

Dear fellow members of St. Clare Parish,

“When a community has more memories than it does dreams, it is dying.”

(Ted Dunn, Ph. D.)

A year ago, an ad hoc committee was established by the St. Clare Parish Pastoral Council to direct a long range planning process. Following hours of meetings and faith-filled dedicated service they have completed their work and on February 7<sup>th</sup>, 2012 presented this draft of a long range plan to the pastoral council.

This steering committee did not work in a vacuum, but recruited more than 50 other fellow parishioners to work on “core” or sub-committees to research and recommend plans in eleven areas of parish life. Some of these groups did surveys while others met with focus groups and/or conducted personal interviews with others in the parish.

These reports were then made available to parishioners on our website and were used as the basis for a “leadership summit” comprised of representatives of the core committees, regular standing committees, as well as the pastoral and finance councils on November 14, 2011. All this information, with the lived faith experience of this gathering of over 50 faith-filled St. Clare Parish members and the guidance of the Holy Spirit was summarized and is now being presented for your review and comment.

At the leadership summit, each of the reports was reviewed and further recommendations made. In this process certain other themes emerged which testified to the power of the Spirit present in a gathered community of faith. The desire to “grow the church” was evident in the hopes and dreams expressed.

You are encouraged to read the entire report in the context of prayer. Members of the varied planning committees are named within the report. A rough estimate suggests more than 1500 volunteer hours have been expended in preparing this report. In gratitude for our fellow parishioners who committed themselves to this task please thank them for their work if you have that opportunity.

This draft of the long range plan is available on our parish website, “library” copies at each of our churches, or you may request a copy at the parish office.

Before accepting the report as a parish plan, the Parish Pastoral Council would like your comments. You may comment by going to our parish website: [stclareagw.org](http://stclareagw.org) and following the link: [http://kwiksurveys.com?s=LJJEOF\\_b1bd6b41](http://kwiksurveys.com?s=LJJEOF_b1bd6b41).

or submit your comments by placing them with our contributions in the collection baskets at our weekend Masses.

As you read the report, with large and small recommendation not all aspects will be able to be addressed immediately. As the Parish Pastoral Council works with the plan, they will be praying and seeking your prayers for the continued guidance of the Holy Spirit as we seek to grow our parish and hand on our community of faith to future generations in the Askeaton, Greenleaf and Wrightstown area.

Thank you for your comments, prayers and continued support of our parish.

St. Clare Parish Pastoral Council

# *DREAM*

AND THE LORD GOD SAID:  
I MYSELF WILL DREAM A DREAM WITHIN YOU.  
GOOD DREAMS COME FROM ME YOU KNOW.

MY DREAMS SEEM IMPOSSIBLE,  
NOT TOO PRACTICAL,  
NOT FOR THE CAUTIOUS MAN OR WOMAN.  
A LITTLE RISKY SOMETIMES,  
A TRIFLE BRASH PERHAPS.

SOME OF MY FRIENDS PREFER  
TO REST MORE COMFORTABLY,  
IN SOUNDER SLEEP,  
WITH VISIONLESS EYES.

BUT FOR THOSE WHO SHARE MY DREAMS,  
I ASK A LITTLE PATIENCE,  
A LITTLE HUMOR,  
SOME SMALL COURAGE,  
AND A LISTENING HEART.  
I WILL DO THE REST

THEN THEY WILL RISK,  
AND WONDER AT THEIR DARING;  
I RUN, AND MARVEL AT THEIR SPEED,  
BUILD AND STAND IN AWE  
AT THE BEAUTY OF THEIR BUILDING.

YOU WILL MEET ME OFTEN AS YOU WORK:  
IN YOUR COMPANIONS, WHO SHARE YOUR RISK,  
IN YOUR FRIENDS, WHO BELIEVE IN YOU ENOUGH.  
TO LEND THEIR OWN DREAMS,  
THEIR OWN HANDS,  
THEIR OWN HEARTS,  
TO YOUR BUILDING;

IN THE PEOPLE WHO WILL FIND YOUR DOORWAY,  
STAY AWHILE, AND WALK AWAY  
KNOWING THEY, TOO, CAN FIND A DREAM...

THERE WILL BE SUN FILLED DAYS,  
AND SOMETIMES IT WILL RAIN.  
A LITTLE VARIETY!  
BOTH COME FROM ME,

SO COME NOW,  
BE CONTENT.  
IT IS MY DREAM YOU DREAM:  
MY HOUSE YOU BUILD;  
MY CARING YOU WITNESS;  
MY LOVE YOU SHARE;  
AND THIS IS THE HEART OF THE MATTER.



# St Clare Parish Final Report

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## **St Clare Parish Five Year Steering Committee Executive Summary**

Beginning in spring 2011, a Five Year Plan Steering Committee was appointed by Fr. Dennis Bergsbaken, pastor of St. Clare parish to facilitate a process that would engage the whole parish in the development of a pastoral plan for the parish. Deb Wegner-Hohensee, Diocese of Green Bay director of Pastoral Planning acted as a consultant for the process.

Between spring 2011 and winter 2012, the planning committee led the parish through a pastoral planning process that included the following elements;

- Involvement of parishioners to reflect on their proudest moments as Catholics through a parish survey conducted in 2010.
- The organization of 11 subcommittees who developed position papers for each of the basic parish ministries and programs outlining the current realities for these efforts, a vision on how to strengthen them and recommendations for how to implement them.
- The involvement of parishioners in a process that enabled them to name their hopes and dreams for the future of the parish.
- The convening of a parish Leadership Summit that included over 50 people including the pastor, staff, key parish council and committee members.

The key outcome of the planning process was the naming of three to five priorities for St. Clare Parish for the next five years. They are;

1. To study the feasibility of having one new worship site and develop a plan that would enable St. Clare to function spiritually, emotionally and socially with young and old alike.
2. To study the feasibility of having one site ensuring that any decision does not inhibit our parish from providing services, education, and ministry.
3. To study the feasibility of having one new parish church, school and educational center.
4. To establish and execute a plan that would foster significant growth in the number and diversity of actively engaged parishioners, especially youth and young adults. Aspire for 2000 plus parish families actively engaged as stewards of St Clare by 20\_\_.
5. To foster a parish community whose members live their faith through service and are recognized as assets to the broader community through their outreach in social justice and pastoral care.

We have included the process outline, process summaries, and basic data of the planning process. This depository of wisdom, hard work and the stirrings of the Holy Spirit have been turned over to Fr. Dennis Bergsbaken, the staff and members of the Parish Council. This will guide their work in the development of detailed plans for the implementation of the priorities in the course of the next five years.

*Respectfully submitted by members of the St. Clare Five Year Steering Committee*

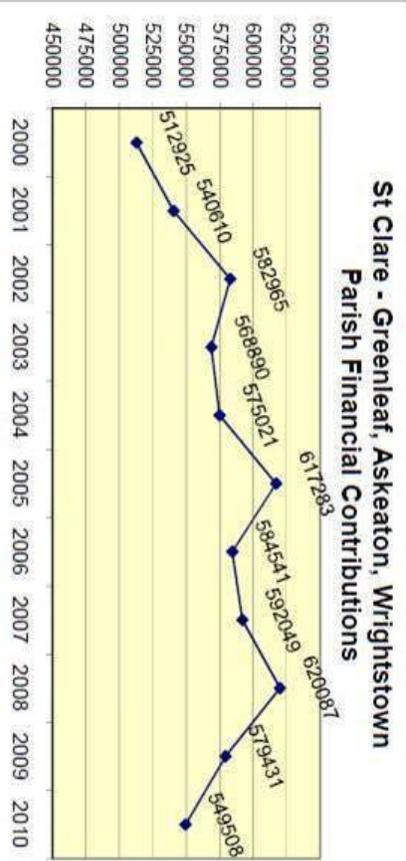
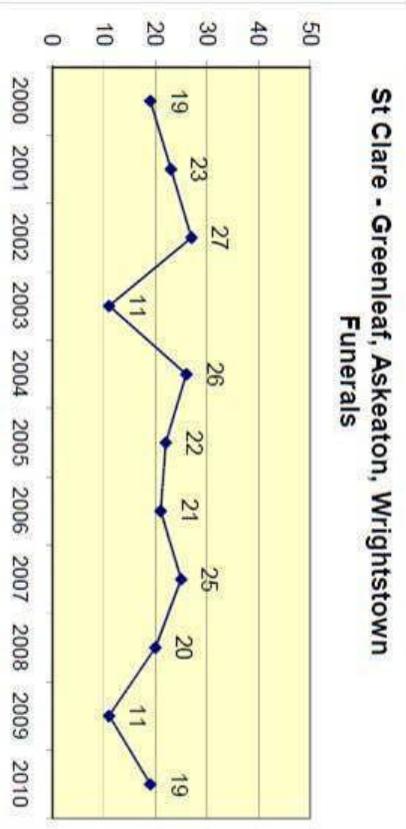
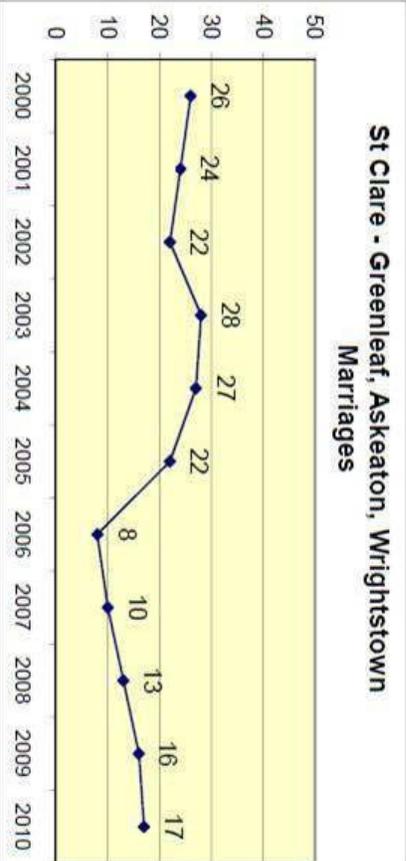
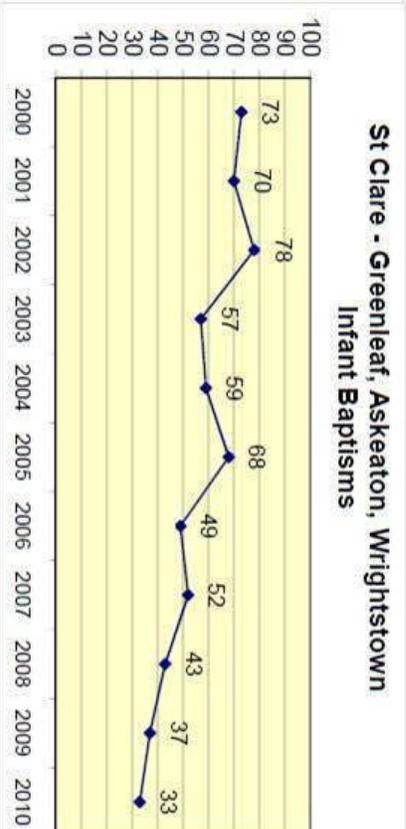
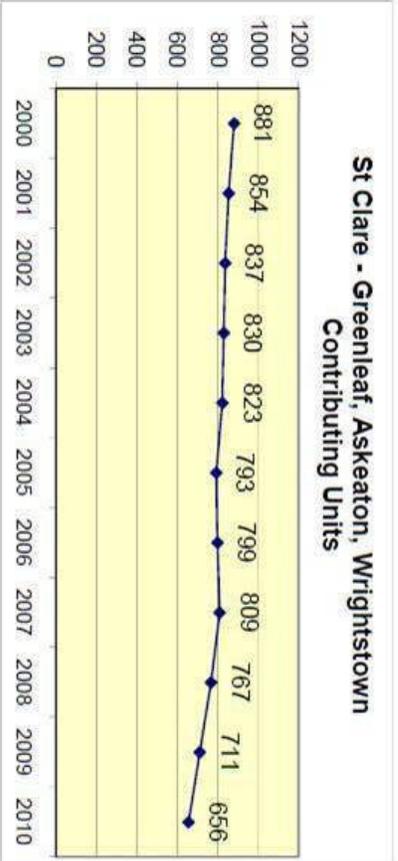
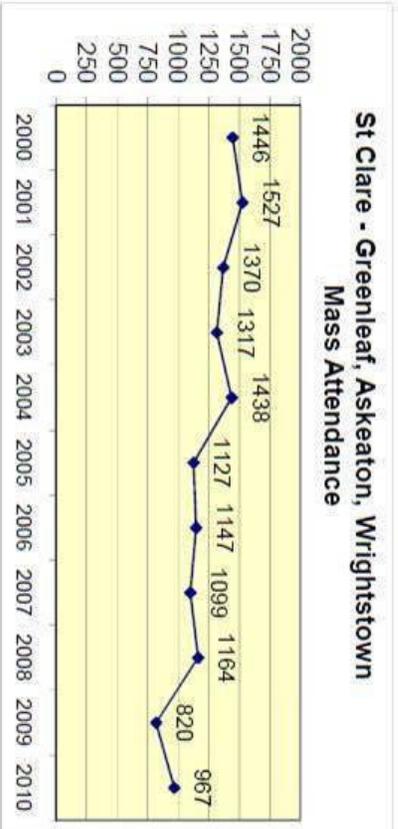


**St Clare 2011-2012  
Pastoral Planning Process  
Time Line Used in 2011**

- Mar. - Organize Overall Planning Steering Committee
  
- April - May. - Organize Core Committees
  
- June – Oct
  - Core Committees go to work
  - Communicate with core committees
  - Steering Committee
    - o studies parish renewal best practices
    - o diocesan parish AI survey material – What are St Clare’s strengths & dreams
  
  - Parishioner Input- What are the parish dreams for the future?
  
