

Dear Parishioners,

I want to share some good news with you. The St. Peter Claver Pastoral Council has compiled a draft of our new three year strategic plan, which will serve to guide our decision making through the year 2012. This plan was developed over many months with help from parishioners skilled in strategic planning.

Initially the Council engaged in an examination of the mission of our parish. This process resulted in a Parish Values Statement, Vision Statement and an updated Parish Mission Statement. The next step, a SWOT analysis, was performed with the purpose of examining the Strengths, Weaknesses, Opportunities and Threats pertaining to our existing ministries. These ministries fall under the main categories of Stewardship/Administration, Family Life, Religious Education, Liturgical, Community Life/Social Justice, Evangelization and Pastoral Care. Many large group and small group discussions ensued and the data was reviewed and organized.

I invite you to review our plan and to respond to us via an online survey that will be emailed to you, or the survey can be picked up in the back of the church. This is your opportunity to engage yourselves anew in the future of our parish. Please respond by the end of November to ensure that your input will be included in the process.

On behalf of the parish, I thank the Pastoral Council and all involved in this process for their diligent work. Now, we look to the future with great hope and joy as we strive to become a more vibrant and effective parish, called to be the "Body of Christ" in our world today.

Sincerely,

A handwritten signature in cursive script that reads "Father Jim Leary".

Fr. Jim Leary
Pastor

PASTORAL COUNCIL STRATEGIC PLAN

October 14, 2009

Saint Peter Claver -**Administration**

“I am the Good Shepherd.” John 10:11

Goal - Maintain and improve the strong pastoral, administrative, financial and stewardship aspects of St. Peter Claver Church in addition to the physical facilities

Objectives and Strategies	Leader	When
1. Improve and increase internal and external communications	Office Staff	September - Dec 2009
<ul style="list-style-type: none"> a. Use email for communications <ul style="list-style-type: none"> ▪ Review what email addresses are available ▪ Identify which registered parishioners we need to canvass for email addresses ▪ Request email addresses from parishioners and have a sign up during Saturday and Sunday Masses ▪ Use Confirmation students for data input b. Identify a liaison to the external media <ul style="list-style-type: none"> ▪ Identify and review media options ▪ Secure a contact list with each media option c. Raise awareness that the bulletin is available electronically on our website. d. Create a Newsletter <ul style="list-style-type: none"> ▪ Find a team that would create and write a newsletter ▪ Publish Quarterly ▪ Distribution through email and available on web site; some copies available in church 	<p>Office Staff</p> <p>Joel Smith, Office Staff</p> <p>Office Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Sept - Dec 2009</p> <p>Sept - Dec 2009</p>
2. Increase stewardship within the parish - targeted groups - adults, younger parishioners and families		Ongoing

3. Invite individuals and families to make a volunteer commitment with SPC programs, activities and other areas of interest	Gigi Frailey, Tom Goodrum	Jan- Mar 2010
a. Have individuals and families sign and submit commitment card stating they would volunteer at SPC, identifying programs, activities or areas of interest	Gigi Frailey, Tom Goodrum	Jan- Mar 2010
4. Improve and expand handicapped and medical needs parking		
a. Identify what is available now b. Identify estimate of need c. Review previous West Hartford town proposal d. Identify options available not requiring West Hartford town approval e. Pursue another request/proposal to the Town of West Hartford f. If town proposal is defeated, implement other options not requiring town approval.	Moe Fradette, Joel Smith, Building cmt Moe Fradette, Joel Smith, Building cmt Moe Fradette, Joel Smith, Building cmt Moe Fradette, Joel Smith, Building cmt Moe Fradette, Joel Smith Moe Fradette, Joel Smith, Building cmt	Done Done Done Done In Progress Oct- Dec 2010

Saint Peter Claver -Family Life

“Love one another as I have loved you.” Genesis 13:18

Goal: Support our families by providing a growing sense of community among our parishioners.

