

Annunciation Catholic Church

Long Range Plan

This plan was compiled by the Pastoral Council and the Commissions of Annunciation Catholic Church focusing on its mission:

***"Annunciation Hearts are Burning to Know, Love and Serve God
by Loving and Serving Others"***

The attached document contains the objectives and supporting actions which were developed by the members of the Pastoral Council and Commissions commissioned in October of 2007. This plan is intended to achieve the priority goals discerned for the parish under the inspiration of the Holy Spirit and approved by the Pastor, Most Reverend Monsignor Patrick J. Caverly in June of 2007. This plan was submitted for review to Pastoral Council and Commission members as well as the Annunciation Catholic Church staff. Comments received by May 30, 2008 were considered in this revised version of the plan. This long range plan was subsequently ratified at the June 5, 2008 meeting of the Pastoral Council and is being submitted to Monsignor Caverly for consideration and implementation.

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church		
	Priority Goals, Objectives, and Actions	Assignments
#1	<p>Youth: Annunciation Catholic Church youth are fully engaged in the liturgical, social and ministerial components of the parish. Youth meet on a regular basis for liturgy, education, prayer, community service, and social events. Annunciation youth actively seek a deeper understanding of their faith and the practice of discipleship.</p>	<p>Commission of Primary Responsibility: Pastoral Council Champion: Chris Killer, Youth Task Force Leader Representatives from Commissions of Corollary Responsibility: Evangelization and Faith Formation Worship and Liturgy Community Life Stewardship and Development</p>
<p>Objectives 1.1</p> <p>Actions 1.1.1</p> <p>1.1.2</p> <p>1.1.3</p> <p>1.1.4</p> <p>1.1.5</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>Establish a Youth Ministry Leadership Structure parallel with Adult Faith Formation, Religious Education, and the Academy; staffed by a competent leader and assistant, assisted by an adult advisory team and a core team of young adults.</p> <p>Select a Youth Minister (YM) by the end of 2008. The YM position is a full time position dedicated to the pastoral care of the teens of our parish and is not a part of the Parish Religious Education Program. The YM shall meet national accreditation/certification standards or otherwise demonstrate the appropriate education, training, faith formation and dynamic leadership skills acceptable to the Pastor and necessary to implement the Parish Plan as set forth herein.</p> <p>The pastor in collaboration with the Pastoral Council will establish a Youth Ministry Advisory Team by the end of 2008. The Team shall meet regularly with the YM to reflect upon and discern the needs of the Youth Ministry and how to achieve the goals of the parish and the ministry. The Team shall initially be appointed by the Parish Council upon the recommendation of the Faith Formation and Evangelization Commission and the Liturgy and Worship Commission. The Team shall be comprised of 5-7 practicing Roman Catholics in good standing with the parish.</p> <p>Select a Youth Ministry Administrative Assistant by the end of 2008. The Administrative Assistant shall be recommended to the Pastor who will select this person to assist the YM in the coordinating all aspects of the Youth Ministry.</p> <p>Select a Core Team of Young Adults, by the end of 2008, to provide peer guidance to the youth of our parish. Members of the Core Team shall be selected by the YM and approved by the pastor. The Core Team will meet regularly with the YM and the youth of the parish. Activities shall be designed so as to attract youth and be promoted to youth in high schools.</p> <p>Pastor should identify one of the parish priests to serve as the designated priest for the Youth Ministry</p> <p>Underway</p> <p>This effort will be judged based on comparative evaluations of surveys conducted during 2007 and trending the results of future surveys</p> <p>A separate budget line for the Youth Ministry will be needed. An integral part of the Youth Ministry will be to encourage and empower the youth of the parish to participate in fundraising in regard to their ministry.</p>	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church	
<p>Objectives 1.2</p> <p>Actions</p> <p>1.2.1</p> <p>1.2.2</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>Provide a dedicated, inviting, personal and state of the art space on our campus for the youth of our parish and the YM. To be accomplished by the end of 2009 upon consideration of the recommendations of the Facilities Task Force.</p> <p>Participate with the Facilities Task Force and codify requirements for youth facilities.</p> <p>Afford a priority consistent with the desires of the parish as expressed in the surveys and listening sessions of 2007</p> <p>To be referred to Facilities Task Force.</p> <p>The measures of success in this key area will be an expected increase in the favorable responses to future youth surveys</p> <p>Capital budget to be included among the facilities capital requirements of the parish as well as youth raised funds.</p>
<p>Objectives 1.3</p> <p>Actions</p> <p>1.3.1</p> <p>1.3.2</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>The Youth Minister shall implement, with the assistance of the Advisory Team, parish staff, Pastoral Council and parish priests a redesigned and revitalized curriculum/program by the end of 2008.</p> <p>Redesign a Youth Ministry Program to be consistent with the USCCB Document: <i>Renewing the Vision: A Framework for Catholic Youth Ministry.</i></p> <p>Fully implement the youth curriculum/program in its entirety by the end of 2008.</p> <p>Open</p> <p>The benchmarks for success of this action will be the numbers of participants and the satisfaction of participating members as measured by evaluations of events and programs</p> <p>May require some funds for training as required – estimated to be \$1,500 to \$2,000 per year</p>

