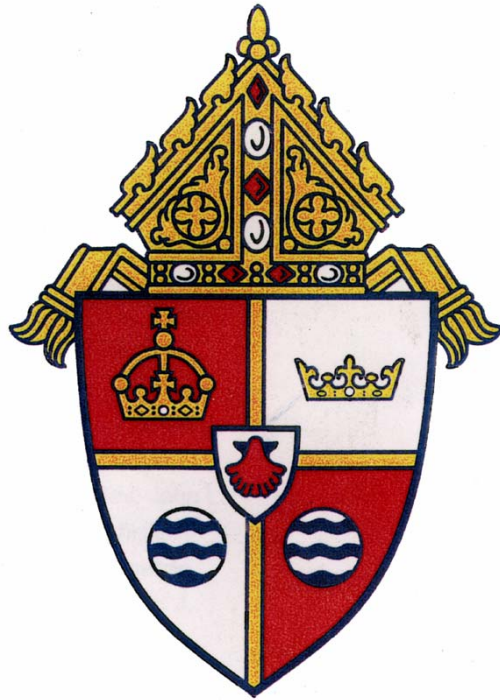


Diocese of Brooklyn



Parish Pastoral Plan Reporting Tool

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**

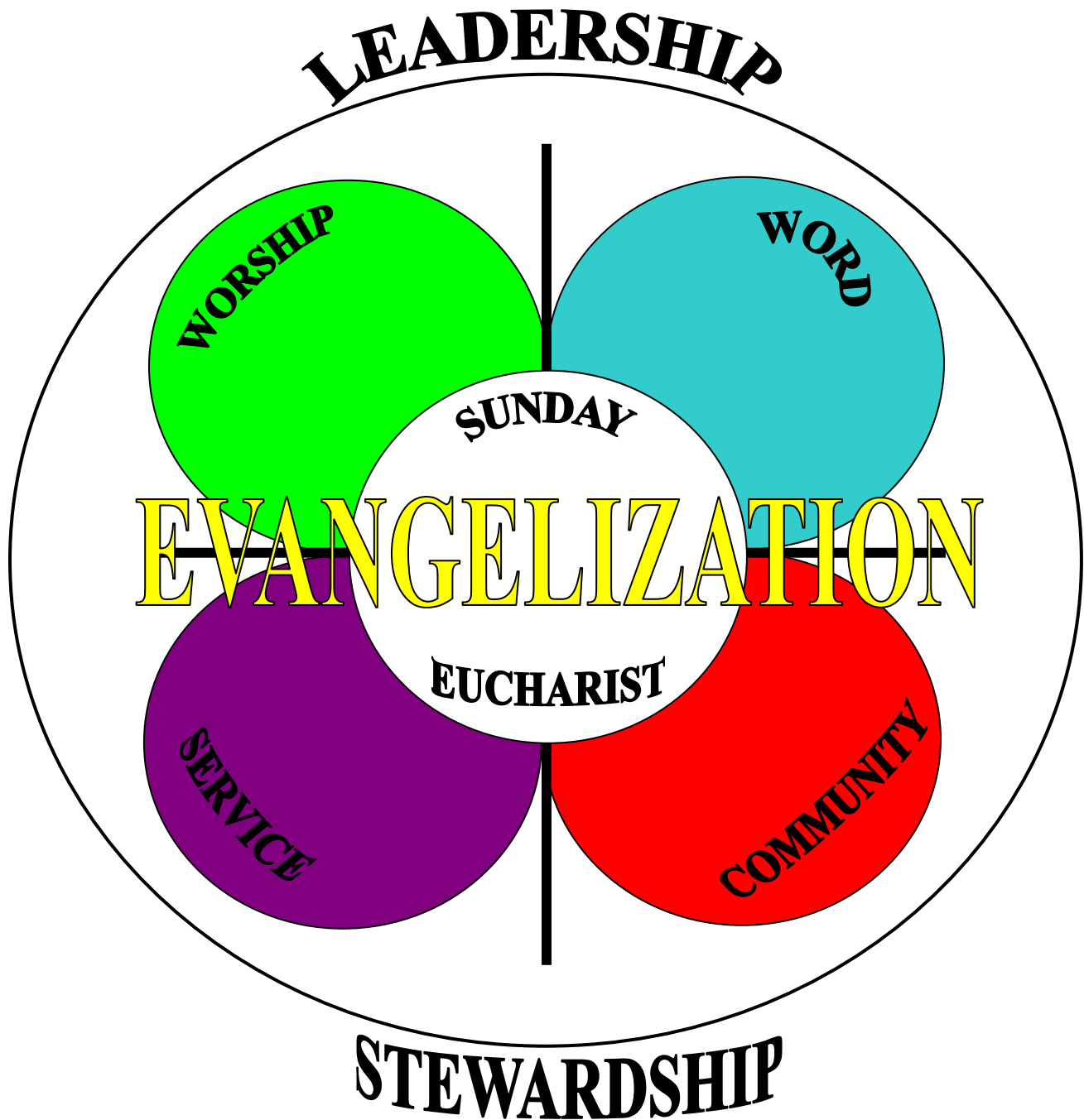
You may also submit the parish pastoral plan via First Class. In addition to a mailed copy, this form is also posted on First Class and may be submitted to the Office of Pastoral Planning using the First Class mailbox.

