

**St. Raphael the Archangel
Catholic Church**

Parish Plan
2009-2010

July 1, 2009

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Preface

The plans submitted below 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

Mission: Provide an environment which will enhance and strengthen communication and leadership and facilitate worship and stewardship through responsible use of time, talent and treasure.

GOAL # 1

Update all employee payroll and personnel files to be in compliance with diocesan standards.

OBJECTIVES

- Conduct a review of each file to determine what is missing. Recover missing documents and add to files.

GOAL # 2

Evaluate the effectiveness of existing staff positions and make changes as needed.

OBJECTIVES

- Review staff job descriptions, updating or rewriting as needed.
- Develop staff evaluations process to set individual goals and measure performance.
- Review functions of various departments to determine where utilization of volunteers would be appropriate to help distribute staff workloads.
- Implement training and continuous education opportunities and cross training for staff and volunteers.
- Conduct operation specific staff meetings to facilitate communication and support.

GOAL # 3

Conduct a furniture and fixture inventory and consolidate record keeping and location of documentation.

OBJECTIVES

- Conduct physical inventory walk through and document findings.
- Research warranties and maintenance agreements and document for timely follow up.
- Design a records room for storage of manuals, floor plans and design a resource database.

GOAL # 4

Continue to upgrade, enhance and beautify our Columbarium and Memorial Garden.

OBJECTIVES

- Construct additional wall to meet demand.
- Upgrade memorial wall plaques to match existing columbarium walls.
- Design and install signage consistent with existing signage.

GOAL #5

Work with Owner's Representative on the Parish Activity Center construction management.

OBJECTIVES

- Hold meetings with Owner's Representative to detail progress of construction and follow up on needs.
- Follow up on a regular basis with members of the construction team.
- Interface with Business Office Manager to review ongoing construction billing processes and use of resources.

Ministry – Art & Liturgical Environment Committee

Submitted by: Parrish Family

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. 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.
- Review ways to enhance the spiritual environment of our Tabernacle.
- Catalogue our existing liturgical art.

GOAL # 2

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

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.

GOAL # 3

Recommend and provide enhancements to the liturgical environment of our Mary Chapel.

OBJECTIVES

- Improve identification of the Mary Chapel through signage.
- Discuss how to improve the spiritual atmosphere of the Confessionals.
- Identify Marian themes for the four main window areas of the Mary Chapel and for the other windows.
- Examine how to coordinate wall murals with other art.

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.
- Produce campus maps and additional means of room and building identification.
- Investigate the plaza environment to promote usage for more than Palm Sunday and the Easter Vigil.
- Research statues of St. Ignatius.
- Study placement of IHS and AMDG symbols.
- Enhance the Catholic character of our meetings rooms through artistic crucifixes and other means.

Ministry – Baptism

Submitted by: Deacon Bob Madey

Mission: Guide families preparing for the sacrament of Baptism according to diocesan and Canon Law, and develop practices to encourage life long catechesis of parents to children.

GOAL # 1

Develop a team of Baptism class facilitators from both language communities.

OBJECTIVES

- Enlist parishioners who display the spiritual requirements via personal invitation.
- Train and develop the skills of these facilitators as needed.

GOAL # 2

Develop a consistent Instructional program for both English and Spanish Communities.

OBJECTIVES

- Work with both Baptism coordinators to duplicate/translate materials for consistency.
- Review materials regularly for relevancy and date sensitivity.

GOAL # 3

Institute Baptisms during Sunday Liturgies this fiscal year.

OBJECTIVES

- Organize with clergy and scheduler to allow for time within the Mass.
- Determine a Mass time that works with the liturgical schedule.

GOAL # 4

Keep consistent the record keeping of all Baptisms.

OBJECTIVES

- Review the register semi annually for accuracy and follow up.

Ministry – Bereavement

Submitted by: Sandra Meier

Mission: To 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

Offer continuity of caring for those who have lost loved ones.

OBJECTIVES

- Sept/Jan/May Offer seminars with the subject matter of: grief and loss, end of life planning.
- Seek consultation from Clergy and Funeral Home Professional.

