

# Saint Anne

Catholic Church and School

2015 — 2016



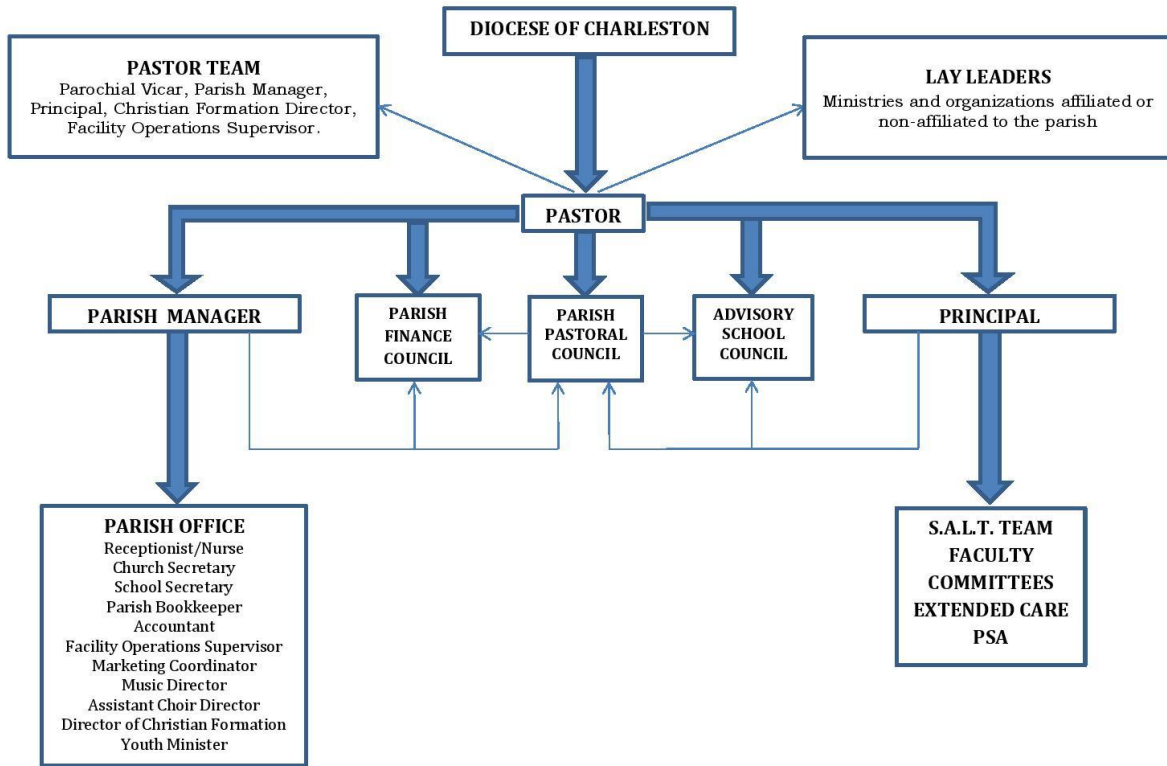
## PASTORAL PLANNING

Pastoral Planning .....	1
Lifelong Parish Mission.....	2
Administration.....	3
Buildings & Facilities.....	4
Fiscal Management.....	5
Time, Talent & Fellowship.....	6
Prayer & Worship.....	7
Sacramental & Domestic Church.....	8
Christian Formation.....	9
Outreach & Social Justice.....	10
Parochial School.....	11
Parish Centennial.....	12

I give thanks  
to my God at  
every  
remembrance  
of you,  
praying  
always with  
joy in my  
every prayer  
for all of you,  
because of  
your  
partnership  
for the Gospel  
from the first  
day until now.

