

# Epiphany Catholic Church

Annual & Five Year Action Plans  
Beginning February 2008

## Word

Question for Consideration	Challenges	One (1) Year Action Item	One (1) Year Goal / Result Desired	Expected Date Completed	Five (5) Year Action Item	Five (5) Year Goal / Result
How can the Parish improve communication of Christian formation?	Need for improved communication	(CF) Monthly parish e-mails to 1100 families (CF) Inform in the bulletin (CF) Compile a single booklet that lists all Christian Formation opportunities for the school year. (CF) Update the religious education forms to do a better job of selling. (CF) Set up a display to encourage families to register that has copies of the books and materials for parents to examine.  Add a line on the registration form for non-English speaking families to list primary language.  Raise Awareness of Adult role as a Disciple of	Families with e-mail get information.  Parishioners who attend mass get information.  All Christian Formation programs listed in one resource to inform families of opportunities.  Promote rel. ed. programs to encourage more enrollments.  Promote rel. ed. materials to families to encourage more enrollments though revealing the benefits and information of our programs.  Ability to identify non-English speaking families and respond appropriately.  Appeal to Parishioners to	Spring 2008  Immediate  Aug./ Sept. 2008    Aug. 2008 registrations    August 2008  Aug. 2008 Registrations	Analyze ethnic trends and needs.  Have the forms for registering on-line on the web site available the month before the start date.	✓ More efficient and convenient registration for families.       ✓ ✓ ✓ Ability to identify and minister to families who are not fluent in English.

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		Jesus Christ by designating one Sunday a month as Adult Faith Formation Sunday	seek interested people in the faith	June 2008	Evaluate process for seeking new Catechumens	Adults become aware of asking others more frequently if they are interested in Faith.
How does the parish impart knowledge of Catholic faith and challenge and support adults to develop a mature Catholic faith?	<p>Not enough variety of programs. Need for programs for all ages of adults</p> <p>Lack of technology used in programs</p> <p>The parish doesn't ask what programs parishioners want</p> <p>Need additional marriage support, finance, newlyweds, etc.</p> <p>We need additional marriage support programs.</p>	<p>Continue to develop Programs on CD's for families to use to support Faith Program, Catechumen Families.</p> <p>Assess needs of Parish Programs so Adult Faith Formation Committee can plan appropriately</p>	<p>Foster dialogue in family about Faith at anytime of the family's time together.</p> <p>Create calendar that supports more adults in Parish.</p>	<p>September 2008-Ongoing update</p> <p>Raise the level of awareness among the adults of the need of attending formation</p>	<p>Archive of family activities that support the information in Adult Catechism.</p> <p>Program cycle will complete the formation areas as stipulated in Adult Catechism.</p>	✓
Flexibility - How does the parish provide age-	Need an alternative to St. Edwards condensed religions education	Continue the after-school and Sunday religious ed. options.	Know what the families would like offered and have an alternative	Fall 2008.	Continue to dialogue with families about their rel. ed. needs and	✓ Offer a variety of reasonable elem. religious ed. options for families.

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appropriate and diverse faith formation opportunities to children, youth and adults?	program .	Meet with families to discuss an additional more flexible elem. classroom option for families.  Adult Faith formation use geographic communities to make parishioners aware of programs and initiate new ones.	religious ed option in place.  Adult Faith Formation committee will use communities to contact people for programs.	Fall 2008, ongoing.	desires.  Re-establish small faith communities within geographic clusters.	
How does the parish challenge its members to be active disciples in family, work and civic society?	We don't stress Time & Talent on a regular basis. This does not apply to rel. ed., we conduct a stewardship drive and then have follow-up recruitment for volunteers on an as-needed basis.	Adult Faith formation committee will aim to develop programs that remind each parishioner of their role as disciples.  Rel. Ed. also participates in year-round outreach and participates in the Week of Service. The Christian Formation committee meets monthly to identify areas that need attention and address those areas as appropriate.	Initiate witnessing as part of all Adult Programs to heighten the role of each one as disciples.	Ongoing with all programs.		✓
How does the parish use technology to communicate, promote and expand its ministry of the word?	Use of web based programs.	Add to Adult Faith formation section of the Web, a monthly witness or lesson.  Send a monthly parish e-mail to communicate with parishioners about programs, new and existing.  Make Rel Ed. registration forms available on our web-site.	Create a theme for each month and place program on web for viewing during the month.(AFFC)  Better communication through monthly e-mails and the web-site.	October 2008  Parish e-mails – immediate.  08/09 Rel. Ed. Registrations.	Create a broader interested among the younger adults to seek formation through online courses.  Ability for parishioners to register for religious ed. on-line.	✓ Better communication to parishioners using the technology available including the parish e-mails and Epiphany web-site.

