

# **St. Benedict**

## **Atchison, KS**



## **Strategic Pastoral Plan**

### **2017-2018**

### **Parish Mission Statement**

Using prayer, study, generosity, and evangelization to help the entire Atchison Community form a relationship with Christ and His Church.

# St. Benedict

## Atchison, KS

### Parish Goals

**Together we commit ourselves to:**

Goal One: **PASTORAL PRIORITIES**, To provide focus and improvement on 5-Pastoral Priorities through purposeful planning and execution. This includes: CONVERSION—EVANGELIZATION—ALL FORMS OF CATHOLIC EDUCATION—OUTREACH TO THOSE IN NEED—STEWARDSHIP

Goal Two: **FACILITY VISIONING**, To thoroughly examine and review all our parish churches and buildings including their current and future expected requirements and to make prudent decisions for their future that considers our needs, resources and budgets.

Goal Three: **PARISH LIFE PARTICIPATION**, To enrich our worship experience for parishioners and visitors and to engage them into a healthy, vibrant and living parish community that is fully capable of carrying out the mission of the Church of Jesus Christ.

Goal Four: **FINANCIAL**, To provide for parish vitality through the development and implementation of a parish financial plan that is built upon improved evangelization, stewardship, fund-raising and expense management.

Goal Five: **FACILITIES MAINTENANCE**, To provide well-maintained facilities for the parish mission and ministries through a continual maintenance awareness and stewardship of facilities effort.

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>CONVERSION &amp; EVANGELIZATION</b>	Identify and review Evangelization resources and best practices from the Archdiocese to determine their suitability for St. Benedict parish.				
		Contact the Archdiocese for best evangelization practices. Contact at Archdiocese is Emily Lopez (913) 647-0323. <a href="mailto:elopez@archkck.org">elopez@archkck.org</a>	Megan Wurtz	02/15/18	12/03/17
		Analyze the best practices at the Archdiocese (and other sources) and develop a list of improvements to recommend.	Megan Wurtz	03/15/18	
		Meet to discuss recommendations and determine which improvements could be approved for implementation.	Megan Wurtz Fr. Jeremy	03/15/18	
		Make plans for all approved recommendations and communicate and coordinate their implementation.	Megan Wurtz	04/15/18 & ONGOING	
		Explore/investigate how <b>"Formed"</b> can be used and integrated into evangelization/outreach efforts.	TBD	06/15/18	
	Implement <b><i>That Man is You</i></b> by September of 2018.				
		Contact Finance Council to budget \$400-\$800 for program.	D. Korbelik Fr. Jeremy	03/15/18	
		Recruit Core "That Man Is You" (TMIY) Team of 4-8 men.	D. Korbelik	05/15/18	
		Investigate and secure meeting location.	Core Team	06/15/18	
		Educate male parishioners about the program to grow interest.	D. Korbelik	06/15/18 TO 08/15/18	
		Begin up sign-ups for TMIY among male parishioners.	D. Korbelik	08/15/18	
		Implement program.	D. Korbelik	09/15/18	

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<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>CONVERSION &amp; EVANGELIZATION</b>	Explore, identify and recommend small group formation opportunities that could be implemented in <b>2019</b> .				
		Identify and recommend candidate(s) to be considered for small group formation coordinator to Fr. Jeremy.	Pastoral Priorities Team	<b>11/15/18</b>	
		Select Small Group Formation Coordinator	Fr. Jeremy	<b>11/30/18</b>	
		Contact the Archdiocese to identify the best practices and programs being used with small groups.	Small Group Formation Coordinator	<b>12/15/18</b>	
		Communicate the information obtained on best practices and programs to Fr. Jeremy and determine a list of plan options from which to determine parishioner interest.	Small Group Formation Coordinator Fr. Jeremy	<b>01/15/19</b>	
		Survey parishioners on a menu of options to determine their level of participation interest.	Small Group Formation Coordinator	<b>01/15/19</b>	
		Gather and assess survey results.	Small Group Formation Coordinator	<b>02/15/19</b>	
		Identify program(s) that parishioners are most interested in, if at all.	Small Group Formation Coordinator	<b>03/15/19</b>	
		Set up a date to begin at least one small group format that was of most interest to parishioners.	Small Group Formation Coordinator	<b>04/15/19</b>	
		Recruit small group leader(s).	Small Group Formation Coordinator	<b>05/15/19</b>	
		Advertise program to parishioners and have sign up for those interested.	Small Group Formation Coordinator	<b>06/15/19 TO 09/15/19</b>	
		Communicate, coordinate and implement the program.	Small Group Formation Coordinator	<b>09/15/18</b>	