**Philippians 1:3-5**

**SAINT ANNE PARISH  
ORGANIZATIONAL CHART**



## *Preamble*

Just like every faith community, Saint Anne Parish has a unique history, personality and mission. In order to effectively carry out the mission of Saint Anne, the Pastoral Planning, or Strategic Planning, will provide a process for calling forth all the unique talents and gifts of the faith community so as to help build up the Body of Christ, and to contribute to the vitality and energy of the Church.

**Pastoral Planning is simply identifying a preferred future (GOAL)  
and figuring out how to get there (OBJECTIVE)**

Planning helps the parish to renew its sense of mission and it creates a sense of direction and purpose while taking into consideration the past, present and any future growth which may be projected.

To begin unfolding Saint Anne Pastoral Planning I list below 12 strategic areas to be used as criteria to help provide a comprehensive outline for our parish community to implement over the next six years.

1. Pastoral Planning
2. Lifelong Parish Mission
3. Administration
4. Buildings & Facilities
5. Fiscal Management
6. Time, Talent & Fellowship
7. Prayer & Worship
8. Sacramental & Domestic Church
9. Christian Formation
10. Outreach & Social Justice
11. Parochial School
12. Parish Centennial

Each of the above strategic areas will look like as following:

**1. (Strategic Area)**

**1.1. Goal** (a brief, clear statement of an outcome to be reached within six years)

**1.1.1. Objective** (a brief, clear statement of an outcome to be reached within one year as a step toward a goal)

A strategic plan involves discerning long-term goals, adopting courses of action, and allocating the necessary resources to help accomplish the goals. For the Church, this occurs primarily in a spiritual context linked to personal and parish renewal. As we at Saint Anne Parish confront the challenges posed by our world today, we must ensure that our mission and activities (parish and school) adapt through creative, faith-filled strategic planning.

What I (and all of us) need to remember is that this plan will not be my sole responsibility as pastor, nor will it be the work of only a few. We have a wonderful dynamic parish community. Now is the time for leaders, of all ages and backgrounds, to step forward and carefully lay out Saint Anne Pastoral Planning.

The Holy Spirit is indeed working among us and is helping us move forward together. Pray for our community, that we may find the strength to build upon the foundation of faith that has long been part of this parish.

**CONTACT** Fr. Fabio Refosco, CO

*St. Anne is rooted in the rich traditions of our past and looks forward toward the future with hope and expectation. We seek ways and practices for the ongoing enhancement of the administration of our parish as well as its ministries and organizations.*



## **1.1. Develop a Parish Pastoral Plan (Strategic Plan)**

1.1.1. Commission PPC to develop a Parish Pastoral Plan. Focus on future changes and enhancements, both planned and speculative, which ministry leaders hope to implement.

1.1.2. The Plan will be a living document with a timeline to encompass the updates and revisions annually. The Plan needs to be monitored to ensure that goals and objectives are worked towards and accomplished within the time frame.

## **1.2. Restructure the Pastoral Parish Council (PPC)**

1.2.1. Organize membership rotation process. The PPC needs to adapt and follow a rotation system regularly.

1.2.2. Recruit new members. The PPC needs to be renewed every year with individuals responding the call to serve, either by volunteer or nominated.

1.2.3. PPC needs to study pastoral issues, reflect on them, and recommend conclusions. The work of the Pastoral Council is Pastoral Plan.

## **1.3. Parish History**

1.3.1. Make sure parish history is updated with the new strategic approach in mind. It should feature updates that is refreshed regularly and added to annually.



**CONTACT** Fr. Fabio Refosco, CO

*Each and every parishioner is called to reflect the different facets of parish life and to play a small part in supporting each other ensuring that we all work towards a common goal and vision.*



*St. Anne Catholic Parish is a **Eucharistic** community blessed with a **Diversity** of cultures all united in the Body of Christ formed in **Faith** and nourished by the **Sacraments**, we continue to grow in our call to **Evangelization**.*

### 2.1. Holy Mass

2.1.1. To hold and celebrate the Eucharist, as often as possible in unity, as it is the center and source of parish life and worship.

