
2023-2025 Pastoral Plan: Implementing Stewardship



Our Lady of the Assumption Church

Carmichael, CA

January 1, 2023

Fellow OLA Parishioners,

Prudence and diocesan regulations require our parish to develop a periodic, multi-year Pastoral Plan. This new Plan is guided by our Stewardship Renewal. “Stewardship is a conversion journey of receiving God’s love and returning love...The steward learns to give of self through time, talent and treasure, not of obligation and duty, but out of sincere desire...” (The Pillars of Parish Stewardship, P.4) We have come to learn that for Catholics, stewardship entails four pillars: Hospitality, Prayer, Formation and Service. Thus, the four pillars provide the foundation for our Plan. (Please note, some of the objectives listed below may apply to more than one pillar.)

The parishioners and staff of the Strategic Planning Committee, have worked diligently since March 2021 to develop OLA’s 2023-2025 Pastoral Plan. The COVID pandemic dramatically altered our timeline. In addition to many meetings, oral reports and discussions, we reviewed the findings of the Parish Survey conducted in Spring 2021. In 2022 we reviewed feedback from parishioners and staff of a draft of the Plan. In Appendices C and D we provide suggested timelines for maintenance and construction projects and other parish objectives. We await further input from parishioners and staff to provide specific direction.

I’m pleased to report that from 2018 - 2022 our parish continued to move forward on many fronts. The spreadsheets in Appendices A and B reflect these accomplishments for facilities and maintenance projects and other parish objectives.

We have endeavored to keep the Plan reasonably short, easy to understand, and realistic. We pledge to follow-up and do all that we can with parish staff and parishioners to realize the goals and objectives contained herein. We’re committed to conducting annual reviews to update the Plan.

Feel free to periodically refer to the Plan and contact us if you have any questions or concerns. More importantly, please do what you are able to help realize our parish’s many goals and objectives. At its essence, this is a Plan by and for our community.

Yours in Christ, on behalf of the Strategic Planning Committee, a sub-committee of the Pastoral Council,

Juan C. Yñiguez, Chair

Members of the Strategic Planning Committee: Carmy Baca, John Blaschke, Joan Cotton, Deacon Paul Friedrich, Sharon Friedrich, Gregg Gilles, Chris Hine, Nicholas Kerhoulas, Robert Love, Margaret Mongeau, Casey Oliver, Johann Rubia-Miller, Deacon Michael Tateishi, Paul Wagstaffe, Juan Yñiguez

“You can do something I can’t do. I can do something you can’t do. Together let us do something beautiful for God.”

MOTHER TERESA

Hospitality

“ When I was stranger, you welcomed me.” (Mt. 25-35)

In a hospitable parish, parishioners and guests feel they belong and are appreciated. This is especially true if they were ever absent from the church. Hospitality leads to a sense of ownership among parishioners. This ownership and personal involvement fosters a sense of ‘belonging.’ When parishioners experience a warm and sincere welcome, they in turn become open to give themselves to others. (The Pillars of Parish Stewardship, P. 11)

Goal #1: Substantially Increase Parish Membership

Objective 1.1 Accommodate young families from both the school and church

- ★ Develop a survey to assess the needs of young married couples (New)
- ★ Develop a marriage renewal program¹ (New)

Objective 1.2 Reach out to disaffiliated parishioners (i.e., those young and old who have left the Church) ²

- ★ Reconvene the committee to address the needs of disaffiliated parishioners (Continuing)

Objective 1.3 Create an exploratory committee to assess the needs of various communities (e.g., elderly, homeless, and non-English speakers) (New)

Objective 1.4 Develop and maintain activities and ministries for all ages

- ★ Create viable Vocations ministry (Continuing)
- ★ Develop "Word, Wine and Sunshine" series at local park (New) ³

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- ★ Develop “Theology on Tap” evenings (New) ⁴
 - ★ Continue “Stewardship Retreats” twice a year (Continuing)
 - ★ Develop “Choir in the Pews” at all Masses (New) ⁵
 - ★ Develop “Date Night for Adults” (New) ⁶
 - ★ Develop afternoon "Study Hall" for local youths (New)

Objective 1.5 Develop protocols for welcoming new parishioners (New)