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<b>CONVERSION &amp; EVANGELIZATION</b>	Evaluate our current Youth outreach and make recommendations to enhance our offerings in order to increase participation.				
		Assess current best practices for youth outreach within the Archdiocese. (Archdiocese contact is Angie Bittner (785) 221-2644. ruralyouth@archkck.org)	Paige Rioux, Drew Loew,	02/15/18	
		Explore the potential for collaborative efforts in youth outreach with local schools and with youth leaders within our parish.	Paige Rioux, Drew Loew,	03/15/18	
		Explore and identify options that may suit St. Benedict Parish youth community needs.	Paige Rioux, Drew Loew,	04/15/18	
		Develop plans for youth outreach recommendation for presentation to and approval from Fr. Jeremy.	Paige Rioux, Drew Loew, Fr. Jeremy	06/15/18	
		Communicate, coordinate and implement all approved Youth program activities.	Paige Rioux, Drew Loew,	07/15/18 AND ONGOING	
		Devise a youth convention strategy. (i.e. NCYC)	Paige Rioux, Drew Loew,	06/15/18	

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<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>CATHOLIC EDUCATION</b>	Identify and recommend ways to enhance adult education within the parish with an emphasis on parent formation, sacramental formation, faith formation and marriage enrichment.				
		Contact Archdiocese to discuss all successful, suggested adult education options and resources. (Archdiocese contact is Ann Connor (913) 647-0332 aconnor@archkcks.org)	A. Humburg	01/15/18	
		Contact Dr. Buhmann-Wiggs to discuss a parish survey to determine participation interest in adult education options.	A. Humburg	01/15/18	
		Design a survey tool.	Dr. Buhman-Wiggs	03/15/18	
		Obtain approval on survey.	A. Humburg Fr. Jeremy	03/20/18	
		Send out approved survey with instructions.	Office	03/30/18	
		Receive, analyze and tabulate survey results and identify recommendations based on results.	Dr. Buhman-Wiggs	05/23/18	
		Develop and present recommendations to Fr. Jeremy.	Dr. Buhman - Wiggs	05/30/18	
		Implement approved recommendations as directed.	TBD	06/24/18	
	Optimize SBCS enrollment, staffing needs, and tuition.				
		Obtain comparative tuition numbers from the Archdiocese	Matt Fassero	01/15/18	
		Access feasibility for and, if appropriate, prepare a plan to adjust tuition toward the average percentage in the Archdiocese.	Diane Liebsch Finance Council	03/15/18	
		Develop and implement steps to encourage parents living in surrounding parishes to consider Catholic education and to gage their interest.	Diane Liebsch	03/15/18	

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		Adjust tuition rates and staffing needs, including salaries, annually in consideration of survey results and all current realities.	Finance Council	03/15/18 & ONGOING	
		Develop strategies to attract families to the preschool program.	Diane Liebsch	03/15/18	
		Investigate optimal enrollment and staffing needs, including personnel realities.	Diane Liebsch	04/15/18	
		Develop a plan to increase the scholarship pool of funds for new and continuing students.	Diane Liebsch SBCS Endowment Board	04/15/18	
	Identify opportunities to better engage school alumni and others through an awareness campaign that improves enrollment and development at our school.				
		Discuss methods of successful alumni outreach and awareness campaigns with at least 3 other Catholic Grade Schools to determine best practices.	Angela Humburg	02/15/18	
		Survey D. Liebsch to discuss alumni outreach and methods other schools use.	Angela Humburg	03/15/18	
		Based on discussion with D. Liebsch, focus on one awareness campaign to engage alumni in active participation in school development.	Diane Liebsch Angela Humburg	08/15/18	
		Select alumni and friends of the school to be part of the campaign committee.	Diane Liebsch	09/15/18	
		Recruit committee members	Diane Liebsch	09/15/18	
		Begin development campaign	Community Comm. of alumni and friends D. Liebsch.	10/15/18	