- During Holy Days of Obligation our Music Director incorporates different languages in the Mass program.

### 2.2. Diversity of Cultures

2.2.1. To reach out to all members of our parish and engage them to foster and build community of many backgrounds and cultures, further expanding our outreach and service to one another.

- Philippines encouraged sharing their musical talents in the Choir.
- Holy Saturday morning holds one of the most enduring and beloved Eastern European tradition, the Świąconka – Blessing of the Easter Baskets.

2.2.2. Create social gatherings opportunities in conjunction with our liturgical feasts.

- Corpus Christi
- Home for the Holidays
- Epiphany

**2.3. Strengthen our Faith**

2.3.1. To build and strengthen a faith community that welcomes and accepts all peoples by offering opportunities to recognize and use their gifts for the growth of parish life.

**2.4. Sacramental Life**

2.4.1. To celebrate our Catholic faith through reverent liturgical rites and uplifting worship where all can practice their faith, receive sacraments, and be a part of a caring religious community.

**CONTACT** Fr. Fabio Refosco

*Insure proper stewardship of the resources of our parish in a manner consistent with best practices in the administration of our staff, facilities and financial assets.*



### **3.1. Provide the parish with competent personnel to provide for their administrative needs**

- 3.1.1. Evaluate staffing needs and define staff roles
  - Office Handbook currently being written.
  - Staff evaluations are done yearly.
- 3.1.2. Recruit and train volunteers to provide assistance
  - There are 3 volunteers assisting our secretary.
- 3.1.3. Cross train and retrain staff where necessary
- 3.1.4. Set up continuing education goals for each position
- 3.1.5. Investigate appointment of Volunteer Coordinator

### **3.2. Maximize operational procedures to provide services in an efficient, cost effective manner**

- 3.2.1. Evaluate current systems for efficiency and productivity
- 3.2.2. Implement Computer based time clock system for all employee
  - Put on hold.
- 3.2.3. Institute new procedures and streamline existing procedures
  - Office Handbook currently being written.
- 3.2.4. Complete Parish Information/Forms manual
  - Parish Manual currently being written.
- 3.2.5. Complete written procedures manual
- 3.2.6. Provide access to manuals via a central server
  - Employees access all forms in the “Shared Folder”

- 3.3. Evaluate parish computers and database systems to insure peak performance and provide current technology**
- 3.3.1. Design plan for maintenance of computer systems
    - IT person has the plan
  - 3.3.2. Implement scheduled backup of all computers both onsite and offsite
    - Done
  - 3.3.3. PDS/Ledgers/Faith Formation: Clarify contract terms and status of software
  - 3.3.4. Update census to include current participating parishioner
  - 3.3.5. Update/convert systems as needed
- 3.4. Evaluate facilities and equipment for current utility and future needs**
- 3.4.1. Conduct an inventory of current equipment
  - 3.4.2. Complete schedule for maintenance of facilities
  - 3.4.3. Work with Building committee on master plan implementation
  - 3.4.4. Design plan for regular maintenance of all office equipment
  - 3.4.5. Develop a schedule for replacement of outdated/worn equipment
- 3.5. Improve communications**
- 3.5.1. Evaluation of all communication tools (website, social media, newsletter, emails, bulletin, flyers, answer machine)
    - Communication Matrix is being produced
  - 3.5.2. Identify common communication glitches
  - 3.5.3. Develop a method of information exchange to accept and respond to input/feedback from parishioners
  - 3.5.4. Communicate decision making structure, staff roles, and feedback mechanism to parish community



**CONTACT** Rob Worley

*To identify facility limitations, maximize the use of existing building and provide orderly growth of the facilities within the capabilities of the parish.*



#### 4.1. Parish Master Plan

- 4.1.1. To revise and update the original Parish Master Plan by engaging in contract with a professional architectural and engineering firms.
- ADW Architects contracted in July 2013.
  - Above picture is the current Master Plan.
- 4.1.2. Cooperate with the BRAC (Building and Renovation Advisory Committee) process and seek assistance through our area representative.
- Mr. DePalma is currently engaged in the process.
  - Master Plan approved by diocesan office in 2014.

