

## **Pastoral Staff Day**

### **Strategies to Shift Paradigms**

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#### **PARADIGM: INSTITUTIONAL TO INTENTIONAL**

##### **Next Week:**

- Intentionally form staff
- With coffee and conversation have ministry team be the “hosts” to engage the room and reach out to those not
- Continue to focus on stewardship – giving of self, time/talent, treasure
- Take opportunities for evangelization seriously
  - Emails or phone calls are opportunities often seen as items on a to-do list
- Raise question about staff retreat time
  - Opportunities for team-building
- Gather staff and pastoral counsel to identify and assess where we are and the steps needed to take in the next year
- Send pastoral staff day to parish council and educate parish council (and parish) about *Seek the City*
- Educate the parish council
- Adoration ½ hour before staff meeting
- “How did we see the face of Jesus in past 2 weeks?”
- Prayer cards – spend time praying for whatever they are there for
- Schedule a staff meeting next week to include those that were not able to come today
- Our meeting focus will be prayer to guide us more faithfully in our prayer life
- Have pastor share his expectations of the staff – prayer, teamwork
- Establish when our regular meetings will be (focus on prayer at meetings)
- Staff meetings will always begin with a 15 minute window of prayer
- Front office staff pray with each visitor (consumer) who comes for Mass cards, baptism, sacraments, registration

##### **In Six Months:**

- Msgr. Small tidbits of faith sessions after mass
- Discernment of gifts and talents – retreat/assessment @ each staff meeting/planning meeting discuss how anything we plan brings forth intentional faith
- Pastoral staff reorganization
  - Right people in right places
- Re-evaluate ongoing activity to ensure essential opportunities are taken advantage of
- Communicate to parish
- Meet with parish families in family formation encounters, worship, prayer, reconciliation, scripture study, town hall, sacramental prep, adoration, holy hours

- Parish council develop list of 5 things parish can do to move from institutional to intentional faith, being inclusive.
- Assess if “things” have been accomplished or being worked on
- Develop a plan to move to institutional – intentional staff retreat
- Work with priest to engage ideas
- Ideas on how to keep programs running
- Allow personal encounters with visitors in a private office
- Brainstorm goals that are doable – 1 yr., 5 yrs., 10 yrs., and 20 yrs.
- Select one goal, set a timeline, have regular assessments
- Expect all parish groups/meetings follow model of 15 minutes of prayer at start

### **In One Year:**

- Develop/offer opportunities for adult faith formation
- Evaluate community outreach year-round
- Develop outreach to new families
- Have core teams of volunteers to draw others into ministry and support faith formation of adults, adolescents, and children
- Assess if 5 “things” have been accomplished
- To re-evaluate how far the above topics have moved forward or backwards
- Know why we are offering a program and what we hope to accomplish with the offering
- Listen to negativity of parishioners to develop programs that they need
- Listen more to become more intentionally with our offering
- Develop vision based conversations
- Have a church retreat within the year
- Begin regular prayer of divine mercy, liturgy of the hours, and youth pray in their own way
- Re-evaluate these steps – measurable results

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## PARADIGM: ENGAGEMENT TO ENCOUNTER

### Next Week:

- Homebound outreach
  - Deliver communion, stay to pray and visit
- Reconsider our one-on-one conversations to be sure our focus is on Jesus
- Offer to pray with people not just for them
  - “Jesus I trust in you”
  - “Come Holy Spirit”
- Look for retreat opportunities, not just at the parish
- Pray together more as a staff
- Incorporate adoration into Sunday school
- Retreats for parents?
  - Holy Hour (Historic Church)
- Meeting with Ministry heads
- Assessing the needs for ministry discernment
  - How that looks as we begin to discern if we have the right people in leadership positions
- Look at, consider, articulate how we encounter Christ, individually and as a staff
- Tell it like it is, have intentional, honest encounters with one another
- Staff attends Tuesday 9 a.m. Mass
- Zoom prayer from the heart
- Mass – pray together from the heart
- Relaunch all our welcome
- At our staff meeting, set up schedule to meet in person and add prayer/reflection
- Engagement t encounter – TEAM
  - Mass as a team
  - Meeting more often
  - Communication
- Pray as a staff to start focus on this process
- Meet and pray with entire staff
- Ask pastor to be onboard

