

Disciples on the Way
PARISH MISSION PLANNING



ASSESSMENT TOOLKIT

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Introduction

“One of the great challenges facing the Church in this generation is to foster in all the faithful a sense of personal responsibility for the Church’s mission, and to enable them to fulfill that responsibility as missionary disciples, as a leaven of the Gospel in our world.”
 – Pope Francis, Apostolic Journey to the United States

Aligning and Mobilizing to Mission

VISION	MISSION
We are missionary disciples striving to lead all people to the Kingdom of God.	As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Disciples on the Way, launched in 2014 with Bishop Ricken’s “Teach My People to Pray,” and the ensuing Diocesan Vision and Mission established in 2016, is a response to our responsibility as missionary disciples to be a leaven of the Gospel of Jesus in the communities in which we dwell.

Disciples on the Way	Parish Mission Planning	Define & Achieve 3-5 Goals
Discover Jesus	Enables Evangelization	Community Impact
Follow Jesus	Empowers Collaborative Leadership	Engagement
Worship Jesus	Expresses Abundant Sundays	Growth
Share Jesus with Others	Equips Spiritual Maturity	

Parish Mission Planning, as a continuation of *Disciples on the Way*, is a process to bring all of us together with a common mission and vision focused on missionary discipleship as we continue to encounter Jesus, draw close to Him in prayer, accompany one another, and reach out to others in our workplaces, neighborhoods, and communities by:

- Providing a repeatable framework for one common parish and school planning process, with an emphasis on New Evangelization and Missionary Discipleship;
- Incorporating Catholic school mission planning, children and youth faith formation planning, and capital campaign mission planning into one seamless process;
- Impacting communities in which parishes and schools reside;
- Moving minds, hearts and planning from *scarcity* (maintenance) to *abundance* (growth);
- Incorporating cultural values: *explore potential, connect to inspire, embrace people’s hearts, empowered to act, nurture abundant life and growth.*

Assessment Toolkit

“Even if many are now involved in lay ministries, this involvement is not reflected in a greater penetration of Christian values in the social, political and economic sectors. It often remains tied to tasks within the Church, without a real commitment to applying the Gospel to the transformation of society.” – Pope Francis, *Evangelii Gaudium* (EG), no.1

“One way to ensure that our parishes are true communities of evangelization, focused on preparing Christians for discipleship, is for the whole parish to undertake a process of discernment to evaluate current pastoral ministry and outreach programs.”

- *Living as Missionary Disciples* (LMD), pg. 3, USCCB

Providing Insight for Community Impact

The assessment toolkit provides parishes and schools insightful parish and community data, practical tools, and best practice processes that assist the parish mission planning team and Parish/School leadership to understand the reality of their mission field (all people in the communities in which they dwell)¹.

ASSESSMENT	
	<p>Mission & Vision Alignment</p> <ul style="list-style-type: none"> • Evaluate and align to Diocesan Mission and Vision <p>Health of Leadership and Ministry Areas</p> <ul style="list-style-type: none"> • Culture of New Evangelization • Culture of Missionary Discipleship • Culture of Collaborative Leadership • Culture of Community Impact <p>Operational and Ministry Best Practice Checklists</p> <ul style="list-style-type: none"> • People Skills & HR • Communications & Technology • Facilities & Finances • Social and Pastoral Care • Planning and Policies <p>Parish and Community SMART Data Analysis</p> <ul style="list-style-type: none"> • Parish Vitality • Community Insight

¹ Based on newly defined parish and school boundaries in 2016-17.

Assessment Toolkit: Health of Leadership Survey

“You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit should abide...”

– John 15:16

*“The fruitfulness of pastoral ministry at the service of evangelization requires effective leadership focused on missionary discipleship. It means discerning the state and life or *pulse* of the parish community and whether *maintenance and self-preservation* or *mission and evangelization* best describes the parish’s life.” – (LMD), pg. 3*

Whether you are a volunteer catechist or paid DRE, school board member or school teacher, parish secretary or deacon, finance committee member or ministry leader, you are a part of the leadership in your parish community. Whether you are teaching a child, answering a question on the phone, providing counsel, defining strategy or interpreting a financial spreadsheet, you are influencing someone in a direction, or to a solution. You are, by the nature of your role, leading!

An honest assessment is essential. Your answers are anonymous, but very important in assessing core cultural values in your parish or school and relating to evangelization, discipleship, leadership and community impact. **Your participation is essential,** combined with others from your community, the survey results will provide important insights that will help ensure that parish mission planning teams and leadership has an accurate understanding of varied organizational and ministry perspectives specific to your community.