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignments
#2	Collaborative Leadership: Annunciation Catholic Church is unified with clergy, staff, and lay Pastoral Council and Commissions providing collaborative leadership and coordination of ministries. The parish encourages its parishioners to discern their gifts and to develop and exercise those gifts for the common good.	Commission of Primary Responsibility: Pastoral Council Champion: Basil Pflumm Commissions of Corollary Responsibility: All
Objective 2.1	The Pastoral Council maintains a Ministry Leaders Guide containing the information necessary to initiate staff and operate a ministry within Annunciation Catholic Church. This guide provides a resource for ministry heads, the Pastoral Council and staff to oversee and coordinate the multiple ministries of the parish. This comprehensive guide will be available by May of 2009 and will result from the first full year of activity of the Council and the experience acquired in accomplishing the other objectives of this priority goal.	
Actions 2.1.1	The Pastoral Council will initiate necessary action to compile the information necessary for the effective provision of ministry on behalf of Annunciation Catholic Church and place it into one document that can be provided to current and prospective heads of ministry in the parish.	
2.1.2	Starting in the Fall of 2009, ministries will be started only after the requirements specified in Objective 2.2 are satisfied. The staff liaison (potentially a ministries coordinator) will be responsible to notify the pastor when the administrative requirements are met. Subsequent to the Fall of 2009, the pastor will approve or disapprove the start of the ministries based on his judgment concerning the need for the proposed ministry and its potential impact on the parish, as well as the fulfillment of minimum requirements.	
2.1.3	Annually, the staff liaison will review with the Pastoral Council/Commission and head of ministry, ministry activities to ensure that the conditions for approval are still appropriate and in place. This review will include evaluations of performance rendered by the parishioners who participate in the process. This will commence by Spring of 2010	
Status	The above objective and actions will occur after Objectives 2.2 through 2.4 are achieved so that the experience learned can be included in this capstone document.	
Performance Measures	The performance of this objective will be judged by whether the processes are followed and the ministries of the parish continue to meet their intended outcomes.	
Resource Needs	A staff ministries coordinator will be required to administer these functions and staff salaries will increase with this hiring. This position is to be consolidated with the budgetary requirements of Objective 2.5, Action 2.5.2 and is identical to the recommended position in Objective 11.1 Actions 11.1.1 and .2. May require minor amounts of clerical and administrative costs.	

Annunciation Catholic Church Long Range Plan

<p>Objective 2.2</p>	<p>The Pastoral Council prepares a document for coordination with staff and approval by the pastor that prescribes processes that are used to establish and terminate ministries within the parish. The document will be defined as a Ministry Operations Directive and will used to create the new ministries of the Stewardship and Development Commission by end of May 2008.</p>
<p>Actions</p>	
<p>2.2.1</p>	<p>Obtain suggestions for improvement of the process and incorporate the process into a Ministry Operations Directive to include: establishment, staffing, reporting and terminating a ministry within Annunciation Catholic Church.</p>
<p>2.2.2</p>	<p>Ministries will pay particular attention to planning for successive leadership and limit the terms of incumbent so that all parishioners are afforded opportunities for growth and service</p>
<p>2.2.3</p>	<p>Draft Ministry Operations Directive Document was provided to the Chair of the Stewardship and Development Commission for the use of the ministries heads of the Commission. Critique comments to be obtained from ministry heads and provided to the Pastoral Council for incorporation into the final guidelines.</p>
<p>Status</p>	<p>New ministries use the prescribed process effective June 1, 2008 Existing ministries registered effective December 31, 2008</p>
<p>Performance Measures</p>	
<p>Resource Needs</p>	<p>Some clerical work and minimum quantities of paper</p>

Annunciation Catholic Church Long Range Plan

<p>Objectives 2.3</p> <p>Action 2.3.1</p> <p>2.3.2</p> <p>2.3.3</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>Annunciation ministries use to the maximum degree possible, resources available within the Diocese of Orlando and sister parishes to further ministerial applications within the parish.</p> <p>By October of 2008, The Pastoral Council will expand the Diocese of Orlando reference list created by chair of the Peace and Justice Committee for the Pastoral Care and Outreach list to include all diocesan resources for the other commissions. The Pastoral Commission Chairs will distribute these lists to ministry heads with instructions for contacting the diocesan counterparts.</p> <p>Persons engaged in ministry at Annunciation will be encouraged and supported to develop their capabilities by collaboration with other parishes and attendance at training and development opportunities. Heads of ministry in collaboration with their staff liaison will identify persons within their ministries that they believe should be considered for further training and development for service in the parish. This includes catechists in various programs. The initial list of recommended persons should be completed by December of 2008.</p> <p>Similarly, head of ministries and staff will establish minimum training and educational requirements for ministerial practices (e. g. Catechist certification) and maintain records that support the fulfillment of those requirements by practicing ministers. The Commission chairs will solicit, in writing, recommendations for needed training and development from ministry heads and will codify those lists into budgetary input by February of 2009.</p> <p>Diocesan contacts for Pastoral Care and Outreach is currently codified</p> <p>The amount of unfunded training and development needs will be tracked and used to determine progress toward achieving advancement of this objective.</p> <p>Unknown this time but estimate that about \$1,000 to \$1,500 per trainee per year will be needed</p>
<p>Objectives 2.4</p> <p>Action 2.4.1</p> <p>2.4.2</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>Annunciation Catholic Church embraces the concept of commissioning task forces from across various ministries and staff for specific purposes. These groups are empowered to accomplish specific tasks. They are made up of representatives whose knowledge and expertise can address specific problems and/or opportunities. Once the task or purpose is achieved the group is acknowledged, thanked and disbanded.</p> <p>The pastor will initially form two task forces: 1. to prepare a ministry event to be held in the Summer of 2008 and 2. to prepare an assessment of Annunciation's physical plant needs to be ready in the Fall of 2008.</p> <p>Based on the experience of the two pilot task forces, the Pastoral Council will prepare an administrative document that will prescribe the establishment, maintenance and termination of task forces. Action to be completed by January 2009. This document will require that task forces will be coordinated with the Pastoral Council and approved by the pastor.</p> <p>This process is being tested currently for two task forces. These results along with lessons learned during the coordinating team activities, will be input into the administrative document by Fall of 2008.</p> <p>Each task force will be evaluated for effectiveness, results, and lessons learned. The performance of this process will be measured by how responsive the task force is to its charter, satisfaction of goals/purposes, and whether it is a unifying factor in the parish.</p> <p>Task Forces may require specialized assistance which may need to come from contracted support</p>