Objectives and Strategies	Leader	When
1. Continue to embrace and involve members of the Church through activities and organizations		
<ul style="list-style-type: none"> a. Establish a Hospitality Committee b. Offer after Church hospitality function at least monthly c. Plan 4 social events during the year that encourage members to know one another and develop greater awareness of St. Peter Claver's various efforts d. Use name tags and special greeting strategies to aid members to become acquainted with each other e. Support the Knights and their functions 	<p>TBD</p> <p>Hospitality Committee</p> <p>Hospitality Committee</p> <p>Hospitality Committee</p> <p>Knights</p>	<p>TBD</p> <p>Sept- June 2009-2010</p> <p>4 times/year</p>
2. Utilize the Church and Masses to effectively support family life of members.		
<ul style="list-style-type: none"> a. Inform members on an ongoing basis of parish societies and committees and how they support members and their families b. Ensure that the 'cry-room continues to be family and child friendly c. Offer opportunities for children to be more involved in the Masses (materials, blessings, etc) d. Encourage diversity when possible by reaching out 	<p>Admin</p> <p>Admin</p> <p>Admin/Pastoral Council</p> <p>Admin/Pastoral Council</p> <p>Admin and Education</p>	<p>Sept and April</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing in hall way and Lent and Advent</p>

<p>e. Develop additional opportunities for youth participation through social ministry; sponsoring special teams (i.e. Walk for the Cure Team) and opportunities to perform using their talents and skills.</p> <p>f. Offer literature and materials for parents to teach religion in the home including special publications for seasons such as lent and advent</p> <p>g. Follow-up with baptisms and confirmation to share ways people can become more involved in the Church</p> <p>h. Offer coloring pages themed to Mass for children who attend (material should not be damaging to pews or parishioner clothing)</p> <p>i. Organize a peer support group for young married couples in collaboration with St. Timothy Parish</p>	<p>Committee</p> <p>Admin</p> <p>Admin/Education Committee / Janine Cote</p> <p>Identify volunteer leader (Janine Cote)</p>	<p>Ongoing</p> <p>4 times/year</p> <p>Spring of 2010</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

Saint Peter Claver - **Education**

“In the beginning was the word.” John 1:1

Goal - Educate Teachers

Objectives and Strategies	Leader	When
1. Orientation meetings	Janine Cote	Sept 2009
a. Hold planning Meetings b. Handbook for Today's Catholic as teacher resource guide, distribute excerpts	Janine Cote	Purchase May 2009 Distribute "excerpts" throughout the year

Goal - Recruit and train substitute teachers

Objectives and Strategies	Leader	When
1. Direct mail, email and targeted personal invite campaign		August and September 2009

Goal- Increase involvement of parents in education of children

Objectives and Strategies	Leader	When
1. Conduct family Masses	Janine Cote and Father Leary	Quarterly
2. Sacramental prep meetings/retreats	Janine Cote and Father Leary	Two mandatory meetings; one mandatory retreat

Goal - Assess Curriculum

Objectives and Strategies	Leader	When
1. Gather teacher input, review sample books in overall review	Janine Cote and Father Leary	Completed April 2009
2. Revise textbooks in 4 th grade, 5 th grade, 7 th / 8 th grades & 9 th / 10 th grades	Janine Cote and Father Leary	Completed May 2009

Saint Peter Claver - Education

Goal - Enhance curriculum

Objectives and Strategies	Leader	When
3. New Programs in Place 4. All Saints Project 5. Advent Wreath making 6. Living Rosary event 7. Moving Up Ceremony		Completed August 2009

Goal -Utilizing community resources

Objectives and Strategies	Leader	When
1. Holy Family Retreat Center for two Confirmation conferences	Janine Cote	Ongoing
2. Increasing Participation	Janine Cote & volunteer leaders	
a. Intergenerational activity		Fall 2010
b. High School Youth Ministry		January 2010
c. Mission trips (Youth and Young Adult groups)		Summer 2011

