

## PARISH PASTORAL PLANNING – PHASE II

Tracking Committee Update – October 24, 2016 Parish Pastoral Council

	<b>RECOMMENDATION</b>	<b>UPDATE</b>
<b>EV 1</b>	Advertise and present workshops of interest - to the aging – in Senior Center Assisted Living locations nearby. (Present at the locations)	<b>CLOSED</b> – Aligned with FF1 & FF2
<b>EV 2</b>	Outreach to fallen away Catholics and Christians [on Ash Wednesday?].	<b>Follow-up Needed</b> – Need to follow-up on progress made on action plans with Evangelization Committee
<b>EV 4</b>	Prayer service for the persecuted – 3–4 times a year. All people feel welcome – non-Christians, too. Advertise outside OLS.	<b>CLOSED</b> – Addressed in conjunction with <b>W 16</b>
<b>EV10</b>	Invite different ethnic groups to participate in the parish committees so that their voice is heard. Let them know we are here for them.	<b>Follow-up Needed:</b> Will need to meet with Evangelization Coordinator to discuss this recommendation.
<b>EV 16/27</b>	Develop a survey to find out what spiritual needs parishioners have	<b>Follow-up Needed:</b> Will need to meet with Evangelization Coordinator to discuss this recommendation.
<b>EV24</b>	Promote activities by having participants give testimonies, have participants assist and invite others to future activities	<b>Follow-up Needed:</b> Will need to meet with Evangelization Coordinator to discuss this recommendation.
<b>EV 25</b>	Motivate the school students with modern music from younger musicians with sermons directed at them and their lives	<b>ON- GOING:</b> Music Ministry will continue to Research Suitable Music for Liturgies, Purchase Music, Learn Music, Teach Music to Music Ministers, and Teach Music to School Assembly
<b>FF 2</b>	Develop a (very short) survey for seniors at assisted living facilities (and possibly homebound) to determine what they would like in the way of meeting their spiritual needs [Enlist help from the OLS Seniors Group]	<b>Follow-up Needed</b> – Timeline for completion given as December 2016. Need follow-up with Evangelization Committee
<b>FF 3</b>	Develop a flyer for each assisted living facility (and homebound seniors) with info on the spiritual services and sacraments available, schedule and how to request (e.g. for Reconciliation).	<b>Follow-up Needed</b>
<b>ST 4</b>	In addition to Funeral Lunch Ministry, initiate on-going communication with the bereaved. A month or so after funeral, contact them to offer support. Do companionship visits. (Added: Provide bereavement resources)	The creation of a Bereavement Committee is under consideration
<b>ST 14</b>	Organize a fall and spring clean-up of our grounds with Sorrows volunteers.	<b>CLOSED</b> – No further action needed by Garden Ministry who was assigned to act on this recommendation since there is already a landscaping service done regularly on the OLS grounds.
<b>ST 16</b>	Invite elderly from surrounding Nursing Homes and Retirement Centers to our home athletic games for free.	<b>Follow-up Needed</b>
<b>ST 19</b>	Designate a Sorrows realtor (or a few) who can use the MLS to	<b>Follow-up Needed</b>

