

Pastoral Council

Goal 1 *To address the changing demographics of the parish as well as the shortage of priests.*

Objective 1 *Identify, prioritize and refer needs of parishioners of various ages to appropriate committees or ministries for pastoral action.*

By Pastoral Council, parish staff and volunteers

Target Date Ongoing

Objective 2 *Create a proactive plan for the scheduling of Mass and the completion of other parish duties in the eventuality of having only one priest.*

By Pastoral Council and parish staff

Target Date 2009

GOAL 2 *To develop and implement plans for expanding physical space and facilities to meet ongoing pastoral and educational needs of the parish and school.*

Objective 1 *Explore the possibility of making the church hall more inviting.*

By Buildings and Grounds Committee

Target Date 2010

GOAL 3 *To create a better educated and more active Pastoral Council, which communicates regularly with the parishioners, the staff and the broader community while overseeing the Strategic Plan.*

Objective 1 *Require that the committee reports to the Pastoral Council address the current Strategic Plan on an annual basis.*

By Pastoral Council and all committee chairs

Target Date Ongoing

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Parish Mission Statement

WE ARE DISCIPLES of Jesus Christ
called together
in a Catholic community to:

WORSHIP God through celebrating and
responding to His love,

TEACH by proclaiming and living the Gospel,

SERVE through works of justice, mercy and peace,

GROW as a loving family where ALL share
our diverse talents and gifts.

Objective 2 *Require a Parish Council representative/liaison from all standing committees to report monthly to the council, either in person or in writing prior to the council meeting.*

By Parish Council Chair

Target Date Ongoing, beginning immediately

Objective 4 *Have each staff member on a rotating basis present a report regarding their position/areas of work to the Pastoral Council.*

By Pastoral Council and parish staff

Target Date Ongoing

Objective 5 *Provide Parish Council minutes and updates on the Strategic Plan to parishioners in the form of bulletin, website, and Communicator articles.*

By Pastoral Council and Pastoral Council Chair

Target Date Ongoing

Objective 6 *Establish a parish marketing committee to assist parish staff and committees promotion of St. Edward Parish.*

By Pastoral Council, all committee members and chairs and parish staff

Target Date Ongoing,

Objective 7 *Increase visibility of St. Edward Parish in the local media.*

By Pastoral Council, all committee members and chairs and parish staff

Target Date Ongoing

GOAL 4 **To implement and publicize a Disaster Plan for St. Edward Church.**

Objective 1 *Educate the entire parish on the St. Edward Disaster Plan through the pulpit, bulletin and The Communicator newsletter.*

By Pastor and parish staff

Target Date 2010

Objective 2 *Train appropriate personnel in procedures related to disasters.*

By Parish staff and professionals

Target Date 2010

Objective 3 *Post necessary emergency signs/maps to comply with the Disaster Plan implementation.*

By Parish staff

Target Date 2010

Administration

GOAL 1 **To consolidate and organize existing procedures for the hiring of parish personnel in conjunction with Archdiocesan guidelines.**

Objective 1 *To formulate a written policy detailing guidelines for advertising for a position, activation of search committee, sexual abuse regulations, along with input from parish staff members.*

By Pastor and Business Manager

Target Date Summer 2009

GOAL 2 Enhance communication with parishioners.

Objective 1 Develop and maintain a Parish Calendar of Events that is posted on the website.

By Business Manager and Webmaster

Target Date Spring/Summer 2009

Objective 2 To explore options for the parish communicating with parishioners electronically.

By Business Manager and Webmaster

Target Date 2012

GOAL 3 To continue to plan for future pastoral needs in light of the declining number of priests.

Objective 1 To increase the involvement of our permanent deacons, pastoral associate and lay leaders of prayer in sacramental and pastoral ministries.

By Pastor, deacons and parish staff

Target Date Ongoing

Objective 2 To explore ways to further enable and empower lay ministers in carrying out the mission of the parish and their baptismal call.

By Pastor and Pastoral Associate

Target Date 2010

GOAL 4 To enable staff to foster and promote discipleship and ministry among parishioners.

Objective 1 Develop parish leadership training and orientation tools that would be available to all parish committees.

By Pastoral Associate and parish staff

Target Date 2010

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Objective 2 Enhance training opportunities for parish staff, committee leadership and volunteers on how to effectively recruit and work with volunteers.

By Pastoral Associate

Target Date 2010

GOAL 5 To continue collaborating with the Waterloo parishes in ways which are consistent with our common mission for responsible stewardship.