Saint Peter Claver - Liturgy

"I am the bread of life." John 6:34

Goal - Improve and enrich liturgical experience

Objectives and Strategies	Leader	When
<p>1. Invite a liturgist to lead an evening exploring the elements of liturgy and community building.</p>	<p>Gigi Frailey and Evelyn Benoit/ Liturgy Committee -</p>	<p>February 2010</p>
<p>a. This would provide affirmation for those currently involved in liturgy. (Eucharistic Ministers, Choir members, Lectors, Ushers, Alter servers, etc.)</p> <p>b. It would also include a training, teaching, and communications improvement dimension.</p> <p>c. A spiritual element (perhaps involving song and prayer) would be included</p> <p>Those currently active in liturgy would be invited as well as all who have an interest in participating.</p>		<p>a.-c. February 2010</p>
<p>2. Facilitate those active in liturgy to fulfill their commitments.</p> <p>a. Identify software that can be used for scheduling variety of ministries involved in liturgy. (Clustered parishes may have resources.)</p>	<p>Gigi Frailey /Ministry Leaders -</p>	<p>Nov 2009</p> <p>January 2010</p> <p>Ongoing</p>

<p>b. Seek permission and cooperation from participants to use their e-mail to communicate.</p> <p>c. Use the web based scheduling and communication software to schedule and reminds those participating in liturgy.</p>		April 2010
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	------------

Saint Peter Claver - Liturgy

Goal - Improve preparation and supports for alter servers

Objectives and Strategies	Leader	When
1. Identify training needs in consultation with alter servers, pastor, religious education office in parish.	Gigi Frailey/ Fr Leary/ Sue Farrell/ P. Maglio	Summer 2009
2. Design a plan to respond to the training needs of alter servers and assure high levels of commitment and participation in liturgy on a regularly scheduled basis while being sensitive to family commitments and obligations. Explore the use of technology for training (make a local instructive CD to give to each family).	Gigi Frailey / Janine Cote / Fr. Leary	Sept. 2009 - March 2010
3. Increase the starting age of alter servers to grade 5 if it is deemed appropriate after the consultation described in "A"		September 2009

Goal - Expand the variety of options for daily Mass

Objectives and Strategies	Leader	When
1. Explore options with daily communicants involving them in being part of the solution.	Gigi Frailey/Fr. Leary	Jan 2010
2. Consider use of Para-liturgies as the availability of priests declines due to demographic trends. This may also be an option to consider as a way of addressing broader needs of parishioners. (Pastor could make inquiries with Deacons regarding this option.)	Gigi Frailey / Fr. Leary / Deacon	March 2010
3. Provide different experiences of liturgy during Lenten season.	Fr. Leary / G Frailey	Lenten season

Saint Peter Claver - **Community Life/Social Action**

“Do justice, love mercy, and walk humbly with your God.” Micah 6:8

Goal - To bring the Gospel message to life through outreach efforts to the poor and marginalized

Objectives and Strategies	Leader	When
1. Choose a name for the ministry that clearly communicates to parishioners the ministry's role and activities.		
<ul style="list-style-type: none"> a. Solicit suggestions/input from the Pastoral Council b. Solicit suggestions/input from the coordinators of the various ministries that are part of the Community/Social Action ministry. c. Have the Pastoral Council consider a new name, based on the suggestions 	<ul style="list-style-type: none"> Agenda item for Pastoral Council Joanne Farrell, Mary Kelly and Jane Digel Agenda item for Pastoral Council 	<ul style="list-style-type: none"> Sept 2009 Oct. 2009 Oct. 2009
2. Make parishioners, including the youth of our parish, more aware of the opportunities available in the various ministries included in the Community Life/Social Justice Ministry.	Joanne Farrell, Mary Kelly and Jane Digel	
<ul style="list-style-type: none"> a. Meet with Janine Cote to determine how to effectively communicate the activities of the Community Life/Social Action Ministry to the youth of our parish, and foster their participation, through our CCD program. b. Meet with the coordinators of the various ministries within the Community Life/Social Justice Ministry to look for ways to improve the "marketing" of the Community Life/Social Justice ministry at "Do One Thing." (<i>we're assuming that this is an annual event</i>) c. Contact the coordinators of these ministries to seek and encourage participants in their groups to speak to parishioners - <i>hopefully at Mass</i> - about their experiences and involvement in their respective ministries. 	<ul style="list-style-type: none"> Joanne Farrell, Mary Kelly and Jane Digel Joanne Farrell, Mary Kelly and Jane Digel Joanne Farrell, Mary Kelly and Jane Digel 	<ul style="list-style-type: none"> Sept. 2009 Oct. 2009 Oct. 2009

