategies.

**Ministry – Finance Council**

Submitted by: Dan Gerloch

*Mission:* To provide sound financial advice to the Parish and its leadership.

**GOAL # 1**

Develop and Approve a Parish Budget in accordance with our mission statement.

**OBJECTIVES**

- Work with the parish business office, the school principal and the ECC director to develop a balanced budget that encompasses the needs of our entire parish and our parish ministries.
- Find opportunities to communicate our budget and financial needs to our parishioners as transparently as possible.
- Monitor parish expenses and suggest changes if necessary to meet our budget.

**GOAL # 2**

Promote Stewardship of Treasure throughout the parish.

**OBJECTIVES**

- Monitor the parish offertory as it relates to budget.
- Develop strategies to increase offertory.
- Work with the Stewardship Committee to improve our parishioner's perception of our treasure needs.

**GOAL # 3**

Provide Help in the Development of a Long Range Parish Plan.

**OBJECTIVES**

- Become a financial resource to our Parish Ministries and Committees to help them develop their budget needs.

**GOAL # 4**

Monitor Financial Procedures.

**OBJECTIVES**

- Make sure that the parish adheres to all of the diocesan guidelines concerning the protection of our cash and other financial assets. This pertains to all ministries of the parish and related groups subject to diocesan norms.

**Ministry – Health Care Ministry**

Submitted by: Gerry Madey

Mission: Serve the parish community by providing the opportunity to receive the Body of Christ and the sacrament of The Anointing Of The Sick.

**GOAL # 1**

Educate parish community regarding health care Ministry and the Sacrament of The Anointing Of The Sick.

**OBJECTIVES**

- Raise awareness of this ministry through quarterly bulletin inserts.
- Celebrate Special Masses for the Anointing of the sick throughout the year.

**Ministry – Hispanic Ministry**

Submitted by: Deacon Hector Velazco

Mission: to serve, integrate, promote and strengthen the faith, hope and charity through religious, social, cultural, educational and community aspects of the parish.

**GOAL # 1**

Work with the Comité de Líderes Hispano to enhance the structure of the four dimensions of Hispanic Ministry: liturgy, formation, spirituality and community.

**OBJECTIVES**

- Provide opportunities for reflection and formation by offering resources to enhance the mission of each dimension via monthly leadership meetings, structured retreats and collaborating with clergy.
- Develop a model based on a set of bylaws in which coordinators of each dimension will serve terms and follow a rotation of leadership thus offering committee members the opportunity to develop their stewardship through leadership.
- Enhance communication between the Hispanic ministries and the broader parish by including members of the Staff, Pastoral Council, and parish committees in the monthly meetings as needed.

**GOAL #2**

Raise awareness in the Hispanic community of the need for offertory giving to help with the financial needs of the parish.

**OBJECTIVES**

- Work with the Pastor and the Parish Finance Council on an offertory campaign to increase giving at Masses.
- Develop a fund raising goal, plan and budget and enlist the stewardship of members of the community to raise funds for parish financial support.

**GOAL #3**

Recruit and train new members of our liturgical ministries, especially of the Choir and Ushers and assistants for the Ministry of Lectors, Altar Servers and Extraordinary Minister of the Holy Communion.

OBJECTIVES

- Promote all ministries at Masses through announcements, with attention given to the Choir and Ushers.
- Have members invite friends to participate in each of the ministries.
- Create training manual for each ministry and keep updated the liturgical norms.

GOAL #4

Incorporate an element of evangelization into the sacramental preparation programs and develop new opportunities for catechesis.

OBJECTIVES

- Invite the believing Hispanic community to participate in programs available for the preparation of the Sacraments of initiation.
- Through pre-baptismal classes, raise awareness about the responsibility of this sacrament.
- Invite families of the newly baptized to continue the journey through the parish Faith Formation and Family Catechesis program.
- Create the ministry of Married Couples that will offer support programs for married couples and promote the values of marriage and the family.
- Create a group of young adults between 18 to 27 years of age that will provide opportunities and space where young adults can share with others and learn more about the Catholic faith through various activities with people of like age.
- Offer spiritual retreats, concentrating on Ignatian Spirituality, to the Hispanic community.
- Develop a Hispanic Prison Ministry program modeled after the Anglo Prison Ministry program.
- Create the ministry of Cursillo for the Hispanic community under the direction of the diocese.