Objective 1 To continue implementing and revise when necessary the Strategic Pastoral Plan adopted by the Waterloo Parishes in 2006.

By Pastor, Pastoral Associate and DRE

Target Date Annually

Objective 2 To support existing shared ministries among the Waterloo parishes, including Cedar Valley Catholic Schools and faith formation for children, youth, young adults and adults.

By DRE and Youth Minister

Target Date Ongoing

Objective 3 To explore new opportunities for collaboration and cooperation with non-Catholic faith communities such as administration, pastoral ministry, and social justice

By Pastor, Pastoral Associate, DRE

Target Date 2010 and ongoing

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Building and Grounds

Goal 1 To address the maintenance needs of the entire St. Edward campus, focusing on preserving the longevity and aesthetics of current structures.

Objective 1 Perform annual facility audits and identify preventive maintenance and improvement items for grounds and each building for inclusion in capital budget.

By Building and Grounds Committee

Target Date Due in May of each year

Objective 2 Provide leadership optimizing the time spent by our full time maintenance employee.

By Building and Grounds Committee

Target Date Ongoing

Objective 3 Develop a list of projects that can be accomplished by volunteer skilled trades minimizing parish expense.

By Building and Grounds Committee

Target Date Done in conjunction with annual facility audit

Objective 4 Investigate the development of a larger gathering space at the front entrance of the church.

By Buildings and Grounds Committee

Target Date TBD

Objective 5 Determine the future function of the fence along Kimball & Mitchell, revise the design to complement the landscape and minimize future maintenance expense.

By Buildings and Grounds Committee

Target Date 2010-2011

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Objective 6 Investigate the designing and building of a crying room in worship area. (For parents wary of leaving infants/young children in nursery. Install in current confessional space, move confessional back to original location.)

By Buildings and Grounds Committee

Target Date TBD

Education/Faith Formation

Goal 1 To continue collaboration with the metro parishes and promote shared opportunities for lifelong faith formation.

Objective 1 Finalize and begin implementation of the metro catechetical plan.

By Catechetical Commission, DRE, and Adult Faith Formation Director

Target Date 2009 and then ongoing

Objective 2 Continue to explore avenues for sharing faith formation resources and opportunities among the metro parishes.

By Catechetical Commission, DRE, and Adult Faith Formation Director

Target Date Annually

Objective 3 Continue to explore facilities for lifelong faith formation. (i.e. centralized office space, meeting rooms, etc.)

By Catechetical Commission, DRE, and Adult Faith Formation Director

Target Date Annually

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GOAL 2 To continue to work toward whole parish catechesis.

Objective 1 Offer a minimum of two intergenerational parish events annually.

By DRE and Education/Faith Formation Committee

Target Date Annually

Objective 2 Sponsor and support an annual spiritual renewal event, retreats, and prayer opportunities for parishioners.

By DRE and Education/Faith Formation Committee

Target Date Annually

Objective 3 Continued emphasis on family catechesis through take-home materials and support of metro area offerings.

By DRE, Education/Faith Formation Committee and Catechetical Commission

Target Date Annually

Objective 4 Continue development of the lending library to be housed on St. Edward grounds and making it accessible to parishioners.

By DRE and Education/Faith Formation Committee

Target Date Spring 2010

GOAL 3 To effectively communicate with the entire parish about faith formation opportunities.

Objective 1 Prepare timely bulletin inserts and notices.

By DRE and Education/Faith Formation Committee

Target Date Annually

Objective 2 Submit on an ongoing basis faith formation materials to the The Communicator newsletter.

By DRE

Target Date Annually

Objective 3 Efficiently use electronic communication to communicate with parishioners where appropriate.

By DRE

Target Date Annually

Finance Committee

GOAL 1 To continue the strong financial planning and fiscal responsibility already established.

Objective 1 Consolidate physical control over all Parish cash accounts so they are be under the direction of the Parish business manager.

By Finance Committee

Target Date Ongoing

Objective 2 Provide monthly financial information to parishioners through the bulletin and website.

By Finance Committee and Business Manager

Target Date Ongoing

Objective 1 Prepare two to three articles for The Communicator newsletter each year on topics related to Parish finances.

By Finance Committee

Target Date Ongoing

GOAL 2 To continue to monitor compensation issues and work with the Human Resources Committee and Pastoral Council to ensure just compensation.

