

## Parish Mission Planning Meeting Recommendations

- At a minimum, schedule two PMP meetings per month.
- Schedule out all of the planning meetings at your first introductory meeting.
- If you can, schedule the meetings for the same day of the week and with the same start time. (i.e. the second and fourth Tuesday of the month starting at 6:00pm).
- Allow for enough time to review the directions for each step, analyze, discuss, come to consensus, and compile notes.
- Break the team into two to four subgroups to work through Steps 1 – 4 and assign them specific sections of the data to discuss, make conclusions, formulate suggestions, and write their solutions or ideas on the appropriate step worksheet. All of this work will be discussed and reviewed when the PMP team gets to Step 5.
- Allow for a break at each meeting. However, if the planning team wants to work straight through until all the steps assigned for a particular meeting are completed, that is fine.
- Limit meetings to no more than two hours, especially on weeknights.
- If the PMP team wants to meet on Saturdays, the length of the meeting can be much longer (i.e. 4 to 6 hours) and cover multiple steps.

### **1<sup>st</sup> Meeting - 6:00pm to 8:00 pm (Recommend the Curia Support Team assist at this meeting).**

#### **I. Introductions**

- a. Introductions of the whole PMP team
- b. Introduction of the Curia Parish Mission Planning Team/Curia Support Team
- c. Overview of the PMP process and materials
- d. Set the dates for subsequent PMP meetings
- e. Questions and answers

#### **II. Step 1**

- a. Review the findings of the Health of Leadership Survey.
- b. List out the areas that need improvement based on the data results.
- c. Narrow down the list to ten (10) areas in need of improvement.

#### **III. Step 2**

- a. Review the findings of the Operational and Ministry Checklists.
- b. List out the areas that need improvement based on the data results.
- c. Narrow down the list to ten (10) areas in need of improvement.

**Homework: The Team Facilitator has the PMP team read over the Parish and Community Data Worksheets and corresponding questions and reflections under Tab 6. They are to take notes regarding what trends and issues they see with the data and bring them to the next meeting.**

### **2<sup>nd</sup> Meeting - 6:00pm to 8:00pm**

#### **I. Step 3**

- a. Review the findings of the Parish and Community Data Worksheets found under Tab 6.
- b. List out the areas that need improvement based on the data results.
- c. Narrow down the list to five (5) areas.  
(Allow 1.5 hours for Step 3)

#### **II. Step 4**

- a. Review the findings of the School and Parish Planning: Key Recommendations document.

- b. List out the areas that need improvement based on the data results.
- c. Narrow down the list to five (5) areas.  
(Allow 0.5 hours for Step 4)

**Homework:** The scribe takes the results of Steps 1 – 4 at the end of this meeting and types all of the items in Step 5. The list should be no longer than twenty (20) items. The list is then distributed to the PMP team in advance of the 3<sup>rd</sup> Meeting.

### 3<sup>rd</sup> Meeting - 6:00pm to 8:00pm

#### I. Step 5

- a. The PMP team ranks the items in the Step 5 list from the most important to the least important. Discuss and settle on the priorities and then move on to Step 6.

#### II. Step 6

- a. Reduce the list of twenty (20) items down to five (5) based on an agreed upon priority framework and classify them according to categories on the Step 6 worksheet.

#### III. Step 7

- a. Taking the list of priorities listed in Step 6, the PMP team will now transform the priorities into goal statements on the Step 7 worksheet.

The goals are listed out under the appropriate categories of ENGAGEMENT, GROWTH, and COMMUNITY IMPACT (Attendance, Enrollment, and Participation).

### 4<sup>th</sup> Meeting - 6:00pm to 8:00pm

#### I. Step 8

- a. The PMP team develops action steps for each of the three (3) to five (5) identified goals determined in Step 8 utilizing the goal/action steps worksheet available in the workbook.

**Homework:** If the PMP team does not finish the work in Step 8, the TF can assign each goal to each subgroup, have them finish their work on the actions steps, and bring their finished action steps to the next meeting.

### 5<sup>th</sup> Meeting - 6:00pm to 8:00pm

#### I. Step 9

- a. If the PMP team has not completed the work in Step 8, the team continues to develop action steps for each of the three (3) to five (5) identified goals determined in Step 8 utilizing the goal/action steps worksheet available in the workbook.
- b. The PMP team, with the pastor's or pastoral leader's approval, then sets the date for implementing the plan. All aspects of Step 8 are determined.
- c. That action step that has the earliest start date within the plan is the date the plan's implementation begins.
- d. A plan is developed on how best to communicate the Parish Mission Plan to the whole parish as well as announce the implementation of the plan.
- e. The PMP team establishes a written plan evaluation process and schedule per the information outlined for Step 9 in the workbook. This becomes the last page in the Parish Mission Plan document.
- f. The PMP team determines how the plan will be compiled, printed, and distributed electronically and physically.