GOAL # 2

Assist with funeral arrangements, planning funeral liturgy, and place of burial; reception, and recruit the resources necessary fulfill the wishes of the bereaved.

OBJECTIVES

- Recruit volunteers in the field within the parish.
- July, 2009 – Create a database of people willing to assist with the process of Funeral planning, like Readers, EMHC, Sacristan, reception: food preparation, setting up, cleaning, etc. Design a schedule based on volunteer availability.

GOAL # 3

To establish a Bereavement support group.

OBJECTIVES

- Fall 2009 - Recruit a volunteer group that will provide support through healing prayers and reflections that will walk with the grieving parishioners and families through the difficulty of spirit farewell.

Ministry – Business Office

Submitted by: Sherry Hiltbrunner

Mission: Follow practices ensuring good stewardship of the parish assets, finances, church documentation and record keeping through our collective time and talents.

GOAL # 1

Utilize technology to streamline reporting and data entry.

OBJECTIVES

- Create an excel spreadsheet to generate quarterly reports for department and groups.
- Establish an exported database to use in conjunction with the on-site excel report to create a .csv gift import into acs. This will eliminate the need to handle the checks multiple times.
- Enter routine, monthly invoices as a memorized invoice in ACS for more efficient account payable processing.
- Increase auto-draft giving by 10%.

GOAL # 2

Improve purchasing procedure.

OBJECTIVES

- Establish purchasing guidelines for department and committee heads.
- Increase the use of purchase orders to 90%.
- Create a purchase order request system and clearly communicate process.
- Create an “explanation of use of credit card” form and require with all credit card purchases.

GOAL # 3

Recruit more volunteers.

OBJECTIVES

- Seek out volunteers to assist with business office needs for routine tasks (i.e., filing, copying, etc).

GOAL # 4

Provide management of Parish Activity Center pledges and follow up.

OBJECTIVES

- Assist with securing volunteers to enter pledges, maintain data base spreadsheets, generate payment reminders and accounting of funds received.
- Collect data for month end finance reports.

Ministry – Faith Formation

Submitted by: Jeanne Lewin

Mission: Provide the children, youth, and parents of our parish a deeper knowledge of their Catholic faith through the sacraments, catechesis, and prayer with an emphasis on Ignatian Spirituality.

GOAL # 1

Design a new model for Faith Formation that covers Pre-school-12 grade and implement the new Faith Formation model beginning July 1, 2009.

OBJECTIVES

- Appoint a Sacramental Moderator for reconciliation and First Holy Communion.
- Appoint a Middle School Moderator.
- Appoint a Youth Ministry Advisory Team.
- Appoint a Sacramental Moderator for Pre-confirmation and Confirmation.
- Assist and train moderators on the new Faith Formation model.
- Advertise new model with brochures in the atrium and parish website.
- Plan new curriculum with Youth Ministry Advisory Team and Sacramental Moderator.

GOAL # 2

Increase enrollment in our Faith Formation programs.

OBJECTIVES

- Utilize ACS in identifying prospective students.
- Contact each individual/family inviting them to participate in the new model.

GOAL # 3

Integrate the Faith formation programs to benefit our diverse cultures.

OBJECTIVES

- Recruit volunteers through sign-up weekends in the atrium after all Masses.
- Invite parishioners currently involved in other diverse ministries in the parish to become Moderators.

GOAL # 4

Provide multi-cultural service, outreach and mission projects for all children and youth in the parish.

OBJECTIVES

- Appoint a Youth Ministry Service Project Coordinator.
- Implement three projects per month.
- Recruit parent volunteer teams to chaperone and help in implementing projects.

GOAL # 5

Revitalize the Youth Center into a Youth Activity/Retreat Center.

OBJECTIVES

- Design a new floor plan and vision for the center to be utilized for all children and youth of the parish.
- Appoint a team to carry out new design and vision.

Ministry – Finance Council

Submitted by: Dan Gerlach

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 finance 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

Help to advance the Parish Activity Center in a fiscally sound way.