Objective 1.6 Have representatives from the Pastoral Council, Strategic Planning Committee, and/or Hospitality Committee attend School Orientation and Beginning of Calendar Year Meeting to provide parish welcome, encourage attendance at Mass, and promote participation in parish ministries (New)

Objective 1.7 Create a “Parishioner Suggestion Box” in back of the church and use selected media platform(s), to advertise and implement direct and/or timely responses (New)

Goal #2: Highlight History of the Parish

Objective 2.1 Create legacy wall or room in Affinito Hall (New)

Objective 2.2 Create sub-committee of the Pastoral Council to research, write and /or create video history of the parish (New)

Goal #3: Review and Update "Marketing" Material and Communication Strategies

Objective 3.1 Sell “Parish Swag” ⁷ in front office and at café (New)

Objective 3.2 Create outdoor seasonal welcome banners (New)

Goal #4: Update and Renovate the Physical Plant

Objective 4.1 Complete Phase II of the Affinito Hall project, to include required construction on the campus and re-purposing of Bannon Hall

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- ★ Report to parish about status of Phase One of the Capital Campaign. (Continuing)
 - ★ Develop Phase Two of the Capital Campaign to secure needed remaining funds (New)

Objective 4.2 Implement and complete current physical plant projects (See Appendix B)

Objective 4.3 Create a Sunday café (New)

- ★ Assess the need to staff the café

Objective 4.4 Install T.V. screen(s)/monitor(s) or projector system for Mass and special events in the church. (New)

Objective 4.5 Install solar panels on both church and school buildings (New)

Goal #5: Ensure the Continued Safety of the Community and the Physical Plant as Recommended in the Safety and Security Assessment Commissioned by the Parish Prior to the COVID Restrictions

Objective 5.1 Use recent safety audit to help determine and prioritize next steps to enhance safety and sustainability of the physical plant (New)

Objective 5.2 Utilize the safety assessment to help apply for grants to enhance the safety and security of the parish and school. For example we recently applied for California Office of Emergency Services (OES) for the school and parish. (New)

Objective 5.3 Address deferred maintenance, safety and sustainability needs of the physical plant (Continuing, please refer to Appendix D.)

Prayer

A stewardship parish strives to nourish the soul through prayer...Prayer and the sacraments dispose a soul to receive God's abundant graces...prayer purifies and intensifies the intention of the steward. (The Pillars of Parish Stewardship, P. 15)

Goal #6: Increase Parish Prayer

Objective 6.1 Develop “Prayer” campaign for vocations (New)

Objective 6.2 Place parishioners on lists for intercessory prayers (New)

Objective 6.3 Renew efforts to confirm at least two volunteers for each hour of Adoration (Continuing)

Objective 6.4 Stress praying for the church community during Adoration (New)

Formation

This formation of each individual becomes part of the formation of the parish community. As members of the Body of Christ, the parish recognizes it has a call from God to give. Such formation is a formidable task, involving education of the mind and conversion of the heart. (The Pillars of Parish Stewardship, P. 18)

Goal #7: Adult Formation and Nurturing of Children and Youth⁸

Objective 7.1 Reassess the number and times of masses offered every weekend (New)

★ Request that the Pastor and Pastoral Council review the weekend Mass schedule and diocesan guidelines in order to determine the appropriate number and times the Mass is offered each weekend.

Objective 7.2 Develop an annual plan to provide adult formation programs for parishioners. (New)

Objective 7.3 Collaborate with other parishes to offer joint adult formation opportunities. (New)

Objective 7.4 Establish periodic speaker/music series (New)

Objective 7.5 Focus on local talent for periodic speaker/music series (New)

Objective 7.6 Explore Using Zoom, DVD, YouTube or other platforms for speaker/music series (New)

Objective 7.7 Expand Summer Bible School into full summer program (New)

Objective 7.8 Develop "Life Teen" program at local public high schools (Continuing)⁹

Objective 7.9 Develop "Edge" program at local public middle schools (Continuing)

Objective 7.10 Support and help grow child and youth ministries (Continuing)

Objective 7.11 Conduct door-to-door evangelizing Activities (New)

Service

Members of the stewardship parish are ready to minister to varied needs of their own parish family as well as the needs of their wider community and Church...The pillar of service is an opportunity for the parish to put into concrete practice the other three pillars...hospitality, prayer, and formation. (The Pillars of Parish Stewardship, P. 22)

Goal #8: Increase Activity and Participation in Ministries

Objective 8.1 Establish consistent, timely communication and cooperation between the Parish and the School

★ Work with selected parish advisory councils, leadership committees, and school committees to include both parish and school representatives (New)¹⁰

Objective 8.2 Encourage and assist advisory councils, committees and ministries to develop protocols to ensure their continued success through (New):

- Recruiting and mentoring of prospective members.
- Memorializing their mission and processes
- Developing ways to diversify membership to more fully represent the parish.