Objective 1 Compare parish compensation and benefits to Archdiocesan guidelines and local employment market similarities to determine appropriateness of wage and benefit increases.

By Finance Committee

Target Date Annually

Objective 2 Work with Human Resources Committee to develop surveys to determine the additional benefits or changes to the current mix of benefits the parish staff would like to have, determine the cost associated with the changes and make recommendations to Pastoral Council.

By Finance Committee

Target Date Ongoing

GOAL 3 To become more involved in the financial oversight of the Cedar Valley Catholic Schools.

Objective 1 Continue to have a member of the St. Edward Finance Committee appointed as a permanent member of the CVCS finance committee.

By Finance Committee

Target Date Ongoing

Objective 2 Review CVCS financial statements each quarter and have the CVCS business manager attend the St. Edward Finance Committee meeting semi-annually to report on the operations, budget and any other finance issues of CVCS.

By Finance Committee

Target Date Ongoing

GOAL 4 Strive to enhance the giving options for donations to St. Edward Church.

Objective 1 Continue to promote Electronic Transfers through the bulletin, The Communicator newsletter, website and mailings.

By Finance Committee and Business Manager

Target Date Ongoing

Objective 2 Encourage parishioners to name St. Edward Church in memorials, Last Will and Testament, Beneficiary Retirement Plan, Annuities and Life Insurance policies.

By Finance Committee

Target Date Ongoing

Objective 3 Promote giving to the St. Edward Parish Endowment Fund through the Bulletin and Communicator Newsletter.

By Finance Committee

Target Date Ongoing

GOAL 5 Establish a Stewardship weekend that would include Time, Talent and Treasure.

Objective 1 Revise our current Sacrificial Giving program to increase financial pledges.

By Finance Committee and Business Manager

Target Date 2009-10

Objective 2 Work with Stewardship Committee on the planning and implementation of the Time, Talent and Treasure weekend.

By Finance Committee and Stewardship Committee

Target Date 2009-10

GOAL 6 To provide overall financial guidance to all goals and objectives in the strategic plan.

Objective 1 Review each goal and objective to determine the potential cost to the parish.

By Finance Committee

Target Date Annually

Objective 2 Work with the Pastoral Council to prioritize Parish goals and objectives.

By Finance Committee

Target Date Annually

Objective 3 Allocate parish finances to achieve Parish goals and objectives.

By Finance Committee

Target Date Annually

Gathering/Evangelization

GOAL 1 Continue to develop all opportunities for evangelization in collaboration with the metro parishes.

Objective 1 To educate, empower and challenge our parishioners to evangelize by presenting the concept to all standing committees and other appropriate groups within the parish.

By Pastor, Pastoral Associate and DRE

Target Date Ongoing

Objective 2 To strengthen the efforts of active parishioners for outreach and invitation to the inactive, alienated and the unchurched.

By Adult Faith Formation Director and Pastoral Associate

Target Date Ongoing

Liturgy/Music

GOAL 1 Balance the tradition of the Catholic Liturgy with the needs and character of our parish community in a way that is liturgically sacred.

Objective 1 Form a group to assess the feasibility of incorporating contemporary Masses at St. Edward Church.

By Liturgist, Music Director, Pastor, Liturgy Committee, volunteers interested in providing music or participating in contemporary Masses.

Target Date Fall 2010

GOAL 2 Enhance the liturgical experience by providing a variety of appropriate music at all Masses.

Objective 1 Resurrect the Bell Choir with a director.

By Music Director and music volunteers

Target Date Fall 2010

Objective 2 Continue to provide excellent music from Resurrection Choir for funeral services at St. Edward Church.

By Music Director, Resurrection Choir Director and volunteer musicians in the choir.

Target Date Ongoing

Objective 3 Investigate the possibility of establishing a new Young Adult Choir Group, preferable with guitars and other instruments, to lead music at Masses.

By Music Director, Choir Director and accompanist and volunteer musicians who wish to form the group

Target Date Fall 2010

Objective 4 Continue to provide excellent music from Celebration Singers for weekend and liturgical holiday Masses at St. Edward Church from September through May.

By Music Director, Celebration Singers Director and accompanists and Celebration Singer volunteers

Target Date Ongoing

Objective 5 Continue to provide musical learning experience for children in grades 3-7 through the Children's Choir for weekend and liturgical holiday Masses at St. Edward Church from September through May.

By Music Director, Children's Choir Director and accompanist, Children's Choir singers

Target Date Fall 2010

Objective 6 Continue to recruit and train volunteer cantors and instrumentalists to lead the congregation at Masses.