GOAL #5

Develop a training guide and a manual that outlines the Quinceañeras and Presentations ceremonies.

OBJECTIVES

- Create a team of volunteers to evaluate and document the procedures of these ceremonies.
- Use as a tool for celebrants to follow.

GOAL #6

Educate the community about the challenges of immigration reform, public safety and state and local laws.

**OBJECTIVES**

- Host an annual Public Safety and Public Service Fair.
- Present bi-annual immigration seminars: one in Spanish and the other bilingual for all the parish community.

**Ministry – Knights of Columbus**

Submitted by: Tom Smith

*Mission:* As the largest men's Catholic lay service organization with over 1.8 million members in over 13,500 councils, the Knights of Columbus are here to give support to church, youth, family, community, council, and membership using resources of time, talent, and treasure. The Knights of Columbus have members in the United States, Canada, the Philippines, Mexico, Poland, the Dominican Republic, Puerto Rico, Panama, the Bahamas, the Virgin Islands, Cuba, Guatemala, Guam and Spain. Membership in the Knights is open to all Catholic men 18 years and older.

**GOAL # 1**

Church - Support the church by using time, talent and treasure

**OBJECTIVES**

- Encourage council members to continue to serve us ushers, lecturers, and Eucharistic Ministers.
- Provide volunteers to help with maintenance to save parish extra cost.
- Provide 4<sup>th</sup> Degree Honor Guard at special masses at request of Pastor.
- Provide financial support to seminarians studying for the priesthood thru our RSVP program.
- Host rosary on 2<sup>nd</sup> Tuesday of each month. It is open to anyone in the parish.
- Provide volunteers for special events like outdoor Stations of the Cross on Good Friday with Bishop.

**GOAL # 2**

Youth - Support the parish youth with events and opportunities to promote leadership.

**OBJECTIVES**

- Continue to provide financial support for mission trip.
- Have youth help at our monthly pancake breakfast in order to get service hours for their confirmation.
- Provide scholarship, if financially able, each year to St. Raphael School.
- Conduct Easter Egg Hunt for ECC aged children of the parish during Easter season.
- Promote leadership in youth through the formation of a Squires Circle for boys from 10 – 17.

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- Promote leadership for the young ladies of the parish with the formation of the Squires Rose for girls from 10-18.
- Promote youth events, like free throw contest, essay contest, poster contest.

## GOAL # 3

Family - Provide avenues for the families of the parish and K of C Council to spend quality time together.

### OBJECTIVES

- Host pot luck dinners that will be open to parish families.
- Promote Knights families through the Family of the Month Award program.
- Provide services as pall bearers for a deceased family member at request of family.

## GOAL # 4

Community - Provide service and outreach to the parish community as well as public

### OBJECTIVES

- Provide services to the elderly at Capital Towers the 1<sup>st</sup> Saturday of each month.
- Host Lenten Dinners on Fridays during Lent.
- Provide volunteers for Special Olympic Games each year.
- Continue with Adopt-A-Highway program on quarterly basic.
- Host American Food Booth at St. Raphael Fair each September.
- Host Oktoberfest.
- Hand out Tootsie Rolls and receive donations through Operation Lamb Program for people with intellectual disabilities.
- Help purchase ultra sound machine for one of the organization in the Raleigh Diocese who help women with pregnancy.

## GOAL # 5

Council - Promote brotherhood of council members.

### OBJECTIVES

- Conduct business meeting 2<sup>nd</sup> Tuesday of each month.
- Host council picnic for council members and their families.
- Provide teams for Knights of Columbus Bowling League.
- Participate in State Golf Tournament each year.
- Support council members through Knight of the Month program.

## GOAL # 6

Membership - Grow the council membership.