Objective 8.3 Continually review and seek ways to enhance effectiveness of annual Ministry Fair

★ Work with staff to encourage greater parish participation through enhanced

marketing (Continuing)

- ★ Develop effective follow-up for people who sign up for ministries (Continuing)

Objective 8.4 Tasks Beyond Ministry Fair

- Use parish dinner to highlight and thank ministries (New)
- Make video of each ministry and put on website (New)
- Develop “Leadership Program” for ministry leaders (New)
- Determine if new ministries need to be created (New)

Goal 9: Better Align Staff Responsibilities with Parish Needs

Objective 9.1 Review and restructure staff positions and responsibilities. This includes assessing the need, creation and hiring of new staff positions.¹¹ New positions to explore include, without limitation: business manager, plant manager, stewardship coordinator. (Continuing)

- ★ Create parish social services office/staff (New)

Objective 9.2 Assess recent hires vis á vis parish needs (Continuing)

Objective 9.3 Revise, develop, and document policies, procedures, and protocols for staff responsibilities and parish ministries to ensure continuity for continued operation of the parish (New)

Objective 9.4 Support youth ministry coordinator in rebuilding participation of young people by increasing staff time to 20-25 hours. (New)

Objective 9.5 Develop policies and procedures that reduce paper in favor of electronic media. (New)

Objective 9.6 Do new head count survey three times a year, post pandemic (New)

Objective 9.7 Have “Parishioner Suggestion Table” after Mass once a month staffed by Pastoral Council, Strategic Planning Committee and/or parish staff to respond to suggestions (New)

Goal #10: Sustain Financial Viability of the Parish

Objective 10.1 Seek philanthropic (i.e., grant) funding (New)

Objective 10.2 Explore developing endowment fund for parish (New)

Footnotes

1. **A Marriage Renewal Program would work to strengthen marriage vows and establish a dialogue between younger and seasoned married couples.**
2. **Disaffiliation: The act of leaving the Church, a parish, or a religious order.**
3. **Word, Wine, and Sunshine is a program designed to be held outdoors to encourage fellowship amongst parishioners.**
4. **Theology on Tap is a popular fellowship opportunity where parishes or ministries offer an interesting speaker at a local eatery or pub where attendees also eat and have modest libations.**
5. **Choir in the Pews will place members of the choir and other volunteers in the pews to sing and encourage other Mass attendees to sing.**
6. **Date Night for Adults is designed to provide baby sitting services, at the parish, for parents with children in an effort to provide them with the opportunity to relax and reconnect.**
7. **Swag is for example, caps, tee shirts, coffee mugs, etc.**
8. **Yet, LORD, you are our father; we are the clay and you our potter: we are all the work of your hand. - Isaiah 64:7. Formation is our allowance of God to form us as human beings. When we give up of our "selves" and allow God to fill us with wonder, joy, peace, love, we begin our journey toward the beatific vision of God.**
9. **The goal of Life Teen and Edge is to provide a safe and fun place for youth to find a solid Catholic community, get answers to their questions, and, most importantly, to experience Jesus in a profound and personal way. <https://lifeteen.com>**
10. **Parish Advisory Councils and Leadership Committees include:**
 - Pastoral Council
 - Finance Council
 - Liturgy Committee
 - Buildings and Grounds Committee
 - Communications Committee
 - Safety and Security Committee
 - Stewardship Committee
 - Strategic Planning Committee
 - Vocations Committee
- Parent School Committees include:**
 - Catholic School Advisory Commission (CSAC)
 - Parent Teacher Group (PTG)
11. **The process to review and restructure staff positions has begun and is continuing.**

APPENDIX A:
2018 - 2022 OLA Parish
Completed Goals and Objectives

Pillar: Hospitality
Sound System Upgraded in the Church
Pillar: Prayer
Adoration Continued
Pillar: Formation
Supported Attendance at World Youth Day
Resumed Youth Mass During 9:00 AM Sunday Mass
Held Two Eucharistic Retreats
Held Youth Concerts
Continued with Sacrament of Confirmation
Live Streamed Mass
Pillar: Service
Install Greeters at All Masses
School Opened a Year Before Public School After COVID
Socks for the Homeless
Financial Donations Held Steady

Unlike other churches and parishes, OLA did not close during COVID!