### In Six Months:

- Get charismatics to serve outside their group
- Get young adults to become mentors and serve youth and church
- Get all music groups commit to 2 events per year
- Offer daily mass prior to activities during the week
- Adoration during the week, at times when larger community is available
- Opportunities for guided meditation
- Liturgy committee – mission, vision, function
- Use Winterfest as an evangelization tool
- Retreats for families
- Identified common core mission between school and church

- Bring in Emmaus team for ministry (and invite the staff)
- Staff retreat in late winter, early spring
- Define the terms
  - Kerygma
  - Encounter
  - Good news
- Bring back new parishioner lunches after Mass in Bolton Hill
- Sunday suppers
- Re-establish pastoral council
- Engagement to encounter = current families in ministries
  - Surveys
  - Volunteer and catechist retreat
  - Staff retreat
    - Volunteer recruitment (intentional)
- Retreat with staff before Lent/pray together more often

### **In One Year:**

- Foster mentorship
- Turn conversation with people away from “are you coming”
- Re-evaluate the mass schedule
  - Possibly move to 8 a.m. and 10:30 a.m. on Sunday, as no one else in the area offers those times
- Middle schooler’s – youth group?
- Welcoming, vibrant, loving ministries
- Measure each ministry through the new lens of Kerygma and Encounter
- Develop our relationship with MICA
- Regular phone calls with parishioners/staff
- Involvement in city events – prayer walks, baskets for those impacted by violence
- Engagement to encounter = who are we missing?
- How can we bring others into the mission?
- Create a plan for an encounter for people who come to us

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## PARADIGM: FROM MAINTENANCE TO MISSION

### Next Week:

- Work on some healing for tiredness
- Be mindful of theological doldrums of staff of parishioners
- Getting out of the Corvid language usage
- Focus on outreach, communication, and consensus to key constituents
- Re-evaluate mission statement
- Organize a schedule to meet those in ministry
- If we don't do mission, we won't need maintenance.
- Strategically prepare what can our parish do to help - support
- Speak to person to change Baptism to change approach
- New guidelines – update for Baptism
- Recruit greeters
  - Welcome everyone
- As staff to go to morning Mass 1 time a month
- Invite all volunteers
- Invite people to introduce themselves to others before Mass begins
- Visitors raise your hand
- “Welcome to St. Charles”
- Ask neighbors in pews to introduce themselves and ask how they can pray for each other during Mass
- Talk with the staff about what we learned, heard, and discussed together at lunch
- Take the extra step with hospitality to be welcoming
- Between next week and six months
  - More witness talks as part of the Mass

### In Six Months:

- Use of language – “call” (language effects change in culture)
- Use our “huddle” prayer – share a struggle, invite others to share – faith sharing and testimony
- How we express the language of our staff
- Revise with focus on evangelization
- Survey opinion parish by parish with friendly events
- Promote change through “That man is you”
- Create plan that leverages post Corvid opportunities
- Think about ways to promote hospitality, outreach
- Advertise presence more
- Speak to person to change Baptism to change approach
- Reschedule baptism classes
- Forming a youth group (14-18)
- Adult education
- After Mass witness talks – sharing of faith
- Expand greeters ministry and offer training for ushers and greeters
- Invite folks to volunteer to “do” ministries at Mass

- Pray before staff meetings
- Pray with people who come to rectory
- Faith sharing programs
- Intentional community building
- Walking with Purpose
- Talk to priests to use homilies to emphasize mission
- Talk with pastoral associate to set-up tangible hands on service opportunities
- Make known to the parish that we've been going through the ablaze process
  - Show them a kind of roadmap
  - Explain paradigms and why the change has to happen
  - Show the pre Covid and post Covid numbers
    - To show some concrete evidence of the need for mission
- Host Called and Gifted sessions and draw more parishioners into that process