OBJECTIVES

- Monitor the budget, fundraising efforts and beginning phases of the new PAC.
- Make sure that the necessary finances for construction and a plan to pay for operations are in place prior to construction of the PAC.

GOAL # 5

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

Submitted by: Gerry Madey

Mission: Serve the Parish Community by providing the opportunity to receive the Body of Christ and the Sacrament of Anointing of the Sick.

GOAL # 1

Ensure that the aged, sick and handicapped have the opportunity to receive the Body of Christ on a weekly basis.

OBJECTIVES

- Train lay ministers in the distribution of the body of Christ and hold follow-up workshops to ensure Church protocol is followed.
- Educate Parish community regarding Health Care Ministry and the Sacrament of “The anointing of the Sick”.
- Keep priests informed of parishioners who have become home or hospital bound.
- Provide ministry to the sick, aged, and handicapped by administering the Sacrament of the Sick during mass several times a year.
- Hold Quarterly meeting with HC Ministers.
- Seek ways of coordinating Health care policy and Procedures with our Parish’s Hispanic HC Ministers.
- Coordinate Parish “Prayer Shawl” Ministry in conjunction with Elementary faith Formation director.

Ministry – Hispanic Liturgy

Submitted by: Deacon Hector Velazco

Mission:

GOAL # 1

Enhance formation on the theology of the Ministries of the Liturgy.

OBJECTIVES

- Develop formation programs and training to educate the ministers of the Word, Eucharist, Altar Servers and Ushers.

GOAL # 2

Integrate with the Anglo community through Liturgical celebrations.

OBJECTIVES

- Include heads of ministries from both communities in the planning and participation of liturgical celebrations.
- Educate and inform members of the parish about cultural celebrations via bulletin and web page announcements.

GOAL # 3

Increase participation in the Ministries of the Liturgy.

OBJECTIVES

- Offer information about ministries via stewardship sign up and bulletin and web announcements.
- Increase numbers of ministers to enhance rotations.
- Offer liturgical activities with spiritual and social content to enhance the sense of community.

Ministry – Hispanic Ministry

Submitted by: Deacon Hector Velazco

Mission:

GOAL # 1

Become familiar with the content of the USCCB document: “Encounter and Mission”.

OBJECTIVES

- Celebrate liturgical seasons, Solemnities and Feast Days with the entire parochial community.
- Promote the content of this document to accomplish a better incorporation in our multicultural parish using the bulletins and web pages in both languages.

GOAL # 2

Restructure monthly Hispanic Leadership meetings to allow for more concentration on individual ministries.

OBJECTIVES

- Divide the meetings into small groups to focus on individual ministries, work with the liturgies, formation, spirituality and social services.
- Come together at the end of each meeting for sharing and social activities.

GOAL # 3

Create a Spanish Website.

OBJECTIVES

- Work and train with the current parish Webmaster to build consistency with the site.
- Monitor and update the site on a weekly basis.

GOAL # 4

Offer Leadership and Communications Workshops.

OBJECTIVES

- Look for leaders within the parish community to promote stewardship of talent and share with others.

GOAL # 5

Develop fundraising programs to assist with ministry and parish financial needs.

OBJECTIVES

- Create a fundraising committee to research the needs of the community.
- Plan fundraising programs to meet those needs.
- Create appropriate venues to host fundraisers.

GOAL # 6

Host a Health Fair.

OBJECTIVES

- Offer health services to parishioners in need.
- Provide information about local service organizations.

Ministry – Hispanic RCIA and Youth Submitted by: Hector Velazco

Mission: To prepare and then further enrich Catechumens and Candidates for the reception of the Sacraments of Initiation & invite the faithful of our parish to a fuller understanding of and participation in process of Sacramental Catechesis.

GOAL # 1

Create two programs: One in September, for Catechumens and non-catechized adults and another in March, for catechized adults.

OBJECTIVES

- Teach the difference between catechumens, non catechized and catechized. To understand those involved in the Rites and Scrutinies.
- Guiding catechumens into the Easter Vigil and adults non catechized and catechized to Pentecost.