APPENDIX B:

Facilities Projects Completed or To Be Completed in 2022

This is the first of regular updates on the facilities and grounds projects which the parish is working. Much occurs during the year and we thought the parish would like to know what has been accomplished, what is in the works and, in future reports, what we are planning to do. Much needs to be done to maintain our beautiful facilities and ground. Please feel free to contact Deacon Michael Tateishi at deacon@olaparish.net, or if you see John Blaschke, Steve Mahnke or Duane Johnson, to let us know what concerns you have and what you feel might be worthwhile projects to complete.

Project	Cost	Required by	Status
Remove Extension Building - Phase II of Affinito Hall Project	\$ 10,000	County	C
Remove appliances from Bannon Hall - Phase II of Affinito Hall project	\$ 2,900	County	
Safe cabinet in church sacristy/Fireproof file cabinet in church office	\$ 2,700	Diocese	C
ADA concrete pedestrian gate & Mary Garden	\$ 5,500	County	C
Small swing Gate Church-Rectory	\$ 900	Safety	C
Move swing gate & pedestrian gate between church and St. John's Hall.	\$ 17,000	Safety	C
Repair Walker lawn tractor.	\$ 1,660		C
School Cameras (6 installed).	\$ 14,000	Safety	C
AC maintenance service contract Church	\$ 6,000		C
AC maintenance service contract/ School	\$ 6,000		C
AC maintenance service contract / Affinito Hall	\$ 6,000		C
Cabinet doors & cabinet locks in Affinito Hall	\$ 1,100		C
Move fence between school and Bannon Hall	\$ 2,300	Safety	C
Sink added to Affinito Hall concession area.	\$ 29,000		C
Install artificial turf in area between Bannon Hall and school.	\$ 19,500		C
Replace WiFi in the church	\$ 980		C
Foothill Fire protection maintenance service contract	\$ 1,600	County	
Certification of ADA lift certification - Affinito Hall (This will be an annual cost.)	\$ 1,500	County	
Stage curtains for Bannon Hall	\$ 3,500		
Gator Tractor Maintenance	\$ 1,100		
Repair sound system in the church	\$ 8,900		
Total	\$ 142,140		

C= Completed

Goals and Objectives of the Pastoral Plan 2023-25

Goals & Objectives		2023	2024	2025
Goal #1: Substantially Increase Parish Membership				
Objective 1.1 Accommodate young families from both the school and church				
<ul style="list-style-type: none"> ★ Develop a survey to assess the needs of young married couples ★ Develop a marriage renewal program 				
Objective 1.2 Reach out to disaffiliated parishioners (i.e., those young and old who have left the Church)				
<ul style="list-style-type: none"> ★ Reconvene the committee to address the needs of disaffiliated parishioners (Continuing) 				
Objective 1.3 Create an exploratory committee to assess the needs of various communities (e.g., elderly, homeless, and non-English speakers)				
Objective 1.4 Develop and maintain activities and ministries for all ages				
<ul style="list-style-type: none"> ★ Create viable Vocations ministry (Continuing) ★ Develop "Word, Wine and Sunshine" series at local park ★ Develop "Theology on Tap" evenings ★ Continue "Stewardship Retreats" twice a year ★ Develop "Choir in the Pews" at all Masses ★ Develop "Date Night for Adults" ★ Develop afternoon "Study Hall" for local youth 				
Objective 1.5 Develop protocols for welcoming new parishioners				
Objective 1.6 Have Representatives from the Pastoral Council, Strategic Planning and/or Hospitality committees attend School Orientation and Beginning of Calendar Year meeting to provide parish welcome, encourage attendance at Mass, and promote participation in Parish ministries				
Objective 1.7 Create a "Parishioner Suggestion Box" in back of the church and use selected media platform(s) to advertise and implement direct and/or timely responses				
Goal #2: Highlight History of the Parish				
Objective 2.1 Create Legacy Wall or Room in Affinity Hall				
Objective 2.2 Create sub-committee of the Pastoral Council to research, write and/or create video history of the parish				
Goal #3: Review and Update "Marketing" Material and Communication Strategies				
Objective 3.1 Sell "Parish Swag" in front office and at café				
Objective 3.2 Create outdoor seasonal welcome banners				