By Music Director, volunteer cantors and instrumentalists

Target Date Ongoing

Objective 7 Implement a program to pay stipends to any piano accompanist who plays for more than two Masses a month on a volunteer basis.

By Music Director and piano accompanists

Target Date Summer 2009

Objective 8 Continue to review and purchase music to enhance the worship services; introduce and teach at least two new songs per year.

By Music Director and volunteer musicians

Target Date Ongoing

Objective 9 Publish the choir schedule in the weekly bulletin to allow parishioners to choose to attend specific Masses where they wish to hear a specific choir.

By Music Director and Business Manager

Target Date Summer 2009

GOAL 3 Improve communication with all parish members regarding the liturgy and liturgical ministry opportunities that are available.

Objective 1 Establish a process for Liturgy Committee members to make follow-up calls to new parishioners within 4-6 weeks of their joining the parish.

By Liturgist, Pastoral Associate, Business Manager, Liturgy Chair, and Welcoming Chair

Target Date December 2009

Objective 2 Partner with St. Edward School to improve electronic communication of service hour opportunities for students related to liturgical ministries.

By Liturgist, Liturgy Chair, Principal of St. Edward School and school webmaster.

Target Date 2009-10 school year

Objective 3 Based upon the results from the parish survey, develop additional educational opportunities about the liturgy for parishioners.

By Liturgist, Deacons, Liturgy Chair, Pastor and Pastoral Associate

Target Date 2010

Objective 4 Increase dissemination of information related to Catholic sponsored activities for young adult parishioners.

By Liturgist, DRE, Adult Faith Formation Director, Music Coordinator and Liturgy Chair

Target Date 2010

Objective 5 Form a study group to determine if and how St. Edward Parish website can be used to increase and provide more detailed information about the liturgical ministers (i.e. ministry job descriptions, volunteer needs, etc.).

By Liturgist, Business Manager and Liturgy Chair

Target Date July 2011

GOAL 4 Decrease congestion during distribution of Communion.

Objective 1 Determine if the Communion reception process during Masses can be redesigned to reduce congestion.

By Pastor, Deacons, Liturgist, Liturgy Chair and Liturgy Committee member

Target Date December 2009

Parish Community Life

GOAL 1 To provide parishioners with feelings of belonging and with opportunities to participate in a variety of aspects of Parish Community Life.

Objective 1 Increase communication regarding Parish Community Life activities with all parishioners through The Communicator newsletter, bulletin announcements, Time and Talent Survey process, and St. Edward website.

By Pastoral Associate, Business Manager and Parish Community Life Committee

Target Date September 2009/ongoing

Objective 2 Continue the traditions of Fall Festival, Paschal Meal and Trivia Night. Create at minimum one additional Parish Community Life adult or family event per year.

By Pastoral Associate, Parish Community Life Committee and chairs of events

Target Date September 2009/ongoing

Objective 3 Continue to provide support for parishioners involved in Circles, Scouts, Retirees luncheons, Card Club, Catholic Order of Foresters, M.O.M.S., Knights of Columbus and Catholic Daughters of America.

By Pastoral Associate

Target Date September 2009/ongoing

Objective 4 Maintain and where appropriate, increase service to parishioners in the areas of nursery, coffee and donuts, and funeral lunch coordination.

By Pastoral Associate, chairs and parishioners

Target Date September 2009/ongoing

Social Concerns

GOAL 1 Improve communication with the parish regarding social concerns projects, social justice information, and opportunities for involvement.

Objective 1 Create a parish-wide email list or a list serve system in which weekly or bi-weekly messages of social justice topics, programs, and opportunities for service are distributed.

By Social Concerns Committee members

Target Date Within 90 days after the parish enhanced communications system is available

Objective 2 Maintain an updated Social Concerns webpage on the St. Edward's website to ensure timely information is available regarding social justice information and opportunities for service.

By Social Concerns Committee members

Target Date December 2009/ongoing

Objective 3 Provide information to The Communicator and the weekly bulletin regarding social concerns programs and opportunities for service.

By Social Concerns subcommittee chairperson or project leader

Target Date By applicable publication due date

GOAL 2 Ensure the opportunity of all parishioners to share their talents and gifts through service to our community.

Objective 1 Provide opportunities for all parish families and organizations (St. Edward School, M.O.M.S. Group) to serve together.