GOAL # 2

Choose and instruct persons demonstrating strong spirituality.

OBJECTIVES

- Expand team to four trained members.

GOAL # 3

Develop and train a team of sponsors.

OBJECTIVES

- Provide sponsor orientation and subsequent guidance.
- Stress importance of meaningful communication with their candidate.

GOAL # 4

Prepare candidates for all Rites of reception into the Catholic Church. Keep parishioners well informed of progress.

OBJECTIVES

- Help candidates discern their readiness for the Sacraments.
- Schedule and execute all rites and liturgical celebrations.
- Serve as liaison between parish and diocese.
- Use parish bulletin to inform community of the progress of the classes.

GOAL # 5

Create a strong catechetical team to present spiritual topics incorporating team activities and catechetical formation.

OBJECTIVES

- Interview and discern strengths of catechists (priests, deacons, and lay people) who are qualified to teach candidates.
- Develop and mentor catechists by providing researched and functional outlines for teaching.
- Invite people in a direct way to share and teach the young.
- Provide training in Safe environment Program.

GOAL # 6

Create a program of the Sacrament of Confirmation for youth 16 to 18 years of age.

OBJECTIVES

- Invite young people through the Bulletin and announcements during masses, to participate in the program.
- Differentiating the RCIA program
- Train catechists to teach the young.
- Work simultaneously with the English program at the parish.

GOAL # 7

Involve youth in liturgical celebrations.

OBJECTIVES

- Provide opportunities to participate as readers, ushers, altar and in various ceremonies.

Ministry – Knights of Columbus

Submitted by: Tom Smith

Mission: As the largest men’s Catholic lay organization with over 1.7 million members in over 13,000 councils, the Knights of Columbus is 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.

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 4th 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 2nd Tuesday of each month for anyone in the parish.
- Provide volunteers for special events like outdoor Stations of the Cross on Good Friday with Bishop.
- Purchase of defibrillator and cabinet for church.

GOAL # 2

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

OBJECTIVES

- Continue to provide financial support for mission trip (\$500-\$1000).
- Have youth help at our monthly pancake breakfast in order to get service hours for their confirmation.
- Provide scholarship funds each year to St. Raphael Catholic School.
- Conduct Easter Egg Hunt for ECC aged children of the parish during Lenten season.
- Promote leadership in youth thru the formation of a Squires Circle for boys from 10 – 17.
- 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 families thru 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 to the parish community as well as public

OBJECTIVES

- Provide services to the elderly at Capital Towers the 1st 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 in conjunction with H.S.A and other ministries of the parish.
- Hand out Tootsie Rolls and receive donations thru Operation Lamb Program for people with intellectual disabilities.

GOAL # 5

Council - Promote brotherhood of council members.

OBJECTIVES

- Conduct business meeting 2nd 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 thru Knight of the Month program.

GOAL # 6

Membership - Grow the council membership to make this the best council it can be.

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 1st degrees at council level to bring in new members.
- Participate in 2nd degrees to advance candidates toward full knighthood in order.
- Conduct 3rd degree each year at request of K of C State Council.

Ministry – Liturgy Committee

Submitted by: Various Committee Leadership

Mission: The Liturgy Committee provides for and enhances parishioners' worship of god, supports its liturgical prayer life, and nurtures the spiritual growth of the members of St. Raphael Church.

GOAL # 1

Develop an annual Liturgical calendar used for planning and celebrating all major and minor Holy Days and Jesuit Feast Days.

OBJECTIVES

- Utilize the ACS scheduler and Worship Space Calendar to combine events on one schedule.
- Distribute to the Liturgy committee on a monthly basis to assist with planning and communication.

Ministry – Alter Servers

Submitted by: Sherry Hiltbrunner

GOAL # 1

Develop training materials to reflect New Liturgical Norms.

OBJECTIVES

- Update and print the Altar Servers training manual outlining the changes.
- Create a training video to be displayed on the website and via DVD.