Instructions

Please distribute the two-part online survey to the following people in your parish/school:

- **Staff/faculty:** pastor, pastoral leader, assoc. pastor, deacon, religious, parish staff, school administration and school teachers
- **Ministry leaders:** all individuals who lead/facilitate a parish or school ministry area (including volunteers), for example: Altar Society, Liturgy/Worship, Men/Women’s Ministry, Faith Formation, Catechesis, Religious Education, Youth Ministry, Prayer Groups, Pastoral Care Ministries, etc.
- **Board members:** school board members, parish trustees, and any other individual or group that is deemed top level advisory or governance
- **Council/committee member:** school strategic advisory council members, parent committee members, parish council members, finance committee members, and any other officially named ad-hoc committee (parish and school)

DUE DATE

- parish mission planning teams **attending the APRIL 7 Workshop: MARCH 26, 2018**
- parish mission planning teams **attending the APRIL 21 Workshop: APRIL 9, 2018**

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Assessment Toolkit: Operational and Ministry Checklists

“And you shall do what is right and good in the sight of the LORD, that it may go well with you, and that you may go in and take possession of the good land...”

– Deuteronomy 6:18

“Successful pastoral ministry is not just about planning programs and activities. It depends first on [laity and ecclesial leaders’] ongoing conversion and daily personal encounter with Christ, allowing the Holy Spirit to inspire and lead all ministries toward witness and discipleship, whether in liturgy, preaching, catechesis and education, administration, or works of mercy focused on the dignity of the human person and care for the poor.”
- (LMD), pg. 3, USCCB

“Successful pastoral ministry involves reevaluating parish ministries, programs, and activities to assess how effectively they serve missionary discipleship, with an honest assessment of how human and financial resources are prioritized and managed.” –LMD, pg. 3

As a part of the Assessment Toolkit, fourteen checklists are provided modeled on best practices as defined by personnel with area expertise. **With an honest assessment** these checklists will identify areas for enrichment, while honoring the current good works, in key areas of parish/school operations and ministries. These checklists emphasize the cultural nuances of the new evangelization, missionary discipleship and community impact. And, where appropriate, they incorporate a standard way of complying with legal or ethical requirements.

Instructions

Please distribute the online checklists to the individual best equipped to answer the questions for the area of consideration (one person may be able to complete more than one checklist, but it is not expected that one person can answer all the checklists).

Catholic Charities	Cemetery (if applicable)	Education (Catholic Schools)
Evangelization	Facilities & Properties	Human Resources
Living Justice Advocacy	Marriage and Family Life	Ministry Formation
Parish Communications	Parish Financial Mgmt. Services	Pastoral Care
Religious Ed. & Youth Ministry	Worship	

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“For he has made known to us in all wisdom and insight the mystery of his will, according to his purpose which he set forth in Christ as a plan for the fullness of time, to unite all things in him, things in heaven and things on earth.”

– Ephesians 1:9-10

“I hope that all communities will devote the necessary effort to advancing along the path of pastoral and missionary conversion which cannot leave things as they are. ‘Mere administration’ can no longer be enough. Throughout the world, let us be ‘permanently in a state of mission.’” – Pope Francis, *Evangelii Gaudium*, no. 25.

April Workshop: Assessment to Alignment to Action

When we meet together at the April Workshop we will provide you the results of your Leadership Survey and Checklists, together with the third piece of the Assessment Toolkit – your Parish and Community Data SMART Analysis.

At the workshop each parish mission planning team will be guided through a twelve step Parish Mission Planning process that includes:

1. Assessment Observations and Analysis.
 - a. Leadership Survey.
 - b. Checklists.
 - c. Parish & Community SMART Analysis.
 - d. Mission Plan for Catholic Schools.
2. Alignment:
 - a. Enabling Evangelization.
 - b. Empowering Collaborative Leadership.
 - c. Expressing Abundant Sundays.
 - d. Equipping Spiritual Maturity.
3. Action:
 - a. Incorporating the Process of Discipleship.
 - b. Determining Priorities.
 - c. Setting a SMART Goal.
 - d. Implementation.

As we enter into the prayerful, but intentional, parish mission planning process, be comforted by **Bishop Ricken’s exhortation and prayer.**

“Remember friends, God is faithful, and will complete the good work He has begun in you, your families and within your parishes. You remain in my daily prayers as I continually entrust this and all of our diocesan efforts for the Kingdom to the care of our Blessed Mother, the Queen of Heaven and Our Lady of Good Help. As you go forward with your parish mission planning, I extend my apostolic blessing to your parish planning team – In the name of the Father and of the Son and of the Holy Spirit. Amen.”