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<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>OUTREACH TO THE NEEDY</b>	In collaboration with the Stewardship Ministry's effort to increase Time and Talent, raise awareness and volunteer participation at the Sacred Heart Variety Store.				
		Identify the Variety Store's vision, mission and volunteer opportunities and assess the areas of need(s) and improvements.	Tresa Buessing, Fr. Jeremy, Cheryl Contreras	02/15/18	
		Publicize the vision, mission and opportunities of the Sacred Heart Variety store in order to match the ideal participant to the appropriate area(s) of volunteer need.	Tresa Buessing	02/15/18	
		Assess the success of gaining new volunteers and adjust our approach as may become necessary.	Tresa Buessing	8/15/18 & ONGOING	
	Create a Social Concerns Ministry to oversee the parish's response to the needs of the poor and most vulnerable among us.				
		Identify at least 3 parishioners who could effectively lead this ministry and submit their names and bio information to Father Jeremy for chairperson consideration.	Pastoral Priorities Team	02/15/18	
		Select Chairperson for the Social Concerns Ministry.	Fr. Jeremy	03/15/18	
		Identify objectives, volunteers needed, events and activities and budget as well as assess special needs population ministry outreach.	Social Concerns Ministry Chairperson	04/15/18	
		Develop and submit a Mission and Vision Statement, Event and Activity Plan and Budget for approval.	SC Ministry Chairperson	05/15/18	
		Conduct approved ministry events and activities.	SC Ministry Chairperson	ONGOING	



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<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>STEWARDSHIP</b>	In collaboration with the Stewardship Ministry, develop a process and timeline of all Stewardship events and milestones throughout the year.				
		Review with SBP office 2017 monthly events.	Megan Fassero	03/15/18	
		Review with SBP parish council 2017 monthly events, what was held, what is desired for each month moving forward.	Megan Fassero	03/15/18	
		Create a master calendar of events.	Megan Fassero	TBD	
		Approve and implement master calendar	Parish Council	TBD	
	In collaboration with the Financial Team and the Stewardship Ministry, research, develop and implement ways to increase tithing and planned giving among parishioners.				
		Contact Archdiocese Stewardship team to discuss best practices and successful parish programs that can be modeled by St. Benedict Parish. (Archdiocese contact is Lesle Knop (913) 647-0326 lknop@archkck.org)	TBD	03/15/18	
		Contact sample parish(es) to discuss key insights.	TBD	03/30/18	
		Discuss results and findings with the Stewardship Committee and assess which programs have been successfully implemented and those that have not worked for St. Benedict Parish.	TBD	04/15/18	
		Select an action plan that can be implemented within St. Benedict Parish.	TBD Fr. Jeremy	05/15/18	
		Develop and coordinate new Stewardship initiatives and implement them as approved.	TBD	09/15/18	

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<b>GOAL ONE: To provide focus and improvement on Pastoral Priorities through purposeful planning and execution.</b>					
<b>STEWARDSHIP</b>	Working in collaboration with the Stewardship Ministry, develop and implement greater awareness within the parish on the spirituality of Stewardship.				
		Contact Archdiocese Stewardship team to discuss successful stewardship awareness campaigns, resources available (PR) and parish best practices contacts. (Archdiocese contact is Lesle Knop (913) 647-0326 knop@archkck.org)	Charlie Peitsch	03/15/18	
		Contact a sample parish to discuss best practices in use.	TBD	04/15/18	
		Discuss findings with Stewardship Committee and assess which campaigns have been implemented and successful, or have not worked for St. Benedict Parish.	TBD	04/15/18	
		Select one awareness campaign that can be implemented within St. Benedict Parish.	TBD Fr. Jeremy	05/15/18	
		Develop, coordinate and implement all approved Stewardship initiatives.	TBD	09/15/18	