APPENDIX C:

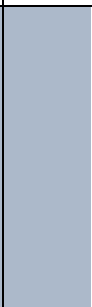



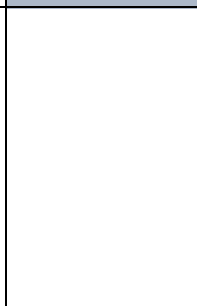
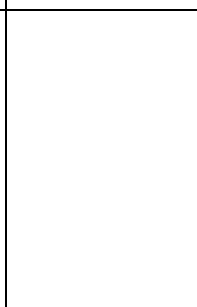
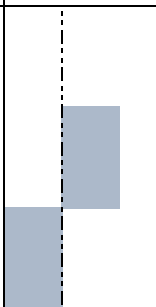
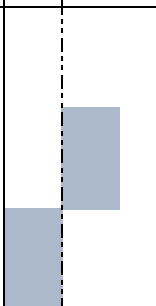
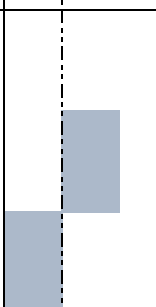
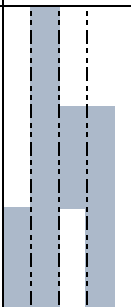
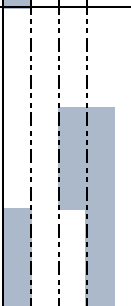
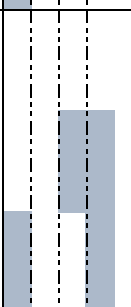
Goals and Objectives of the Pastoral Plan 2023-25

Goals & Objectives	2023	2024	2025
Goal #4: Update and Renovate the Physical Plant			
Objective 4.1 Complete Phase II of the Affinito Hall project, to include required construction on the campus and re-purposing of Bannan Hall ★ Report to parish about status of Phase One of the Capital Campaign - (Continuing) ★ Develop Phase Two of the Capital Campaign to secure needed remaining funds			
Objective 4.2 Implement and complete current physical plant projects (See Appendix B)			
Objective 4.3 Create a Sunday Café (New) ★ Develop Sunday schedule for opening the Café ★ Develop a pilot project operating a Café ★ Evaluate the success of the pilot project and report findings to Pastoral and Finance Councils and Father ★ Assess the need to staff the Café			
Objective 4.4 Install T.V. screen(s)/monitor(s) or projector system for Mass and special events in the church			
Objective 4.5 Install solar panels on both church and school buildings ★ Planning and Development ★ Present to Parish for Approval ★ Proceed if approved			
Goal #5: Ensure the Continued Safety of the Community and Physical Plant as Recommended in the Safety and Security Assessment Commissioned by the Parish Prior to COVID Restrictions			
Objective 5.1 Use recent safety audit to determine and prioritize next steps to enhance safety and sustainability of the physical plant			
Objective 5.2 Utilize the safety assessment to apply for grants to enhance the safety and security of the parish and school, e.g., recently applies for a Calif Office of Emergency Services (OES) grant for the Parish and school			
Objective 5.3. Address deferred maintenance; safety and sustainability needs of the physical plant (please refer to Appendix D)			