Annunciation Catholic Church Long Range Plan

<p>Objectives 2.5</p>	<p>Annunciation staff resources are aligned for maximum support of the parish mission and discerned goals of the parish. The current lay leadership charter vertically aligns ministries into five commissions. The staff support will benefit from assessing its current organization in the light of the discerned parish direction.</p>
<p>Action 2.5.1</p>	<p>The Director of Operations in consultation with key parish leaders/organizational experts initiates an assessment of staff organization for the purpose of evaluating the current organization of the parish staff and to recommend any changes that might appear to be needed. Initiate the assessment by April of 2008 and appropriate changes made by September 2008</p>
<p>2.5.2</p>	<p>The Director of Operations will consolidate recommendations for additional staff and prioritize needed staff additions for budgetary considerations. Recommendations for additional staff include: ministries coordinator and stewardship position. Current members of the staff with appropriate skills are to be considered as candidates for expanded needs. Starting in the budget year 2008/9</p>
<p>2.5.3</p>	<p>Director of Operations, as part of the budget development process, considers these prioritized needs in the annual budget process.</p>
<p>Status</p>	<p>Staff alignment is currently under consideration</p>
<p>Performance Measures</p>	<p>The performance will be considered effective when a list of unfilled personnel is defined, prioritized, priced and available for budget consideration on an ongoing basis.</p>
<p>Resource Needs</p>	<p>Salaries and support costs are yet to be defined</p>

Annunciation Catholic Church Long Range Plan

Objectives 2.6	Annunciation Catholic Church has a unified and consistent process for the selection and support of lay ministers that have been discerned to receive formal professional development for service in the community. These courses include, but are not limited to, the diocesan Foundations for Lay Ministry, formal degree in Pastoral Care offered by universities such as, Loyola University of New Orleans, or other accredited programs.
Actions 2.6.1	Pastoral Council members in collaboration with key staff will develop and test a process that identifies needs within the parish for formal development of lay ministers for service within the parish. This process will include consideration of the needs of a ministry, as well as discernment of the call of specific lay parishioners to meet those needs. This process needs to be put in place for the next budget cycle of the parish which will be in the Spring of 2009. The provisions of this process will include:
2.6.2	Ministries heads to promote candidates inclusive of all ministries of the parish through the Pastoral Council who will consolidate recommendations to the pastor for approval.
2.6.3	Once approved, assistance will be provided in preparing applications and in the payment of tuition.
Status	This process is not currently underway
Performance Measures	The performance of this area will be judged by the numbers of graduates in various areas of study. The goal is to begin at least two parishioners into an appropriate program each year.
Resource Needs	Tuition assistance will be required. For most programs the cost of a 3-year program will be \$4,000 and for advance degrees could be as much as \$9,500.

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignments
#3	Annunciation Catholic Church offers ongoing conversion and learning opportunities throughout the lives of its members.	Commission of Primary Responsibility: Evangelization and Faith Formation Champion: Commission of Corollary Responsibility: Liturgy and Worship
Objective 3.1	A representative group of staff and volunteer ministers will consider integrated faith formation processes such as “Whole Community Catechesis” and other similar programs and recommend a process through which to implement a robust program within the Annunciation Community.	
Actions		
3.1.1	Formulate a task force to study and create a charter with specific goals and time frames to successfully integrate an intergenerational program of faith formation in our parish.	
3.1.2	Within the charter of task force, evaluate the needs for a program of individual spiritual direction for parishioners and, if deemed necessary, design and promote spiritual direction as a component of Adult Faith Formation to include listing parishioners and staff qualified and willing to offer spiritual direction.	
Status	Quantitative: Task force of 5-7 people representing various faith formation ministries to be established by Oct. 1, 2008. Final recommendations to parish council for review March 1, 2009. Implement program 2009/2010.	
Performance Measures	Qualitative: Develop feedback information and track the acceptability of the offerings to the participants List of all qualified spiritual directors and recommendations of spiritual directors by January 2009.	
Resource Needs	Budget approximately \$2000.00 for speakers, educational conferences and site visits to parishes similar in size, qualities and needs with successful programs.	

