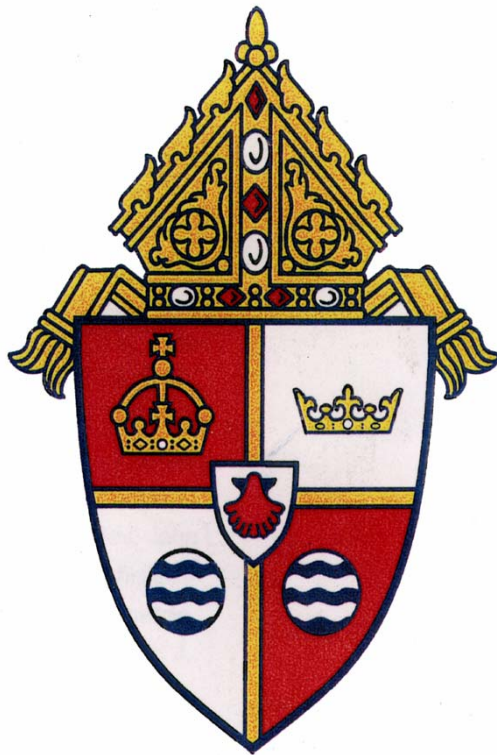


# *Diocese of Brooklyn*



# *Parish Pastoral Plan Reporting Tool*



Office of the Bishop  
*Diocese of Brooklyn*

75 Greene Avenue  
Box C  
Brooklyn, New York 11202

January 3, 2007

Dear Friends in Christ:

Over the past two years, our Diocese has begun the process of pastoral planning. Allow me to express my thanks for your participation and dedication in this important pastoral initiative.

As you know, pastoral planning must begin with a multi-faceted consultation process within your parish community. You have listened to the concerns of your fellow parishioners while paying attention to the central call of the Gospel to serve one another's needs. Your parish recently completed the in-pew survey that provided a demographic portrait of your parish and the entire Diocese. Each of you took an active part in preparing your parish assembly through witness talks and by inviting your fellow parishioners to share their concerns. Further reflections were held by members of the parish to develop a plan of action focused on a vibrant future for your parish. It is my sincere hope that this process of consultation, which took a great deal of time and energy provided both by your fellow parishioners with an opportunity to express their needs while also providing a real sense of hope for the future of your parish and our Church.

Consultation is only the first part of any successful planning process. The true test of any planning process is the coordination and relationships that are created and the rejuvenation of the pastoral life and mission of our parish communities and the Diocese.

To assist in the pastoral planning process, I offer you the attached pastoral planning tool. I asked that each parish use it to articulate their own mission statement and the goals which flow from the essential elements of parish life. The parish pastoral plan is really a statement of priorities and values. It is a strategy to respond to the Gospel mission to help usher the fullness of the Kingdom of God in your local neighborhood. These plans express our determination to create vibrant Catholic communities where all are invited to grow in faith, hope and love in Christ.

Pastoral planning is a grace-filled opportunity for our Catholic community to respond to the guidance of the Holy Spirit to imitate the Lord Jesus in a deeper way and to bear witness to Him with our lives, parishes and Diocese transformed by his love.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Nicholas DiMarzio".

Most Reverend Nicholas DiMarzio, PhD, DD  
Bishop of Brooklyn

## **Introduction**

**The following Parish Pastoral Plan Worksheets are the reporting tool which each parish is asked to use to submit the final parish pastoral plan to the Bishop.**

**These worksheets are also helpful to organize and finalize the plans of the parish and ensure that the most pertinent components of any pastoral plan are addressed by the Pastoral Council.**

**This report must be completed and submitted to the Office of Pastoral Planning no later than **November 30, 2007**. Parishes are encouraged to submit the plans earlier if possible. Please mail the completed pastoral plan to:**