Ministry – Greeters

Submitted by: Maria Romp

Mission: Our mission statement is to serve, encourage and enrich the lives of each person entering the doors of St. Raphael the Archangel Church by welcoming and supporting them in a positive, friendly, warm loving, nurturing and spiritual manner.

GOAL # 1

Promote diversity in our parish by recruiting people to our ministry from a variety of ethnic backgrounds to act as information and communication liaison to the church.

OBJECTIVES

- Recruit parishioners of different ethnic backgrounds and develop a pastoral friendly approach that would unite us with other ministries that also serve in this capacity whose native spoken language is other than English.
- Develop training and information programs to allow our ministers to become more knowledgeable, sensitive, visible, and vibrant with what's going on in the parish.

GOAL # 2

Continue to support the pilot ministry of hospitality for the weekly celebration of the Sacrament of Reconciliation.

OBJECTIVES

- Provide the appropriate training and supervision for all interested volunteers to promote a respectable, prayerful atmosphere during the celebration of the Sacrament of Reconciliation.

Ministry – Readers

Submitted by: Cathy Foley

GOAL # 1

Host regular spiritual formation events (mornings of reflection) and faith formation opportunities.

OBJECTIVES

- Collaborate with clergy and other Liturgical Ministries to incorporate prayer and reflection at meetings.
- Schedule retreats and formation opportunities with clergy throughout the year.

Ministry – Decorating

Submitted by: Ida Smythe

GOAL # 1

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

OBJECTIVES

- Encourage and invite members of the congregation to participate with the church decorations regardless of age, sex or race via email or personal invitations made by the committee chairperson.
- Invite various cultures/ethnic backgrounds to share and 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 an email or phone call and our church bulletin.

Ministry – Ushers

Submitted by: Joe Pulawski

GOAL # 1

Increase membership of the Usher ministry and support its members.

OBJECTIVES

- Recruit members of the parish via stewardship signups, bulletin and web announcements.
- Offer training, retreats and prayer opportunities as well as safety and security seminars.

Ministry – Sacristans

Submitted by: Sara Edwards

GOAL # 1

Develop a sacristan manual for training and future planning.

OBJECTIVES

- Document the various masses and services that occur at our parish throughout the liturgical year. Information would include specific role of sacristan at each liturgy, estimate on number in attendance, suggestions for following year, etc., to serve as a resource for future planning.

GOAL # 2

Increase membership of the sacristan ministry.

OBJECTIVES

- Work with the coordinator of the Altar Server ministry to develop an Assistant Sacristan Program. This program would target young men and women who are “graduating” from the role of altar server but would like to stay involved in assisting with the liturgies.
- Provide representation of our ministry at receptions for new parishioners and stewardship fairs.

GOAL # 3

Provide educational information on liturgical seasons and feasts for current sacristans to enhance understanding of their role.

OBJECTIVES

- Consult with Diocesan Office of Worship on available resources or workshops for parish sacristans.

Ministry – Extraordinary Ministers of Holy Communion Submitted by: Jay Comi

GOAL # 1

Increase membership of the EMHC ministry and support its members.

OBJECTIVES

- Recruit members of the parish via stewardship signups, bulletin and web announcements.
- Offer training, retreats and prayer opportunities to enhance understanding of the Eucharist.

Ministry – Marriage Sacramental Preparation Submitted by: Fr. Bob Wiesenbaugh

Mission:

GOAL # 1

Coordinate the process of marriage preparation and celebration from intake to record keeping so that the priest/deacon in charge can easily and ably coordinate the entire process.

OBJECTIVES

- Prepare a model flow-chart of the principal steps for the sequence of steps in this process.
- Prepare a check list of documents that often need to be received or prepared.
- Develop a directory from the baptismal certificates already received from Latin American churches to aid in obtaining other certificates from these churches in the future.
- Increase the number of trained persons, at least to a total of two, who can ably coordinate for the priests/deacons practices and weddings in English and also another at least two trained persons for practices and weddings in Spanish.
- Update our out-dated wedding brochure for the couples, and have the brochure available in both English and Spanish.

