

# Preparing to Complete Your Pastoral Plan Template

---

Congratulations! You're about to draft your pastoral plan. We know you've worked hard to get to this point, and there is more work to do. But you're not doing this work alone. We are supporting you and have provided tools to help you put together a pastoral plan that will help your parish become a community built for mission! To assist you...

- 1) We're praying for you!
- 2) We've provided you a Pastoral Planning Template.

To get the most out of this template, we offer the following steps to help prepare you and your team to put together a great pastoral plan for your parish community.

## *Format*

We suggest a 1 day and ½ format for your planning day; for example a Friday evening and a full day Saturday. The pastoral planning template is broken down into five sessions that are best done in a timely manner, in succession, as they build upon each other to form your pastoral plan.

The pastor and the whole pastoral planning team are to be involved in these sessions. Your faith community has contributed their voice to the process through the information reflected in your Ministry Assessment Reports (MARs) and Discernment Surveys. (DS)

Each session should run roughly an hour to an hour and a half.

- Session Facilitation Video - 5 to 10 mins  
Short introductory videos produced by the Office of Pastoral Life and New Evangelization that help set the tone for the session.
- Reflection & Prayer Time (individual & communal) – 20 mins  
A time for grounding yourselves in prayer and the context of your parish reality.
- Activity – 30 -45 mins  
This activity is the “work” of the session; it will become content for your pastoral plan.

## *Material*

The workbook is broken down into five sessions. Each session prepares you for the session that follows. To complete each session well and be as fruitful as possible there are steps that need to be completed by the whole pastoral planning team to prepare for the planning day. Distribute a copy of the workbook to each member of the planning team to be reviewed prior to the planning day.

To facilitate the day, Companion Videos have been produced for each session and are to be viewed on the planning day. To do so you will need to have internet access on-site during your planning day or download the videos prior to meeting.

Below is a checklist of activities to be completed prior to the planning day

	<b>Theme</b>	<b>Pre-Planning Day Checklist</b>	<b>Planning Day Checklist</b>
<b>Session 1</b>	Commitment to the Mission	<input type="checkbox"/> Pray to know better the mission Jesus entrusted to us and reflect on your commitment to this mission	<input type="checkbox"/> Watch Session 1 Companion Video
<b>Session 2</b>	Our Parish’s Current Reality	<input type="checkbox"/> Consider community and parish demographics <input type="checkbox"/> Review parish statistics for the past 5 years	<input type="checkbox"/> Watch Session 2 Companion Video <input type="checkbox"/> Have access to parish statistics
<b>Session 3</b>	Our Parish’s Mission Efforts (actions and goals)	<input type="checkbox"/> Review & Fact Check Ministry Assessment Reports <input type="checkbox"/> Review & Fact Check Ministry Discernment surveys	<input type="checkbox"/> Watch Session 3 Companion Video <input type="checkbox"/> Have access to MARs and DS
<b>Session 4</b>	Our Parish’s Ability/capacity to fulfill the mission	<input type="checkbox"/> Review parish financial reports for the past 5 years <input type="checkbox"/> Review “Trends – Human Resources” Section of parish reports	<input type="checkbox"/> Watch Session 4 Companion Video <input type="checkbox"/> Have access to 5 year financials <input type="checkbox"/> Have access to “Trends” data
<b>Session 5</b>	Our Parish’s Plan	<input type="checkbox"/> Review Pastoral Plan Template	<input type="checkbox"/> Watch Session 5 Companion Video <input type="checkbox"/> Have access to Pastoral Plan Template

### *Prayer*

This work is guided and powered by the Holy Spirit, in an effort to enact the mission entrusted to us by Jesus, and achieved for the glory of the Father. Thus it is important to weave a sense of prayer throughout our sessions. This is why each section begins with a conversation with Jesus. You are invited to boldly seek his guidance for the road towards transformation. It is also important to let the parish community at large know of the planning that is being done that will benefit your community of faith. Invite their prayers in this process.

### *Next Step*

At the end of the planning session you will have a five part pastoral plan for your parish – well done! We know it is still in draft form and that’s okay. After all, it is a living, working document that is to be consulted on a regular basis as a map for your community of faith’s journey of renewal. Once you have your draft plan in a presentable format (using the included Pastoral Plan Template document) determine how best to share it with the key leadership of your parish and your parishioners. Also remember to submit a copy of it to the Office of Pastoral Life and New Evangelization so we can share your plan with the Archbishop and support your efforts.