OBJECTIVES

- Conduct membership drives at least 4 times a year.
- Invite interested candidates to attend a meeting before joining.
- Post announcements in church bulletin to promote membership.
- Host 1<sup>st</sup> degrees at council level to bring in new members.
- Participate in 2<sup>nd</sup> degrees to advance candidates toward full knighthood in order.

**Ministry – Liturgy Committee**

Submitted by: Various Ministry Leaders

**Ministry – Alter Servers**

Submitted by: Sherry Hiltbrunner

GOAL # 1

Recruit and Mentor Altar Server Minister replacement.

OBJECTIVES

- Seek out an active member of St. Raphael willing to take over the lead as Altar Server Minister (with Pastor's approval).
- Provide document library and transitional support.

**Ministry – Extraordinary Ministers  
of Holy Communion**

Submitted by: Jay Comi

GOAL # 1

Increase the number of ministers available for each Mass.

OBJECTIVES

- Recruit new ministers by placing announcements in the bulletin and making announcements at the conclusion of Masses.
- Host training sessions to train new ministers.

**Ministry – Greeters/Hospitality**

Submitted by: Maria Romp

*Mission:* Our mission statement is to (1) serve, and (2) enrich the lives of each person entering the doors of St. Raphael the Archangel Church by welcoming and supporting them in a friendly, warm loving, nurturing and spiritual manner and to foster and promote warm reception of diversity in our parish.

GOAL # 1

Take a more active role in our parish both in Liturgical and Non Liturgical events and or as requested by the Pastor within this coming year.

OBJECTIVES

- Taking lead on some activities of the parish such as: School Open House, Welcoming Reception for New Comers, Catholic Convocation and many others that will expand the role and participation of the Greeter's.

**Ministry – Readers**

Submitted by: Cathy Foley

GOAL # 1

Provide spiritual formation and faith formation opportunities to members of the ministry.

OBJECTIVES

- Schedule retreats and formation opportunities with clergy throughout the year.
- Host regular spiritual formation events (mornings of reflection).
- Collaborate with clergy and other Liturgical Ministries to incorporate prayer and reflection at meetings.

**Ministry – Reconciliation Ministry**

Submitted by: Maria Romp

GOAL # 1

Maintain and preserve a peaceful, orderly and prayerful atmosphere in the Mary Chapel at all times during Saturday's normal reconciliation hours 3:30 P.M. to 4:45 P.M.

OBJECTIVES

- Follow the rules and guidelines clearly defined and established by the ministry with the approval of the Pastor.
- Provide continuous training for ministers

GOAL # 2

Maintain a diverse group of volunteers to serve as ministers in this ministry.

OBJECTIVES

- Take part in the yearly "Stewardship Showcase" to explain the ministry and recruit members.

GOAL #3

Expand our role as Ministers of Reconciliation to include our annual communal penance service.

OBJECTIVES

- Work closely with the parish coordinator for this annual communal penance service to learn and expand the role of the ministry of reconciliation.

**Ministry – Sacristans**

Submitted by: Sara Edwards

GOAL # 1

Continue to provide educational information on role of sacristans (current and new) to enhance understanding of their ministry and importance to the liturgies.

OBJECTIVES

- Purchase small supply of Guide for Sacristans book (part of The Liturgical Ministry Series by Liturgical Training Publications) for all current sacristans. Book will also be provided to any new sacristans that join the ministry.

GOAL # 2

Create and implement a maintenance and housekeeping schedule to ensure a properly stocked and organized sacristy.

OBJECTIVES

- Complete written inventory of sacristy and determine needed supplies (liturgical and administrative)
- Perform quarterly check of items in sacristy and replace any missing items

**Ministry – Marriage Preparation,  
Celebration and Enrichment**

Submitted by: Fr. Bob Wiesenbaugh

*Mission:* Provide preparation for, liturgically celebrate, and support the married to live the God-given grace of their lives.

GOAL #1

In accord with diocesan and more universal Church norms, continue to develop the effectiveness of our marriage preparation programs for both English and Spanish-speaking couples as well as the quality of the liturgical celebration of their marriages.