Objectives and Strategies	Leader	When
3. Support families who are unemployed or undergoing financial difficulties		
<ul style="list-style-type: none"> a. Determine what other local parishes have support groups and contact these groups to see if parishioners may participate in them b. Assuming our parishioners may participate, publicize the names of these groups on the website, and in the announcements at Mass c. Publicize scripture readings that may be of comfort to these families in the bulletin and on our website. 	<ul style="list-style-type: none"> Family Life Ministry Family Life Ministry and Office Staff Family Life Ministry and Office Staff and Jane Digel 	<ul style="list-style-type: none"> Sept 2009 Sept/Oct. 2009 Oct. 2009
4. Create an Advocacy/Social Justice ministry	Family Life Ministry and Office Staff and Jane Digel	Oct. 2009
<ul style="list-style-type: none"> a. Seek guidance of Office of Urban Affairs (OUA) of Archdiocese b. Identify and invite interested parishioners (possible collaboration with St. Timothy) c. Start group 	Identify volunteer leadership	<ul style="list-style-type: none"> 4th quarter 2010 1st quarter 2011 2nd quarter 2011

Saint Peter Claver - Evangelization and RCIA

“Follow me and I will make you fishers of people.” Matt 4:19

Goal - Develop means to reach whole geographic community with ways to “speak with our hands before we speak with our lips.” We believe first in building a community ourselves that will welcome and attract others.

Objectives and Strategies	Leader	When
<p>1. Start a support group for people who are unemployed similar to St. Ann's in Avon and make it available to all interested people in the broader community. (This is an example of how we might draw a circle of inclusion and welcoming that can have an evangelizing outcome that is not explicit. We are not supporting overt efforts at conversion of people of other faiths.)</p>	<p>TOD (Will be seeking volunteer leader) Possible collaboration between St. Peter Claver and St. Timothy parishes</p>	<p>1st Quarter 2010</p>
<p>2. Await the completion of the Archdiocesan Evangelization Plan and amend our plans to be consistent with the archdiocesan initiative.</p>		<p>TBD</p>

St. Peter Claver - Pastoral Care

“I was sick and you visited me.” Matt 25:36

Goal - Identify and service the short-term and long-term needs of St. Peter Claver homebound parishioners.

Objectives and Strategies	Leader	When
1. Identify parish resources available to support HEAL (<u>H</u> elp, <u>E</u> ncourage <u>A</u> nd <u>L</u> ove) ministry.	Gig Frailey, Fr. Leary, Kim Green	TBD
<ul style="list-style-type: none"> a. Exam parish data base to identify potential parishioners to support ministry. b. Review HEAL program with all SPC ministries to identify how they can participate and support HEAL. c. Present HEAL ministry to SPC parish through a formal mailing and presentation at Mass and encourage participation. d. Develop and conduct a training program for participants who will be making home visits. e. Healing Mass tentatively scheduled November 4, 2009 		<ul style="list-style-type: none"> Sept 2009 TBD TBD TBD June 2010
2. Identify SPC Parishioners needing support from HEAL.	Gig Frailey, Fr. Leary, Kim Green	Ongoing
<ul style="list-style-type: none"> a. Provide link on SPC website for SPC parishioner and friends to identify individuals in need of support from HEAL ministry. b. Develop a card/form for use in church for people to identify parishioner in need of support from HEAL ministry. c. Publish information about HEAL in Catholic Transcript and local newspapers to make community aware of program. 		<ul style="list-style-type: none"> 4th quarter 2010 November 2009 September 2010