By Social Concerns Committee members

Target Date Ongoing

Objective 2 Care for God's creation through the introduction of fair trade coffee and environmentally-friendly paper products at parish activities.

By Chair of Social Concerns Committee

Target Date Fall 2010

Objective 3 Respond to the needs of the disadvantaged in our community with special focus on the Catholic-affiliated community organizations (Catholic Worker House, House of Hope, St. Vincent de Paul, and Catholic Charities).

By Social Concerns Committee members

Target Date October 2009

Objective 4 Develop an Emergency Response Subcommittee which will represent and facilitate a parish response to natural and human-created community disasters.

By Social Concerns Committee members

Target Date October 2009

GOAL 3 Ensure the sustainability of the Social Concerns Committee.

Objective 1 Explore connections with the Cedar Valley Metro Catholic Parishes to maximize financial and human resources, effectively address the needs of the poor, and reduce duplication of services.

By Social Concerns Committee members

Target Date Ongoing

Objective 2 Educate new committee members of the opportunities for social justice and service.

By Social Concerns Committee members

Target Date January 2010

Objective 3 Actively recruit new committee members and volunteers for Social Concerns-sponsored projects.

By Social Concerns Chair and committee members

Target Date Ongoing

Objective 4 Maintain accounting of hours donated by each committee member and total hours donated for each social concerns project.

By Social Concerns Committee members

Target Date Ongoing

Stewardship

GOAL 1 To enhance the opportunities for parishioners to practice Christian stewardship on a daily basis.

Objective 1 Assist committees in implementing a plan to ensure contact with all parishioners who indicate interest in volunteering for committee work or activities.

By Pastoral Associate and Stewardship Committee

Target Date Annually in November

Objective 2 Provide opportunities for parishioners to contact committees to indicate interest in committee involvement.

By Pastoral Associate, Business Manager and Stewardship Committee,

Target Date Ongoing.

Objective 3 Conduct a Stewardship Index/Survey to showcase the time, talent and treasure shared by St. Edward parishioners with the parish and greater community.

By Stewardship Committee and committee chairs

Target Date Annually by July 1

Objective 4 Offer ways for parishioners to share ideas for engaging their professional skills and special talents with the parish.

By Stewardship Committee and parish staff

Target Date Ongoing

Objective 5 Offer a volunteer appreciation event for those who have engaged in activities in the parish throughout the year.

By Stewardship Committee

Target Date Annually or twice annually beginning in February 2010

Objective 6 Develop an online version of the Parish Community Life Stewardship booklet with pictures and contact information for each committee and activity.

By Stewardship Committee, Parish Staff, Webmaster and help from other committees

Target Date August 2009 and updated annually

Objective 3 To introduce new parishioners to the parish utilizing The Communicator, the bulletin, bulletin inserts, website and the Church bulletin boards.

By Pastoral Associate and Welcoming Committee

Target Date Ongoing

Youth Ministry

GOAL 1 To strengthen the high school and middle school youth ministry programs.

Objective 1 To create a leadership development program for middle school youth that is similar to the high school peer ministry.

By WCYM Director and Middle School Youth Minister

Target Date Spring 2010

Objective 2 To recruit and train more adult volunteers who can help lead a wider variety of activities.

By WCYM Director and staff

Target Date Fall 2010

Objective 3 To work towards more participation by our youth attending public schools.

By WCYM Director and staff

Target Date Spring 2010

Welcoming

GOAL 1 To enhance the process of welcoming and involving new parishioners.

Objective 1 To recruit new members to the Welcoming Committee.

By Pastoral Associate, Welcoming Chair and committee members

Target Date July 2009

Objective 2 Make initial contact and follow-up contact to each new parishioner with useful information about parish activities and continue the relationship for one year.

By Pastoral Associate and Welcoming Committee

Target Date July 2009

GOAL 2 To adapt programming to meet the changing needs and schedules of youth.

Objective 1 To make better use of technology so that we can offer alternatives to students who are unable to attend youth group regularly.

By WCYM Director and staff

Target Date Spring 2011

Objective 2 To examine the findings of the National Study of Youth and Religion and follow the recommended four phase plan to improve the formation of adolescent disciples.

By WCYM Director and staff

Target Date

Phase 1: Increase awareness of holistic faith formation
2009-10

Phase 2: Assess the current situation data collection
2009-10

Phase 3: Develop strategies to improve formation
Fall 2010

Phase 4: Implement & evaluate necessary changes
Spring 2011