- Oct. 15 - Reports due from Core Committees
  
- Nov 13 - Parish Planning Summit
  
- Dec. - Steering Committee does draft of overall pastoral plan
  
- Jan. - Draft of plan presented to parishioners and parish leadership for comment
  
- Feb. - Steering Committee presents plan for approval and implementation to leadership bodies and pastor



# St. Clare Data Information



St Clare Parish is merge of with St Mary-Greenleaf, St Paul-Wrightstown, and St Patrick-Askeaton

## Here is the list of Core Committees developed by the Steering Committee.

### 1. Buildings & Grounds/Cemeteries

Properties, 5 cemeteries, 3 churches, 3 rectories (one lived in), 2 convents (one used as parish offices), Schools/one used as school, one as parish center, 2 at Askeaton site for storage, Possible above ground crypts, Possible cremation spots, Landscape and environment, Worship Space, Non-current properties or buildings as we dream, Signage.

### 2. Family Life

Baptism prep, Marriage prep, Marriage enrichment, Marriage Encounter, Date Night, Wedding anniversary celebrations, Parenting, Family programs, Generations of Faith, Hispanic

### 3. Finance

Resources for all that follows, policies on internal controls, administrative services, organizational structures, personnel policies

### 4. Youth Faith Formation/School

Age specific education in faith, Mission trips, Youth retreats, Summer camp, Bible study, Fun stuff, Generations of Faith, Sacramental prep for Reconciliation, Eucharist, Confirmation, Hispanic

### 5. Worship /Spiritual Life

Sunday Mass, Weekday Mass, Seasons: Environment, Worship space, Weddings, Funerals, Reconciliation, Technologies, Hispanic

### 6. Adult Faith Formation/Young Adult Faith Formation

Retreats, (CRHP) Days of Reflection, Seasonal prayer, Mission trips (Friends of Haiti or Dominican Republic), Theology on Tap, Adult Education, Parish Library, Bible Study, Book Club, Trip to Rome or Holy Land, Parish Retreat, Longing for the Holy, RCIA, Promotion of area events, Commissioned Ministry, Catechist Certification, Hispanic

### 7. Outreach/Social Concerns

Homeless shelter, Respect Life, Advocacy, Emergency assistance, St. Vincent de Paul, Giving Tree, Food Pantry, Hispanic

### 8. Technology/Communications

Office Equipment, computers, e-mails, websites with interactive capabilities, newsletters, calls, bulletins, on-line giving, church technologies: audio/visual

### 9. Parish Life/Hospitality/Evangelization

Parish unity events, Men's/Women's Club, Welcoming, Catholics Come Home, RCIA, Annulments, Hispanic

### 10. Stewardship

Commitment of finances, service, prayer, related to all committees in those areas, Care of all creation

### 11. Pastoral Care

Ministry to Seniors, Ministry to divorced and separated, Grief Ministry, Dying/Hospice, Communion to home-bound, Nursing homes, Visits (not sacraments) to home-bound and nursing homes, Annulments, Brief counseling, Anointing of the Sick, Befriender/Stephen Ministry, Hispanic

# St. Claire Parish

## 2011 Buildings and Grounds Steering

Members: Todd Eiden, chairman, Peter Vanden Wymelenberg, Jerry Kabat, Duane Diedrick, Dean Erickson, and Bruce Uitenbroek

### CURRENT STATE

#### Current State Greenleaf

**Church-** Building is in good shape, new heating and air conditioning, bathroom in back of basement-not so nice. No handicap access, front flower bed leaks water in basement, choir needs updating,

**School** – 4 classrooms, 1 men’s bathroom, 1 women’s bathroom, parish offices, basement nice has a large kitchen. Building in good shape, roof partial needs work— asphalt shingles. Oil heat furnace in back of basement.

**Garage-**Good shape -needs new overhead door

**Rectory-**Good shape currently being used, furnace 20 years old, roof is new,

**Cemetery-** 2 cemeteries, one Morrison one Greenleaf,

#### Current State Askeaton

**Church-**Building in good shape, needs kneelers re-installed (in old school), roof getting bad, currently has a bat problem, Basement is in good shape has a kitchen and seating room, setup for future elevator, have to go outside to enter basement, there are two bathrooms one bathroom nice and one is small not so nice, white coming through around panels in church ceiling-not sure what it is, Choir could use some updating. Electrical? Older oil boiler.

**Rectory-** currently not being used, main floor has a half bath/washroom, breezeway to garage, dining, living, and kitchen. Upstairs has 4 bedrooms and a full bathroom all in very nice shape, basement has a mold issue, new boiler 2009, attached 2 stall garage, outside of house needs painting.

**Old small School across from church-** bad shape-used for storage.

**Old Big School-** bad shape used for some storage mostly empty- well by school, land issue?

**Cemetery-**Good shape

#### Current State Wrightstown

**Church-**Building in good shape-brick could use tuck-pointing, new roof, new heating system (setup for easy addition of air conditioning), main level in nice shape, fathers room would like hot water added, choir is small could use some updating, has elevator, basement is in nice shape, storage areas need to be cleaned out and organized, has nice kitchen and baths, should fill in old coal room off boiler room, some interior needs painting.

**School-**building in good shape, 8 classrooms, 1 office, and men’s bathroom, and women’s bathroom, men’s urinals leak into basement, heating units in rooms need replacing, basement—has a kitchen, library/computer room, bathrooms-new, school is short on space.

**Rectory-** building ok currently not being used main floor has kitchen, dining, living, study, half bath, office /meeting room. Upstairs has 2 full baths and 5 bedrooms, older gas boiler for heat 100 amp service, roof ok.

**Old Convent-**building ok currently not being used some items currently being stored, upstairs 4 bedrooms, full bathroom, main floor small half bath, kitchen and 4 rooms,

heating needs repairs as heat was off and froze up units and cracked them—maybe piping also.

**Garage-** small one stall needs painting and a new roof.

**Cemetery-**Good Shape

## **VISION**

Vision would be to have a vibrant St Claire Catholic Parish and School. There would be ample funding for Buildings and Grounds to maintain and improve as needed. There would be volunteers to perform duties as needed to perform the tasks eagerly and willingly. There would be a long range plan for Buildings and Grounds that is shared with all parishioners.

We feel that the School with a Gymnasium is key in order to develop and have a strong vibrant Catholic Parish. We vision and new school or school addition with a Gymnasium, Community center, after school haven for children, adult welcome center. There would be many activities at this new building and interaction among parishioners. We vision a higher attendance at the Catholic School with a modern facility and gymnasium from Kindergarten through 8<sup>th</sup> grade.

The School is short on space now and the new School or addition would allow for proper room sizes for their needs now and into the future. ie classrooms, art room, computer room, offices, meeting rooms etc. We vision possibly taking advantage of the view to the Fox River and having a view present from the Fox River to the new building and existing church. The Church would have air conditioning installed.

We vision an addition on the Church at Greenleaf for gathering area before entering church. This area would also have 2 new bathrooms and possibly a meeting room. Parishioners could gather before masses and after masses. This area would be beneficial for funerals, weddings, baptisms, and many other occasions. This addition would be handicap accessible. The current bathroom is through the basement up in front of the Church.

We vision fund raising efforts to accomplish these visions. The more that can be shared with all parishioners will help generate funding ideas. Need to create excitement with this vision to encourage funding for these projects.

## **Recommendations**

### **Greenleaf**

**Church-** Maintain existing building as necessary to keep in good shape. Within 5 years add on gathering area to back of church with new bathrooms, meeting room, etc.

Update choir.

**School/offices-** Maintain as necessary to keep in good shape.

**Rectory-** Maintain as necessary to keep in good shape.

**Garage-** Maintain as necessary to keep in good shape.

**Cemeteries-** Maintain as necessary to keep in good shape.

### **Askeaton**

**Church-** Maintain as necessary to keep in good shape. Do a financial study on feasibility of annual costs. Look at short term and long term maintenance costs.

**Rectory-** Offer for sale with land or for sale to be moved. If sold with land there will need to be some utilities installed separately for the house, this could become responsibility of the buyer. Do this within the next 2 years Maintain in good shape until sold.

**Old small school-**Maintain as needed for storage.

**Old large school-** Resolve land ownership issue as soon as possible.

Recommendation cannot be made until this is resolved.

**Cemetery-** Maintain as necessary to keep in good shape.

## **Wrightstown**

**Church-**fill in old coal storage area, remove old stage area, update choir, install air conditioning, and these items is completed within 2 years. Maintain as necessary to keep in good shape.

**School-** Maintain as necessary to keep in good shape. Within 5 years build new school or addition with space for classrooms as needed, gymnasium, welcome center, after school haven, adult welcome center.

**Rectory-** Maintain as necessary to keep in good shape. Offer for sale to be moved off site or rent out. Keep the land for possible future needs.

**Old Convent-** Sell to be moved off site or raze and remove.

**Garage-**Keep as is. Raze remove with new school/addition when needed. There may need to build new larger storage garage with the new plans.

**Cemeteries-**Maintain as necessary to keep in good shape

## **CONCLUSION/COMMENTS**

Need person at each location to oversee daily/weekly as needed checking on buildings and grounds. Need long range buildings maintenance/facility plan that can be budgeted so necessary funds are available to perform the work. Need to share the plans with parishioners as this will help with the funding. **Need to do a feasibility study on total cost of ownership on existing buildings to help make decisions and possibly eliminate some of the costs.** Need to look at efficiencies that can be picked up at all of the buildings i.e.; heating costs, electrical costs. Focus on energy rebates are available with improvements or replacing inefficient equipment and save money in the long term. Most of grounds are in good shape we need to maintain them to keep in good shape. Look at painting some areas in all the locations.

### **Nov 13, 2011 Parish Planning Summit Ideas for:**

#### **Building & Grounds**

1. Face facts – sentimentality – Genuine Spiritual need.
2. Needs short term – eventually one worship site that has gathering and liturgical furnishing
  - a. Save funds – good stewardship
3. Have deteriorating buildings
4. Consider building gym, handicap accessibility at all sites.
5. Liturgical Ministers – We use the same – scattered between sites. How can we function 3 locations
6. Furniture/equipment auction

# **St. Clare Parish Family Core Committee Summary Report**

Members: Amy Lewandowski, Tara Rice, Jacci Vanden Huevel, Judy Ward

Committee Liaison: Brenda Hella

## **Part 1: Current Situation**

Currently, Baptism preparation is completed by Deacon Ken when requested. There were 37 baptisms last year. Baptisms are performed either during Mass, if Fr. Dennis is the baptizer or after Mass if Deacon Ken performs the ceremony. Deacon Ken has indicated more help would be welcomed to improve this program.

Marriage preparation is done mostly by Deacon Ken and Betty Kabat with the final preparation done by Fr. Dennis. There were 15 weddings last year. Deacon Ken has indicated that at least 3 more couples would be helpful to properly prepare all couples for marriage.

There is currently no organized marriage enrichment program in the parish.

Soup and Substance has been offered at all 3 sites during Lent. Current attendance is between 40 and 60 people, mostly middle aged women. (Joan Pendergast organizes??)

Anniversary celebrations/ blessings are arranged upon request.

Other family oriented opportunities are limited.

## **Part 2: Vision**

The mission is to create and promote family activities to strengthen relationships between and within the families of St. Clare Parish.