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

This Reporting Tool is divided into four sections:

- A. Mission Statement**
- B. Executive Summary**
- C. Worksheets for Goals and Objectives**
- D. Final Review and Signature Sheet**

The following instructions are provided to assist in completing each section of your Parish Pastoral Plan.

Mission Statement (Section A)

- 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.**

Instructions for creating a new Parish Mission Statement can be found on pages 21-26 of the Pastoral Planning Binder. If you have an existing Parish Mission Statement created before the Parish Pastoral Planning Process and you are choosing to keep this Mission Statement, please insert that Mission Statement.

Executive Summary (Section B)

- 4. Complete the Executive Summary of the Parish Pastoral Plan.**

The Executive Summary includes a summary statement of the goals and objectives of the Parish Pastoral Plan and a review of the Essential Elements.

- 5. 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. Parishes are recommended to have 3-5 goals. Therefore, each Council will most likely have several Elements reviewed as part of the final Pastoral Plan.

Goal and Objective Worksheets (Section C)

- 6. Copy of the goal and objective worksheets (pgs. 10-12 in this tool)**

One set of worksheets (pgs. 6-8) will be needed to articulate and craft each goal for the pastoral plan. Copy the worksheets as needed for the number of goals in your plan.

- 7. 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.
- 8. Circle the “Essential Elements of Parish Life” that corresponds to the 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.*
- 9. Write in the Goal.**
The definition of a goal and information for creating goals can be found on pages 26-27 of the Pastoral Planning binder. Goals are meant to be accomplished in 3-4 years.
- 10. Write in the first Objective for the Goal.**
It is recommended that each goal have between 1-3 objectives. 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.
- 11. Insert deadline to complete this Objective.**
This date should be no more than one year from the date that the plan is completed. Normally each objective is completed within one year. An Evaluation of the Parish Pastoral Plan will be disseminated to update the plan and record objectives for the next year. Only record objectives in this tool which will be accomplished in the first year.
- 12. 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.
- 13. Write in the name of a PPC member(s) who will act as a liaison between individuals (stated in Question 10) and the Pastoral Council.**
It is recommended that a PPC member be designated to support each responsible individual (Implementer) and serve as an ongoing point of contact with the Pastoral Council.
- 14. Indicate the persons or groups within the parish or the neighborhood who will be served by the accomplishment of the objective.**
It is recommended that a PPC member be designated to support each responsible individual (Implementer) and serve as an ongoing point of contact with the Pastoral Council.

- 15. 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.

A recommended evaluation worksheet can be found on pg. 58 of the Pastoral Planning binder.

- 16. Write in any estimated financial cost associated with objectives of the goal.**

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.

- 17. Repeat steps 8-14 to complete additional objectives for the goal using pages 11-12.**

- 18. Repeat steps 7-14 for each additional goal.**

Using the copies of the blank goal worksheets (pg. 10-12) record additional goals and objectives of your Parish Pastoral Plan.

Final Review and Signature Sheet (Section D)

- 19. Before submitting the plan, the Parish Pastoral Council should review the Pastoral Plan to insure that each Essential Element of Parish Life was addressed either through a goal or an Element Review Sheet.**

- 20. The pastor signs the form.**

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

- 22. 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 pastoralplanning@iccdob.org.

Section A: Mission Statement

The following is the Pastoral Plan for _____ Parish in Cluster ____ in the Diocese of Brooklyn and Queens.