Annunciation Catholic Church Long Range Plan

<p>Objective 3.2</p>	<p>Annunciation young adults (20s/30s) ministry connects single and married young adults, ages 18-39, with Jesus Christ, the Catholic Church, and one another through spiritual, social, and service opportunities. The foundation of this ministry is based upon the “Sons and Daughters of Light,” a pastoral plan for ministry with young adults, developed by the USCCB.</p>
<p>Actions 3.2.1</p>	<p>Establish an Annunciation young adult ministry leadership team consisting of a chairperson and four sub-committee chairs. The leadership team is to meet monthly starting August of 2008.</p>
<p>3.2.2</p>	<p>The four sub-committees of Annunciation young adult ministry are Communications, Spirituality, Community, and Social Justice/Service. Each of these sub-committees is expected to meet monthly.</p> <ul style="list-style-type: none"> • The Spirituality Sub-committee is responsible for, but is not limited to, hosting guest lecturers, organizing topic oriented prayer nights, and planning an annual retreat (beginning in fall 2008). • The Community Sub-committee is responsible for, but is not limited to, organizing social outings, planning group dinners, etc. • The Social Justice/Service Sub-committee is responsible for, but is not limited to, planning and executing community service projects and fundraising. • The Communications Sub-committee is responsible for, but is not limited to, marketing for the other sub-committees and their events as well as acting as a liaison between Annunciation young adult ministry and the Pastoral Council.
<p>3.2.3</p>	<p>Annunciation young adult ministry (20s/30s) to have a dedicated priest as a spiritual advisor and to utilize the youth minister as their staff liaison.</p>
<p>3.2.4</p>	<p>Initially, during the first three months, the group is expected to hold bi-monthly events. After the first three months, the board of directors will assess the progress of the Annunciation young adult ministry (20's/30's) and adjust accordingly at that time.</p>
<p>Status</p>	<p>Initial cadre of leadership is in formation.</p>
<p>Performance Measures</p>	<p>This ministry will be formed in compliance with the parish's ministry guidelines/requirements as set forth in Objective 2.2 of this document. Leadership team development by August 2008.</p>
<p>Resource Needs</p>	<p>Annunciation young adult ministry (20s/30s) will require an annual budget of \$5,000. Budget will be utilized to train leaders, provide materials, and food for events. The parish will supply 50% of the annual budget; the group, through fundraising, will provide the remainder of the required budget.</p> <p>The Cultural Center or other on-campus available facility will serve as the Annunciation 20s/30s meeting facility.</p>

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignments
#4	Annunciation Catholic Church extends hospitality and welcomes new and potential members through programs of welcome and outreach. We do not take for granted our welcoming reputation and use technology and database management to help recognize parishioner interests and needs.	Commission of Primary Responsibility: Evangelization and Faith Formation Champion: Commission of Corollary Responsibility: Liturgy and Worship Stewardship and Development Community Life
Objective 4.1	The ministries that support the liturgies on Sundays and Holydays (e.g. Sacristans, Ministers of Hospitality, Lectors, Music, etc.) together integrate their activities for the purpose of making each liturgy an experience in which the Body of Christ is enriched and built up for the mission of Jesus in our time.	
Actions 4.1.1	Ministers of Hospitality become the initial voices of the assembly to ensure that anyone who walks in is greeted and welcomed. Semi annual training starts in June 08. Hospitality Ministry captains ensure that all entrances are covered by greeters at each liturgy.	
4.1.2	The MOH and Newcomers heads of ministry collaborate on new processes for the registration of new parishioners – possibly at each Sunday liturgy. Coordinated with Newcomers Ministry on processes and implementation dates for selected Sundays. Establish Buddy system of mentors for new members. (To be coordinated with Objective 12.1 of Community Life Commission)	
4.1.3	Consider facilities that permit periodic receptions for new members and visitors to the parish. Refer to Facilities Task Force	
4.1.4	Conduct periodic receptions for visitors and new parishioners. Establish monthly coffee and donuts after liturgies to build fellowship; consider tours of the parish campus. (Start date of June 2008)	
4.1.5	Integrate the Youth and Adult Ministers of Hospitality (Start date of June 2008)	
4.1.6	Conduct planning meetings for heads of liturgical ministries to prepare for special seasons of Advent/Christmas/Lent/Easter (Sep 08) (Start Date of September 2008)	
Status		
Performance Measures		
Resource Needs		

Annunciation Catholic Church Long Range Plan

<p>Objective 4.2</p>	<p>To consistently measure Christ’s love, hospitality and welcome within our current ministries through yearly feedback from parishioners in the programs.</p>
<p>Actions 4.2.1</p>	<p>All parish ministries should implement a yearly survey system that is specific to sacramental programs, faith formation programs, ministries, and daycare. This can be modeled after the surveys used by the Academy. Start date June 2008.</p>
<p>4.2.2</p>	<p>Ministries may also submit questions for inclusion in the biennial surveys that will be overseen by the Core Team Development Ministry of the Stewardship and Development Commission. The next anticipated mailing survey will be in Spring of 2009.</p>
<p>Status</p>	<p>Open</p>
<p>Performance Measures</p>	<p>Task force (five people) to be appointed by the pastor representing parishioners from PREP, RCIA, Sacramental programs and campus ministries.</p>
<p>Resource Needs</p>	<p>Resources for mailing, interactive web site for survey and administrator to collect and coordinate all information.</p>