### **In One Year:**

- Look at how we approach faith at all stages of life – keep learning – always welcoming
- Pray with parishioners when they come in
- Involvement lead to an encounter with Christ
- Registration for new parishioners – take name, number and email. Train parishioners to call and do the for with them – Engage and Encounter
- Mission focused ideas implemented
- Find ways to engage young people in mission
- Young adult ministry established
- Change religious education to make it family focused
- Expand parking by getting rid of old buildings
- Evangelization of youth and adults
- Restructure confirmation approach
- Parishioners greet each other before priest processes/before the opening song
- Changes to religious education
  - We are going to be a pastorate
- ACTS retreats
- Small church committees
- End of shift dinner 1 time a month for St. Agnes Hospital workers
- Meet with parishioners to encourage them of their mission to go out and make disciples
- Go through the OSVi process with the parish to get to the root of the problems in the parish
  - Not just telling them what the problem is
    - Making teams to do interviews, questionnaires, and outreach to those who have left
- Use the results of the Called and Gifted process to help guide people to ministries that suit their charisms (esp. and including evangelism charisms, for them to start leading missionary efforts)

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## PARADIGM: PROGRAMS TO PEOPLE

### Next Week:

- Bi-weekly staff meeting – rotate prayer leaders and intentionally pray for each other's intentions
- Begin addressing rumors in Pastor's letter
- Discuss staff retreats
- Staff Meeting
  - Definition of roles
  - Talent assessment
  - Synod review
- Pray at the staff meeting, intentionally and reflectively
- Prayer Thursday lunches
- Mass together
- Praying/community among ourselves
- Invite volunteers to staff lunches to share/answer questions about ministry and gauge spirituality of parishioners
- Staff lunches once a week
- When someone asks for prayer, stop and pray – Now
- Personal meeting with new parishioners
  - What brought you here
  - How can we support you spiritually
- Personal sharing of God moments
- Greeting visitors at Masses
- Talk to Fr. About making changes that will place focus on individual spiritual journeys (special penance/Holy Day mass times, family teaching masses)
- Share what we have learned in a gentle way with staff, parish council
- All members of the staff
  - Strike up conversations with people registering for masses, sacraments, Mass cards, etc.
- Reach out to ministry heads/pastoral council about our attendance at PSD
- Complete and compile and discuss cultural inventory
- Some close worship know where others are.
- We are focused on our work and schedule and haven't shared.
- Exceptions
  - Priest know some, Choir Director knows some and Adult Faith Formation knows some
  - Some groups lie TMIY or retreat.
  - Catechist are known by DRE
- Ways we can connect
  - Lunch sharing and lunch prayer
  - Knowing one another doesn't equate to understanding on a deeper level
- Leaders
  - You affect your group by your behavior
  - Alex's example of prayer at choir practice
- Deacon

- Homilies
- Talk to Fr. About changes that can happen
- Encounter Ministry (develop)

### **In Six Months:**

- Priorities set by ministry area based on synod results
- Determine concrete ways to measure success
- Start making phone calls to parishioners
- Formation of pastoral staff/leaders
- Staff retreat
- Welcome new parishioners
- Forming evangelization team
- Plan for recruiting new volunteers for interpersonal follow-up
- Extra greeters
- Christmas Outreach
- Staff retreat day
- Ask parishioners to introduce us to friends
- Website – easier to use
  - Clearly advertise programs
  - Have a tech. person
  - Baptismal follow-ups
  - Corner sign
    - Advertising our presence
- All mass have staff presence
  - Praying with people to get out of consumer mentality
- Close office on Fridays
- Bulletin board
  - Staff ministry leaders
- Identify individuals in the parish who may be willing to evangelize
- Implement short range changes to programs such as Adult Faith Formation groups and children's
- Sacred Purposes Workshop
- Pastoral council read/discuss *Ablaze*
- Forming people who walk along side of you
- Looking at people, eye contact
- Singing, preaching, human contact

### **In One Year:**

- Stick to the plan
- Evaluate and re-evaluate
- Better ongoing communications to parishioners with better formed ministries
- Review all the above
- Volunteer appreciation banquet
- Coincides with stewardship appeal
- Faith Formation at same time as Adult Formation



- Training for catechists/new catechists
- Connect catechists to mentors
- Catechist collaborate with in grade level
- Boots on the ground for those who haven't come back since Covid
- Raise bar for RE/sacraments
  - Evangelize parents as much or if not more going forward
- Staff jobs reimaged
- Invest in people in life then invite them to church
- Outreach beyond Catholic community
- Evaluate
- Implement new initiatives that will highlight the Kerygma
- Fr. Leo (Plating Grace)
- Catholic Guy (?)
- Involve Pastoral Council I creating activities that further the mission
- Programs directly and intentionally
  - Lead others to make a decision for church
- Renewing social committee
- TMIY
- Men's Group