To quote Pope Benedict VIX "(the parish is)...for Christian formation and to establish relationships of friendship and brotherhood and where children, youths, families and the aged can grow in that spirit of community that Christ taught us and the world needs so badly." Bishop Ricken in his Pastoral Letter "Parishes: Called to Be Holy, Fully Engaged, Fully Alive" states that "...parishes, then, need to be places where marriage and family life are not only valued, but strongly supported and nurtured." He goes on to mention diocesan efforts at improving marriage preparation, increasing efforts on marriage enrichment, building stronger family units and developing "a family-friendly approach to our ministries."

An ideal situation for St. Clare would include quality programs (Marriage, baptism and and community) that promote the sacraments and builds the faith of individuals and the community.

See attached spreadsheet for our ideas, timeline and estimated costs.

Please realize that although most of our recommendations do not have high dollar amounts attached to them, it is important that faith filled and energetic people are organizing and leading these programs. The potential cost of additional people (or additional time to positions already established) should be a consideration when determining how and when to implement our recommendations.

We hope the results of our recommendations are a St. Clare Parish that is faith-filled, loving and centered on actively building God's kingdom here on earth.

### ST. Clare Family Core Committee Recommendations

Area	What action should be taken	Who is responsible for change	Monetary Cost	When
<b>Baptism</b>	Implement diocesan pre-baptismal program	Deacon Ken		Immediately
	Increase use of parent sponsors to help Deacon Ken with Baptismal prep			Within next 12 months
	Blessing over expectant parents/ families during or after Mass (to be held 2x per year) Put in bulletin before so that future parents can attend.	Fr. Dennis/Deacon Ken	\$0	Within next 6 months
<b>Marriage Prep</b>	Follow Focus guidelines for the diocese in regard to Marriage Prep			Immediately
	Increase Focus trained couples to do the Inventory with the engaged couple	Find couples: announcement in the bulletin and in church		Find couples within next 6 month
		Find couples: nominations from the parish (slips of paper in pews)		Find couples within next 6 month
		Follow up with Deacon Ken	Fee for diocesan course	Train couples within next 12 months
	Add link to Marriage Prep information on St. Clare Parish website	Webmaster	\$0	Within next 6 months
	Add link to Marriage Prep information from St. Clare Parish website to Diocesan website	Webmaster	\$0	Within next 6 months
<b>Marriage Enrichment</b>	Add link to Green Bay Marriage Encounter on St. Clare website (strengthen communication and deepen intimacy)	Webmaster	\$0	Within next 6 months
	Add link to Retrouvaille on St. Clare website (A program to help couples heal/ marriage help)	Webmaster	\$0	Within next 6 months
	Add link to Chambers Island Retreats	Webmaster	\$0	Within next 6 months
<b>Anniversary</b>	Take one weekend a month. Ask for people to stand, say a blessing.	Fr. Dennis, Fr. Karl or Deacon Ken	\$0	Within next 6 months
<b>Birthday</b>	Take one weekend a month. Ask for people to stand, say a blessing.	Fr. Dennis, Fr. Karl or Deacon Ken	\$0	

<b>Date Night</b>	Hayride	Enact social committee under direction of Pastoral Associate. Contact person for events can be a secretary, if time permits	No charge for the parish, if there's a charge, parishioners pay to attend (possible fund for those who can't afford?)	Enact within a year, up to 4 a year
	Social night at local establishment			
	Wine tasting (possible fund raiser?)			
	Golf scramble			
	Game night/ card night/ poker night/ Bunco night			
	Beanbag Toss night			
	Bowling			
	Kickball			
	Flag football			
	Laser tag			
	Bike/walk Fox River Trail			
	Timber Rattlers /Gamblers Game	Enact social committee under direction of Pastoral Associate	No charge for the parish, if there's a charge, parishioners pay to attend	Enact within a year, up to 4 a year
<b>Family night</b>	Timber Rattlers /Gamblers Game			
	Bowling			
	Kickball			
	Flag football			
	Laser tag			
	Bike/walk Fox River Trail	Under social committee - appoint a coordinator at each site	Utilize Scrip program, talk to Dick's FF and use a donation cup with a suggested donation	Within 12 months
	Badger Sports Park/ Fun set			
<b>Fellowship</b>	Coffee and doughnuts & milk after 1 mass monthly, alternating sites each month			
<b>Family</b>	Play dates for preschool children	Parish volunteer (children)	\$0	Can be implemented at any time
<b>Cross Generational</b>	Prayer Partners between 6-8 grade students and seniors & end of the year pot luck	Religious Ed Coordinator/School MS Religion teacher	Postage	Ready for 2012 school year
	Family Bible Study	Religious Ed Coordinator/School Principal	Price dependent on actives and number of participants	Ready for 2013 school year

	Mother/Teen Daughter Book Study (Books to be determined)	Youth Coordinator	Each family would buy own books, maybe pay for refreshments or have families take turns	Can be implemented at any time
	Soup & Substance should be kept for lent.			
	Expand Soup and Substance to other times of the year. Babysitting would be provided by confirmation students.	Stewardship committee under direction of Pastoral Associate (Youth coordinator to organize babysitting)	Current cost, but more often	Continue and increase offerings
	Youth centric Mass	Youth Coordinator	\$0	Can be implemented at any time
	Vacation Bible School	RE Coordinator/ Confirmation students	\$150-\$300 approx. depending on enrollment (possibly charge \$10 or a family rate?)	Summer of 2013
	Sunday School for preschool through 1st grade. Kids go downstairs for religious stories & activities during sermon only on 4th Sunday of the month	Directed through RE, but run through volunteers	\$\$ for materials and snack. Dependent on participation	Ready for 2012 school year
	Fliers on Catholic Parenting to all school and R/E families. (At Home With Our Faith)	RE Coordinator/ School Principal	\$ 0.23 per copy. School families already receive. Add RE families (250) for 9 mo. \$520 in additional costs for the year.	Fall of 2012 school year

**Nov 13, 2011 Parish Planning Summit Ideas for:**

**Family Life**

- 1) More ordained ministers
  - a. Baptism preparation
  - b. Marriage preparation
- 2) Personal connection to parish
  - a. New families and married → 1 event/year
- 3) Liturgy for children 3-6 years old or 8-9 → readings and Homilies at their level
- 4) One site – we are spread thin at three locations
- 5) All members involved in sacramental life.
- 6) Engage all – young, elderly, military, social, inter-generational activities
- 7) Mentor program with kids and elders, worship
  - a. Use kids gifts in ministry



## **Year One**

1. Look into the feasibility of EFT payments made weekly to the parish. Our goals would be 30% participation within the first year, 50% participation within three years and 60 % participation within five years.
2. Educate our parishioners in regards to the hard facts about the financial situation of the parish, and the financial support it takes for basic expenses. This should be done quarterly at all masses, done in a similar fashion as the diocesan appeal with a professional look, presented by one or two lay people. It should not be longer than five to eight minutes.
3. Make a harder push on committing parish members to a yearly financial commitment for budgeting purposes, done without publishing names. Also, take a stronger stance on suggesting an amount to contribute financially.
4. Stewardship committee should be given a budget to work within.
5. Organize a calling committee of volunteers whose responsibility would be to call parish members in regards not only to stewardship needs, but also how St Clare can serve them.
6. Review all current assessments on a cost / benefit analysis basis.
7. Review all current fees for church usage.

## **Year Two**

1. Organize a "Welcome Home" event to invite not only current active members, but also those who may be non-active or occasional members to rediscover what St Clare and God can do for them. This could be a theme used at all functions for a period of time.
2. Offer a workshop at least once per year for estate planning and tax shelter possibilities for parishioners through financial contributions to St Clare Parish.
3. Look into the possibilities of creating another fund raising activity. One that over time may be able to replace other events.
4. Develop a team of parishioners to investigate the efficiency and feasibility of site reduction. While this will be an emotional event, it is evident that from a purely dollars and cents perspective, keeping all sites open will drain the parish financially and is not in being a good steward of finance. The process must be done in a manner that is sensitive to all parishioners' immediate needs but also one that looks into the long-term stability and viability of St Clare Parish and the mission of the Catholic Church.
5. Increase financial support of current active sacrificial giving by 10 %.

## **Year Four**

1. Have a decision made in regards to parish site use, considering spiritual and financial, costs and benefits.
2. Increase 50% of the noncontributing units to give at least \$500 each per year.

## Year Five

1. At this time, the parish should have a strong foothold on finances. It is our vision to be able to focus on God and His greatness, not on how much must we cut because there is no money. It is our vision that St Clare parish can focus its efforts on making us wealthy spiritually. It is our vision that we will all become better stewards in all aspects of life. It is our vision to make everyone else's dreams in long range planning a reality. It is our vision to see God's will done.

In conclusion, these recommendations and goals need full support and participation of the pastoral council, finance council, and stewardship committee. The pastoral council and finance council must work very closely together with the stewardship committee in changing hearts and minds of parishioners, to help tend our stewardship garden of finance and bring us closer to God and help spread His Word.

### Nov 13, 2011 Parish Planning Summit Ideas for:

#### Finance

- 1) Educate parishioners
  - a. Facts
  - b. Scrip
- 2) Ask for volunteers
  - a. If can't-can they contribute financially?
- 3) Make more money and spend less
- 4) Contributions key – only half give less than \$100
- 5) One site new – three sites save money. Seating capacity too much.
- 6) How to increase % of donors?
- 7) Direct deposit
- 8) Census
  - a. Use calling committee
  - b. Ask services needed
- 9) Ownership/Stewardship
- 10) Stewardship break open
- 11) More ways – personal stewardship discernment
- 12) Use outside development firm
  - a. Help build a new church.

## **St. Clare Core Planning Committee Report Youth Faith Formation/School**

**Membership:** Diane Diny, Lynda Ebert, Karen Klister, Brenda Leick, Ann Vanden Wymelenberg, and Vicki Vander Linden.

**Parish Staff Liaison:** Theresa Reynders

### **Current Situation**

#### **Committee Organization:**

St. Clare Parish has a School Committee that oversees both the catholic school and the religious education program. They are also responsible for overseeing the youth ministry program and adult faith formation.

#### **Mission Statement:**

##### **School:**

"A family of lifelong learners dedicated to the growth and development of each person by nurturing Catholic faith, talents and stewardship."

**Religious Education:** None.

#### **Short and Long Term Committee Goals:**

##### **School:**

- To be accredited.
- To improve Catholic identity and faith integration into all areas of the curriculum.
- To improve reading instruction by creating a holistic literacy program.
- To develop a long-range technology plan.
- To expand the student body to at least twenty students per grade.
- To expand the school facility to allow for enough space for all specialists and include a large multi-purpose room.

##### **Religious Education:**

- To create a program that instills into the families what their faith means to them.
- To involve more people as leaders, teachers, etc.

##### **Youth Faith Formation:**

- Currently the youth minister is working on leadership within the program. She is hoping to involve more youth which will in turn help them to take ownership of the program.

#### **Last Year's Activities and Agendas:**

Monthly School Committee meetings were held.

## **Effectiveness of this committee in meeting their mission:**

### **Strengths:**

#### **School:**

- The students are exceptionally prepared for high school.
- There is a close community atmosphere among the families and the faculty and staff.
- Parent involvement is excellent.
- There is in place a well-trained professional faculty.

#### **Religious Education:**

- Teacher resources are adequate.
- There are many good people willing to give of themselves by volunteering to teach.
- The Director has very good organizational skills.

#### **Youth Ministry:**

- The Youth Minister is genuinely giving to others through her faith.
- The students that are involved are very thankful for the opportunities provided by the youth ministry program. Many have the desire for more programs.

### **Some of the restrictions include:**

#### **School:**

- The budget is workable at this point, but an increased budget would allow for some of the expansion mentioned above.

#### **Religious Education:**

- There are not enough volunteers to cover all the classes. Currently there are twenty-seven catechists educating 435 students in eleven grades. Only 35% are certified.
- The building facilities are not adequate to run the number of classes needed.
- There are many conflicts on Wednesdays that interfere with religious education instruction.

#### **Youth Ministry:**

- The budget for youth ministry comes directly out of the religious education budget. The youth minister does some fundraising.
- There are only a handful of youth being served.

## **Vision**

- That St. Clare youth would develop a sense of stewardship by becoming more involved in parish life.
- That St. Clare would be able to add support staff to the school and religious education program to include: a reading specialist, guidance counselor, special needs instructor of religion, and a full-time youth minister.
- That the St. Clare School facility would be expanded to provide space for: a classroom for each grade; a classroom for each specialist; and a gym.