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church		
	Priority Goals, Objectives, and Actions	Assignment
#5	Annunciation Catholic Church provides warm, welcoming liturgies with relevant, scripturally-based homilies that encourage and challenge our community to live a Christ-centered life in today's world.	Commission of Primary Responsibility: Liturgy and Worship Champion: Jim Sheeran Commission of Corollary Responsibility:
Objective 5.1 Actions 5.1.1 5.1.2 5.1.3 5.1.4 Status Performance Measures Resource Needs	Homilists provide for presenting the primary message of the Sunday reading in a manner that inspires the assembly so that the Body of Christ is enriched and built up for the mission of Jesus in our time and place The Liturgy and Worship Commission recommends the Pastor form an Advisory Panel to read about, study and reflect on the weekly scripture, and to relate those scripture readings to life-situations and justice issues confronting Annunciation parishioners. (To begin in June 2008) In summer of 2008 this advisory panel will be trained and will develop a methodology for reflection and the delivery of its reflection to the homilist. Beginning in July/August the advisory panel will meet twice a month for the purpose of sharing their research and personal insights with homilist one week before the Sunday of the homily. The advisory panel will begin with one set of Sunday scriptures each month. After six months, the pastor, selected priests of the parish and commission members will review both the function and the frequency of the sessions. (To begin in October 2009) Open Acceptance and utility of the preaching clergy Monitor the inclusion of the ideas in the Sunday homilies	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
#6	Annunciation Catholic Church provides engaging liturgies and other worship opportunities that attract all age groups with special emphasis on those who may be marginalized or may be experiencing limited participation. When parishioners leave Church "...their hearts are burning to know, love and serve God by loving and serving others"	Commission of Primary Responsibility: Liturgy and Worship Champion: Commission of Corollary Responsibility:
Objective 6.1	Parishioners achieve a deep reverence for the Sunday Liturgy through understanding of the liturgical components and the necessity of individual participation.	
Actions		
6.1.1	The Liturgy and Worship Committee recommends the pastor authorize a series of catechetical sessions for presentation five minutes before the beginning of Sunday liturgies to deepen Annunciation parishioners' understanding and love for the Sunday Liturgy. (To begin June 2008)	
6.1.2	The Liturgy and Worship Committee will identify specific topics for catechetical opportunities to develop a deeper understanding and love for the Sunday Liturgy. (Start date of July 2008)	
6.1.3	Once a month the Liturgy and Worship Committee will sponsor and deliver a five minute "catechetical moment" prior to the beginning of the Sunday Liturgy. (To begin September 2008)	
6.1.4	Eventually, begin to include Baptisms within the regular parish Mass, starting with 12:15 and one other Mass per weekend. (To begin in January 2009)	
Status		
Performance Measures		
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
Objective 6.2	<p>Church facilities meet the needs of those who have special needs, for example, handicapped doors, signers brought up into the sanctuary and the ability for all to hear clearly throughout the Church.</p> <p>A survey should be conducted to obtain input from the parish community as to how the building enhances or limits a person's full participation in the liturgy and what needs members of the community may have.</p> <p>This action item needs to be incorporated into the Facilities Task Force for action during October 2008</p> <p>To be included in the report of the Facilities Task Force</p>	
Action 6.2.1		
Status		
Performance Measures		
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 7	Annunciation Catholic Church supports all vocations: single, married, and ordained, with programs that nourish and enrich all of our members.	Commission of Primary Responsibility: Pastoral Care and Outreach Commission Champion: Commission of Corollary Responsibility:
Objective 7.1 Actions 7.1.1 7.1.2 7.1.3 7.1.4 Status Performance Measures Resource Needs	Annunciation parishioners achieve a foundational understanding of God's baptismal call to vocation and their need to respond in either ordained, religious, married or single lives to build the Body of Christ. Rite of Christian Initiation for Adults, Christ Renews Annunciation, Small Faith Community and other faith formation activities should include the discernment of vocational calls in their agendas. Through education and information, support the processes needed to make vocational choices. Place particular emphasis upon the formative years in children, youth and young adult ministries. The Vocations Committee supported by members of the Pastoral Care and Outreach Committee, assesses and recommends ways in which the clergy and religious of the parish can be honored and supported as they live out their vocations serving our parish. Consider promoting an understanding of our priests and religious and providing them an opportunity to share with the community how they discerned their call and what that call has meant in their lives. For the married vocations, request that the marriage encounter/renewal ministries consider how the marriage and family relationships can be further supported after the marriage and FOCCUS process is completed. For Young Adult Ministry, solicit ways in which the single life can be honored and supported as a legitimate way of responding to God's call with the parish community.	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