**Office of Pastoral Planning  
Immaculate Conception Center  
7200 Douglaston Parkway  
Douglaston, NY 11362**

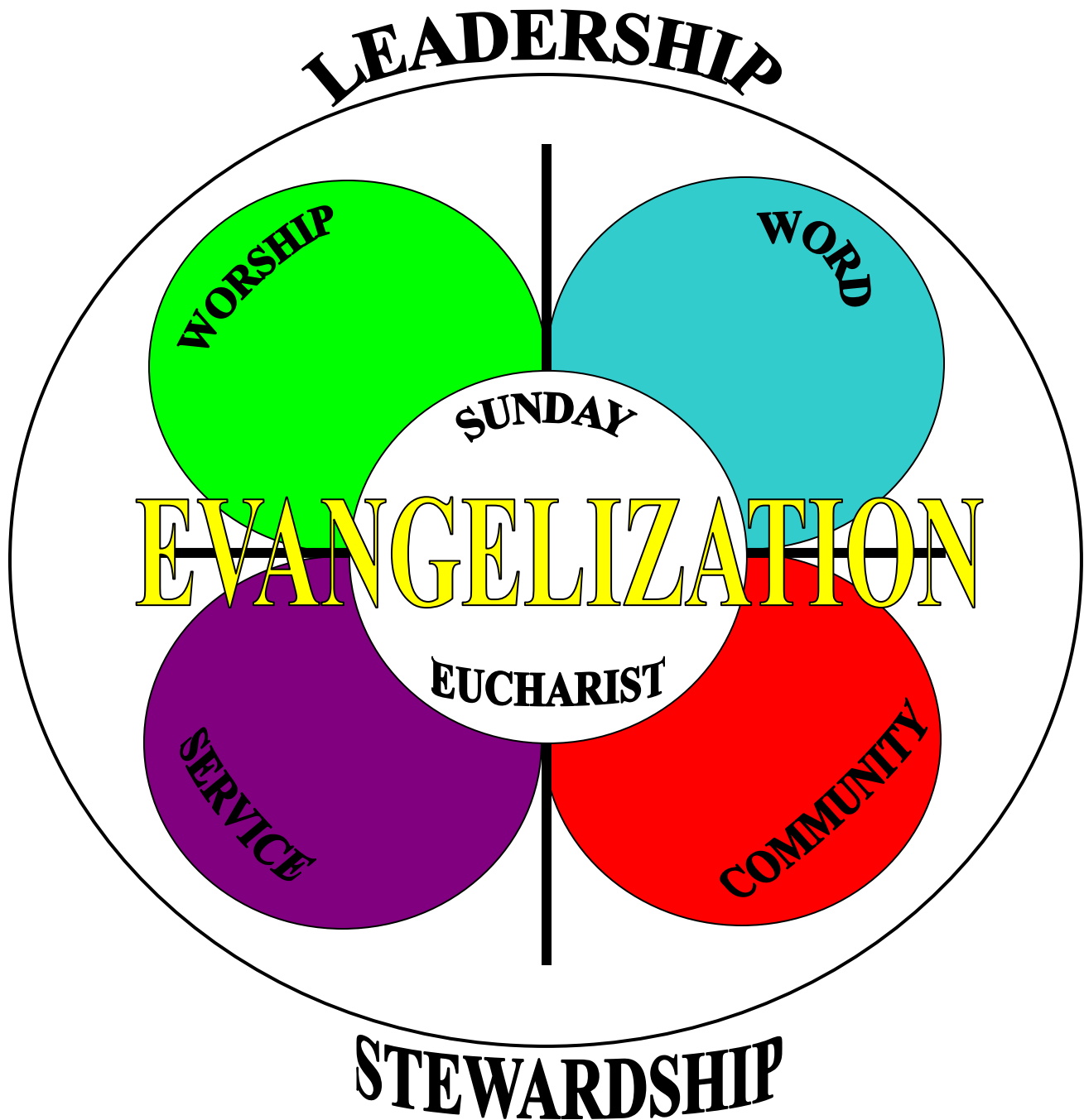
**You may also submit the parish pastoral plan via First Class. In addition to a mailed copy, this form is also posted on First Class and may be submitted to the Office of Pastoral Planning using the First Class mailbox.**