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<b>GOAL TWO: FACILITY VISIONING</b> , To thoroughly examine and review all our parish churches and buildings including their current and future expected requirements and to make prudent decisions for their future that considers our needs, resources and budgets.					
	Complete the Facility Visioning team proposal and recommendation that considers how we should use our churches now and with contingency planning recommendations that address future realities.				
		Understand the working assumptions, drivers, and realities	Fr. Jeremy	06/15/17	DONE
		Contact Diocesan Architect, Leon Roberts	Mark Jirak	07/15/17	DONE
		Look to outside engineers, Walter P Moore	Mark Jirak	09/15/17	DONE
		Solicit bids for architectural audits	Mark Jirak	10/15/17	DONE
		Approval by Finance Committee to fund audits	Mark Jirak	10/15/17	DONE
		Obtain audits conducted by PMA Engineering on St. Benedict Church and School	Facilities Visioning Team	11/15/17	DONE
		Use a drone to grab roof photos	Shane Hundley	03/15/18	
		Obtain cost estimates from C and M for St. Benedicts church and school	Shane Hundley	01/15/18	12/22/18
		Discuss realities of number of Masses permitted and size & cost of facilities	FV Team	11/15/17	DONE
		Draft recommendation for use of churches, possibly including suggested Mass times and locations	FV Team	IN PROCESS	Under Review
		Timely share all recommendations with the Archbishop for approval or modification.	Fr. Jeremy	TBD	
		Based on the response of the Archbishop, determine and implement next steps as necessary.	Pastoral Council??	TBD	
		Share information to Facilities Maintenance Team about needed maintenance discovered during audit.	FV Team	1/16/18	
		Pass on major improvements and known costs to Financial Team to help them determine the need and scope for a major fund raising drive.	FV Team	1/16/18	

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<b>GOAL TWO: FACILITY VISIONING</b> , To thoroughly examine and review all our parish churches and buildings including their current and future expected requirements and to make prudent decisions for their future that considers our needs, resources and budgets.					
	Explore ways and make a recommendation as to how we can enhance the use of our meeting spaces (including the basement area at St. Joseph, St. Patrick school and St. Benedict School common areas) to better accomplish the parish mission.				
		Committee to view facilities with Leon Roberts	Facilities Vision Team	07/15/17	DONE
		Assess needed repairs and potential uses	FV Team		DONE
		Share learnings and make recommendations to Fr. Jeremy.	FV Team	02/15/18	DONE
		If recommendations include forming a sub-team to determine best usage, include at least 3 parishioners who could effectively serve on this team and submit their names and bio information to Father Jeremy for consideration.	FV Team	03/15/18	
		Establish a sub-team, if applicable.	Fr. Jeremy	03/15/18	
		Develop plans to enhance and best use space(s)	FV Sub-Team	09/15/18	
		Share any possible major needs to be considered in a fund raising campaign to Fundraising Committee.	FV Sub-Team	04/15/18	
	Analyze parishioner parking at all churches and make recommendations to improve accessibility, safety and convenience.				
		Review facilities opposite masses and attendance with new reality		12/15/18	Done
		Assess parking realities at parish churches and begin determining recommendations.	FV Team	12/15/18	Done
		If applicable, initiate discussion with college to investigate expanding parking to the south and east of the St. Benedict Church.	Shane Hundley Fr. Jeremy		Done

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		If applicable, initiate discussions with the city to see the viability of changing the parking status on 2 <sup>nd</sup> Street	TBD	TBD	
		Ensure/develop appropriate handicapped parking at each church.	TBD	TBD	
	Explore ways to improve parishioner accessibility at all churches and schools.				
		Conduct Audit of current physical accessibility.	Team	12/15/18	Done
		Develop a plan for greater accessibility into St. Benedict Church from the front entrance.	Team	IN PROCESS	
		Discuss needs for other churches and school, both inside and outside.	FV Team	IN PROCESS	
		Investigate sound systems needs and establish a plan if updates to the system(s) are needed.	Matthew Johll (St. Benedict Ch.) FV Team	04/15/18	
		Determine if a need is present to update Confessionals for those with limited mobility.	FV Team	TBD	