OBJECTIVES

- A pamphlet, both in English and Spanish, providing an introduction to the preparation process for and liturgical celebration of marriage at St. Raphael's.
- Appraise the possibility of initiating a couple-to-couple, marriage preparation program both for English and Spanish-speaking couples.
- Promote couples' participation in Engaged Encounter weekends, the "most highly recommended" marriage preparation program of our diocese.

GOAL # 2

Provide services for both marriage enrichment and for marriages with significant marital difficulties.

OBJECTIVES

- Continue advertising "The Third Option", our diocesan program in English for marriages with significant marital difficulties. Also, to appraise the possibility of offering at St. Raphael's "The Third Option" to Spanish couples.
- Initiate marriage enrichment workshops at St. Raphael's.

- Promote Marriage Encounter weekends beyond the level of parish bulletin announcements.
- Initiate a Natural Family Planning program for Spanish-speaking couples at St. Raphael's.

**Ministry – Music – English and Hispanic** Submitted by: Tom Dwight & Rafael Guarnizo

Mission: Provide a standard of liturgical musical excellence that serves God, the Parish and the community. Foster the full, conscious and active participation in the assembly through music.

GOAL # 1

Provide more participation of parishioners in the singing at liturgies.

OBJECTIVES

- Prepare assembly to sing new music by periodically rehearsing prior to Mass, especially when using new acclamations.
- Continue to use music that is a mix of older (standard) hymns and newer, less used hymns.
- Visit the Faith Formation Program to teach and encourage children to sing some of the songs during Mass.
- Occasionally invite parishioners to join the choir during Mass.

GOAL # 2

Promote continuing development for the members of the Music Ministry and the Parish Community.

OBJECTIVES

- Identify continuing education opportunities for directors.
- Provide ear and vocal training for cantors that will allow them to excel in their role as cantor/song leader. Encourage participation in outside cantor workshops.
- Offer classes that will develop and strengthen musical knowledge.
- Invite performers who offer workshops and training to share topics that relate directly with our ministry. Contact other parishes who may be interested in taking advantage of these opportunities and are willing to share the costs.
- Help to provide opportunities for the youth of our parish to learn a musical instrument.

GOAL # 3

Provide music that will effectively lead the assembly in praise and worship.

OBJECTIVES

- Expand musical repertoire to reflect Parish needs and demographic composition (i.e. use of contemporary hymns with the youth choir, incorporating a variety of Latin American music and rhythms, when appropriate, at Hispanic liturgies).
- Continue to utilize the talents of parishioners who play musical instruments.
- Explore new ways to develop a Children's Choir both for the Anglo and Hispanic Communities.
- Expand the size of the choirs and instrumentalists through personal invitations and announcements at Mass.
- Incorporate members of the Charismatic Music Ministry in order to better understand the flow and protocol of our liturgies.
- Research the cost of purchasing a new organ for the church. Explore ways to raise the money needed.

GOAL # 4

Provide music for special celebrations and community activities.

OBJECTIVES

- Provide excellent musical leadership for Funerals.
- Establish a minimum of two opportunities each year for the Hispanic and English choirs to work together.
- Promote choir participation in community service and outside concerts.
- Continue to utilize the bell choir when liturgically appropriate.
- Continue to occasionally provide a choir-sponsored reception following Mass to help promote community and fellowship at St. Raphael.

GOAL # 5

Enhance and organize the Music Library.

OBJECTIVES

- Keep choir room neat and organized.
- Expand musical repertoire to reflect Parish needs as well as the choir's musical ability.
- Maintain and enhance our new hymnals, as needed.
- Create more storage for music and instruments.

GOAL # 6

Enhance the Liturgical Music Committee.

OBJECTIVES

- Expand the Music Committee to include people who represent all walks of parish life.
- Give greater responsibility to the committee to assist in carrying out the above Goals & Objectives.

GOAL # 7

Create English & Spanish Bulletins

OBJECTIVES

- Organize and execute the Parish Bulletin in English and Spanish.

**Ministry – Pastoral Council** Submitted by: Mike Motsinger

*Mission:* A leadership body whose primary responsibility is to advise the Pastor. The Pastoral Council will ascertain the needs of the parish, gauge parishioner concerns and preferences, and stay informed on significant changes within the parish. Doing so enables the Council to assist the Pastor in discernment, expression and fulfillment of the parish's overall mission of vision and planning.

