

## **Appendix Two**

### **The Pastoral Council Year and Pastoral Planning**

It is the intent of this Appendix to provide a more detailed outline of the Parish Council Year and the Good Shepherd Pastoral Planning Process. While Article VI of the Good Shepherd Pastoral Council Charter outlines the pastoral planning process, this Appendix should be used to guide and implement the planning process and activities.

#### **Section 1: The Pastoral Council Year**

The Pastoral Council Year shall run from June through May.

#### **Section 2: Sequence of the Pastoral Council Year**

The following is the sequence of the Pastoral Council Year:

1. June Retreat and Planning Session: Upon the discernment and selection of pastoral council membership, a retreat shall be held in June to begin the pastoral council year. The pastor or his designee shall facilitate the retreat. At a minimum, the retreat shall include information and training on the pastoral council mission and responsibilities; the pastoral planning process; and, the shared wisdom and decision-making process.
2. July – August: Development of Pastoral Plan and adoption of “new plan”
3. September: Begin implementation of strategies
4. October – April: General pastoral planning work of the Council
5. March: Begin invitations for new Pastoral Council membership. Include pulpit announcements, bulletin announcements. Conduct information meeting(s) for prospective council members.
6. April: Continue invitations; interested parishioners invited to May Council meeting and other information meetings as deemed necessary.
7. May-June: Completion of membership discernment process by Pastor and Pastoral Coordinator. Begin new Pastoral Council year.

#### **Section 3 - Pastoral Planning - Introduction**

As stated in Article I of this Charter, it is the purpose of the Pastoral Council of Good Shepherd Catholic Church “to examine and consider all that relates to pastoral work and to offer practical conclusions on these matters, so that the life and activity of the People of God may be brought into greater conformity with the Gospel.” (Pope Paul VI, *Ecclessiae Sanctae* I) The following presents a general outline for that pastoral planning process.

#### **Section 4 - Definitions:**

- A. *Objective* – an area of pastoral concern.
- B. *Needs statement* – A general statement about an objective that expresses a specific or general need.
- C. *Goal* - general statement about where the parish needs to be or become. It shall be written in the form of a desirable outcome statement in response to a need statement.
- D. *Strategy* – a specific action or set of actions formulated to address a need as expressed in a goal.
- E. Summary statement of objectives, needs, goals and strategies:
  - *Objectives tell us the area(s) that we are considering.*
  - *Needs statements tell us where we think we need improvement.*
  - *Goal statements tell us where we need to go or to become (to improve).*
  - *Strategies tell us the concrete steps we are going to take to get there.*

#### **Section 5. Features of the Pastoral Planning Process**

- A. The Council will develop a long-term pastoral plan to be known as the *Good Shepherd Pastoral Plan*. This long-term pastoral plan will be for a minimum of two years.
- B. The plan will address one to three major objectives and each major objective will have a need statement and a goal statement. Major objectives need not have identical time lines as long as the time line of the objective is at least two years.
- C. After the adoption of an objective and the formulation of needs statement and goal, the pastoral council will develop one or more strategies for each objective to address the need and realize the goal.

- D. The schedule for pastoral planning shall generally follow that outlined in Article VI – *The Pastoral Council Year*.
- E. The current pastoral plan will be prominently displayed for public viewing. This will include the period covered, the parish vision, the pastoral direction, and the plan's objectives, goals and strategies.
- F. At the end of a planning period for a particular objective, the Council may choose to continue that objective, as amended or altered following pastoral plan evaluation.

### **Section 6 – Pastoral Plan Evaluation**

- A. At the commencement of each Pastoral Council year and at other times as needed, the Council will conduct an evaluation of the Pastoral Plan and assess the progress that has been made in reaching each goal.
- B. More specifically, the Council will assess the extent to which the strategies have been effective in accomplishing the goal for which they were adopted. The council may also review the needs statement and goal statement for each objective.
- C. Based on the evaluation, the Council may add to, delete, replace or otherwise alter the pastoral plan in order to address more effectively the pastoral needs of the community.