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<b>GOAL THREE: PARISH LIFE PARTICIPATION, To enrich our worship experience for parishioners and visitors and to engage them into a healthy, vibrant and living parish community that is fully capable of carrying out the mission of the Church of Jesus Christ.</b>					
	Create, implement, analyze and present the results of a comprehensive parish survey to understand how we might improve the worship experience for our parishioners.				
		Create a script for use with the parish visits where one question addresses how to improve the worship experience.	Jeanne Rziha Sarah Peitsch	11/17/17	11/17/17
		Train parish visit volunteers.	Jeanne Rziha Sarah Peitsch Charlie Peitsch	11/26/17	11/29/17
		Complete parish visits.	Jeanne Rziha Sarah Peitsch	12/17/17	12/22/17
		Analyze the information that is gathered and develop a list of recommendations.	Jeanne Rziha Sarah Peitsch	03/15/18	
		Present information to Father Jeremy Heppler and determine next step.	Jeanne Rziha	06/15/18	
	Identify and recommend ways to intentionally incorporate Benedictine spirituality and values in parish life.				
		Create an awareness campaign about the 10 Benedictine Values and reinforce them to parishioners at least 4 times per year.	TBD	QUARTERLY	
		Use homilies to further knowledge about Benedictine spirituality.	Fr. Jeremy	ONGOING	
		Form a team to investigate the possibility of forming a sister parish relationship with Sao Bento Parish in Mineiros, Brazil.	TBD	10/15/19	

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	Establish a Liturgical Ministry with a broadened scope that includes identifying and recommending coordinators for all Liturgical Ministries, creating and/or enhancing formation, recruiting new volunteers and oversight of all scheduling, training, recognition events and socials.				
		Collect the list of current coordinators.	Jeanne Rziha Sarah Peitsch	11/17/17	11/17/17
		Develop a process to make recommendations for the Liturgical Ministry Coordinator and for the liturgy coordinators for each sub-group.	The Parish Life Team	03/15/18	
		Make coordinator recommendations to Fr. Jeremy.	Fr. Jeremy Tara Kerr Darlene DuLac	04/15/18	
		Hold a training/vision meeting with these liturgical coordinators so they would come up with a plan to enhance formation, recruit new volunteers and oversee scheduling and training for their ministry.	All Liturgical Coordinators Fr. Jeremy Heppler	TBD	
		Liturgical coordinators implement these improvements in their ministries.	All Liturgical Coordinators	ONGOING	
	Identify ways and make plans to raise awareness, interest and participation in Eucharistic Adoration.				
		Analyze how many are needed to have 1) each hour filled by the parish, 2) each hour filled with 2 adorers.	Tara Kerr	02/15/18	
		Create a plan to effectively recruit the needed adorers, tie it in with First Communion preparations.	The Parish Life Team	02/15/18	
		Discuss viable options to find and train more people to help manage the adorer lists/hours.	Fr. Jeremy Sherry Lange	03/15/18	
		Research Eucharist Adoration educational opportunities and best practices in other parishes and explore ideas about how to increase interest and participation in St. Benedict parish.	Sherry Lange	ONGOING	

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	Plan and implement an annual parish-wide social event that brings all parishioners together in community.				
		Identify and recommend 3-6 candidate(s) to be considered for the Social Event chairperson to Fr. Jeremy.	Parish Life Team	02/15/18	
		Select the Social Event chairperson.	Fr. Jeremy	02/20/18	
		Identify the parish-wide event time and date.	Fr. Jeremy S. Event Chair. Pastoral Council	03/01/18	
		Identify the budget for the event.	S. Event Chair. Finance Council	03/15/18	
		Identify volunteers needed and make a plan to recruit the needed team members.	S. Event Chair.	03/15/18 TO EVENT	
		Identify tasks and timelines for jobs.	S. Event Chair.	06/15/18	
		Communicate, coordinate and implement parish wide event.	Committee Chair and Social Committee	TBD	



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<b>GOAL FOUR: FINANCIAL, To provide for parish vitality through the development and implementation of a parish financial plan that is built upon improved evangelization, stewardship, fund-raising and expense management.</b>					
	In collaboration with the Facilities Visioning Team and Parish Finance Council, begin investigating and identifying all steps necessary for conducting a successful parish-wide fund raising campaign starting in 2018.				
		Within 30 days of receiving the Facilities Visioning Team's recommendation on usage of churches, contact the Archbishop to discuss whether a capital campaign can be approved for 2018.	Fr. Jeremy	SEE TASK	12/18/17
		Within 15 days of initial approval from the Archbishop, identify and recommend 2-4 candidate(s) to be considered for the Fund Raising Event Chairperson to Fr. Jeremy.	Financial Team	SEE TASK	
		Within 15 days of receiving chairperson recommendations, select the Fund Raising Event Chairperson.	Fr. Jeremy	SEE TASK	
		Within 30 days of naming a chairperson, identify and recruit a Fund Raising campaign committee. - Committee should consist of a diverse group of parishioners with backgrounds in management, leadership, fund raising experience, sales, knowledge of the church's previous fund raising efforts, and preferably well known in the parish.	Fund Raising Chairperson Fr. Jeremy Financial Team	SEE TASK	
		Develop a preliminary campaign case statement to present to the Archdiocese for approval, and discover from them what rules, restrictions and recommendations are required in order to move forward. Archdiocese contact is Leslie Knop (913) 647-0326 lknop@archkck.org	Fund Raising Chairperson FR Committee	03/15/18	