	identify new residents to the area that we could reach out to and welcome to the community.	
<b>ST 21</b>	After website is updated, "Advertise" it at the local community organizations (such as Senior Costick Center, Meals On Wheels, etc.).	<b>On-Going:</b> Website is in its final phase with the hope of an end of November 2016 launch date.
<b>ST 23</b>	Evaluate the need for a Director of Stewardship to oversee a clear and directed plan toward engaging all families with their time, talent, and treasure.	<b>COMPLETE</b> – Stewardship Coordinator selected and hired as of July 11, 2016
<b>ST 24</b>	Bring back Ministry Fair / Commitment Weekend	Started at the OLS Picnic on Sept. 11, 2016 with a full blown Ministry Fair to happen. Sharon Williams seeking recommendation from the PPC as to when the best time would be to hold this (Spring 2017?)
<b>ST 26</b>	Coffee and donuts sponsored by each grade of the school to allow weekly fellowship.	<b>Follow-up Needed</b>
<b>ST 30</b>	Regular family retreats and opportunities to serve together outside of sacramental preparation requirement.	<b>Follow-up Needed</b>
<b>ST 35</b>	Include sporting event games times in bulletin and invite parishioners to attend.	<b>COMPLETE</b>
<b>ST 32, ST 39, ST 54</b>	ST 32 - New family mentorship program should be considered.  ST 39 - Reinstate Pastor Hosted "Meet and Greet for Newcomers" every 3-4 months and introduce them to parish activities, encourage volunteerism; provide commitment form at this time. Key members of the pastoral staff and parish council could attend; (such as the youth member) and/or invite a few parishioners to attend (different ones each time).  ST 54 - Review new member procedures to ensure that envelopes are sent out in a timely manner as well as Welcome packages	These (3) recommendations will be combined as they all center around new members of the Parish: <ul style="list-style-type: none"> <li>• A Family Mentorship Program being organized</li> <li>• Pastor hosting a Meet &amp; Greet for the new parishioners will be held 2 x a year starting Spring 2017; process being defined and welcome packets being updated</li> <li>• Sharon Williams to meet with each new parish member(s) and present a Welcome Gift with each OLS Committee giveaways – currently being designed</li> <li>• Parish Office procedures regarding new parishioners being reviewed</li> </ul>
<b>ST 43</b>	Raise awareness of the cost of running the school versus tuition	<b>COMPLETE</b> - Completed in the Financial Summary sent to all registered families in the parish. The scope will be broader in the succeeding yearly financial summary.
<b>ST 45</b>	Ask Home School families to pay to take specific classes at OLS	<b>CLOSED</b> – No further action as there are no home schooled families registered at OLS.
<b>ST 48</b>	Consider donations from corporations for materials (technology, paper, etc.). [No active solicitation; consider unsolicited offers if appropriate]	<b>ON- GOING</b> - One of the action steps of this recommendation was for OLS to join the local Chamber of Commerce. Stewardship Coordinator is now the representative of OLS in the Farmington / Farmington Hills Chamber of Commerce.
<b>ST 52</b>	Reach out to non participating members from the Changing Lives	<b>COMPLETE</b> - Finance Council reports this was completed when

	Together Campaign to contribute now that all of the funds go directly to the parish.	the Financial Summary was sent to all registered families in the parish.
<b>ST 55</b>	Have each class in the school plan a Sunday Mass to increase school attendance and giving.	<b>COMPLETE</b> – In School year 2015-2016, students involved in at least 4 Masses; will continue in School year 2016-2017
<b>ST 58</b>	Increase transparency and disclosure of financial information in an Annual Report to the Parish. Annual Report should contain letters from the Pastor, Principal, DRE, Youth Minister, Music, Athletics, CS. Report should also include Income statement, balance sheet, spending goals and promote ways of giving. Use graphics for a better understanding.	<b>COMPLETE</b> - Completed in the Financial Summary sent to all registered families in the parish. The scope will be broader in the succeeding yearly financial summary.
<b>ST 61</b>	Have annual commitment card that may include the following: CSA, Offertory, Volunteer time, and Faith Formation. (See sample from St. Andrew)	Stewardship Coordinator currently forming a Stewardship Commission that will provide input into what should be included in the Annual Commitment Card. The Stewardship Commission currently has (4) members and will have its 1 <sup>st</sup> meeting on 9/26/2016
<b>ST 63</b>	From the pulpit/bulletin, ask for an increase in parishioners' monthly contributions (even if only several dollars a month).	<b>Follow-up Needed</b>
<b>ST 64</b>	Update parish census to identify actual membership.	<b>ON GOING</b> - Change timeline to 1 yr. for those who have not contributed. Parish Office Staff will work with Sharon Williams to investigate best criteria for removing inactive members. James will advise us how to do through ParishSOFT.
<b>ST 67</b>	Make ONE Facebook page for the entire Parish (there are several accounts currently).	<b>ON GOING:</b> Communications Team is looking at making OLS Facebook page more visible.
<b>ST 70</b>	Investigate Flock Notes trial.	<b>On-Hold:</b> Current focus is on the new website. A new communication team was formed on staff and current focus is on what are the best methods of communicating with parishioners. Flocknotes is on the agenda but believed it may not be the best option.
<b>ST 71</b>	Have a computer or iPad station for volunteer sign up.	<b>CLOSED</b> - It is not practical for us to have a laptop or iPad in the back of church for sign ups. We have three exits and it does not make sense to have one device for people to sign up. It does make sense to allow people to sign up for activities online. What we have been doing is using online signups for people to do at home or on their own device. People could also sign up using a form in the bulletin for those who do not have a device at home
<b>W 1</b>	Follow up with newly married, families of newly baptized, and the newly confirmed to maintain a connection with those who only come to church for the sacraments. For ex:	<b>Follow-up Needed:</b> Need to meet with Coordinator of Evangelization