- That each family who desires Catholic education for their children but cannot afford it will be able to seek financial aid via Tuition Assistance funds.
- That St. Clare would begin an endowment fund for the education of our youth.
- That St. Clare would establish a scholarship fund for any student wishing to attend a catholic regional high school

## **Recommendations**

### **For Spring 2012-Fall 2012:**

1. Through marketing, promote our school, religious education, and youth ministry programs to new and existing members of our parish and the greater community.
2. Write a mission statement and set both short-term and long-term goals for the Religious Education program and the youth ministry program.
3. Require confirmation candidates to volunteer time to one of our parish ministries including but not limited to: lecturing, serving, being a minister of hospitality, assisting youth education programs, or music ministry.

### **Within the next 3-5 years:**

1. Begin to look into the possibility of expanding the building facility to accommodate more classroom space and a gym.
2. Secure funding to provide for previously mentioned support staff.
3. Tap into parish members with appropriate background skills to provide support staff to the school and religious education programs.
4. Establish an endowment fund.
5. Establish aforementioned scholarship fund.

#### **Nov 13, 2011 Parish Planning Summit Ideas for:**

#### **Youth/Faith Formation/School**

- 1) Expand school (gym)
- 2) One church
- 3) Where school near church?
- 4) Financial tuition assistance
- 5) P.R. School → scrip/fundraising
- 6) Community service confirmation
  - a. Students
    - i. School & faith formation

**Name of Committee:** St. Clare Worship and Spirituality Long-Term Planning Committee

**Membership of Committee:**

- Jennifer Buntin
- Erin Mancoske-Anderson
- Nadine Mathu
- Julie Rohan
- Barb VandeHey

**Parish Core Planning Committee Liaison:** Brian Mathu

**Current Situation**

**Committee Organization:**

The Worship and Spiritual Life Committee is composed of nine members; three parishioners represent each site, St. Mary, St. Patrick, and St. Paul. Currently, there is an opening for one representative from the St. Paul site. The committee assists the pastor in planning and providing for the spiritual development of the parish through liturgical celebrations and spiritual growth programs.

In addition, the committee helps to recruit and train liturgical ministers, prepares parish liturgies and prayers, and educates the parish in issues of liturgy. They plan Mass schedules for Holy Days, Christmas, Trinitium, and Easter. They have been educating parishioners about the Revised Roman Missal changes. The committee meets the second Tuesday of each month.

**Mission Statement for the Long-Range Planning Committee:**

Our mission is to improve and enhance the celebration of the liturgy within the St. Clare Church community and provide opportunities for spiritual growth.

**Vision Statement for the Long-Range Planning Committee:**

We would like to foster a sense of understanding, ownership, purpose and participation in our communal celebrations of the liturgy.

**Membership Information**

<u><b>Name :</b></u>	<u><b>email address:</b></u>	<u><b>attends:</b></u>
Jennifer Buntin--	<a href="mailto:Jennifer.Buntin@cdw.com">Jennifer.Buntin@cdw.com</a>	St. Paul site
Erin Mancoske Anderson--	<a href="mailto:Erin.MancoskeAnderson@wisconsin.gov">Erin.MancoskeAnderson@wisconsin.gov</a>	St. Patrick site
Nadine Mathu--	<a href="mailto:nmathu@asd.k12.wi.us">nmathu@asd.k12.wi.us</a>	St. Mary site
Julie Rohan--	<a href="mailto:jrohan@centurytel.net">jrohan@centurytel.net</a>	St. Mary site
Barb VandeHey--	<a href="mailto:bvandehey@sbcglobal.net">bvandehey@sbcglobal.net</a>	St. Paul site

## **Regular Meeting Schedule:**

The committee met as a group five times from August to the end of October, 2011. We also corresponded by email to review documents and share information.

## **Current Short and Long-term Committee Goals:**

- Generate a survey to increase our awareness of parishioners' opinions and attitudes regarding our current celebration of the Mass and to allow their input on key questions of environment that impact their experiences
- Consider feedback from the survey as we put forward our recommendations for future practices
- Examine outside resources on worship practices and rituals
- Consider how other parishes celebrate the liturgy
- Inventory the strengths and weaknesses of the current liturgical practices of St. Clare Parish

## **Describe the effectiveness of this committee in meeting our mission:**

The committee members listened respectfully to the diverse opinions of our group. At each meeting, new considerations were brought forward about ways to enhance the celebration of Mass.

Since spirituality, even within the communal celebration of the Roman Catholic Mass, can be a very personal thing, the committee tried hard to represent the varied opinions and needs of our parishioners. Because of this, our discussion was wide-ranging, covering everything from liturgical music to Mass times.

## **Visioning**

### **Given the size of the parish, if St. Clare were to have an ideal committee to meet the parish's needs, what might it look like?**

We would suggest:

- Continue to have representatives on the committee from all sites.
- A committee of 2-3 interested members from each site; approx. 6-9 total members
- That the committee continue to gather ideas/ input from other parishes to see how they successfully involve the congregation in meaningful worship
- That the committee continue to examine and implement ways to widen parishioner involvement in the Mass
- That the committee cooperate and meet with musicians, ministers, lectors, ushers and presiders to keep celebration of the Mass energized relevant
- That the committee approach parishioners for involvement in special seasonal programs, meetings, outings, prayer
- That the committee approach parishioners to continue to extend the circle of those who act as ushers, Eucharistic ministers, lectors, servers, etc.

- That the committee help with training and updating of skills of those who act as ushers, Eucharistic ministers, lectors, servers, to enhance the celebration of Mass and keep uniformity between the sites' liturgical practices.

**Project St. Clare's programs and services to the next level; what possibilities exist?**

- Masses with teen planning and participation
- Sunday evening Mass offering
- More extensive instruction on Mass and the prayers and rituals involved, possibly linking instruction before Mass with information featured weekly in the bulletin or even a brief document in each pew focusing on this weekly "mini-lesson" i.e.) when/why we genuflect, etc.

**Are there any diocesan standards or norms that the parish should be striving to incorporate that are not currently being addressed?**

Yes; we are currently focusing on adopting the wording of the Revised Roman Missal. This will be ongoing as parish members continue to be educated in the new wordings and the meaning behind them.

**Are there any key church pastoral letters or documents that convey the vision for this ministry?**

Guidelines for the Parish Worship and Spiritual Life Committee published by the Department of Worship, Diocese of Green Bay, August 1998

**Committee Recommendations**

*Recommendations should be challenging, yet doable. They should include who, is expected to what, by when. Where appropriate, they should also note any increased funding or fund raising possibilities that would have to be taken into consideration before moving on the recommendation.*

*The first set of recommendations should be based on what the committee believes the parish should consider accomplishing during the time period of spring, 2012, to fall, 2013.*

*The second set of recommendations should be based on what the committee hopes could be accomplished by the parish in the next 3-5 years.*

**Recommendations for Spring, 2012, to Fall, 2013**

- #1 In order to 1) reduce priest help-out (stipend and mileage) expenses, 2) have our pastor as the presider at all Masses, and 3) prepare for the reduced number of active priests, the Parish Council may want to consider the following proposed Mass schedule:  
 4:00 Saturday - St. Patrick Site, Askeaton  
 8:00 Sunday - St. Paul Site, Wrightstown  
 10:00 Sunday - St. Mary Site, Greenleaf  
 An evaluation of attendance would take place six months after implementation.
- #2 The Worship Committee may want to ask for volunteers to continue instruction before Mass on a particular weekly focus to educate parishioners about the background of various components of the Mass. It would be a sort of catechesis for all generations.
- #3 The Worship Committee could work with Religious Ed. to plan Masses and facilitate more involvement from school-age and teen members of the parish. This could happen with certain special seasonal celebrations or as appropriate.
- #4 The Worship Committee or a sub-group of the committee could plan an annual retreat to Chambers Island or other similar experiences like Cursillo or CRHP, etc.
- #5 The parish could arrange and sponsor Spirituality trips by bus to religious events such as the upcoming movie *The Greatest Miracle* playing in this area again in December. Another idea is a Pilgrimage to the Shrine of Our Lady of Good Help in Champion.

<p><b>Recommendations within the Next 3-5 Years:</b></p>
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- #1 Examine the feasibility of making changes to a current worship site, or building a new facility for worship in order to:  
 1) reduce parish expenses (utilities, maintenance, liturgical supplies, priest help-out, etc).  
 2) offer a worship space to accommodate:  
 - 1200 families  
 - large gathering area  
 - baptistery  
 - funerals  
 - podium for announcements (separate from Ambo)  
 3) foster unity of parish by worshipping together as one community
- #2 Continue to examine and evaluate the feasibility of maintaining the three sites currently used to celebrate Mass.
- #3 Investigate the cost and possible ways to use multimedia (screens,

projectors, other technology) to enhance the celebration of the Mass.

- #4 The Worship Committee could ask for volunteers to continue instruction before Mass on a particular weekly focus to educate parishioners about the background of various components of the Mass. This would continue to be an ongoing catechesis for all generations.
- #5 The Worship Committee or a sub-group of the committee may want to continue to plan an annual retreat to Chambers Island or other similar experiences like Cursillo or CRHP, etc. varying by the year, by interest and parishioner feedback.

**Nov 13, 2011 Parish Planning Summit Ideas for:**

**Worship and Spiritual Life**

- 1) Mass → Elementary and Teens participate
  - a. Multi-media use at masses
- 2) Advertising and promote Faith-related bus trips
- 3) One site new
  - a. Do feasibility study
- 4) Gathering space needed
- 5) Reduce number of masses
  - a. Yet each site should have a mass
- 6) Retreats and spiritual activities pull us together
- 7) Involve more people → mass planning at sites

**Membership of Committee:** Tom Artz Mary Mancoske  
Sarah Heimerl Karla Voss  
Betty Kabat Brian Mathu, Liaison

**Parish Staff Liaison:** Joan Prendergast

## Current Adult Faith Formation Committee

### **Committee Organization:**

Membership is drawn primarily from those who express an interest in serving on the committee. The term of membership for each member is 3 years; however, individuals may be invited to serve so as to ensure that the committee represents the three sites proportionately. Ideally, the committee will meet at least once per month.

The committee's executive team includes the following:

**Chairperson:** has a sense of personal ministry with trained leadership ability to facilitate meetings and inspires a concern for growth in faith. An individual will hold this position for one year.

**Vice-Chairperson:** has a sense of personal ministry with trained leadership ability, will serve in the leadership role of the chairperson in his/her absence and oversee ad hoc committees. An individual will hold this position for one year. At the end of the term, the Vice-Chair will be offered, but not be required to accept, the position of Chairperson.

**Recording Secretary:** records meeting minutes and distributes copies to all committee members prior to the next meeting. An individual will hold this position for one year.

**Calendar Coordinator:** coordinates and compiles a combined programming calendar for all three sites and distributes the calendar to a contact person at each site for distribution. An individual will hold this position for one year.

**Ad Hoc Committees:** are designated by the Executive Team as necessary, or each committee member is designated to be responsible for one program or one facet of all programs.

## **Mission Statement:**

The mission of the adult faith formation program is to work with the pastoral leaders to establish a context for adult catechesis and to plan, execute and evaluate learning opportunities, which respond to the needs of the adult St. Clare Parish community. The vision of adult faith formation for the St. Clare Parish community is one that challenges our members to become part of a more dynamic community - one that supports lifelong learning and growth in discipleship by placing adult faith formation at the center of parish life. Our vision is a community in which all of our adult members are immersed in lifelong catechesis and the mission of participating in building up the Kingdom of God.

**Membership:** Betty Kabat                      Rosemary Reedy  
Ken Kabat                                      Mary Mancoske  
Joan Prendergast, staff liaison

**Regular Meeting Schedule:** 7 p.m., 4<sup>th</sup> Thursday of the month

### **Current short & long term committee goals:**

\*\*\*See "St. Clare Adult Faith Formation Meeting Minutes/Action Plan" dated 6/2/22\*\*\*

### **Describe 2010-11 meeting agendas & activities:**

\*\*\*See "St. Clare Adult Faith Formation Meeting Minutes/Action Plan" dated 6/2/22\*\*\*

### **Describe the effectiveness of this committee in meeting committee's mission:**

## **Visioning**

### **Ideal committee:**

If St. Clare were to have an ideal committee to meet the parish's needs, the members would be representative of young adults, middle age and senior citizens—both male and female—representing all three sites with a variety of family dynamics. The committee would also have a staff member, proficient in adult education, which would oversee and help implement programs offered to specific age groups or programs suited for the general population. While it will take a while for this committee to start developing strong leadership, it will be ideal to split the adult faith formation into an adult faith formation committee and a young adult faith formation committee. This will better direct the needs of the individuals in those two groups.