**The Office of Pastoral Planning will review the parish pastoral plan and forward it to the Office of the Bishop. The pastoral plans will be compiled by cluster in anticipation of the Cluster Planning Process.**

**Parish Pastoral Councils are encouraged to begin implementation on the Parish Pastoral Plan immediately. To assist in implementation, Diocesan offices will offer resources and assistance as needed after reviewing all plans. An Implementation Guide is also available from the Office of Pastoral Planning**

**The parish Finance Council is encouraged to meet with the Parish Pastoral Council to review the Parish Pastoral Plan and to come to agreement with any costs associated with objectives of the plan. A suggested joint meeting process of the Pastoral Council and Finance Council is available from the Office of Pastoral Planning on First Class.**

# The Essential Elements of Parish Life



# Instructions

- 1. Fill in the name of your parish and cluster:**
- 2. Insert the date that the plan is submitted:**
- 3. Insert your Parish Mission Statement:**
- 4. Make enough copies of the goal and objective worksheets for the number of goals that the Parish Pastoral Council has created.**
- 5. On the Goal Worksheet write the number of the goal.**  
*Parishes are encouraged create between 3-5 goals based on the essential elements of parish life.*
- 6. Write in the Essential Elements of Parish Life that corresponds to each goal.**  
*The Essential Elements of Parish Life are: Worship, Word, Community, Service, Leadership, Stewardship and Evangelization. The goal itself may be specific, but should be traced back to one of these Essential Elements. A graphic representation of these elements can be found on page 3 of the Pastoral Planning binder.*
- 7. Write in the first Goal.**  
*The definition of a goal and information for creating goals can be found on pages 26-27 of the Pastoral Planning binder.*
- 8. Write in the first Objective for this Goal**  
*The definition of an objective, its relationship to the goal, and information on creating objectives can be found on pages 55-56 of the Pastoral Planning binder.*
- 9. Insert deadline to complete this Objective.**  
*This date should be no more than one year from the date that the plan is completed.*
- 10. Write in the names of the individuals responsible for accomplishing this Objective.**  
*Individuals should be asked and should accept their charge before inserting their name in the plan.*
- 11. Indicate the persons or groups within the parish or the neighborhood who will be served by the accomplishment of the objective.**

- 12. Indicate the method that will be used by the Pastoral Council to evaluate the effectiveness of the objective.**

*Each objective should be measured along the way to assess the successful implementation. Parish Pastoral Councils are charged with this assessment.*

- 13. Write in any estimated financial cost associated with objectives of the plan.**

*The parish Finance Council is encouraged to review all costs before the plan is submitted. A suggested joint meeting process of the Pastoral Council and Finance Council is available from the Office of Pastoral Planning.*

- 14. Repeat steps 7-13 for each additional goal and the objectives that correspond to each goal.**

- 15. Fill out the Element Review Sheet for any Element that the Parish Pastoral Council chooses not to address as a goal.**

*The Bishop requests that each Parish Pastoral Council review all elements of parish life. The Council does not need to develop a goal for each area, but if the council chooses not to write a goal for a given element, the Council should submit an Element Review Sheet demonstrating that the Council has considered this element in its planning. This review sheet asks for specific reasons as to why this element was not chosen as a goal. Parishes are recommended to have 3-5 goals. Therefore, each Council will most likely submit some Element Review sheets with the final Pastoral Plan.*

- 16. Before submitting the form, the Parish Pastoral Council should review the Pastoral Plan and answer each question on the Initial Evaluation of Goals and Objectives found on the last page of the worksheet.**