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		Put the Rel. ed. schedule on our web-site.				
Does the parish provide references or library resources known?	Catholic updates not in a location that makes them easily accessible to all parishioners.	<p>Create a parish Library to resource Adults.</p> <p>Provide area in library for Catholic Updates so they are available to adults.</p> <p>Make Catholic Updates, Care Notes and Living Faith booklets available to parishioners.</p> <p>Make parishioners aware of these resources.</p>	<p>Develop system and manner for lending resources so all adults can participate in community resources.</p> <p>Develop list of available Catholic Updates and provide the Library with an index of available copies.</p> <p>Make resources easily available to parishioners.</p>	<p>June 2006, Ongoing management of library.</p> <p>January 2009</p> <p>Catholic Updates and Care notes are currently available in the Commons. Living Faith booklets are distributed every 3 months.</p>	<p>Available materials from Parish Library indexed on the web</p> <p>Continue to look for resources that would benefit parishioners and make them easily accessible.</p>	<p>✓ Parishioners have easy access to helpful resources and materials.</p>
How may Epiphany and St. Edwards support each other better?	Students at SEES would benefit from an increased parish presence. Priest, Deacons or staff should visit school more frequently.	<p>Fr. Randy and 3 members of staff served donuts and juice to all students and faculty at SEES in conjunction with Catholic Schools week Jan. 08.</p> <p>Epiphany will host SEES graduation June 2008.</p> <p>Provide formation programs for Religious Ed staff to improve knowledge of theology.</p>	<p>All students and staff at SEES see that Epiphany supports them.</p> <p>Use current expertise to provide course for Religion teachers and staff.</p>	<p>Immediate – '07/08 academic year.</p> <p>Graduation June 2008.</p>	<p>At least 1/school year the priest and staff representing Epiphany visit SEES.</p> <p>Encourage the sharing of Professional Teachers within the Adult Program</p>	<p>✓ A continued Epiphany presence at SEES as appropriate.</p>
How does the parish respond to the need	Volunteers need to be fully trained so they can	Training offered to all catechists in the fall.	Well trained and confident catechists.	Immediate – 07/08.	Continue to assess the needs of catechists and	<p>✓ Well trained and confident catechists.</p>

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for a trained catechetical leader to direct its ministry of the Word for trained Catechists?	<p>teach with competence and confidence.</p> <p>For most volunteers, their personal schedules are very busy.</p>	<p>Follow-up training offered to elem. catechists in the winter.</p> <p>Staff presence and materials easily accessible to catechists</p> <p>Pathways training encouraged for all catechists with support from Epiphany staff.</p>			<p>the diocesan training requirements.</p> <p>Provide on-going training as appropriate.</p>	
How might the staff at the diocesan offices assist your parish to develop programs and processes important for full implementation of the WORD dimensions for We Walk by Faith?	<p>Need for diocesan individuals to come to Epiphany &amp; explain their jobs.</p> <p>Need to begin by actually developing programs and processes that work for all parishes.</p> <p>Need to be more present to parishes.</p>	<p>Utilize the expertise of Diocesan Offices to assist in developing Adult Programming.</p> <p>As needed – we will contact the diocese for support and clarification.</p>	<p>Incorporate the Leadership in AFFC annual planning</p> <p>program so Parish can avail themselves of this expertise.</p> <p>Provide catechumens with an opportunity to participate in Diocesan programs.</p> <p>Communication of needs to the appropriate diocesan office.</p>	<p>January 2009, Ongoing...</p> <p>Immediate</p>	<p>Shared programs among the cluster parishes.</p> <p>Communication of needs to the appropriate diocesan offices.</p>	<p>Immediate</p>
Elementary religious education	<p>Need for more options</p> <p>The subject of an</p>	<p>Family based alternative to the traditional after-school classes.</p>	<p>Open library and hold</p>	<p>Begins October 2008</p>	<p>Manage and review the process of distribution of books, media, etc.</p>	<p>Evaluate the need for expansion of library facility and materials.</p>