## **4.2. Identify space needs for ministries and organizations**

4.2.1. Obtain information from various ministries and organizations leaders to identify what are the needs for space to carry on our mission.

- International Festival, Knights of Columbus, St. Vincent DePaul Society, Scouts and Hispanic Ministry were contacted.

## **4.3. Establish list of priorities**

4.3.1. Consult with parish leaders

- Priorities were established as following:
  1. Additional Parking
  2. Columbarium
  3. Upgrade the Existing Kitchen to a Commercial Kitchen
  4. Additional Administrative Space
  5. Drive-Through Canopy at Church Entrance
  6. Campus Storage Space
  7. Parish Life Center
  8. Additional School Space

4.3.2. Consult with the whole congregation

- PowerPoint presentation shown to the congregation in February 21, 2014.
- Open for Questions & Answers in August 2014.

## **4.4. Stewardship**

4.4.1. Design, construct and maintain our facilities as good stewards of the natural and financial resources entrusted to us and as good citizens of our community.

- Currently undergoing.

**CONTACT** Mr. Ralph Domenick

*Ensure sufficient financial resources are available to support parish goals and objectives, they are efficiently and effectively used in support of the established goals and objectives, and they are properly safeguarded.*



- 5.1. Ensure that sufficient financial resources are available to support the implementation of Parish Pastoral Planning objectives**
  - 5.1.1. Identify financial resources that will be needed to achieve all goals and objectives.
    - 5.1.1.1. Obtain estimates of all financial resources that will be needed by the various segments of Parish operations and ministries to accomplish established goals.
    - 5.1.1.2. Identify availability of adequate revenues to support the Pastoral Plan's goals and objectives.
    - 5.1.1.3. Review planned uses of financial resources to achieve established goals and objectives for efficiency and effectiveness.
    - 5.1.1.4. Assess reasonableness of estimates of financial resource needs and their planned use.
  - 5.1.2. Identify financial shortfalls, if any, and identify options for either generating additional financial resources or making modifications to the Pastoral Plan.
  - 5.1.3. Evaluate options and decide on actions to be taken.
  - 5.1.4. Prepare annual budgets for church and school operations that will support achievement of the Parish Pastoral Plan.
    - 5.1.4.1.0. Create a Budget Process Guidelines
- 5.2. Ensure that financial resources are used efficiently and effectively in support of Parish Pastoral Planning**
  - 5.2.1. Monitor the use of financial resources by the various segments of Parish operations and ministries for efficiency and effectiveness.
  - 5.2.2. Track variances between actual and budgeted results and identify actions needed to resolve differences.

5.2.3. Perform a year-end review to assess the effectiveness with which the Parish's financial resources were used in support of the Pastoral Plan.

**5.3. Ensure that Parish financial resources are adequately safeguarded.**

5.3.1. Review planned uses of financial resources to achieve established goals and objectives.

5.3.2. Establish a system of internal controls over the Parish's financial resources.

5.3.3. Periodically review the effectiveness of the internal controls.

**CONTACT** Fr. Fabio Refosco, CO

*To continuously call people to recognize and use their gifts well in the service of the kingdom, confirming our identities as stewards and nurturing our relationship with God and with one another.*



### 6.1. Definition of Parishioner

6.1.1. Clearly define and publicize expectations and benefits of parishioners at Saint Anne Catholic Church.

### 6.2. Parish Survey

6.2.1. Conduct a parish wide survey.

6.2.2. Seek assistance from the diocesan Office of Research and Planning

### 6.3. Call to Service

6.3.1. Establish a fixed date of the year when parishioners may turn in their “Commitment Card.”

6.3.2. Develop a year round awareness on parish engagement and ministry.

### 6.4. Social Opportunities

6.4.1. Consult and encourage parishioners to become leaders and coordinators or social gatherings sponsored by the parish.