- 17. The pastor signs the form.**

- 18. The members of the Parish Pastoral Council sign the form.**

- 19. The Parish Pastoral Plan is submitted to the Office of Pastoral Planning.**

**Thank you for your efforts in responding to this important initiative. If you have any further questions regarding this worksheet or the Pastoral Planning Process, please do not hesitate to contact the Office of Pastoral Planning at 718-229-8001 ext. 736 or email [rchoiniere@iccdob.org](mailto:rchoiniere@iccdob.org).**

# Parish Pastoral Plan

The following is the Pastoral Plan for Our Lady of the Snows Parish in the Queens South 4 Cluster of the Diocese of Brooklyn.

It is submitted to the Bishop for his review and approval on November 6, 2007

## Mission Statement

*We the People of Our Lady of the Snows Parish are a Catholic Christian community who reach out to one another and to all people by teaching and giving witness to the Good News of Jesus Christ. Our Mission is to invite all to hear, share, and live the Word of God. We try to inspire an awareness of our faith and encourage others to renew and energize that faith in Jesus and His Church. We want to welcome the entire community to enjoy the warmth and love of our parish by participating fully in the sacramental life of the Church*

## Goal # 1

This goal is related to the essential area of Service.

### Statement of Goal:

To enhance and support the work of the Our Lady of the Snows Human Concerns Center.

### Objective for Goal:

Increase membership by 20-25 people within a year.

### Statement of Objective:

To increase the number of volunteers of the Human Concerns Center by 20-25 new members within one year in order to extend our outreach into the parish and the community-at-large.

Deadline to complete Objective 12/31/08

**Who are the individuals responsible for insuring that the objective is reached?**

**Ellen Keller  
Fran Butkovsky  
PPC Liaisons – August Stahl  
Marianna Romanowski  
Antonina Borheck**

**What persons or groups will be served by this objective?**

**The Parish and community-at-large specifically:**

**The sick  
Those that are homebound  
Those in need of respite care  
The elderly  
Those in need of bereavement counseling  
Those in need of food and clothing**

**How will progress toward completing the objective be evaluated?**

**Progress will be based on continually evaluating the increase in the number of volunteers on a quarterly basis – the short term is to have 5-6 new members a quarter.**

**What are the anticipated costs for this objective?**

**The cost is minimal in securing volunteers.**

## **Goal #2**

**This goal is related to the essential area of Worship.**

**Statement of Goal:**

**To increase attendance and enliven participation at Mass.**

**Objective for Goal:**

**To establish a Special Events Mass Committee.**

**Statement of Objective:**

**To form a committee of 4-6 people responsible for planning and implementing 6-8 Special Event Masses during the calendar year for the parishioners of Our Lady of the Snows.**

**Deadline to complete Objective 12/31/08**

**Who are the individuals responsible for insuring that the objective is reached?**

**Geraldine Tambasco  
Janis Cresci  
Cecilia Collette  
PPC Liaisons – Jo Barry  
Esther Liberto  
Nick Torres**

**What persons or groups will be served by this objective?**

**Active Mass participants, occasional Mass participants and outreach to those not attending Mass at Our Lady of the Snows.**

**How will progress toward completing the objective be evaluated?**

**Progress will be based on evaluating the following:**

- **End of the 1<sup>st</sup> Quarter - Formation of 4-6 members of the committee**
- **End of the 2<sup>nd</sup> Quarter – Committee has a schedule of Masses with themes and proposed budgets**
- **End of the 3<sup>rd</sup> Quarter – Committee advertises, begins to implement theme Masses**

**What are the anticipated costs for this objective?**

**The anticipated cost is minimal.**

## **Goal #3**

**This goal is related to the essential area of Word.**

**Statement of Goal:**

**To provide opportunities for spiritual enrichment for the parish.**

**Objective for Goal:**

**To establish a Faith Formation Committee to form Bible Study groups for adults of the parish.**

**Statement of Objective:**

**To form a committee of 3-5 people responsible for planning and implementing spiritual enrichment through Bible Study Groups for adults of the parish.**