GOAL # 1

Develop initiatives for long-term parish planning and parish management to keep parish vibrant and evolving to continue to service our parishioners.

OBJECTIVES

- Utilize results of recently completed Parishioner Survey to develop action plans to meet the new and continuing needs of the parish. Complete survey analysis and summarize results by the end of summer.
- Work with appropriate groups and organizations to establish action plans to carry out the vision developed through the survey analysis. Plans to be developed by the end of the calendar year. Communicate to the parishioners the results of the Parishioner Survey and the developmental plans that resulted from the process. This should be an ongoing process.
- Solidify the organization of the Long Term Planning subcommittee to establish an ongoing review and analysis of parish needs, developing tools to monitor, update and adjust the long term plan as circumstances require.
- With the Pastor and other groups and organizations, establish a 3-5 year vision for the administration of the parish mission and goals.

GOAL # 2

Strengthen the development, implementation and timely reporting of the Parish Annual Plan.

OBJECTIVES

- Support the Ministry leaders to develop and implement their annual plans in an effective and sustainable manner. Assign a Pastoral Council member to meet with and support each of the major groups and encourage them to follow the established planning process.

- Develop a Quarterly reporting process to monitor effectiveness and progress of the ministry plans. Report progress to the Pastoral Council on a quarterly basis.

### GOAL # 3

Conduct Pastoral Council Elections by effectively, identifying and recruiting quality candidates who represent all constituencies of the parish family and who can effectively and faithfully carry out the duties of the elected position.

#### OBJECTIVES

- Broadly utilize multiple media such as St. Raphael School and ECC newsletters and mailers, parish website, bulletins and Mass announcements to recruit candidates to run for Pastoral Council. Current Council members to extend personal invitation and encouragement to potential candidates. Slate of potential candidates to be compiled by end of July.
- Compile biographical data and communicate slate of candidates to parishioners with sufficient notice (minimum 2 weeks) to contemplate selection process. Conduct elections with integrity and efficiency. Report results promptly and communicate to the parish. Results to be published in the bulletin by October 2, 2010.
- Evaluate the election process and make recommendations for improvement.

### GOAL # 4

Foster greater community through the awareness and celebration of our cultural diversity.

#### OBJECTIVES

- Encourage the greater use of bi-lingual masses and other celebrations, where possible.
- Encourage and coordinate at least four occasions where cultural awareness/spotlights will be incorporated within weekend masses.
- Collaborating with other individuals and ministries, plan and orchestrate activities for events throughout the year. These events include but are not limited to: Interfaith Prayer Service, All Saints/All Souls display, Our Lady of Guadalupe display, Heritage Festival, Mary images display.
- Work with other ministries to give special consideration to the sensitivities of cultural and language differences in their planning and execution of programs and activities.

### **Ministry – RCIA**

Submitted by: Deacon Jorge and Esther Rodriguez

Mission: We are a team of catechists who represent the parish community and we work to invite and receive new members for initiation into the Catholic Church and in doing so we strengthen the church by passing on our Catholic Church tradition through the implementation of the Rite of Christian Initiation of Adults. With the community of the faithful of our parish and

their full participation in the sacraments we strive to initiate these new members through catechetical methodology, spiritual formation and liturgical celebrations.

**GOAL # 1**

Familiarize parishioners with the ministry of RCIA

**OBJECTIVES**

- Increase visibility by hosting Stations of the Cross
- Visiting one church ministry each quarter to inform them about the RCIA and sponsor opportunities

**GOAL # 2**

Get candidates involved in group activities to help them to apply what they are learning.

**OBJECTIVES**

- Plan team projects within the context of the class where the candidates are learning about the faith but also actively participating in their formation and making practical applications to their lives.
- Through some team work the group will proceed to make presentations to the whole class for the benefit of all.
- Projects cover the areas of conversion, formation, worship and stewardship.