The committee would meet monthly working on a few major parish projects that would focus on catechesis, fellowship/community, prayer, leadership, evangelization and stewardship/service to others. The committee should delegate an individual or small group to each project. This way, each person of the committee has their own focal point that they can direct most of their energy toward, as well as, being a contact person for the event/activity/project. The other members, however, would be expected to contribute to these areas. This will lower the rate of burn-out that happens when one or two members take on all the projects. Not only should they continue some of the opportunities they already have in place, but they should also promote some additional programming and events in other nearby parishes and colleges/universities.

The committee should consist of a group of 6 (or other) core members on a three year term, with two expiring each year; allowing renewal while maintaining continuity. These members should have skills of strong leadership, collaboration and communication.

**Project St. Clare's program(s) & services to the next level, what possibilities exist:**

Possibilities would be catechesis for adults during religious education classes on Wednesday. Offering Generations of Faith to the parish. Contemporary style Mass on weekends. Offering transportation to the many programs offered by the diocese but held in different parishes. Organize on-going, vibrant RCIA program/Returning Catholics programs in parish. Host or advertise intense/intimate retreat experiences, mission trips, pilgrimages, marriage encounter/couples retreat. Day/Evenings of reflection.

In order to accomplish these tasks, there needs to be skilled support. This support can come from the committee members, the staff member liaison or other involved parishioners.

**Diocesan standards & norms that St. Clare should strive to incorporate that are not currently being addressed:**

**Key church pastoral letters or documents that convey the vision for Adult Faith Formation:**

- *"Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States"*, USCCB, November 17, 1999.
- *"Tri-Parish Adult Faith Formation Committee and Programming Proposal"*, Tri-Parish Adult Faith Formation Committee, December 11, 2008.

<b>Committee Recommendations</b>
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**Recommendations for Spring 2012-Fall 2013:**

- 1.) **Adult Catechesis.** Address and encourage parents of RE students and other adults to attend the prayer services offered through the RE program on Wednesday nights. These nights provide some catechesis along with a great opportunity for a generational night of prayer. In the future there should be a more in-depth generations of faith program (see below, Recommendations for 3-5 years, #1).
- 2.) **Outside Opportunities.** Advertising other outside programs/events (other parishes, St. Norbert/Abbey, Silver Lake, UW-GB, Lawrence Univ., Diocesan events, etc). The cost would be minimal as many of these programs offer fliers/brochures. Additional costs would be to print off any fliers/brochures or bulletin inserts with monthly/quarterly opportunities. This could be implemented immediately. Carpooling can be set up to encourage more people to attend. These events should be advertised as though there is already a group of people going to encourage those who might be thinking about it to sign up and attend.

- 3.) **Outreach.** Outreach should be a focal point to get more people to attend the events, as well as, a wider variety of ages. Have more opportunities directed toward young adults and young families. There is no more cost added to this other than the simple paper used for fliers. This cost should have already been budgeted under publicity. In order to easily implement this, each member of the committee should invite and bring with them at least two new people to each event. They should also follow up with those whom they previously invited and brought along. Encourage those who have been faithful to coming to AFF events to bring a new person, possibly one of their own children. This should begin immediately in order to effectively begin to build the program.
- 4.) **Independent Learning Options.** Provide online resources and podcast links on the parish website. People can look for daily readings, The Office, daily devotionals/reflections, discussions, blogs, podcasts, etc. Some places to start would be: Catholic Ministries (Word on Fire), Catholicism Project, Loyola University (3-min. daily devotionals), masstimes.org (to encourage Mass while out of town) and Creighton University.
- 5.) **Reflection Booklets.** Instead of purchasing advent/lent reflection booklets, St. Clare parishioners could submit their own reflections from the readings for that particular day of advent/lent. This could also be expanded to incorporate reflections throughout the year (i.e. reflections on the 20 Mysteries of the Rosary, saints, other devotions). There are plenty of parishioners who have professional jobs and qualifications that would allow for great organization and editing of this booklet. The costs for this would be for the paper and ink for printing. This price could be cheaper than the price of the booklets that are purchased. This would also allow the parishioners to better connect to each other; which means this is yet another way to unify the people of St. Clare Parish.

### **Recommendations within the next 3-5 years:**

- 1.) **Generations of Faith.** Generations of Faith are an approach to faith formation that is life long and intergenerational. It is intended to serve the whole parish--children, teens, college students, young adults, single adults, parents, grandparents, elders--as everyone learns and grows together. A strong emphasis is placed on the sharing of "faith stories" a type of 'lived' theology, instead of textbooks. This program will prepare all parishioners for meaningful participation in church events and encourage them to apply the learning to their lives as Catholics. It seems ideal to begin immediately, however, there needs to be a well-developed adult and young adult faith formation committee willing to take on this project. This cannot be placed under the jurisdiction of the religious education program. This would take the time and efforts of more than one single person from this committee.
- 2.) **Contemporary style Mass.** This might not fall under the jurisdiction of the AFF and YAFF committee, but there should be at least once a month, an option to attend a more contemporary style Mass. The organization of this would be collaborative efforts with Liturgy/Worship and Spiritual Life and possibly the Youth Program to incorporate the youth who would also want to be part of this. Any additional costs would be attributed to song books or music needed for the new songs. Other parishes usually will just print off a sheet of the lyrics for that particular Sunday's music. This would minimize the purchase of song books.

AFF and YAFF committee members should make themselves present at this Mass to encourage attendance of other parishioners. They could also bring someone with them to encourage attendance.

- 3.) **Staff Member.** While financially the parish cannot handle another paid staff member, it is the hope of this long-range planning committee that a full time staff member can dedicate his/her time to the ministry of serving the adults and young adults of the St. Clare Parish community. This person should oversee, coordinate and work with all areas of adult and young adult faith formation. With great hopes, the parish will be able to support two staff positions to split into adult faith formation and young adult faith formation.
- 4.) **Retreat and Service Options.** The committee should consider encouraging, advertising and/or hosting a more intense and intimate retreat such as: Koinonia, Antioch, Christ Renews, Cursillo, etc. There should also be options for couples retreats/marriage encounter, pilgrimages to shrines or holy places (grottos, museums, monuments, etc), mission trips/service work. Day retreats or days/evenings of reflection should be geared toward developing and keeping ones faith (something that younger people struggle with). Costs will depend on how much the parish wants to financially support these events. Fundraising should take place along with having some sort of registration fee.
- 5.) **Fellowship Night.** There used to be a Card Party Night. This attracted many parents and actually a wide variety of age in attendance. There could also be recognition for the recently joined members and new young adults (recently confirmed). The cost from this should be kept minimal. (The guests would pay nothing) Other attendees could pay for their food ticket. If funds are scarce, a raffle can be done in order to draw more people to attend and also raise a little bit more money. This could also be done in the home. Families/couples could provide a meal to a recently joined family or new family. This might also be linked with Family Life (Core Group #10). To incorporate some sort of faith formation, during the evening at some point there can be some small reflection or guided mediation.

## Concluding Comments

The Committee feels St. Clare, even in the past year, has offered much: Bible Study, Soup & Substance, Evening of Reflection, Devotional books, Retreat (scheduled for January 2012), Longing for the Holy and Book discussion. The problem is how to get more people to attend or take advantage of what is offered. The programs do not seem to grow. It is our hope to allow these recommendations to revitalize the committee and allow the programs to grow.

**Nov 13, 2011 Parish Planning Summit Ideas for:**

**Adult & Young Adult Faith Formation**

- 1) Single mass
- 2) Expand inter-generations
- 3) Trip to Rome Holy Land
- 4) Parish mission review
- 5) Staff roles – communicate to parishioners
- 6) Contemporary-style mass – school choir
- 7) Young adults meet – organize own activities and parish activities (18-25)
- 8) Retreats – adults and young adults
- 9) Websites/Catholic Library

## **ST. CLARE OUTREACH AND SOCIAL CONCERNS.**

**Mission Statement:** Our Community focuses on Social Justice and Charity issues. The Parish is the heart of the community that lives the Gospel message of caring for all God's people. We provide comfort and services to those in need, especially the poor. As Christians we are all called to live our faith in service to others.

### **Membership of Committee:**

Marian Vande Hey, Julie Parkansky, and Myrna Ebert.

**Parish Staff Liaison:** Brenda Hella.

### **Vision Statement for Committee:**

The Social Concerns Committee is a vehicle for visioning, planning and organizing the parish response to those in need of service and advocacy. We are builders of relationships, both within and outside the parish. We provide a vision of how Catholic Social Teaching into all aspects of parish life. The Committee promotes solidarity with others in the parish, community and world.

### **Membership Information:**

Our goal is to have an active committee, members from each site, hoping for at least 2-3 members from each site as to have 6-7 members. Committee members will ideally have interest in others, a sense of vision, being a servant for the community, listen to the concerns of parishioners, an active faith life, care and compassion for others, time available to attend meetings and committee activities.

**Regular Meeting Schedule:** Once of Month for meetings.

### **State current short and long term committee goals:**

As of now we have no committee, so our short term is to have a committee started as soon as possible, we would like 7-8 members, long term: would like to have a committee very involved in our goals, also larger committee with project leaders.

### **Last year's meeting:**

There were no meetings last year, but we did continue with our activities, such as the homeless meals, giving tree at Christmas, collected food for food pantry, baby shower for unwed mothers.

### **Given the size of the parish, if St. Clare were to have an ideal committee to meet the parish's needs, what might it look like?**

We would have a committee with 8-10 members; we would implement all the activities listed in our description of work to strengthen services of Outreach and social concerns.

### **Project St. Clare's program and services to the next level, what possibilities exist?**

Giving 10% of picnic money rose to needy in parish, community. Working with the local communities to address unmet needs, respect for life, and protection of the unborn, advocacy for those with disabilities, aging, terminal illness and abusive situations.

**Documents that convey the vision for this ministry.** Yes

## **The Diocese of Green Bay has a document for Social Concerns Committee guidelines.**

Recommendations for spring 2012-Fall 2013

1. Baby shower for unwed Mothers.
2. Support of community-based organizations to help break the cycle of poverty, homeless shelter meals, food pantry.
3. Giving Tree at Christmas time, donate presents for those names posted on the tree for the children in need.
4. Organize the Mothers Day rose sale.
5. Welcoming new members into our church and community.
6. 10% of picnic money rose to needy in parish and community.
7. Food, rent vouchers, gas gift cards, script for the needy.
8. Brown bag food collection for food pantry.
9. Support social activities in parish.
10. Harbor house collections.
11. Work with the local communities to address un-meet needs.
12. Respect for life: protection of the unborn, Advocacy for those with disabilities, aging, terminal illness, abusive situations.

### **Concluding Comments**

The St. Clare Outreach and Social Concerns Committee is a standing committee of the Parish Pastoral Council. The committee works with the pastor, parish staff and others in leadership roles to identify the human service needs of people in the parish, the community and the world. It develops services. Programs and activities to respond to those in needs.

#### **Nov 13, 2011 Parish Planning Summit Ideas for:**

##### **Outreach and Social Concerns**

- 1) Require R.E. students do service hours each year → toward confirmation
- 2) Picnic 10% for charity – reinstitute
- 3) Form committee
- 4) Caution “requirement” VS charitable
- 5) Affirm good efforts – but coordinate
- 6) Reverse collection quarterly?
- 7) Pick service site – connect to.
- 8) Respect Life – Respite care for those people

**Name of Committee: St. Clare Parish – Technology and Communications  
Committee Report**

**Submitted:** October 2011

**Committee Members:**

Lois Cornette, Nicole Haese, Diane Mader and Barb VandeHey

**Steering Committee Liaison:** Jane Schetter

**I. Assessment of Current Situation**

**A. Technology related the St. Clare School**

While significant advances have been made in the last several years to the technology available to both teachers and students at St. Clare School, there are still areas where either the level of technology is inadequate relative to the current standards for public and private schools, or the age/condition of the equipment is clearly deficient.

**Strengths:**

- Each classroom has a projector and polyvision board (i.e. smart board)
- Whole school utilizes a testing device for quick tests, reviews, etc
- Computer lab has software program to monitor students, do demonstrations, and turn power to the computers off from one teacher computer. It is effective in keeping students attention.

**Weaknesses:**

- Teachers do not have capability to play a DVD from their computer
- Computers are compatible with Windows XP (10 years old) & running Windows 7
- Computer lab's student laptops are 10 years old. Half of them short out sporadically and are very unreliable.
- School's server is running Windows 98 and is very unpredictable.
- No software program for lunch account information
- No software program for the library and its resources for check out/check in
- Technology resources for library like: video cameras/digital cameras, etc
- No technology for keyless entry
- No video surveillance for security purposes
- Office control of secure entrance (locking and unlocking capabilities from the office)

**B. Technology related to St. Clare Office and Church Sites**

Improvements have been made over the past couple of years to technology at the St. Clare office and church sites, but more are needed as we move forward. The equipment in the office is used to provide the newsletters, bulletins, etc. that are mentioned in the communications section.