GOAL # 2

Implement a program for Hispanic Marriage Preparation to prepare couples following Diocesan guidelines similar to the Focus offered to English speaking community.

OBJECTIVES

- With assistance from the diocese, offer programs several times a year to prepare Hispanic couples in the preparation of the sacrament of marriage.

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

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

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.
- Explore the possibility of starting a quarterly or monthly 'talent' night (music, art, poetry, stories).
- Continue to occasionally provide a choir-sponsored reception following Mass to help promote community and fellowship at St. Raphael.

GOAL # 5

Generate additional income for the Parish.

OBJECTIVES

- Explore other ways of generating income (concerts, calabash offerings at special services, choir dues, etc.).

GOAL # 6

Enhance and organize the Music Library.

OBJECTIVES

- Keep choir room neat and organized.
- Purge music from current repertoire that is no longer used (i.e. outdated music).
- 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 # 7

Continue to 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 # 8

Create English & Spanish Bulletins

OBJECTIVES

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

Ministry – Pastoral Council

Submitted by: Lou Clark

Mission: As 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.

OBJECTIVES

- Pastoral Council Chair leads a Long Term Planning Committee, meeting regularly, to evaluate long-term planning models. Then, with the Pastor create a vision for the parish.

GOAL # 2

Monitor implementation of the Parish Plan more effectively.

OBJECTIVES

- Meet with the ministry leaders to go over the progress reporting process.
- Monitor the implementation of the Parish Plan means of quarterly progress reports.

GOAL # 3

Conduct Pastoral Council Election effectively.

OBJECTIVES

- Through Election Committee, use adequate promotion to attract a sizeable and diverse pool of candidates to run for Pastoral Council.
- Clearly inform potential candidates of expectations and time commitment involved in serving on Pastoral Council.
- Ensure credibility in electoral process: in part by requiring voters to sign names on ballots.
- Evaluate the electoral process to identify areas requiring improvement.

GOAL # 4

Foster greater unity among our diverse church community.

OBJECTIVES

- Maintain alignment of the Hispanic ministries to the English speaking ministries where practical, being mindful of cultural and language barriers.
- Through Diversity Committee, continue to identify and coordinate opportunities to celebrate the diverse peoples and cultures of our parish.
- Publicize existing programs through appropriate communication tools.

GOAL # 5

Expand Council participation in Parish activities.

OBJECTIVES

- Assign a Council member to represent the council at each major function of the parish and school, and have that member report on the experience to the Council.

GOAL # 6

Support the successful development of the Parish Activity Center.

OBJECTIVES

- Be available as resource people in contacting and fundraising.

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

Review the implementation of the period of inquiry to improve on its catechetical and pastoral aspects.

OBJECTIVES

- To review, define, and implement content that provides goals and guidelines to assist catechists on inquirer's growth. This work is to be completed by September 2009.
- Implement a year round schedule to accept Inquirers at any time and transitions them to the Catechumenate as soon as they are ready.
- Define an evaluation procedure focusing on individual progress.

GOAL # 2

Review the implementation of the period of the Catechumenate to provide for a seamless transition from inquiry to the Catechumenate.

OBJECTIVES

- The Rite of Acceptance and Welcome, which marks the transition to the Catechumenate, will be scheduled ahead of time to be held three to four times per year.
- Implement a transition session that focuses on the catechetical and pastoral aspects of this transition as it applies to the individual needs of each candidate while awaiting the rite of acceptance.

GOAL # 3

Review the implementation of the period of Mystagogy to facilitate the transition of Neophytes into parish life.

OBJECTIVES

- Give Neophytes guidance on how to discern personal calling and individual talents. At least one Mystagogy session will be devoted to this topic.
- Give Neophytes direct opportunities for involvement in parish life. We will dedicate at least one Mystagogy session to the topic of stewardship and will invite representatives of some ministries to talk to the neophytes for this purpose.

GOAL # 4

Expanded focus on the RCIA pillar of liturgical experience and the pillar of formation.