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Delete this question for consideration.	alternative program for elem families is covered in question #3 above.	Provide parents of children formation opportunities during classes in library.	impromptu dialogues on Faith during Religion classes during the weekdays.			
Middle & High school religious education	<p>Communication of Confirmation process</p> <p>Continue to examine and improve the Confirmation program.</p> <p>Need to work with Pathways to offer practical catechetical solutions.- remove – addressed above</p> <p>Need for more structured high school youth group programs</p>	<p>Reintroduce interviews to the Confirmation process 4/30/2008</p> <p>Implement a participant survey for confirmation retreat.</p> <p>Offer 8<sup>th</sup> grade recognition</p> <p>Provide bridging ceremony at end of 9<sup>th</sup> grade.</p> <p>Improve encouragement for higher grade students to assist lower grade students.</p> <p>Monthly friendship first dinners for high school.</p>	<p>Candidates will be able to have one-on-one time to ask questions with priest and/or youth minister</p> <p>Immediate feedback regarding needs and expectations of retreat</p> <p>Provides a sense of completion and continuance of faith journey</p> <p>Develops a leadership quality to high school group without creating a “clique”</p>	<p>Fall 2008</p> <p>Winter 2008</p> <p>Spring 2008</p> <p>Fall 2008</p>	<p>Yearly interviews with candidates</p> <p>Comprehensive survey for retreat in place and implemented</p> <p>Recognition Ceremony and Closing Prayer service that is 100% expected and attended</p> <p>Monthly HS youth group that is facilitated by adult volunteers/provides an open forum for hot topics and creates community</p>	<p>✓ Candidates will expect time with parish leadership to voice their concerns and questions</p> <p>✓ Always setting new goals and opportunities to enhance and update retreat experience</p> <p>✓ Unifies the Middle School/9<sup>th</sup> Grade RE programs and serves as a expected ritual and rite of passage</p> <p>✓ HS youth group that is well attended and promotes friendships across school communities</p>
Adult Education	All ministries need to review parish mission and goals.	Plan retreat and renewal programs for all ministries and staff to review the parish mission and goals for growth	<p>Develop a fall retreat plan for all Council and staff.</p> <p>Use current resources to</p>	October 2008	Create a community between staff and Council for support and challenge.	✓ Plan inter Parish Retreat with Cluster Parishes.

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	<p>Need for more training to lead small adult groups.</p> <p>Need for Come &amp; SEE meetings.</p> <p>Need for review of catechumen curriculum.</p> <p>Need to consider special cases for catechumens.</p> <p>Need for library space.</p> <p>Need for expansion of Welcome Home program.</p>	<p>Revise renewal schedule as a continuing experience for neophytes</p> <p>Involve adults in understanding and praying the Liturgy of the Hours.</p> <p>Train facilitators to lead small groups of adults for Scripture Study.</p> <p>Host Come &amp; SEE program twice a year.</p> <p>Broaden the curriculum for all catechumens and candidates.</p> <p>Develop procedures to deal with special cases for catechumens, entering at different times.</p> <p>Create more space and system for parishioners to use a library for spiritual reading.</p> <p>Refine and provide more resources for Welcome Home curriculum.</p> <p>Extend priestly contact with participants in Adult Programming.</p> <p>Continue to offer meditative prayer experiences to Parishioners.</p>	<p>complete a study of Adult Catechism.</p> <p>Seek individuals who desire to host a Scripture group.</p> <p>Review the curriculum published by the Forum for RCIA.</p> <p>Expand Parish process by sending team to summer training</p> <p>Assess the present library set-up and review needs for future.</p> <p>Study the programs of area Parishes for Welcome Home and assess our curriculum.</p> <p>Invite available priests to visit programs and participate.</p> <p>Host an advent and Lenten meditation program.</p> <p>Publish the details for the Lenten Mission and advertise it to community and other parishes.</p>	<p>2008 - 2009</p> <p>Fall 2008 &amp; Spring of 2009</p> <p>Fall of 2008 &amp; Spring of 2009</p> <p>July 2008</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>✓ Fall of 2008 &amp; Spring of 2009</p> <p>Fall 2008 Ongoing</p>	<p>Create small communities for Scripture study.</p> <p>Set gathering of yearly neophytes so mentorship is effective.</p> <p>Enlist new team members on a continual basis to renew program.</p> <p>Collaborate with other cluster parishes to design a five year formation program.</p> <p>Foster visits of clerical presence with small groups.</p> <p>Spread the recognition and practice of contemplative prayer.</p> <p>Expand the Mission to the young adults in area by special sessions.</p>	<p>Communicate with small prayer groups to expand the reach of each to larger community.</p> <p>Renew the RCIA team continually forming adults as Disciples to provide for more catechumens.</p> <p>Share expertise with other Parishes yet maintain characteristics unique to the Parish.</p> <p>Increase vocations to priestly and religious life.</p> <p>Lead more to the understanding of contemplation for the growth of their Spiritual life.</p> <p>Involve all Parishioners in a Retreat experience.</p>

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9/22/2008 Updated