#8	Annunciation Catholic Church reaches out to its community to provide prayers, financial assistance, spiritual/emotional support, and material needs.	Commission of Primary Responsibility: Pastoral Care and Outreach Commission Champion: Commission of Corollary Responsibility: Stewardship and Development Communications Ministry
Objective 8.1	Annunciation parishioners demonstrate love and service is at the center of discipleship by prayer, assisting with physical needs, and supporting spiritual and emotional needs of other parishioners and members of the community.	
Actions	The Knights of Columbus, Council of Catholic Women, and the prayer request ministry shall come together and integrate the prayer needs of the parish. Together these ministries shall promote the prayers and special intentions of all members of Annunciation Catholic Church including the prayer requests left in the church commons thereby promoting unity in prayer.	
8.1.1		
8.1.2	As part of the leadership requirements of Annunciation, the heads of ministry shall accumulate information concerning the activities of outreach ministries such as Habitat for Humanity homes built, blood donations given, pantries filled, etc. and provide promotional information to the Communications Ministry for dissemination among parishioners in appropriate means such as the bulletin or electronically on the web.	
8.1.3	Members of the Pastoral Care and Outreach (PCO) Commission and ministries heads monitor the spiritual and emotional support needs and recommend actions responsive to those needs	
8.1.4	For major elements of financial outreach including the funds generated from the parish Fall Festival, create guidelines for and recommend the distribution of grants/donations. Consider establishing an advisory body to recommend distribution to worthy recipient organizations.	
8.1.5	The PCO Commission establishes processes to expand ministries to points of needs. Potential ministerial needs include: AA/substance abuse support for youth; parenting support; abstinence program to include equipping parents for discussion of abstinence and abstinence support for the youth; and caring for elderly parents/family members/friends.	
8.1.6	Staff/business managers negotiate affinity programs to benefit parishioners. For example, parishioners are enabled to register with Timberlake to use their pool or to organize a class in the pool; open discussion with LA Fitness center to offer parishioners substantial discounts or special classes especially for our elderly population that may be on a fixed income.	
8.1.7	The PCO commission, in conjunction with appropriate ministries, evaluates parish sensitivity to families experiencing loss and challenge. Review the package of services provided both before and after the memorial services including the suggested stipends for services. Consider alternate funding possibilities for this and other fees for services such as sacraments. Provider ministries investigate current restrictions on providing transportation to parishioners without sufficient means.	
Status		
Performance Measures		
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 9	Annunciation Catholic Church challenges members to live Gospel values, by being examples of Christ's love to our community, and caring in the way of Christ.	Commission of Primary Responsibility: Pastoral Care and Outreach Commission Champion: Commission of Corollary Responsibility: Stewardship and Development Commission
Objective 9.1 Actions 9.1.1 9.1.2 9.1.3 9.1.4 Status Performance Measures Resource Needs	Annunciation Catholic Church increases participation in established outreach programs such as the blood drive, Habitat, and food drives by provide feedback to the community after an outreach project or an annual report of activities. The Ministries of the PCO are to develop and maintain information which can be used to communicate the results of outreach ministries for communication to the parish at large (Also see Actions 8.1.2) Widely share the personal aspects of each outreach ministry, from the viewpoint of the recipient and provider of the services. Use all communications available, i. e. bulletin, website, etc. Also, make the annual report a booklet form with annual vignette type reporting for the different groups in addition to the financial accountability. Use the open spaces in the bulletin covers to share this feedback, as well as to promote the ministry. Use the information accumulated by ministries to inform parishioners of the outreach results by silent slide shows before the liturgies to provide pictures and statistics on outreach done on behalf of the parish. For example, a blood drive may show picture of donors and give some information of the amount of donations from the previous weekend.	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -	
	Priority Goals, Objectives, and Actions
Objective 9.2	Annunciation Catholic Church parishioners embrace the sacredness and dignity of human life by sharing Catholic social teaching, advocating on issues relating to the social justice mission of the Catholic church, and building solidarity with all peoples in the home, in the church and in the world.
Actions	
9.2.1	The Peace and Justice Ministry of the Pastoral Care and Outreach Commission develops and maintains a calendar of events focused on contemporary issues.
9.2.2	The Peace and Justice Ministry promotes social teachings of the Catholic church and the US Conference of Catholic Bishops (USCCB) in the communications and liturgies of the parish
9.2.3	Peace and Justice Ministry integrates social justice issues in religious education and faith formation activities of the parish
Status	A Peace and Justice committee is active in the parish and has addressed issues such as immigration and citizenship in current affairs.
Performance Measures	Identify numbers of participants in justice events and activities that support conscience formation for mature Christian disciples
Resource Needs	Minimal