### Strengths:

- Server in office – 1 year old
- Desk printer/scanner (color) – 6 months old (used primarily to scan material and then email it)
- Small copier (used primarily by choir director at the Wrightstown site)
- Laser printer (color) – 4 years old (used exclusively by the parish bookkeeper)
- 2 desk jet printers – 5 years old (used to print confidential emails by the Business Manager and Pastor)
- Sound system at the Greenleaf site is in good condition
- Have two DVD players for hooking up to a TV

### Weaknesses:

- 10 PCs that are 5 or years old with operating systems that will need to be updated in the next one to two years.
- Commercial Copier/Printer/Scanner - 8 years old. This copier is use to do heavy jobs such as the newsletter. It is also the primary copier for RE.
- Commercial Printer/Copier - 9 years old. This is the office's daily workhorse. Emails, medium copy jobs (50-100 pages), and committee and council copies are printed from here.
- Projector - Old
- 2 Laptops - One is outdated, the other operating system is not compatible with the server.
- There is some interference in the sound system at the Askeaton site from the 110 outlet. Presently there is an extension cord running that system from another outlet. A separate outlet may need to be installed someday to eliminate the interference.
- The mike at the Wrightstown site needs to be situated "just right" in order to be effective. It is designed to pick up sound in only one direction and could be replaced sometime with a non-directional unit.
- The sound system at the Wrightstown site is hard to hear and understand the presiders. It is designed with 1 large and 1 small speaker located near the front and at the ceiling of the church.
- In the Greenleaf school basement there is a 15+ yr. old TV in a wagon type cart for portability. This is about a 48" and has an attached DVD player. When using it with larger groups, it is too low in the cart and too small for good viewing. The picture is getting old/fuzzy, and also because of its age/model/type it is hard to see a clear picture if you are viewing it from the side.
- There are perhaps 6 other small TV's - ranging from 13" to 19". All of these are 10-15+ yrs old. A couple of these are in poor condition. Some of these are small for viewing with larger classes. The ones that are larger are the oldest and have the poorest pictures.
- One LCD projector (the type to hook up to a computer)- about 10 years old

### **C. Communications related to St. Clare School**

The communications between the school, faculty and the parents have been effective and all are satisfied with the communication exchange.

Currently the school does the following for communications:

- The school has a website - [www.stclarek8.org](http://www.stclarek8.org) with the following information:
  - Current month calendar
  - School year calendar
  - Lunch menu
  - School registration forms
  - Meeting notes from home/school meetings
  - Tuition forms
  - Script forms
  - Email information for school staff
  - School newsletters (past and present)
  - Access to student's grades and classroom work through Power School
  - A Facebook page
- The school is featured monthly in the Wrightstown paper
- Email is used to communicate with parents
- Quarterly newsletters
- Weekly bulletins

Short term goals:

- Keep website and on-line communications up-to-date.

Long term goals:

- Have lunch accounts on school website so that parents can check their balance.
- Keep up with the latest technology.

### **D. Communications related to St. Clare Office and the Parish as a whole**

As is typical of most parishes, St. Clare Parish has a wide variety of communication mechanisms in place.

The weekly bulletin continues to be a primary way for the 32% of parishioners who regularly attend mass to get information on what is happening in the Parish. The bulletins have been noticeably expanded and reorganized, with most viewing the improvements quite favorably. The weekly bulletins are available on the Parish website, though it is not known how frequently the bulletins are accessed in this manner or by whom.

The Parish newsletter is produced and mailed to all parishioners on a nearly quarterly basis. Standing portions of the newsletter are Pastor's letter, Finance and Pastoral Council columns, school, religious education and youth ministry notes, new member information and a calendar of events. The cost and labor to

produce and mail the newsletter is high, with much of the work done via volunteers.

Communication via e-mail is regularly used by the Parish Office and many of the Parish committees. Although e-mail is a quick and relatively efficient mechanism, not all of the intended recipients have access to e-mail, which is a distinct limitation. Also, e-mail can be over-utilized and/or used in situations where personal contact would be more appropriate. However, some believe that there are more opportunities to effectively utilize e-mail to make project specific updates, seek volunteers, etc.

The Parish website [[www.stclareagw.org](http://www.stclareagw.org)] is quite comprehensive, containing: a contact page, worship information, schedules, calendars & events, committees & reports, pastoral ministry and religious education information, as well as a link to the St. Clare School website. The current and past week's bulletins, the most recent Parish newsletter and key Parish events are accessible from the Home page. The website is not professionally built or managed, but maintained by volunteers, so that keeping the site up-to-date has been challenging.

Facebook is utilized somewhat regularly by the Youth Ministry and Religious Ed programs, under the name "Clare Parish", with a link available from the Parish website under the tab for Religious Ed. A Facebook group, "St. Clare Youth Program", is used to notify students of events, send invites, etc. Expanding the use of Facebook beyond the youth/student segment of our Parish has not been explored to-date. While a recent Pew Internet article cites that 65% of adult internet users now say they use a social networking site such as Facebook, various practical administrative questions would need to be evaluated to assess the value of expanding Facebook usage as a communication tool within our Parish.

Determining the quality or effectiveness of communication within our Parish is more difficult than reviewing the communication mechanisms that are in place. In particular, our Parish has had the challenge of consolidating of 3 separate church sites, each having a different approach to communicating. This challenge continues today. Many parishioners do not understand who is responsible for which aspect of parish life. Another limiting factor is that our church sites do not have adequate gathering spaces which would allow for more informal/personal communication and access to a wider range of informational materials for parishioners.

One common piece of feedback is for more announcements to be made during mass, rather than simply relying that parishioners will get important information via the bulletin. A high value is placed on personal communication – we should ask how we can provide more messages face-to-face(s).

Our Parish, like most, has a relatively diverse "audience" which requires us to use multiple means of communication. We need to continually strive to assess and improve each of the communication mechanisms we employ in all ongoing Parish matters and, especially, in areas where change is involved. In this regard, we recommend that the Long Range Planning and Steering Committee give thoughtful consideration to an effective plan for communicating the outcomes of this important planning process.

## II. Technology and Communications Recommendations

### A. For time period Spring 2012 to Fall 2013

**#1** Acquire a new server for St. Clare's school that is capable of supporting both the current operating system (that is now over 10 years old) and other needed applications, such as a lunch count program, a library inventory system, and software programs that can be taught and utilized by the students and teachers in order to prepare them for the next step after "graduation" from St. Clare's. If we wait until the current server crashes, the replacement costs will certainly be higher than if done on a planned basis. Likewise, it is essential that the school maintains a sufficient computer lab for the students; therefore, the old, unreliable laptops used by students in the lab should be replaced before they fail. It is also imperative that some kind of maintenance package be purchased to help with support when trouble does occur with the operating system or equipment. These technology needs are each critical and inter-related and, therefore, should not be unbundled.

**#2** Purchase technology resources that can be utilized at all 3 parish sites and the school: a large, portable LCD projector and screen, digital camera and/or video camera and transportable TV's. Investing in portable technology reduces the overall expenditure as the equipment is available for use at any location for multiple functions, such as parish meetings, RE classes, committee meetings, Bishop's Appeal and other communications at church.

### B. For the next 3 to 5 years

**#1** Install keyless entry at church buildings, a controlled entrance at the school, and surveillance cameras at both church and school sites for security and safety purposes.

**#2** Obtain a new sound system and cordless mike at the Wrightstown site and additional speakers in the church to improve sound quality.

#### Nov 13, 2011 Parish Planning Summit Ideas for:

#### Technology/Communications

- 1) Surveillance cameras at school
- 2) Sound system → Wrightstown
- 3) Computers school
  - a. Server and software
- 4) LCD and screen
- 5) Students wear ID

# Parish Life-Hospitality-Evangelization

**Members:** Sue Vandenburg, Chairperson; Cindy Zabroski, Penny Barta, Juli Chosa, and Jenny Binsfield

## A. Current Situation

We are not aware of active committees for parish life, hospitality, and evangelization.

Overall, our concerns are that our youth are not engaged, a lot of people who were volunteering previously are not now, and there are still post-parish merger difficulties that need to be overcome.

## B. Visioning

To increase the number of people taking ownership of the parish by creating a more rewarding experience through volunteering and, as a result, becoming engaged, contributing enough to exceed the annual budget, and growing St. Clare's Parish as a whole.

- *If St. Clare were to have an ideal committee to meet the parish's needs, what might it look like?*
  - Overall parish leadership needs to be developed and leveraging their strengths as the direction and support of committees typically starts at the top.
  - Six committees need to be formed with brand new names not associated with previous parish committees (no allegiance to the three separate parishes). These committees are identified in the Recommendations section of this report.
  - Each new committee would have representation from each of the sites.
- *Project St. Clare's programs and services to the next level, what possibilities exist?*
  - Committees need to be formed
  - Monetary needs are minimal
  - People's time is really scarce so need to help them see why these committees are so important
  - Retain members and bring back those that have left our parish
  - Engaging our youth
  - Knowledge and understanding of why things are important
  - Need personal invitations of parishioners to participate – when calling a parishioner, provide a list of options to participate in and ask them which area they would like to participate. If they decline to participate, ask them to pray for the parish.
  - Need to match up individual's strengths with the correct committees – there will be longer term success of the committee through stronger engagement of the person
- *Are there any diocesan standards or norms that the parish should be striving to incorporate that are not currently being addressed?*
  - Not that we are aware of

- *Are there any key church pastoral letters or documents that convey the vision for this ministry?*

- Not that we are aware of

### **C. Recommendations**

We broke the recommendations down into specific areas of focus.

#### *Evangelization/Adoration*

- Adoration, at least once a month, and then increasing it to weekly, and hopefully make it perpetual. To get it to be at the perpetual level is a huge undertaking, however, parishes that have this are thriving.
- Screen and projectors (or TVs) for showing announcements, words to the readings and songs

#### *Spiritual Growth/Education*

- A Catholic library where people can use the books during adoration, or check out.
  - Theology of the Body DVDs/presentation
- List Catholic websites for people to look at in the bulletin/website, etc. (e.g. - [www.spiritdaily.com](http://www.spiritdaily.com))
- Talk about the *charismatic renewal*. Many of us have limited knowledge about these things, including *spiritual warfare* and the *power of the Virgin Mary* and her appearances in Lourdes, Fatima, and Guadaupe for instance. Did you know she has been appearing for 30 years, daily, in Medjugorje? Check out <http://www.medjugorje.org/index.html> and look at the overview.
- Promotion of internationally known priests who travel the world talking about the charismatic renewal.
- Christian book club
  - Living Your Strengths: Discover Your God-Given Talents and Inspire Your Community
  - Others to share ideas
- Beginner Bible study
  - People might be intimidated if they feel like they are not as knowledgeable as others and don't want to look stupid
- Family Bible study
  - Help to get more young adult parents engaged with their children
- Retreats
  - More information to be shared to help increase attendance – connect with others who may want to go but not alone
- Christian store
  - Rosaries
  - Books
  - Etc
- RCIA
  - More visibility for the RCIA members. In other parishes, in early Lent they are introduced and prayers are said for them. Then periodically during Lent they have a prayer or some other kind of recognition for the members

to help the parish stay aware of the upcoming new members and to remember them in daily prayers.

- More information on bulletin for anyone interested in the RCIA program

### *Volunteering/Service*

- Discover the low-income and elderly in our neighborhoods and organize help for them
- Soup kitchen
- Prom dress exchange
- Bereavement services
  - Someone who can relate and visit with the person who has experienced the loss on a weekly, monthly basis
- Advent Comfort Tree
  - Carries the names of families who have lost a loved one in the past year. Other parish members select a family from the tree and pray for them.