**Ministry – St. Raphael Catholic School**

Submitted by: Barry Thomas

*Mission:* The mission of St. Raphael Catholic School is to provide a Catholic Christian education to the families of St. Raphael Parish and those of surrounding communities. All members of the school community will work together to create a safe, nurturing environment in which the uniqueness of each person is respected. We will strive for excellence in academics and in all other areas of human development. To assure that the schools program integrates culture with faith and faith with living, it is founded on Gospel teachings and values, Roman Catholic tradition, and the expectations of responsible citizenship in a democratic society.

**GOAL # 1**

Faith: To strengthen our unique identity as a Catholic kindergarten through eighth grade elementary school within the diocesan framework & influenced by the Jesuit, Ignatian tradition of the parish.

**OBJECTIVES**

- Provide faculty development opportunities focused on Ignatian spirituality each semester.
- Provided expanded Faith Development opportunities and expand Jesuit Identity for all students and staff during the school year.

- Continue the 8<sup>th</sup> Grade Leadership Legacy Retreat during first week of school.
- Create quarterly service opportunities for K-8 students.
- Adopt school-wide Community Service Project for the year.
- Continue and expand the Soup and Substance Program for middle school students.
- Continue weekly attendance at all-school liturgy and provide additional opportunities for student planning and participation in the Eucharistic liturgy.
- Create additional weekly opportunities for student led prayer across levels introducing various forms of Ignatian Prayer.
- Increase presence of the Parish Priests in the school.

#### GOAL # 2

Curriculum: Evaluate and enrich the curriculum to meet the varied learning needs of our students and promote a positive school culture.

#### OBJECTIVES

- Provide professional development opportunity for faculty on differentiated instruction during Faculty in-service.
- Promote professional development opportunities for faculty focused on classroom intervention strategies for alternative learners.
- Continue Anti-Bullying workshops and have teachers create classroom lessons that incorporate anti-bullying techniques.

#### GOAL # 3

Finance: Maintain fiscal responsibility in the administration of the financial resources of the school ministry.

#### OBJECTIVES

- Continue collaboration with the parish Finance Council through presentations and communication with the Finance Council Chairperson.
- Identify and develop additional external funding sources through grant writing and alumni development.
- Promote and support fundraising efforts for the school working alongside HSA and Athletic Booster Club.

#### GOAL # 4

Community: Maintain and strengthen relationships with the School Families, ECC and the Parish Community.

#### OBJECTIVES

- Communicate regularly with all Parish ministries regarding school activities through Wednesday mailer and submission of weekly information in Parish Bulletin.
- Promote Parish activities of interest in the school's Wednesday Mailer.
- Develop and implement annual stakeholder surveys
- Enhance communication with families through revised website.

- Create a part-time marketing/enrollment position to bolster community awareness, enhance communications and increase enrollment
- Promote the spirituality of stewardship (time, talent, treasure) to St. Raphael's church
- Promote St. Raphael's mission of diversity especially with regard to Hispanic and African-American matriculation.
- Continue to collaborate with the ECC on mutually beneficial projects and in regular exchange of information.

#### GOAL # 5

Safety: Expand and enhance comprehensive school safety plan coordinating with the Campus-Wide initiative.

#### OBJECTIVES

- Charge existing School Safety Committee with refining, updating Emergency Response Plan coordinating with Campus Plan.
- Review, revise and disseminate daily school safety procedures.
- Expand the School Safety Day to include: Lockdown, Fire, Tornado, Shelter in Place Drills and Internet Safety.

#### GOAL # 6

Enrollment: Increase SRCS school enrollment meeting or exceeding the 2010-2011 budgetary goal.

#### OBJECTIVES

- Expand the collaboration between SRCS and the ECC to promote the school with existing ECC families.
- Develop a strategic marketing plan that includes targeted advertising and increased community awareness of SRCS.
- Increase the awareness of financial aid for struggling families and develop and long-range plan to provide tuition reduction for multi-child families.
- Identify and expand SRCS presence at information evenings at local preschools and daycare centers to promote the school.
- Increase the visibility and opportunities to visit the school through additional open house opportunities.