It is submitted to the Bishop for his review and approval on ___/___/___

Mission Statement (*Please write or type the Parish Mission Statement below or include it as a separate sheet*)

Section B: Executive Summary of Parish Pastoral Plan

Parish Name: _____ Cluster# _____

Essential Element of Parish Life	Addressed by Goal	Not address by Goal, but Reviewed
Worship	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>
Community	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Stewardship	<input type="checkbox"/>	<input type="checkbox"/>
Evangelization	<input type="checkbox"/>	<input type="checkbox"/>

Goal #1:

Essential Element: _____

Objective:

Objective:

Objective:

Goal #2

Essential Element: _____

Objective:

Objective:

Objective:

Goal #3

Essential Element: _____

Objective:

Objective:

Objective:

Goal #4

Essential Element: _____

Objective:

Objective:

Objective:

Goal #5

Essential Element: _____

Objective:

Objective:

Objective:

Element Review Sheet

Each Element of Parish Life should be reviewed as the Parish Pastoral Council (PPC) creates the Parish Pastoral Plan. The PPC need not create a goal for each element, but each element should be considered in the planning process.

*This sheet is meant as a review of the Essential Elements of Parish Life that the PPC is **not** choosing to address in the Parish Pastoral Plan. If there is no goal that addresses a given element of parish life, the PPC is asked to fill out this form for that element and submit it with the Parish Pastoral Plan. **You may copy this sheet as needed to address all elements.***

Essential Element of Parish Life _____

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

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

Essential Element of Parish Life _____

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

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

Section C: Goal Worksheet

Goal # _____

This goal is related to the Essential Element of :

Worship Word Community Service Leadership Stewardship Evangelization

Statement of 3 Year Goal:

Objectives for Goal

Statement of One Year Objective #1:

Deadline to complete Objective ___/___/___
(Not more than one year away)

Who is the individual responsible for insuring that the objective is reached?
(This should not be a Parish Pastoral Council member)

Who is the Parish Pastoral Council member that will act as a liaison between the PPC and the responsible individual for this objective?

What persons or groups will be served by this objective?

How will progress toward completing the objective be evaluated?

What are the anticipated costs for this objective?

Goal # _____ (continuation)

Statement of One Year Objective #2:

Deadline to complete Objective ___/___/___ *(Not more than one year away)*

Who is the individual responsible for insuring that the objective is reached?
(This should not be a Parish Pastoral Council member)

Who is the Parish Pastoral Council member that will act as a liaison between the PPC and the responsible individual for this objective?

What persons or groups will be served by this objective?

How will progress toward completing the objective be evaluated?

What are the anticipated costs for this objective?

Goal # _____ (continuation)

Statement of Objective #3:

Deadline to complete Objective ___/___/___ *(Not more than one year away)*

Who is the individual responsible for insuring that the objective is reached?
(This should not be a Parish Pastoral Council member)

Who is the Parish Pastoral Council member that will act as a liaison between the PPC and the responsible individual for this objective?

What persons or groups will be served by this objective?

How will progress toward completing the objective be evaluated?

What are the anticipated costs for this objective?

Section D: Final Review and Signature Sheet

(Before submitting the final plan, the pastor and PPC should review each goal and Element Review Sheet to insure that each Essential Element of Parish Life has been addressed.)

Essential Element of Parish Life	Goal Worksheet completed	OR	Element Review Sheet completed
Worship	<input type="checkbox"/>		<input type="checkbox"/>
Word	<input type="checkbox"/>		<input type="checkbox"/>
Community	<input type="checkbox"/>		<input type="checkbox"/>
Service	<input type="checkbox"/>		<input type="checkbox"/>
Leadership	<input type="checkbox"/>		<input type="checkbox"/>
Stewardship	<input type="checkbox"/>		<input type="checkbox"/>
Evangelization	<input type="checkbox"/>		<input type="checkbox"/>

18. Signature of Pastor _____

19. Signature of Parish Pastoral Council Members

DIOCESE OF BROOKLYN

VICAR FOR EVANGELIZATION & PASTORAL LIFE

Most Rev. Bishop Frank J. Caggiano

Director: Robert Choiniere

Associate Director: Ellen Rhatigan

Office of Pastoral Planning

7200 Douglaston Parkway

Douglaston, NY 11362

pastoralplanning@iccdob.org

Phone (718) 229-8001 ext.736 * Fax (718) 428-4574

www.pastoralplanning.diobrook.org