### *Youth Involvement*

- Young families getting more involved
  - Require students to have a minimum number of retreats/activities plus service hours
  - Do a power-hour after a mass once a month where youth share a meal/snacks and play games like dodgeball, kickball, etc.
- Vehicle window clings for the parish
  - Have youth design it or a competition for design to get more engagement in personal connection
- Youth mass once a month (check guidelines for Sunday mass times)
- Reaching out through technology
  - Texting
  - Facebook page

### *Parish Unity*

- Consistency in the use of the St. Clare Parish name in all verbal and print materials
  - St. Clare – Greenleaf, St. Clare – Wrightstown, St. Clare - Askeaton
  - Starts from the top with our St. Clare leadership team being consistent
- Survey to inquire of our parishioners
  - What would make your parish life experience more rewarding?
  - Why are some parishioners no longer coming to Mass?
- Neutral site for the parish picnic – Greenleaf Fireman's Park?
- Website more user-friendly
  - Check out St. Katherine and Holy Cross in Kaukauna. They use a free website and is very pleasing and user-friendly
  - Online learning opportunities
  - Chat rooms
  - Blogs
  - Newsletter
  - Update of personal information

- Pictures of parish life & parish members throughout the communication materials (newsletter, bulletin, website, etc.)
- Social event calendar
  - Timber Rattlers game
  - Advent night – making of ornaments, caroling, etc.
  - Golf outing
  - Packer Family night
  - Gamblers hockey game
  - Blizzard football game
  - Donut sale (making donuts and then selling them after mass)
  - Service activities
  - Assumption angels – helping elderly
  - Community shelter serving
- Bingo/Poker/Texas Hold'em/Casino night
- Soup N Suds

- Back to School Night/First summer barbeque

### *Hospitality/Welcoming*

- Welcoming committee
  - Bread and sparkling grape juice given to new parishioners and then matching up of welcoming families/buddy system and a review of parish activities – also good time to ask if they would like to share their talents
- Welcoming families/buddy system
  - Partner up with new parishioners for 6-months to a year to help them feel welcomed into the parish and community
- List out celebrants for each Mass in the bulletin
- Create signage for identifying where things are in the churches – examples: restrooms, scrip sales, babysitting
- Offer fans for parishioners so they are more comfortable in the warm church during the hot summer months

### **Nov 13, 2011 Parish Planning Summit Ideas for:**

#### **Parish Life/Hospitality/Evangelization**

- 1) Redistribute items from this report to other areas.
- 2) Hospitality welcome priority
  - a. Whole community welcomes – not just greeters
- 3) Update website
- 4) Consistent use of name – St. Clare/city
  - a. Not church names
- 5) Worship under one roof
- 6) More inter-generational → generations of Faith
- 7) Outreach to new parish members – offer brief involvements and social events too.
- 8) Do beautiful retreats and offer more.

## St Clare Core Planning Committee Report Guidelines

**Name of Committee:** Stewardship

**Membership:** Mark Verbeten, Russ Aerts, Joanne Vande Yacht and Maryann Ricker

**Parish Staff Liaison:** Jane Schetter

### Current Situation

**Committee Organization:**

The Stewardship Committee promotes Stewardship as a way of life through Prayer, Service, and Sharing. Working with other committees, St Clare School and the Religious Education program, the Stewardship Committee: provides education about living the life of a good steward-provides parishioners with opportunities to participate in Prayer, Service and Sharing activities-and helps committees or groups bring new ministries to the parish.

**Mission Statement for Committee:**

Stewardship is the ability to share one's gifts of life, time, talents, and resources with others with no strings attached and no conditions.

**Vision Statement for Committee:**

To provide information to fellow parishioners that will help them understand the theology of Stewardship and provide opportunities that will help them live a Stewardship way of life through prayer, service and sharing.

**Membership Information:**

The parish Stewardship committee should ideally consist of nine members; with representation from each site. Members should be representative of parishioners according to age, interests, ethnic groups, etc. There should be a representative of each of the standing committees on the Stewardship committee. They should have a basic understanding of stewardship or be open to learning about it; preferably people who practice stewardship as a way of life by leading lives of prayer, service and generous sharing. It should be a mix of members who like to work as part of a group and those comfortable leading or planning activities. They must have a desire to meet and work with fellow parishioners. Creative thinkers with new ideas are always welcome.

**Regular Meeting Schedule:** Stewardship Committee meetings have been held the 3<sup>rd</sup> Tuesday of each month.

**State current short and long term committee goals:**

- To help the parish leaders, the parish community, households and individual parishioners grow in their stewardship awareness and understanding, enabling them to lead a stewardship way of life.
- To nurture faith-filled households and personal prayer and parish worship.
- To foster and affirm greater parish, household and personal parishioner involvement in compassionate service within the parish and community.

- To promote increased levels of generous time, material and financial sharing by the parish, households and individuals.

**Describe last year's meetings agendas and activities:**

Stewardship Committee coordinated the following during the last calendar year:

- Selected and incorporated the Stewardship prayer at weekend masses starting weekend before Lent.
- Updated Parish report with help from Pastoral Council, Finance Council and office.
- Contacted Ed Byrnes to assist with writing of Newsletter article, to include parishioners' Stewardship stories.
- Commenced Loaves and Fishes program.
- Facilitated a Soup and Substance gathering.

**Describe the effectiveness of this committee in meeting committee's mission:**

The Stewardship committee has created an increase in volunteerism of time and talent among the parishioners. It has also created a welcoming atmosphere with greeters at masses.

The committee has requested input from the parishioners on pledge cards and promoted pledging for sacrificial giving.

The Stewardship Committee is currently in a state of flux with the changes in both leadership and membership on the committee.

<b>Visioning</b>
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**Given the size of the parish, if St Clare were to have an ideal committee to meet the parish's needs, what might it look like?**

Inclusive Parish Planning: When people feel included, they feel ownership. When they feel ownership, they are ready to make a commitment. When they feel excluded, they feel alienated and respond by becoming members in name only, provide no commitment to the parish or leave and join another. There should be a representation of each of the sites and each of the active and essential parish committees. The membership should provide for a representation based on the parish demographics.

**Project St Clare's program(s) and services to the next level, what possibilities exist?**

If the parish liturgies, programs, and the parish spiritual and administrative teams are truly welcoming and hospitable, the parishioners will feel that the parish is their spiritual home. The commitment of pastor and parish staff to inclusion, plus the parishioners' experience of inclusion in their parish are both essential to the parish planning. To that regard they will invest their spiritual capital in the success of the parish as that spiritual home.

**Are there any diocesan standards or norms that the parish should be striving to incorporate that are not currently being addressed?** No

**Are there any key church pastoral letters or documents that convey the vision for this ministry?** Yes as listed below:

The Stewardship article in the Parish Newsletter-March 5 & 6<sup>th</sup>, 2011-Pre-Renewal and the Stewardship booklet that was provided in the bulletin March 12 & 13<sup>th</sup>, 2011-Pre-Renewal.

### Committee Recommendations

#### Recommendations for Spring 2012-Fall 2013:

- #1 Dream:** One of the main roles of the pastor is to create excitement over dreaming for the future of the parish. This will precipitate ideas for the goal-setting process and win the support and participation of the parishioners. The pastor has to emphasize the importance of the congregation and parish leaders as the people who set the future direction of the parish.
- #2 Communicate:** To parishioners that their membership/participation/input is valued. When parishioners feel valued, they will attend, support and embrace the parish.
- #3 Ask:** Determine multiple ways to seek parishioners' input and generate opportunities to encourage participation in parish decision making.
- #4 Share:** Encourage and schedule St. Clare's Stewardship Committee to meet with other parishes' Stewardship Committees for exchange of ideas on a quarterly basis.

#### Recommendations within next 3-5 years:

- #1 Cooperate:** Our three sites need to participate together on special projects and/or events in order to build community and camaraderie within the parish body. The natural progression can best proceed with opportunities to spend time together creating and sharing.
- #2 Face Facts:** Determine the need to honestly meet the financial pressures and drains to determine the future of our physical plants. Would one site allow for the unification of our parish resources to concentrate on our spiritual needs rather than focusing on sentimental locations or memories? Can we afford all of these locations or memories? And at what cost? What alternatives exist?
- #3 Maximize Our Resources:** Assess the paid and unpaid staff to provide for the total needs of the parish. Review volunteer resources and opportunities.
- #4 Be Realistic:** Determine the needs of the parish in the areas of stewardship along with the means to accomplish it.

## Concluding Comments

- We have a lack of stewardship culture that renders giving issues more a matter of exchange of cash for value than an expression of responsibility for blessings received.
- Stewardship begins with the pastor and the parish leaders and flows down through the parish membership.
- We have to build our spirit of Stewardship by developing plans to accomplish our dreams.

### St. Clare Mission Statement

We, the united St. Clare Catholic Community of Askeaton, Greenleaf and Wrightstown, bring love and teachings of Christ to all, locally and globally, through:

- Prayerful worship and lifelong faith formation
- Compassionate service and hospitality
- Generous sharing of time, talent and treasure

### Nov 13, 2011 Parish Planning Summit Ideas for:

#### Stewardship

1. Diverse demographics involves different ages, families, and cultures
2. Mine new talented people.
  - a. Face to face/phone
  - b. Targets – What are their talents?
3. Help all people know volunteer opportunities – especially share with new parishioners.
4. Education in our Faith – How serve?
5. Work jointly – as a whole parish.
6. Stewardship committees meet other Stewardship committees from other parishes.
7. Do more inclusive parish planning.
  - a. Surveys
  - b. Phone calls
8. Get pastor support – Enthusiasm.

## Pastoral Care

### **St. Clare Core Planning Committee Report Guidelines**

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**Name of Committee:** Pastoral Care

**Membership of Committee:** Sue Christensen, Marilyn Corbeille, Mike Corbeille, Peggy Currey, David Dorn, Ken Kabat and Carol Schultz.

**Parish Staff Liaison:** Dick Vanden Wymelenberg

**Committee Organization:** At this time there is not a committee which addresses the Pastoral Care needs for the St. Clare Parish Community.

**Mission Statement for Committee:** Provide a loving, caring and prayerful Christian environment for the St. Clare Community, meeting all parishioners' spiritual and emotional needs.

**Vision Statement for Committee:** We as members of the St. Clare Parish Community strive to bring understanding, love and compassion to fellow parish members administering to them spiritually and emotionally during their time of need. Through this work we will be continuing the teachings of our Lord Jesus Christ.

**Visioning:** The ideal Pastoral Committee would consist of a total of nine committee members; three from each parish site, Askeaton, Greenleaf and Wrightstown. This committee would address: communion to home bound/nursing homes, grief ministry, ministry to seniors, dying and hospice ministry, annulments, divorced and separated ministry, anointing of the sick, prayer chain, Hispanic ministry and the Stephen and Elizabeth Ministries.

**Regular Meeting Schedule:** The ideal Pastoral Committee would meet once per month to review the progress of each of the ministries.

## **Current Situation:**

**\*Communion home bound/nursing homes:** Communion to the home bound/nursing homes is presently addressed through the Parish Office. A parishioner with a need for a communion visit for a family member calls the parish office for scheduling. These visits are handled by Father Dennis, Ken Kabat and Joan Prendergast. However, after further investigation we have discovered that this process is not working at this time. What is happening is parish members are contacting a leader in each of the parish sites, Askeaton, Greenleaf and Wrightstown to schedule these visits. The leader in each site then passes this information on to one of five to six parish volunteers who then conduct these weekly or every other week visits.

**\*Prayer Chain:** The Prayer Chain is presently operated through the Parish Office. Parish members with prayer needs contact the Parish Office, which in turn contacts a Prayer Chain leader at each of the three parish sites. The leader at each site then calls the first person on a "call list" with each person in turn calling down the list with the prayer need. This process is working very well at this time.

**\*Grief Ministry:** Parishioners needing grief counseling are referred to the local funeral homes where these services are provided. In the past there was a Grief Ministry program at the St. Paul site, however it is not functioning at this time.

**\*Annulments:** Requests for annulments are handled through Father Dennis as an advocate, or are assigned an advocate from a neighboring parish.

**\*Anointing of the Sick:** Father Dennis is the contact for parishioners in need of Anointing of the Sick and administers this sacrament as requested. Information concerning Anointing of the Sick is printed in the parish bulletin.

**\*Dying and Hospice:** There is no Dying and Hospice Ministry in place at this time. Parishioners in need are referred to the local hospice organizations for assistance. However, visits to the home bound are part of this ministry.

**\*Hispanic Ministry:** This ministry is not in place at this time. There are parishes in Appleton and Green Bay offering masses in Spanish and other services to the local Hispanic community.

**\*Divorced and Separated:** This ministry is not in place at this time.

**\*Stephen and Elizabeth Ministries:** These ministries are not in place at this time.

## **Committee Recommendations**

Page #4

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### **Recommendations for Spring 2012 – Fall 2013**

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**#1.** This committee recommends the implementation of a “Care Ministry” which addresses communion visits to the home bound and nursing homes. This ministry would be led by a Care Ministry Coordinator, with three Site Care Ministry Leaders, one from each site; Askeaton, Greenleaf and Wrightstown, reporting to the Care Ministry Coordinator. Reporting to the Site Care Ministry Leaders would be 5 to 10 parishioners who would conduct the communion visits. The Site Care Ministry Leaders would report on a regular basis to the Care Ministry Coordinator the results of the communion visits. It is the feeling of this committee that parishioners are more comfortable requesting communion visits, and being visited by fellow parishioners from their own site. In many cases this is presently how communion visits are being conducted at each site.