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 10	Annunciation Catholic Church maintains programs to meet the needs of our community particularly the young, the elderly and the marginalized.	Commission of Primary Responsibility: Community Life Commission Champion: Commission of Corollary Responsibility:
Objective 10.1	Complete an assessment of the needs of senior and marginalized parishioners; explore alternatives for addressing these needs and recommend programs and activities to address the priorities.	
Actions		
10.1.1	The Community Life Commission will identify and recommend the formation of a task force to assess the needs of various members of the community focusing on the role of the elderly and the marginalized members of the parish. The purpose of the task force is to recommend to the pastor actions for consideration.	
10.1.2	Once the needs are codified, the task force will evaluate various means of satisfying those needs and recommend appropriate actions that provide for using the skills and experience of elderly citizens in service to the community as well as satisfying their needs.	
10.1.3	Survey the need for social and service opportunities among the older population and marginalized, utilizing the updated parishioner data base.	
10.1.4	Determine transportation needs, insurance, alternative delivery methods, and space availability.	
10.1.5	Community Life Commission members will be available to participate with the Facilities Task Force currently considering physical factors limiting access to and participation in parish liturgies and events.	
Status		
Performance Measures	Attendance at events specifically designed for the older population and/or marginalized	
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 11	The many ministries at Annunciation Catholic Church communicate together to support the entire life of the parish in our community. Our ministries work toward meeting the goals set forth by the Pastoral Council.	Commission of Primary Responsibility: Community Life Commission Champion: Commission of Corollary Responsibility: Stewardship and Development Commission
Objective 11.1	The parish will effectively integrate and coordinate all the parish ministries to better serve the needs of the parishioners.	
Actions		
11.1.1	Staff will prepare a job description to include necessary qualifications for a ministry coordinator position. Collect all available information from the previous position. Compile information from other parishes where this position is in force. The will provide ministry training while interfacing with diocesan offices. The incumbent will collaborate with the Pastoral Council meeting the objectives set forth in the long range plan.	
11.1.2	Staff will hire an additional person to coordinate all parish ministries. This coordinator is to be familiar with all parish ministries, possess excellent communication skills, and have essential computer knowledge to create and maintain calendars and directories.	
11.1.3	Update the contact list and ministry calendar. A description of each ministry and a contact person will be maintained by the coordinator. The coordinator will serve as the contact for input by the heads of ministries into the annual calendar for the parish.	
11.1.4	Heads of ministries will display promotional brochures in the bookstore and/or at the rear of the church.	
Status		
Performance Measures	Annunciation Catholic Church hires a coordinator of ministries. A directory of all parish ministries will be completed by the Communications Ministry, and ministry promotional materials will be available to all interested parishioners.	
Resource Needs	Staff Resource Requirements – This is the same position recommended in Objective 2.1, Action 2.1.2 and to be consolidated with the budgetary requirements of Objective 2.5, Action 2.5.2	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 12	Annunciation Catholic Church supports and encourages our parish's families with family-friendly opportunities for all ages.	Commission of Primary Responsibility: Community Life Commission Champion: Commission of Corollary Responsibility: Stewardship and Development Commission
Objective 12.1	All individuals and families new to our parish will be personally welcomed into the community, encouraged to make Annunciation Catholic Church their spiritual home, and invited to contribute to its life and spirit. Register all members to obtain full identification of members, skills, knowledge and contact information.	
Actions		
12.1.1	ACC will implement a mentor program to welcome new parishioners. Initial resource for mentor families will come from the Pastoral Council, the Newcomers Ministry, the Ministers of Hospitality, Academy parents, and any other interested volunteers.	
12.1.2	Follow up registration with immediate personal contact by parish and/or newcomers committee.	
12.1.3	Weekly encouragement including various forms of recognition will be heard from the pulpit to use the registration forms and drop-off box.	
12.1.4	Newcomer Committee will provide the initial contact to new parishioners and provide a mentor family.	
12.1.5	Monthly refreshments will be served following at least one mass to promote community. Fellowship for this will be provided by specific ministries or groups of ministries on a revolving basis. (Coordinate with Liturgy and Worship recommendation)	
12.1.6	Annual welcoming gathering for all parishioners and priests to meet and greet all families – both new and old.	
Status		
Performance Measures	An annual accounting of all new parishioners and confirmation that all new registrants have been contacted by either ministry coordinator or Newcomers Committee. Positive feedback from new members and positive feedback from mentor families.	
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 13	Annunciation Catholic Church is a parish whose laity actively ministers and provides the time, talent and treasures to do the work of the Body in Christ in our local community and beyond in partnership with the Universal Church.	Commission of Primary Responsibility: Stewardship and Development Commission: Champion: Commission of Corollary Responsibility: All other Commissions
Objective 13.1	Annunciation Catholic Church parishioners understand that stewardship is the total response of a disciple to the person of Jesus Christ thereby creating an environment of gift-based ministry throughout the parish. (Timeline: Spring 2008 and ongoing)	
Actions		
13.1.1	Implement a plan focusing each parishioner on the concept of stewardship as outlined in <i>A Disciples Response</i> into the Sunday liturgy. Include daily prayer/meditation, liturgies, education, formation, and witness to promote a sharing of gifts to build the Body of Christ. (beginning May, 2008)	
13.1.2	With the activation of the various Stewardship and Development Commission ministries, consider staff and other contractual support that might be needed for the success of this objective. Acquire staff resources to assist during the summer of 2008.	
13.1.3	Between May and September of 2008 introduce stewardship: engage all parishioners and all ministries to deepen their understanding of stewardship in daily prayer and via a number of communications media: pulpit, witness, bulletin, etc.	
13.1.4	Select from among the various ministries a cadre of parishioners who can speak with authority on stewardship. i. e. what it means to contribute their gifts to build up the Body of Christ. (Summer 2008)	
13.1.5	Conduct a parish wide Time/Talent Renewal event – tentatively called Celebrating Discipleship – that will permit parishioners, after weeks of prayer and dialog, to select those ministries where they are able to grow in the understanding of faith and to provide service in the community. (Tentatively scheduled for 3 rd weekend of September 2008)	
13.1.6	Conduct a parish mission using consultants and local clergy on the topic of stewardship as a capstone event of Time/Talent Renewal and leading up to the 'Alive In Christ' Capital Campaign of 2009. (Tentatively scheduled for 1st week of November 2008)	
13.1.7	Implement a stewardship continuing education program that would incorporate themes such as stewardship of self, family, community, etc. (Fall 2009)	
Status	Being formulated	
Performance Measures	Identify appropriate statistical data on information such as: volunteer hours provided, food drives, numbers of contributors, average contributions, and year over year comparisons.	
Resource Needs	Staff budget for position and some training for ministry leaders and fees for consultants.	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -	
	Priority Goals, Objectives, and Actions
Objective 13.2	Annunciation Catholic Church maintains a data base of parishioners which provide information regarding parishioners' skills, knowledge and experience which can be used as a source of information and which will be used to invite members to exercise and develop their gifts for the common good of the parish and surrounding communities. (Timeline: Spring 2008 and ongoing)
Actions 13.2.1	In collaboration with staff and heads of ministries and diocesan resources, identify critical elements of the data base needed and available in the Parish Data System (PDS).
13.2.2	Assess the various means of registering parishioners to acquire needed information as well as identifying ways in which the information can be input into the PDS.
13.2.3	Design ways in which staff and ministry heads can retrieve information to identify the giftedness in the parish which can be employed for the common good.
13.2.4	Codify the protocols necessary to protect privacy and to facilitate the training necessary for ministry heads to be able to use retrievals of information gathered in the data base
13.2.5	Establish methods for maintaining PDS so that information is accurate.
Status	Reviewing PDS capabilities with Jack Paige from Diocese of Orlando. Assembling task force to identify data needs.
Performance Measures	Determine number of parishioners who update registration information either online or mail-in hard copy.
Resource Needs	Staff member dedicated to data entry of mail-in hard copies as well as maintaining the database to keep it accurate.