**Deadline to complete Objective 12/31/08**

**Who are the individuals responsible for insuring that the objective is reached?**

**Father Elvis Elano**

**Sal Barcia**

**Patrick Patten**

**PPC Liaisons – Ely Noblesala**

**Charles Rodriquez**

**Margaret Fanelli**

**What persons or groups will be served by this objective?**

**Adult parishioners**

**How will progress toward completing the objective be evaluated?**

**Progress will be based on evaluating the following:**

- **End of the 1<sup>st</sup> Quarter - Formation of 3-5 members of the committee**
- **End of the 2<sup>nd</sup> Quarter – Committee has formed Bible Study Groups which meet weekly.**

**What are the anticipated costs for this objective?**

**The cost of materials and resources are minimal.**

# Element Review Sheet

## Essential Element of Parish Life Evangelization

Has the Parish Pastoral Council considered this Essential Element of Parish Life in their deliberation and planning?  Yes  No \_\_\_\_\_

What signs of vibrancy (activities, participation, events, etc.) already exist within the parish that gives life to this essential element of parish life?

Our Lady of the Snows has an established Evangelization Committee. Members minister to the entire parish and community in a variety of ways such as: Telephone outreach, new parishioner Mass, census work and hospitality at parish functions.

Are there additional reasons why this Essential Element is not articulated in the current Parish Pastoral Plan?

No

## Essential Element of Parish Life Stewardship

Has the Parish Pastoral Council considered this Essential Element of Parish Life in their deliberation and planning?  Yes  No \_\_\_\_\_

What signs of vibrancy (activities, participation, events, etc.) already exist within the parish that gives life to this essential element of parish life?

Our Lady of the Snows has an established Stewardship Committee which promotes the faithful use of the time, talents and treasures that God has entrusted to each one of us for the service of one another. Two recent examples are the Ministry Fair and the Increased Offertory Appeal.

Are there additional reasons why this Essential Element is not articulated in the current Parish Pastoral Plan?

No

## Essential Element of Parish Life Leadership

Has the Parish Pastoral Council considered this Essential Element of Parish Life in their deliberation and planning?  Yes  No \_\_\_\_\_

What signs of vibrancy (activities, participation, events, etc.) already exist within the parish that gives life to this essential element of parish life?

**Our Lady of the Snows promotes and encourages leadership in daily parish life through numerous ministries, committees, societies and groups, as well as recommending individuals for lay leadership education offered through the diocese. We are also a parish that promotes priestly and religious vocations – presently a seminarian and a candidate for the permanent diaconate are in formation.**

**Are there additional reasons why this Essential Element is not articulated in the current Parish Pastoral Plan?**

**No**

## **Essential Element of Parish Life Community**

**Has the Parish Pastoral Council considered this Essential Element of Parish Life in their deliberation and planning?  Yes  No \_\_\_\_\_**

**What signs of vibrancy (activities, participation, events, etc.) already exist within the parish that gives life to this essential element of parish life?**

**Our Lady of the Snows promotes and encourages a spirit of community through activities such as: Thanksgiving Inter-Faith Prayer Service, social functions (dances, trips) and the annual bazaar.**

**Are there additional reasons why this Essential Element is not articulated in the current Parish Pastoral Plan?**

**No**

## **Initial Evaluation of Goal and Objective**

- 1. Does this goal flow from the parish mission statement?**
- 2. Is each goal related to an essential area of parish life?**
- 3. Is the goal realistic?**
- 4. Is the goal challenging and long range?**
- 5. Does the goal clearly present one central outcome?**
- 6. Does the objective describe an action that works toward the accomplishment of the goal?**
- 7. Is the objective specific and measurable?**
- 8. Is each Essential Element addressed either through a goal or an Element Review Sheet?**