**CONTACT** Fr. Paul Nguyen, CO

*Enhance and improve the liturgical celebrations of the Parish by following the established guidelines of the Diocese. While the ultimate responsibility for worship resides with the pastor, this committee exists to help him.*



- 7.1 Create a meaningful worship atmosphere to help congregation enter into the Paschal Mystery with great seriousness and reverence**
  - 7.1.1. Review and revise all guidelines and procedures for all liturgical ministers.
  - 7.1.2. Rearrange music area
  - 7.1.3. Prayerful and good preaching
  
- 7.2 Provide spiritual needs for parishioners who are in hospital, nursing home, homebound**
  - 7.2.1. Make parishioners feel that they are still connected to the parish.
  - 7.2.2. Organize good and effective training for ministers.
  - 7.2.3. Maintain well and steady visit schedule.
  
- 7.3 Promote spiritual growth for parishioners**
  - 7.3.1 Schedule Parish Mission at least twice a year (Advent and Lent).
  - 7.3.2 Create and promote adult spiritual programs and workshops.
  
- 7.4 Spiritual Formation for liturgical ministers**
  
- 7.5 Provide proper decoration in the sanctuary**



**CONTACT** Mrs. Denise Kizer

*To provide the doorway and the foundation for our participation in the Church in her larger dimensions. It also provide us with the place where we live out our faith most directly day-to-day and most intensely in the rough and tumble of ordinary family life.*



**8.1. Promote all sacraments in the life of the parish**

- 8.1.1. Develop a system of regular contact with families in sacramental formation.
- 8.1.2. Identify and contact unbaptized and non-Catholics in the parish.
- 8.1.3. Bring registered parishioners into active sacramental life.
- 8.1.4. Develop a more effective Mystagogy.

**8.2. Compile Sacramental Life Manual**

- 8.2.1. Collect all current sacramental policies and procedures.
- 8.2.2. Develop a flow chart for communications and follow up.

**8.3. Assess the current state of all sacraments preparation**

- 8.3.1. Meet with current sacrament catechists.
- 8.3.2. Collect current sacrament preparation resources in the parish.
- 8.3.3. Research best practices in sacrament preparation on local and national levels.
- 8.3.4. List strengths and weaknesses of each sacramental program currently offered.
- 8.3.5. Develop alternative formation sessions for exceptional cases.

**8.4. Promote the sanctity of marriage**

- 8.4.1. Plan annual acknowledgement and blessing of married couples at Mass.
- 8.4.2. Promote USCCB “[foryourmarriage.org](http://foryourmarriage.org)”
- 8.4.3. Provide accurate and comprehensive information for Marriage Convalidation.
- 8.4.4. Research and promote current Church teaching on annulments.

**CONTACT** Mrs. Elena Ziegler

*The following objectives and strategies are developed from discussions with pastoral staff, catechists, youth ministers and support staff of St. Anne Parish Faith Formation programs.*



- 9.1. Assess the current state of all departments of Christian Formation.**
  - 9.1.1. Meet with leadership of each group.
  - 9.1.2. Compile a list of strengths and weaknesses of each group.
  - 9.1.3. Develop a vision statement for each area.
- 9.2. Develop a comprehensive Strategic Plan for each department.**
  - 9.2.1. Prioritize areas of needed improvement.
  - 9.2.2. Research best practices in each area, diocesan wide and nationally.
  - 9.2.3. Prioritize human and other resources needed to support the Plan.
- 9.3. Fill the Youth Minister position when needed.**
  - 9.3.1. Review current Youth Minister job description.
  - 9.3.2. Review survey results in light of Youth Ministry.
  - 9.3.3. Develop Youth Minister responsibilities and programming going forward.
- 9.4. Begin implementation of Strategic Plan.**
  - 9.4.1. Set up and finance needed resources.
  - 9.4.2. Schedule a timetable for evaluation of progress toward the goals.
  - 9.4.3. Training in psychological and spiritual development.
- 9.5. Develop a comprehensive manual for all departments.**
  - 9.5.1. Annual Calendar of classes, events, and meetings.
  - 9.5.2. Index of forms and letters.
- 9.6. Reassess goals for the Strategic Plan**
  - 9.6.1. Review annual evaluations