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		Gather facts and key insights from the previous successful ACES fundraiser.	Fund Raising Chairperson FR Committee	03/15/18	
		Determine the scope and dollar goal of the campaign. <ul style="list-style-type: none"> <li>- Enumerate all projects and estimate the total dollar goal. Assign priorities to projects.</li> <li>- Consider the establishment of a permanent endowment within the scope of the campaign. Determine dollar goal of the endowment.</li> </ul>	FR Committee FR Committee  FR Committee	TBD TBD  TBD TBD	
		Evaluate the feasibility of a campaign headed by a parishioner or if an outside professional fundraiser should be employed. <ul style="list-style-type: none"> <li>- If internal- Committee will manage the effort.</li> <li>- If external- conduct interviews of professional firms.</li> </ul>	Fund Raising Chairperson FR Committee	03/31/18 04/15/18	
		Set a timetable for the campaign based on inputs: <ul style="list-style-type: none"> <li>- From Archdiocese</li> <li>- From estimated project totals</li> <li>- From internal chairman and (if applicable) outside consultant</li> </ul>	FR Committee	TBD	
		Begin Campaign Finish Campaign	FR Committee FR Committee	TBD	
	Create awareness, interest and participation in planned giving to St. Benedict parish.				
		Identify a planned giving coordinator.	Fr. Jeremy Stewardship Committee	02/15/18	
		Gather information about the Archbishop's Vineyard Program. <ul style="list-style-type: none"> <li>- Obtain guidance and gather distribution materials</li> </ul>	Planned Giving Coordinator	03/15/18	

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		<p>Locate/prepare brochures to introduce the idea and to explain Planned Giving.</p> <ul style="list-style-type: none"> <li>- Contact Gary Pratt Planned Giving Officer w-913-647-0365, c 913-205-4376</li> <li>- Material on wills</li> <li>- Material on memorial donations</li> <li>- Material on life Insurance</li> <li>- List of suggested Project choices that donor may be interested in sponsoring</li> <li>- Place information in bulletin</li> </ul>	Stewardship Committee	<p><b>IF ONLY LOCATE-03/15/18</b></p> <p><b>IF MUST PREPARE-04/15/17</b></p> <p><b>04/15/18</b></p> <p><b>05/01/18</b></p>	
		Determine a knowledgeable parishioner who can consult with those interested in the program.	Stewardship Committee	<b>03/15/18</b>	
		<p>Determine how best to “spread the word” on this type of giving to our parishioners.</p> <ul style="list-style-type: none"> <li>- Announcements at Mass</li> <li>- Distribution of brochures</li> <li>- Appointments with knowledgeable parishioner</li> </ul>	Stewardship Committee	<p><b>04/15/18</b></p> <p><b>05/01/18</b></p> <p><b>05/01/18</b></p> <p><b>BEGIN</b></p> <p><b>05/01/18</b></p>	
		<p>Investigate a central information system to:</p> <ul style="list-style-type: none"> <li>- Track pending pledges.</li> <li>- Track communications with potential donors.</li> <li>- Send thank you letters</li> <li>- Prepare “keep in touch” letters</li> <li>- Track monetary receipts</li> </ul>	Rosemary Quaile Planned Giving Coordinator	<p><b>06/15/18</b></p> <p><b>&amp;</b></p> <p><b>ONGOING THEREAFTER</b></p>	
	In collaboration with the Facilities Visioning Team, explore the possibility and desirability of using alternative funding sources in order to obtain a financial benefit to our parish.				
		Contact the Archdiocese to Determine if there are funds available from outside sources- archdiocese, tax credits, etc.	Financial Team	<b>03/15/18</b>	