This committee also realizes that all persons involved in the Care Ministry process should complete the training required by the Green Bay Dioceses. Once the Care Ministry leadership has been established all communion visit volunteers would be “invited” to take part in the required training provided by the dioceses.

**#2.** This committee recommends the continuation of the Prayer Chain as it exists; as it is working very well at this time.

## **Recommendations within the next 3-5 years:**

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**#1.** We as a parish are in need of a Grief Ministry to counsel parishioners who have lost family members and friends. This committee recommends that parishioners in need of grief counseling be referred to the “Care Ministry Coordinator” responsible for grief counseling. This coordinator would also be assisted by “Grief Counselors” from the parish who would meet with and accompany parish members to the programs offered by the local funeral homes. We as a committee feel that this combination of parish members in need, and Grief Counselor parish members, plus the assistance of local funeral home grief programs is a positive approach to this ministry.

This committee also realizes that all persons involved in the Grief Care Ministry process should complete the training required by the Green Bay Dioceses. Once the Grief Care Ministry leadership has been established all volunteers would be “invited” to take part in the required training provided by the dioceses.

**#2.** We as a parish are in need of a Dying and Hospice Ministry to council parishioners in need of assistance in this area. This committee recommends that parishioners in need of assistance as it related to this ministry be referred to the “Care Ministry Coordinator” responsible for Dying and Hospice counseling. This coordinator would also be assisted by “Dying and Hospice Counselors” from the parish who would work with local hospice programs in the community.

This committee also realizes that all persons involved in the Dying and Hospice Ministry should complete the training required by the Green Bay Dioceses. Once the Dying and Hospice leadership has been established all volunteers would be “invited” to take part in the required training provided by the diocese.

## **Recommendations within the next 3-5 years**

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**#3.** We as a parish are in need of a Hispanic Ministry to address their needs in our community. This committee recommends that parishioners of the Hispanic community be referred to the Care Ministry responsible for Hispanic relations. This coordinator would also be assisted by Hispanic Ministry Counselors from the parish who would meet with Hispanic parish members requiring assistance.

This committee also realizes that all persons involved in the Hispanic Ministry process should complete the training required by the Green Bay Dioceses. Once the Hispanic leadership has been established all volunteers would be “invited” to take part in the required training provided by the dioceses.

**#4.** We as a parish are in need of a Divorced and Separated Ministry to address these concerns in our parish community. This committee recommends that divorced and separated in need of counseling be referred to the Care Ministry Coordinator responsible for Divorced and Separated relations. This coordinator would also be assisted by Divorced and Separated Counselors from the parish who would meet with those requiring assistance.

This committee also realizes that all persons involved in the Divorced and Separated Ministry should complete the training required by the Green Bay Diocese. Once the Divorced and Separated Ministry has been established all volunteers would be “invited” to take part in the required training provided by the dioceses.

**#5.** The Stephen Ministry involves the care of a Christian friend as it relates to a serious illness, grief counseling, job crisis, care for a family member, life transitions, childbirth or adoption, anxiety and depression, the homebound and lonely.

The Elizabeth Ministry involves care as it relates to mother and unborn baby care and the education of youth concerning Christian values.

It is the feeling of this committee that both of these ministries due to their vast scope are in need of further investigation to see exactly how they would fit into the St. Clare Community.

### **Concluding Comments**

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We are very fortunate as a parish to have many kind and caring St. Clare parishioners who are now active in many areas of Pastoral Care. It is important that we involve these parishioners in the programs we as a committee are proposing.

#### **Nov 13, 2011 Parish Planning Summit Ideas for:**

##### **Pastoral Care**

1. Parish-wide centralized Pastoral Care Coordinator
2. Move from individualized Pastoral Care program to Pastoral Care Coordinators to parish-wide program.
3. Form a committee and have a clear leader for Pastoral Care program.
4. Set up Care Ministry program that visits the sick and homebound.
5. Training program for Pastoral Care Ministers
  - a. Communion visits?
6. Move Hispanic concerns to Adult Formation
7. Stronger grief volunteer ministry

# St. Clare Parish Planning Summit Core Committee Ideas November 2011

## Building & Grounds

1. Face facts – sentimentality – Genuine Spiritual need.
2. Needs short term – eventually one worship site that has gathering and liturgical furnishing
  - a. Save funds – good stewardship
3. Have deteriorating buildings
4. Consider building gym, handicap accessibility at all sites.
5. Liturgical Ministers – We use the same – scattered between sites. How can we function 3 locations
6. Furniture/equipment auction

## Family Life

- 1) More ordained ministers
  - a. Baptism preparation
  - b. Marriage preparation
- 2) Personal connection to parish
  - a. New families and married → 1 event/year
- 3) Liturgy for children 3-6 years old or 8-9 → readings and Homilies at their level
- 4) One site – we are spread thin at three locations
- 5) All members involved in sacramental life.
- 6) Engage all – young, elderly, military, social, inter-generational activities
- 7) Mentor program with kids and elders, worship
  - a. Use kids gifts in ministry

## Finance

- 1) Educate parishioners
  - a. Facts
  - b. Scrip
- 2) Ask for volunteers
  - a. If can't-can they contribute financially?
- 3) Make more money and spend less
- 4) Contributions key – only half give less than \$100
- 5) One site new – three sites save money. Seating capacity too much.
- 6) How to increase % of donors?
- 7) Direct deposit
- 8) Census
  - a. Use calling committee
  - b. Ask services needed
- 9) Ownership/Stewardship

- 10) Stewardship break open
- 11) More ways – personal stewardship discernment
- 12) Use outside development firm
  - a. Help build a new church.

### **Youth/Faith Formation/School**

- 1) Expand school (gym)
- 2) One church
- 3) Where school near church?
- 4) Financial tuition assistance
- 5) P.R. School → scrip/fundraising
- 6) Community service confirmation
  - a. Students
    - i. School & faith formation

### **Worship and Spiritual Life**

- 1) Mass → Elementary and Teens participate
  - a. Multi-media use at masses
- 2) Advertising and promote Faith-related bus trips
- 3) One site new
  - a. Do feasibility study
- 4) Gathering space needed
- 5) Reduce number of masses
  - a. Yet each site should have a mass
- 6) Retreats and spiritual activities pull us together
- 7) Involve more people → mass planning at sites

### **Adult & Young Adult Faith Formation**

- 1) Single mass
- 2) Expand inter-generations
- 3) Trip to Rome Holy Land
- 4) Parish mission review
- 5) Staff roles – communicate to parishioners
- 6) Contemporary-style mass – school choir
- 7) Young adults meet – organize own activities and parish activities (18-25)
- 8) Retreats – adults and young adults
- 9) Websites/Catholic Library

### **Outreach and Social Concerns**

- 1) Require R.E. students do service hours each year → toward confirmation
- 2) Picnic 10% for charity – reinstitute
- 3) Form committee
- 4) Caution “requirement” VS charitable

- 5) Affirm good efforts – but coordinate
- 6) Reverse collection quarterly?
- 7) Pick service site – connect to.
- 8) Respect Life – Respite care for those people

### **Technology/Communications**

- 1) Surveillance cameras at school
- 2) Sound system → Wrightstown
- 3) Computers school
  - a. Server and software
- 4) LCD and screen
- 5) Students wear ID

### **Parish Life/Hospitality/Evangelization**

- 1) Redistribute items from this report to other areas.
- 2) Hospitality welcome priority
  - a. Whole community welcomes – not just greeters
- 3) Update website
- 4) Consistent use of name – St. Clare/city
  - a. Not church names
- 5) Worship under one roof
- 6) More inter-generational → generations of Faith
- 7) Outreach to new parish members – offer brief involvements and social events too.
- 8) Do beautiful retreats and offer more.

### **Stewardship**

1. Diverse demographics involves different ages, families, and cultures
2. Mine new talented people.
  - a. Face to face/phone
  - b. Targets – What are their talents?
3. Help all people know volunteer opportunities – especially share with new parishioners.
4. Education in our Faith – How serve?
5. Work jointly – as a whole parish.
6. Stewardship committees meet other Stewardship committees from other parishes.
7. Do more inclusive parish planning.
  - a. Surveys
  - b. Phone calls
8. Get pastor support – Enthusiasm.

## **Pastoral Care**

1. Parish-wide centralized Pastoral Care Coordinator
2. Move from individualized Pastoral Care program to Pastoral Care Coordinators to parish-wide program.
3. Form a committee and have a clear leader for Pastoral Care program.
4. Set up Care Ministry program that visits the sick and homebound.
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6. Move Hispanic concerns to Adult Formation
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## **Parish Priorities as Determined by those in Attendance at the November Parish Planning Summit**

1. Would function as one parish with one new site reflecting spiritual life and development
  - Young and old
  - Spiritually and emotionally and socially
2. One new parish church and school/education center
3. Desire one site
  - Doesn't get in way to provide it's services, education, and ministry
4. Youth more engaged and empowered and part of decision-making process
5. 2000 actively engaged parishioners and stewards for parish families
6. Social justice and social concerns pastoral care
7. One site – Wrightstown site
  - Gathering rooms
  - Meeting rooms
  - Near school
8. Opportunity for life-long education and Faith Formation
9. Have a day school
10. No financial limitations
11. Technology plan in support of parish and its mission
12. Our needs and full liturgy engaged

## Brainstorming Ideas at the Conclusion of the November 13 Parish Planning Summit

- Preparing parishioners
  - Gain acceptance
  - Feasibility
- Forming a committee for more in-depth feasibility study
- Diocese approval
- Funding
  - Fundraisers
  - Contributions
- Focus on stewardship
- Short-term investments/fixes with long-term goal in mind; what will transfer
- Define true membership
  - who is really “St. Clare” and who is “this site”, “that site”
  - know how to delegate, but who is truly behind us?
- Education of parish as a whole
  - Explain plan to parishioners
  - Explain existing problems so people are aware of reason for new buildings/sites
- Create sense of urgency/importance
  - We decline as we continue to be separate
  - Reasons to be doing it – because we are not accommodating, being hospitable and not comfortable. It’s not because the old isn’t good enough, as it’s worth: it’s not our old communities are not good enough, but are not reaching needs of new families and all parishioners.
- Have a debate – have designated people show facts and share both sides
  - Creates dialogue and deep conversation
  - Allows for education
- Financial realities and plan to accomplish this plan
  - Something concrete, on paper (proves seriousness)
  - Get professional help and advisory (maybe a generous donor?)
- Development of a case study
  - As in #s 2, 3, 4, & 5
- Raise funds and promote
  - Separate account – designated funds
  - These events should be community-centered.
- Find neutral land and purchase it
- Start fundraising. Engage venture capitalists
- Sell it to the parishioners. Leadership team needs to explain positives of new site.
- Selling off sites one at a time. Cram into Wrightstown until new site is ready. Show that this is a necessity to meet long-term goal.

- Next 12 – 18 months for bigger plan:
  - Create core committee plan
  - Educate parishioners on plan (short and sweet)
  - Hire development firm to create plan.
- A Plan:
  - Create the vision
  - Educate:
    - Current state
    - Future state
  - Cost:
    - Upkeep/maintenance
    - Utilities
- Get parishioners actively engaged NOW to care about parish future.
- Town hall meeting to discuss future unity and neutral site
- Feasibility study or somehow weigh continued maintenance against new facility
- Looking at locations
  - Setting/encouraging EFT
  - Consistent/budgeted
  - Stewardship commitment
  - Contributions to encourage
- Doing outreach to inactive parishioners, personal invitation/activities
  - Target R.E. parents
  - Social activities geared to all ages
- Website changes: easier use, more
- Study to kids available to projection for future.
- Education:
  - Why coming to church (why we go to mass?)
  - Why we have/need stewardship
  - Ministries and importance
  - Why we need one site
    - Financial – priest shortage
    - Unity
- Fundraising/Social/Community-building
  - Souper Saturday etc.
  - Card parties
- Centrally located site between three churches
  - Land
  - Church looks like a church.
- Start preparing parishioners – feasibility, gain acceptance
- Forming a committee for a more in-depth feasibility study
- Diocese approval
- Funds
  - Fundraising, contributions, and grants

- Stewardship
  - Still keep this in focus as priority
- Short-term investments to use at new site long term
- Diocese
  - Capitol campaign
  - Well thought-out plan
- Look at grants (i.e. tech)
- Land donation?
- Prayers!
- “Build community while building the building”
  - Fund raising event

**Respectively Submitted by:**

***St Clare Parish  
Long-Range Planning, Steering Committee, 2011***

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