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## PARADIGM: AVOIDANCE TO ACCOUNTABILITY

### Next Week:

- Change staff meeting
  - Agenda is currently done in reverse of how we want it to be
  - What do we want to be intentional about
  - What are our things aimed at towards different groups of people
  - What is our goal this week?
  - Time distinctions in agenda
  - Offline vs. online topics
  - Widget, staff members
  - Parish staff retreat – 2 days?
  - Need a parish overall plan
  - Do we need to know what we're talking about
  - Strategic plan for parish before we start talking
  - Using the topic outlined by the parish council as part of our staff meeting
- Open honest conversation of how staff sees itself and their role in it
- Put people before tasks
- Be truly present
- Clearly identify parish mission
- Have a “huddle” with someone assigned to record notes and send to staff not present
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### In Six Months:

- Can we have one topical focus for the next six months
- All social media for the parish needs to be working together
- Put school plan and parish plan side by side - streamline
- Cross office goals need to drive agenda not officer
  - E.g. get more familiar at Sunday Mass
  - Not responsibility of one office
- Parish council plan and delegation to members of parish council/coordination with staff
- Mission support
  - Let front office know when evangelization is in and when out (close loops) of office to when emails and phone calls will be responded to, which is then shared with rest of staff
- Continue to identify parish mission
- How to respond to those no longer coming to church
- Identify parish initiatives and if they work as/is or need refresh/reboot
- Deeper connection between faith formation, school and CYM so they do more than share space
- Identify roles and goals associated with parish mission, individual ministries and staff responsibilities and ministries
- Positively recognize the “wins” and support each other during the challenges associated with our work

**In One Year:**

- Need an integrated and simple parish plan
  - Simple is better don't need to duplicate
- Unite
- Integrated mission
- Simplicity
- Communication flow chart
- Standards
- Communication flow chart per season to inform whole staff of when in and out
- Continually intentionally form staff focused direction for adult formation
- Plan on gathering as a staff at a retreat to "check-in" in a pastoral, nurturing setting

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## PARADIGM: NONE

### Next Week:

- Plan for a welcoming spirit
- For Christmas – what do you need (what’s important to you)
- What can our parish do to invite more people
- Hand written Christmas card with a small can bow
- Parish staff to consider ways of outreach to the surrounding community
- Leadership team will attend adoration together on 11/4 @ 7 pm.
- We will get 3 ideas/questions for us all to prayerfully consider while in adoration
- Hopefully this will help us to know where each of us is at in our prayer journey
- First sacraments retreat
  - Revamped and focused on parents and kids sharing faith at home
- Staff meeting with Fr.
- Daily Mass as a team
  - Connect with daily Mass goers, foundation of prayer
- Who are currently “outwardly comfortable” parishioners, train them as new parishioner welcome crew
- Share our stores more
- Get pastor’s buy-in for “3 in 1” evangelization effort
- Set first planning meeting for “3 in 1”

### In Six Months:

- Social event for lead worship
- Promote more intermingling
- Have definitive plans being made for community outreach
- Kids and parents go to Mass together and receive books and board games to share faith at home
- Fr. articulate vision (spring time)
- Prayer Teams (Prayer Warriors) for our own staff/initiatives
- Intentional prayers with staff
- Parish life survey
- Electronic message center (campus sign)
- Develop actions for good discipleship
- Keep trying new things, weed out what doesn’t work
- Accountability partners
- Share stories more, plug people in to our programs more as witnesses
- New parishioner orientation underway
- Outbound mentorship for new parishioner welcome
- Have “3 in 1” underway (Lent)

**In One Year:**

- Parish picnic – small groups, evangelize
- Have at least one community outreach activity in place
- Kids from First sacraments continue with Quest, Time Travelers, and Milestone Markers
- Kind of dependent on Fr.'s vision
- Meet the goals of the parish
- Pastoral plan
- Plan for construction/remodel for parish mission center
- Accountability partners
- Beef up Adult Faith Formation opportunities
- Called and Gifted style workshops to help people discover charisms, plug in to service opportunities
- Have S.H.I.P. Running
- Launch in conjunction with RCIA in Fall