OBJECTIVES

- Increase the use of rites (prayers, blessings, etc) during the time between BOW and the Extended Catechesis. Use the RCIA book as a basic source of these prayers, then supplement with others as needed.
- Expose candidates to the topics of spirituality, discipleship, stewardship, ministry and mission. This is achieved through a program designed to incorporate elements to include dates, topics, rites and readings.

GOAL # 5

Institute improvements for Adult Confirmation.

OBJECTIVES

- Improve the (Adult) Confirmation formation by addressing the needs specific to the Sacrament of Initiation. At least one session will have topics unique to Confirmation.

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 for all students during the school year
- Create and implement a beginning of the year retreat for Grade 8
- Create quarterly service opportunities for K-8 students.
- Continue weekly attendance at all-school liturgy and provide additional opportunities for student planning and participation in the Eucharistic liturgy
- Create weekly opportunities for student led prayer.

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 multiple professional development opportunities for faculty on differentiated instruction.
- Provide multiple professional development opportunities for faculty focused on classroom intervention strategies for alternative learners.
- Evaluate K-8 Mathematics curriculum.
- Incorporate anti-bullying program into the classroom.
- Develop and implement a quarterly speaker series on relevant educational topics for school families.

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 Parish Activity Center.

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.
- Submit weekly items about SRCS to parish bulletin.
- Include Parish activities of interest in the SRCS Wednesday Mailer.
- Develop and implement annual stakeholder surveys
- Provide Spanish translations of important school information/forms as needed.
- 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.
- Collaborate with the ECC on mutually beneficial projects and in regular exchange of information.
- Develop and implement a yearlong series of events celebrating the school's 15th year.

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

Devise and implement long-term Communication/Development strategies

OBJECTIVES

- Further develop web presence, investigate production of video for website
- 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
- With SRCS and Church, procure better signage for campus
- With SRCS, outreach to local realtors
- Investigate possibility of relationship with local daycare for after-school care
- Establish alumni database; investigate possibility of twice yearly newsletter
- Investigate possibility of parent referral gift, parents night out
- Investigate possibility of summer sessions
- Condense mission statement so it is easily remembered
- Consider possible ideas for media publicity

GOAL # 2

Respond to Diocesan audit, making changes as appropriate and possible

OBJECTIVES

- TBD when report is delivered

GOAL # 3

Strive to incorporate best practices in each classroom

OBJECTIVES

- Offer "big" themes and conceptually-connected experiences (i.e., offer 'hooks' that link new learning to what children already know)
- Focus on providing novel hands-on experiences and new content to broaden background knowledge
- Offer activities that are meaningful and that involve "real" work (e.g., planting and caring for flowers and vegetables, caring for classroom, preparing snacks, etc.)
- Continue incorporating science topics and opportunities to use the experimental method (i.e., observe→predict→check→record)
- Continue enriching classroom math, science and process art centers and including more opportunities for writing throughout all classroom centers
- Teach children how to use and restore materials so they can be kept available for independent use
- Re-format staff meetings to allow 30 minutes of discussion among same-grade teachers around selected best-practice topics

GOAL # 4

Continue implementing the Diocesan Curriculum as a guide to lesson planning and to document children's developmental growth

OBJECTIVES

- Ensure that lesson planning addresses all Developmental Objectives (not all **skills**) within each domain.
- Gather data on each child's developmental progress from start of school and throughout year.
- Complete a snapshot of each child's social-emotional adjustment in Sept/Oct based on recorded observations
- Create a narrative for January conferences based on recorded observations

GOAL # 5

Prepare for 5-Year Diocesan re-evaluation

OBJECTIVES

- Ensure teachers complete record keeping system ('Black Box') that offers evidence of compliance with Diocesan Standards
- Complete Director's portion of evidence of compliance with Diocesan Standards.

GOAL # 6

Though most of our goal to continue phasing in implementation of the Playground Design developed jointly with the Natural Learning Initiative has to be put on hold due to projected PAC construction, will focus on only one objective of this larger goal.