#### GOAL # 7

Marketing: Develop a comprehensive, long-range strategic marketing strategy for SRCS

#### OBJECTIVES

- Create a part-time position of Marketing Director to oversee the strategic plan and identify new opportunities to Enroll, inform and retain new and existing families at SRCS.

- Work with stakeholders in the school, ECC, greater Parish and community to promote the education ministry at St. Raphael
- Develop additional communication vehicles for new and existing families to celebrate and promote the school's accomplishments.
- Work closely with the ECC to align the marketing vision and goals of the total education ministry.
- Develop and implement strategies to reach out to alumni.
- Review and refine current web site to more effectively communicate with new, existing and past families.

**Ministry – St. Raphael Early Childhood Center** Submitted by: Carrie Griffith

*Mission:* St. Raphael Early Childhood Center strives to provide a safe, nurturing learning environment promoting Catholic Christian values in which children are creatively encouraged to develop the competency, disposition and understanding that will prepare them for future learning and life experiences and where each individual and family is respected and valued for who they are and the unique contributions they offer to our ECC community.

**GOAL # 1**

Continue to devote energy to ECC's relationships with SRCS, parish and community

**OBJECTIVES**

- Continue to expand the ECC's web presence. Create staff pages that include teachers' photos, credentials, etc.
- Investigate sending notices of weekly memo's on-line publication to interested parents rather than providing a hard copy to each of them
- Encourage individual ECC teachers to develop activities/relationships with SRCS teachers
- Continue involvement with Parish Communication Committee
- With SRCS and parish, develop branded brochures
- Begin mailings to parish families using Church's database
- Maintain a continuous ECC presence in the parish bulletin

**GOAL # 2**

Prepare for 5 Year Compliance Visit

**OBJECTIVES**

- Use first portion of each staff meeting to assist teachers in completing evidence for compliance to Standard 9
- Ensure teachers' lesson plans include scope and sequence learning objectives
- Director completes evidence gathering for Standards 1-8

**GOAL # 3**

Begin to incorporate a preschool science curriculum that provides children with conceptually-connected discovery experiences and broadens background knowledge

OBJECTIVES

- Early in the year, teachers provide science activities that will assist children in using the scientific method (*i.e.*, observe→predict→check→record) on a regular basis
- Work with a core group of teachers to develop a science lesson resource box
- Provide teacher in-service focusing on incorporating the use of student journals in the classroom
- Purchase science materials, books, and living creatures; involve the teachers and children in their upkeep and care
- Continue making use of gardening opportunities by assigning areas for planting and upkeep

GOAL # 4

Develop Spanish lessons (music-based) for all age levels. Teachers reinforce new vocabulary in the classroom

OBJECTIVES

- Develop Spanish lessons (music-based) for all age levels.
- Teachers reinforce new vocabulary in the classroom

GOAL # 5

Complete Needed Facility Renovations

OBJECTIVES

- Change out cabinetry in two classrooms, adding additional small, low sinks for children's use
- Move staff lounge cabinetry to a third classroom in need of renovation
- Install new cabinetry in staff lounge that accommodates refrigerator and allows for a larger, more workable area for staff functions
- Install small science display cabinet in ECC office

**Ministry – Social Justice Ministry**

Submitted by: Beverly Simmons

Mission: Mission: We the social Justice Ministry set out on a journey of faith and commit ourselves to the promotion of peace through justice. Prayerfully, we strive to build a community of solidarity in seeking a more just social order.

GOAL # 1

Promote and strengthen active participation of parishioners in the Ministry vision, purpose and service

OBJECTIVES

- Continue to improve visibility in the parish through the use of Atrium bulletin board, Atrium Table and brochures.
- Improve utilization of designated space in parish bulletin to educate and inform parishioners of social justice issues and events.
- Encourage integration of peace and justice issues into liturgical celebrations.

GOAL # 2

Respond to those in need in the parish and community.

OBJECTIVES

- Coordinate with God & Neighbor as needed and seek opportunities to collaborate with other ministries in our church e.g. Youth Faith Formation, K of C, and Scouts.
- Interact and partner with other community agencies and organizations as indicated.
- Research and apply for grant funds offered through the Peace and Justice office of Catholic Charities.
- Develop a plan to create a parish Support Circle and Habitat for Humanity.