Goals and Objectives of the Pastoral Plan 2023-25

Goals & Objectives	2023	2024	2025
Goal #6: Increase Parish Prayer			
Objective 6.1 Develop "Prayer" campaign for vocations			
Objective 6.2 Place parishioners on lists for intercessory prayers			
Objective 6.3 Renew efforts to confirm at least two volunteers for each hour of Adoration			
Objective 6.4 Stress praying for church community during Adoration			
Goal #7: Adult Formation and Nurturing of Children and Youth 8			
Objective 7.1 Reassess the number and times of Masses offered every weekend ★ Request that the Pastor and Pastoral Council review the weekend Mass schedule and diocesan guidelines in order to determine the appropriate number and times the Mass is offered each weekend.			
Objective 7.2 Develop an annual plan to provide adult formation programs for parishioners			
Objective 7.3 Collaborate with other parishes to offer joint adult formation opportunities			
Objective 7.4 Establish periodic speaker/music series			
Objective 7.5 Focus on local talent for periodic speaker/music series			
Objective 7.6 Explore using Zoom, DVD, YouTube or other platforms for speaker/music series			
Objective 7.7 Expand Summer Bible School into full summer program			
Objective 7.8 Develop "Life Teen" program at local high schools (Continuing)			
Objective 7.9 Develop "Edge" program at local middle schools (Continuing)			
Objective 7.10 Support and help grow child and youth ministries (continuing)			
Objective 7.11 Conduct door-to-door evangelizing activities			

Goals and Objectives of the Pastoral Plan 2023-25

Goals & Objectives	2023	2024	2025
Goal #8: Increase Activity and Participation in Ministries			
Objective 8.1 Establish consistent, timely communication and cooperation between the parish and the school ★ Work with selected parish advisory councils, leadership committees, and school committees to include both parish and school representatives			
Objective 8.2 Encourage and assist advisory councils, committees and ministries to develop protocols to ensure their continued success through: - Recruiting and mentoring of prospective members. - Memorializing their mission and processes - Developing ways to diversify membership to more fully represent the parish.			
Objective 8.3 Continually Review and Seek Ways to Enhance Effectiveness of Annual Ministry Fair ★ Work with staff to encourage greater parish participation through enhanced marketing (Continuing) ★ Develop effective follow-up for people who sign up for ministries (Continuing)			
Objective 8.4 Tasks Beyond Ministry Fair ★ Use parish dinner to highlight and thank ministries ★ Make video of each ministry and put on website ★ Develop "Leadership" program ★ Determine if new ministries need to be created			

Goals and Objectives of the Pastoral Plan 2023-25

Goals & Objectives	2023	2024	2025
Goal #9: Better Align Staff Responsibilities with Parish Needs			
<p>Objective 9.1 Review and restructure staff positions and responsibilities to align with parish needs.¹⁰ This includes assessing the need, creation and hiring of new staff positions.</p> <p>★ New positions to explore include, without limitation: business manager, plant manager, stewardship coordinator.</p>			
<p>Objective 9.2 Assess recent hires vis à vis parish needs</p>			
<p>Objective 9.3 Revise, develop, and document policies, procedures, and protocols for staff responsibilities and parish ministries to ensure continuity for continued operation of the parish</p>			
<p>Objective 9.4 Support youth ministry coordinator in rebuilding participation of young people by increasing staff time to 20-25 hours</p>			
<p>Objective 9.5 Develop policies and procedures that reduce paper in favor of electronic media</p>			
<p>Objective 9.6 Do new head count survey three times a year, post pandemic</p>			
<p>Objective 9.7 Have "Parishioner Suggestion Table" after Mass once a month staffed by Pastoral Council Strategic Planning Committee and/or parish staff to respond to suggestions</p>			
Goal #10: Sustain Financial Viability of the Parish			
Objective 10.1 Seek philanthropic i.e., grant funding			
Objective 10.2 Explore developing endowment fund for Parish			

APPENDIX D:

Planning for Maintenance and Construction Projects - 2023 - 2025

Projects	2023	2024	2025
Roof maintenance church			
Gutters			
Tree Trimming			
Lighting outside			
Rafter tails			
ADA Door church			
Paint Church Courtyard & struture			
Water Stutoff valve school			
1x1 tiles front of church replace			
Digitize Church Architectural Drawings			
Solar for campus			
Repair and reactivate current solar panels			
Assess feasibility of adding solar to rest of campus			
If feasible, begin process of adding solar			
Develop funding sources			
If feasible, begin process of adding solar			
Install additional solar			
New Church Roof?			
FootHill Fire contract for sprinler systems and fire extinguishers			
ADA Lift Contract			
Cameras Church			
Irrigation			
Work with Carmichael Water District to plan irrigation system to conserve water			
Implement coservation plan			
Stations of the cross			
Acquire landscape architect to design Stations			
Construct Stations of the Cross			
New Phone system church			
Re-key food locker			
STEM Library			
Cleaning Services AH Hall			
Lawn Maintenance			
Audio visual for St. Paul's and St John's			
TV screens or projectors in church			