OBJECTIVES

- Continue making use of planting and gardening opportunities for all classes—on the playground and at the entrance to the ECC.

Ministry – Social Justice

Submitted by: Beverly Simmons

Mission: We the Social Justice Committee 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 improve committee membership.

OBJECTIVES

- Improve visibility in the parish through the use of Atrium Bulletin Board, Atrium Table, and a Brochure.
- Utilize designated space in the parish bulletin to educate and inform parishioners of social justice issues and events.
- Encourage, as appropriate, integration of peace and justice issues into liturgical celebrations.

GOAL # 2

Respond to those in need in the parish and community.

OBJECTIVES

- Respond within norms to requests for financial assistance through the Parishioner Relief Fund as indicated.
- Coordinate with God & Neighbor Helpline, as needed, and seek opportunities to collaborate with other ministries in our church community e.g., K of C; Mother's Group; Elementary and Youth Faith Formation.
- Interact and partner with community agencies and organizations as indicated.

GOAL # 3

Establish a community organizing initiative to address the needs of the local immigrant community.

OBJECTIVES

- Promote a partnership with foreign born parishioners, especially with Hispanics, to address their issues of concern.
- Partner with agencies, such as the NC Justice Center, USCRI to assist immigrants in need of assistance.

GOAL # 4

Foster understanding, build community and create political will for positive immigration reform.

OBJECTIVES

- Educate especially the Catholic community about Church teaching on migration and immigration, based on principles articulated by the National Council of Catholic Bishops.
- Maintain and expand an email network to advocate for legislative, administrative reforms.
- Seek at least one bi-lingual (Spanish-English) volunteer to help promote social justice consciousness across the parish.

GOAL # 5

Inform parishioners about health resources for people with limited income and assets.

OBJECTIVES

- Promote the formation of and participation in AIDS care teams within the parish.
- Partner with AIDS Alliance of Wake County to recruit and train care team workers.
- Sponsor a bi-lingual community resource booth at the parish's annual parish fair.
- Sponsor and organize health fair in conjunction with our Hispanic Ministry leaders.

GOAL # 6

Help to address homelessness in Wake County.

OBJECTIVES

- Continue to partner with the Raleigh/Wake County 10-Year Plan to End Homelessness.
- Consider a second Support Circle to assist a homeless family in the transition from temporary to permanent housing as resources allow.

Ministry – Stewardship Committee

Submitted by: Jim Paris

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.
- Work collaboratively with the Welcome Committee and the RCIA Team to develop and implement methods for welcoming newcomers from both groups into specific ministries.
- Celebrate our parish ministries by holding fellowship event(s) and liturgical celebrations (the later in conjunction with the Liturgy Committee.)

- Work with the Parish Fair Committee to identify and implement communications methods to highlight stewardship values and encourage participation in the Fair.
- Evaluate the need for and prepare recommendations for a program and/or activities to support returning Catholics.

GOAL # 2

Promote the spirituality of stewardship throughout our parish.

OBJECTIVES

- Develop and implement one or more new opportunities to promote the spirituality of stewardship in our parish.
- Determine and implement new ways to use the bulletin, parish web site, and atrium bulletin board to share the good news of stewardship.
- 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

Ministry – Welcome Committee

Submitted by: Mike Motsinger

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 staff 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.
- Make home visitations to at least 5 newly registered families per month.
- 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.
- Host (1) multicultural party around a common ethnic theme.
- Host a non-contact sporting event, such as soccer or volleyball, bringing together a range of ages and ethnicities.
- Organize a multicultural display around a Christmas theme.

GOAL # 3

Celebrate our catholic community.

OBJECTIVES

- Conduct quarterly church tours for interested parties.
- Host periodic (4 times/year) coffee and doughnuts for Sunday morning mass(es).
- Host (1) parish-wide pot luck dinner around a universal theme.
- Host (4) movie nights open to parishioners and guests.

GOAL # 4

Expand effectiveness of our ministry.

OBJECTIVES

- Increase (at least double) participation in ministry through personal invitation, and Stewardship sign ups.
- Establish ambassador program for home visits.