	<ul style="list-style-type: none"> <li>• Send Anniversary cards on their sacramental date.</li> <li>• Personally invite all those who have been baptized in the last 12 months and their families to a special Mass and blessing on the Feast of the Baptism of the Lord.</li> <li>• Personally invite all those who have been married in the last 12 months to a Mass on World Marriage day. Those engaged couples to be married at Our Lady of Sorrows could also be invited.</li> <li>• Personally invite those confirmed to an anniversary Mass of the Confirmation. On Pentecost?</li> </ul>	
<b>W 2</b>	Utilize engaging professional instructors for all faith formation classes. Utilize all forms of media such as videos or use of Skype to invite dynamic speakers to teach about the faith. Reach out beyond the parish and give it all we have. There is one shot to reach some of these parents and children because they are a captive audience. Combine resources in the Vicariate as well as the AOD to minimize cost of speakers.	<p><b>Follow-up Needed:</b> Will need to meet with the Parish Catechetical Leader and Coordinator of Evangelization to discuss this recommendation.</p> <p>The education and use of Bibles for the students and families in Religious Ed was implemented Fall 2015. Early October 2015 there was a family mass for Religious Ed families where the bibles were handed out.</p> <p>The publishing rep did a presentation in the church after that Mass on how to go through the Bible.</p> <p>In late November 2015, Laura Spencer and the publishing rep held a Bible Basics Workshop in the school cafeteria for the parents while the children were in religious ed class. Plan is to have a Bible Basics Workshop for parents every year, and possibly start a parents' bible study and prayer group at the same time religious ed is going on.</p> <p>About 50 parents attended this workshop. This workshop was done instead of Presentation 1 with Fr. Mark, since Fr. Mark was not available.</p> <p>Other presentations were scheduled for 3/21/16 and 4/25/16.</p>
<b>W 4</b>	Customize the liturgies. (YYA recommends that 5:30 pm Mass be more youth-centered) [Combined with W5 and W7]	<b>Additional discussion needed with Worship Commission</b>
<b>W 8</b>	Consider ethnic-themed/oriented Masses once per month/quarter (e.g. Mexican, African-American, Polish, Indian) seeking input/service from parishioners of the same ethnicity.	<b>Additional discussion needed with Worship Commission</b>
<b>W 12</b>	Increase number of Eucharistic ministers to facilitate Communion distribution.	<b>COMPLETE</b> – An additional Ciborium has been added to the north side of the church and has proved to facilitate distribution of Communion
<b>W 13</b>	Evaluate more efficient way of passing of the basket at the offertory.	<b>ON GOING</b> - Have not come up with a more efficient way compared to how it is being done today. Ushers to continue to

		talk about ideas and suggestions that may arise.
<b>W 16</b>	An hour for Adoration on Friday is not enough time. Could we extend it to an hour and a half so that we have a full hour of silence?	<b>COMPLETE</b> - Holy Hour conducted every Wednesday starting mid-July to end of August 2016. Intercessory Prayer Nights started Tuesday starting September 13, 2016 and will continue every Tuesday until November 2016
<b>W 18</b>	More opportunities for individual confessions. Maybe once a month before the 5:30 pm Mass.	<b>COMPLETE</b> – Added Sacrament of Reconciliation confessions on Tuesdays from 6:30PM to 7:00PM
<b>YYA 2</b>	Host a Protecting God’s Children on a Tuesday night, when Young Adults traditionally meet, making it easier for them to plug into the workshop rather than take three-hours on a Saturday. Lobby AOD to develop an on-line version.	<b>ON GOING</b> - A Protecting God's Children Workshop held on Tuesday, April 5, 2016 with 101 participants (5 young adults and 25 affiliated with OLS). Marilyn recommends that this be offered by her annually on a night the Young Adults meet and make it available again to all parishioners.
<b>YYA 5</b>	Host an all-parish movie night with opportunities for small group discussion about the film.	<b>NO ACTION AT THIS TIME</b> - This recommendation was approved by the Parish Council but the Evangelization Committee requested to change the category of this recommendation to 5 – No Action At this time. It is felt that this recommendation does not align with all the other activities that the Evangelization Committee is currently actively pursuing.
<b>CS 3</b>	Enlist parishioners to pick up people needing a ride to Church for Mass, [added: senior activities at church] or errands	<b>COMPLETE</b> – Assistance will be handled through the Christian Services Office at OLS (Kim Garry) on an as need basis. If a call comes in to the Parish Office for assistance, a notice will be placed in the bulletin asking for a volunteer and then connect the volunteer with the Parishioner in need.
<b>CS 6</b>	Invite Seniors to mentor school children at OLS	Will need to meet with new Principal to discuss this recommendation