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -	
	Priority Goals, Objectives, and Actions
	Assignment
Objective 13.3	Annunciation Catholic Church analyzes the capital needs of the parish, consolidates those needs with the Diocese of Orlando's needs, and engages in proper planning to acquire the necessary funding to satisfy the requirements.
Actions:	
13.3.1	Collaborate with members of the parish community via a task force to assess the church campus facility needs.
13.3.2	Provide parishioners the opportunity to join in the vision of the Diocese of Orlando's Synod recommendations on capital/endowment needs: begin planning for 'Alive In Christ' Capital Campaign during Fall, 2008 and commence the 'Alive In Christ' Capital Campaign January, 2009.
Status	Facilities task force being formed. Initial discussion with Diocese of Orlando regarding capital campaign has taken place.
Performance Measures	Recommendations by the facilities task force. Number of people participating and amount of financial contribution toward the 'Alive In Christ' Capital Campaign.
Resource Needs	Communication pieces, receptions, etc. to communicate capital campaign. Staff involvement with capital campaign. (Timeline: Fall 2008-Spring 2009)

Annunciation Catholic Church Long Range Plan

<p>Objective 13.4</p>	<p>Annunciation Catholic Church understands on-going development as being the meaningful involvement of people in the parish mission and vision for the future.</p>
<p>Actions:</p>	
<p>13.4.1</p>	<p>The ministries of the Stewardship and Development Commission evaluate methods for building relationships and community. These ministries communicate to parishioners the evolving vision of the parish community as building the Kingdom of God.</p>
<p>13.4.2</p>	<p>Evaluate fundraising techniques that are currently being used in parish, measure their effectiveness and research additional possibilities/improvements. Consider consolidation of all requirements so that individual appeals are reduced or eliminated and replaced by central grants.</p>
<p>Status</p>	<p>Proposed (Summer 2008 and ongoing)</p>
<p>Performance Measures</p>	<p>Number of people contacted on a monthly basis. Completed analysis of development and fundraising methods.</p>
<p>Resource Needs</p>	<p>As part of the recommendations for additional staff to be devoted to stewardship</p>

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
# 14	Annunciation Catholic Church communicates the life of the Parish through the internet, announcements at church, the bulletin, other appropriate means and visual reminders around our campus by using communication tools, technology, and other appropriate means	Commission of Primary Responsibility: Stewardship and Development Commission: Champion: Commission of Corollary Responsibility:
Objective 14.1 Actions: 14.1.1 14.1.2 Status Performance Measures Resource Needs	Annunciation Catholic Church communicates information about the life of the parish through all appropriate means: announcements in church, bulletin, internet, visual reminders on campus, and all available electronic media. The Communications Ministry reviews survey and listening session data. The Communications Ministry meets with staff and ministry members to evaluate current processes and needs. Communications Ministry established. Communications seminar with selected staff and parish leaders held 5/6/08. (Timeline: Summer/ Fall 2008)	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -		
	Priority Goals, Objectives, and Actions	Assignment
Objective 14.2	The look, feel and message of Annunciation Catholic Church are identifiable within and outside the parish community.	
Actions:		
14.2.1	The Communications Ministry will assess current "brand" situation.	
14.2.2	The Communications Ministry formulates the essence of Annunciation Catholic Church brand identity: evaluate promise, personality, characteristics and tone/voice.	
14.2.3	The Communications Ministry design creative branding elements: design mission, logo & graphic icons, color palette, typography & photography.	
14.2.4	The Communications Ministry recommends brand standards for execution by staff.	
Status	Proposed (Timeline: Fall 2008)	
Performance Measures		
Resource Needs		

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -	
	Priority Goals, Objectives, and Actions
Objective 14.3	Annunciation Catholic Church utilizes processes for unifying messaging.
Actions:	
14.3.1	The Communications Ministry establishes a Communications Advisory Group.
14.3.2	The Communications Ministry identifies target markets.
14.3.3	The Communications Ministry develops key messaging points.
14.3.4	The Communications Ministry creates holistic, "multi-media" approach to communicating parish information and prices various options.
Status	Proposed (Timeline: Fall 2008/Winter 2009)
Performance Measures	
Resource Needs	

Annunciation Catholic Church Long Range Plan

Annunciation Catholic Church -	
	Priority Goals, Objectives, and Actions
<p>Objective 14.4</p> <p>Actions:</p> <p>14.4.1</p> <p>14.4.2</p> <p>14.4.3</p> <p>14.4.4</p> <p>14.4.5</p> <p>Status</p> <p>Performance Measures</p> <p>Resource Needs</p>	<p>Annunciation Catholic Church maintains an operative plan for ongoing communication.</p> <p>The Communications Ministry organizes and facilitates periodic communication meetings with staff and lay leaders.</p> <p>The Communications Ministry gathers annual programming information.</p> <p>The Communications Ministry performs a feasibility study of additional communications devices with associated costs that would supplement existing communication tools. Considers enhancement of the website; periodic 'spiritually based' newsletters; topical bulletin stuffers; signage and other ways of reaching out to parishioners and the community.</p> <p>The Communications Ministry collaborates with ministry chairs to encourage having a historian as part of each ministry to record special events (journal, photos, etc.) so they can be included in parish communication pieces.</p> <p>The Communications Ministry establishes ongoing feedback touch points with community and staff.</p> <p>Proposed (Timeline: Beginning Spring 2008 and ongoing)</p>