GOAL #3

Continue initiative to address and assist with the needs of the local immigrant community, foster understanding and build social consciousness within the parish. Create positive immigration reform.

OBJECTIVES

- Promote continued involvement with foreign born parishioners to address their issues of concern and need.
- Partner with agencies such as NC Justice Center, USCRI to assist immigrants in need of assistance with the immigration and assimilation process.
- Educate the Catholic community-especially St. Raphael's parish about Church teaching on migration and immigration based on principle articulated by the National Council of Catholic Bishops.

**Ministry – Stewardship Committee**

Submitted by: Susan Clark

Mission: Support the implementation of our parish's mission statement regarding being "stewards of this community" by promoting the spirituality of stewardship among parishioners.

GOAL # 1

Strengthen the sense of "belonging" in our parish community.

OBJECTIVES

- Develop gift-discerning tools and implement guidelines through which the "almost engaged" are invited to join specific ministries.
- Conduct a fellowship meeting for ministry leaders to foster connections between the leaders while encouraging and sharing ways to invite and mentor new members into their ministries.
- Evaluate the most effective timing and format of stewardship showcases and then conduct a showcase(s) based on the evaluation Update and republish the Directory of Ministries.
- Celebrate our parish ministries and groups by holding fellowship event(s) and liturgical celebrations (the later in conjunction with the Liturgy Committee.)
- Evaluate the need for and prepare recommendations for a program and/or activities to reach out to and support inactive and returning Catholics.
- Work collaboratively with the Saint Raphael's School and ECC, the Welcome Committee and the RCIA Team to educate parishioners about the importance and meaning of discipleship through ministry and invite them to become involved within the parish and beyond.

GOAL # 2

Promote the spirituality of stewardship throughout our parish.

OBJECTIVES

- Develop and implement one or more new opportunities each quarter to promote the spirituality of stewardship in our parish.
- Determine and implement consistent, continual, updated, friendly and clear communications through the bulletin, homilies, after-mass announcements, parish website and e-networks, and atrium bulletin board to share the good news of stewardship.
- Share Stewardship prayers with parish and group leaders to use to begin their meetings and with parishioners to use in their daily prayer lives.
- Coordinate resources to offer small group sessions on how to pray the rosary and other types of prayer.
- Participate in the Advent and Lenten Fair by providing stewardship materials and support to the Religious Education Department.
- Send two Committee members to the Regional Stewardship Conference and invite and encourage a person from the Pastoral Council, Finance Council and Religious Education Department to attend.
- Network with members of parish Stewardship Committees in the Raleigh Diocese to learn new practices through which the spirit of stewardship is encouraged. Evaluate and incorporate best practices.

*Mission:* Our mission is to welcome newcomers and integrate them into parish life and the community outside the parish. We seek to celebrate the rich cultural diversity of our people, and bring groups together with unified Christian purpose. We wish to foster a culture of service to each other and outreach to those in need.

GOAL # 1

Provide opportunities to integrate newcomers into the community.

OBJECTIVES

- Administer and man the telephone, making welcome calls to all new registrants within 2 weeks of receipt in office.
- Administer welcome receptions 4 times per year for all new parishioners registered in the most recent quarter.
- Provide opportunities for registration of new parishioners with in-pew cards and (2) sign up Sundays.

GOAL # 2

Celebrate the rich ethnic diversity of our parish.

OBJECTIVES

- Host the annual Heritage Festival
- Strive for a broad cultural diversity on Welcome Committee and seek to incorporate broad representation in all possible events. Consider inclusivity in planning process.
- Organize a multicultural display around a Christmas theme (crèche display and blessing of family crèches)

GOAL #3

Celebrate our catholic community.

OBJECTIVES

- Host (1) parish-wide pot luck dinner around a universal theme (Feast of the Archangels).

GOAL #4

Expand effectiveness of our ministry.

OBJECTIVE

- Increase (at least double) participation in ministry through personal invitation, advertising and Stewardship sign ups.