**9.7. Implement reordered goals of the Strategic Plan.**

9.7.1. Meet with leadership of each group and assess current state and progress.

**9.8. Review progress towards, and evaluation of actions of previous years.**

9.8.1. See 1.1. and 1.2.

**CONTACT** Mrs. Donna Willis

*We believe that the work of outreach and social justice integrate spiritual needs of our parishioners with the opportunities to take action based on those needs.*



- 10.1. Provide effective ways to coordinate all outreach and social justice within the parish**
  - 10.1.1. Provide and keep up to date all necessary information about the ministries.
- 10.2. Educate all parishioners about the Seven Themes of Catholic Social Teaching and its foundation in the Gospels**
  - 10.2.1. Identify annually a specific social justice issue for parish-wide emphasis.
  - 10.2.2. Provide parishioners with the widest array of opportunities to become more deeply involved in outreach and social justice ministries.
  - 10.2.3. Work with the Christian Formation departments to enhance the teaching of Catholic Social Justice issues, to the extent possible.
- 10.3. Strive to broaden awareness and understanding of the full spectrum of pro-life issues**
  - 10.3.1. Provide parishioners with information regarding pro-life issues using all parish communication tools available.

**CONTACT** Principal Shaileen Riginos

*To incorporate the teachings of Jesus in the educational program of the whole child: intellectually, physically, emotionally, spiritually, socially, and culturally.*



### 11.1. Catholic Identity

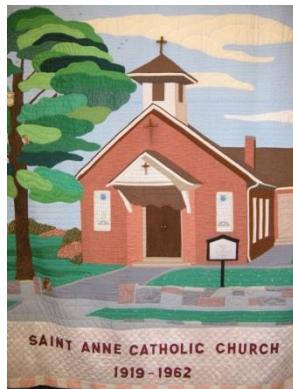
- 11.1.1. Teachers to meet the diocesan requirement of completing a minimum of 6 hours per year toward Basic Catechist Certification.
- 11.1.2. School environment to show evidence of Catholic Identity, both physically in the building and spiritually among the faculty, staff, students and families.
- 11.1.3. Integrate the religious, moral, and spiritual dimension of learning in all subjects.

### 11.2. Academic Programs and Student Learning

- 11.2.1. Teachers will implement school wide approved programs in ELA and Math to provide students consistent learning opportunities
- 11.2.2. Teacher will differentiate instruction to meet the needs of all learners based on data provide by MAP testing.
- 11.2.3. Actively participate in the Notre Dame Curriculum Development initiative spearheaded by the Diocese of Charleston.
- 11.2.4. Develop and implement GT program, identifying the students who qualify for Gifted and Talented.
- 11.2.5. Develop expectations for reading progress in grades K-3 using DRA/Lexile levels.
- 11.2.6. Implement Trait Base Writing in grades K-8 to provide consistent writing instruction.
- 11.2.7. Renzulli Learning program will be used a minimum of twice per week (grades 1—8).

**CONTACT** Joe Berger & Donna Willis

*Saint Anne is rooted in the rich traditions of our past and looks forward toward the future, in which we look with hope and expectation to read the signs of the times in response to the needs of the moment.*



**12.1. Celebrating of Parish's long history and achievements.**

12.1.1. Search centennial celebrations in other churches.

12.1.2. Visit centennial church cites and their committees.

**12.2. Develop a diverse year round list of celebrations and remembrances.**