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
		<p>Investigate the desirability of using Historic Tax Credits.</p> <p>Historic Tax Credits-</p> <ul style="list-style-type: none"> <li>- Appoint a parishioner to investigate</li> <li>- Determine if Federal or State credits are available.</li> <li>- Determine how to qualify- consider hiring a consultant to prepare the application and secure the governmental approval.</li> <li>- Establish timetable for project</li> <li>- Determine (if applicable) who will buy the credits.</li> </ul>	<p>Financial Team</p> <p>Financial Team</p> <p>Parishioner</p> <p>Parishioner</p> <p>Parishioner</p> <p>Parishioner</p>	<p>03/15/18</p> <p>03/15/18</p> <p>05/01/18</p> <p>06/15/18</p> <p>06/15/18</p> <p>TBD</p>	
		<p>Solicit business/ parishioner donations of material, time or professional expertise for church, school and building projects.</p> <ul style="list-style-type: none"> <li>- Complete database of volunteers</li> </ul>	Stewardship Committee	ONGOING	
	Identify expansion and development plans for the Mount Calvary Cemetery in order to better steward its value to our parish.				
		Communicate the members of the St. Benedict Cemeteries Board to the parish.	Fr. Jeremy	02/15/18	
		Revise the by-laws in accordance with current Cemetery Board realities.	Cemeteries Board	06/15/18	
		<p>Establish a Master Plan for future growth by</p> <ul style="list-style-type: none"> <li>- Establishing a step-by-step plan for controlled expansion of the cemeteries. Consider optimized land utilization, aesthetics, timetable, costs and marketing.</li> <li>- Consider consulting with a professional developer</li> <li>- Seek advice of Catholic Cemeteries of NE KS- Bob Chenowith at the Archdiocese Cemetery Office</li> <li>- Based on the plan, prepare a pro-forma cash flow statement.</li> </ul>	Cemeteries Board	06/15/18	

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
		Submit cash flow needs to the fund raising committee.	Cemeteries Board	03/31/18	
		Present finalized plan for approval.	Fr. Jeremy Finance Council	06/15/18	
		Implement plan as approved and/or amended.	Cemeteries Board	AS APPROVED	

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
<b>GOAL FIVE:</b>	<b>FACILITIES MAINTENANCE, To provide well-maintained facilities for the parish mission and ministries through a continual maintenance awareness and stewardship of facilities effort.</b>				
	Establish a preventative maintenance program for all parish buildings and grounds in order to monitor and manage their care.				
		Review results of professional survey and Facilities Vision Committee.	Facilities Team / Preventative Maintenance (PM) Subcommittee	DATE BASED UPON COMPLETION OF SURVEY	
		Contact Archdiocese to obtain PM guidelines available. Archdiocese contact is Leon Roberts (913) 647-0322 lroberts@archkck.org	Facilities Team / PM Subcommittee	02/15/18	
		Evaluate specific needs of individual Parish buildings and identify PM tasks.	Facilities Team / PM Subcommittee	04/15/18	
		Finalize PM schedule and assign PM roles.	Facilities Team / PM Subcommittee	05/15/18	
		Identify costs associated with PM schedule and communicate to Pastor / Parish Administrator / Principal.	Facilities Team / PM Subcommittee	05/15/18	
		Review quarterly.	Facilities Team / PM Subcommittee	ONGOING	

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
		Create a <b>Facilities Team</b> to develop a rolling 3-Year plan to maintain and improve the church and school grounds, buildings, playgrounds, cemeteries and outdoor lighting consistent with our mission.			
		Identify structure of the Facilities Team and number of team members	Facilities Maintenance Committee / Fr. Jeremy	01/15/18	
		Work with Pastor to make appointments/requests to serve on Facilities Team and finalize team members	Facilities Team Fr. Jeremy	02/15/18	
		Review results of professional survey and Facilities Vision Committee	Facilities Team	DATE BASED UPON COMPLETION OF SURVEY	
		Evaluate specific needs of individual Parish facilities	Facilities Team	04/15/18	
		Estimate facility needs costs	Facilities Team	04/15/18	
		Prioritize facility needs	Facilities Team	05/15/18	
		Establish multi-year plan	Facilities Team	05/15/18	
		Communicate to Pastor / Parish Administrator / Principal	Facilities Team	05/15/18	
		Review semi-annually	Facilities Team	ONGOING	
		Optimize our response to necessary maintenance and repairs by using the <b>Facilities Team</b> to coordinate all internal and external maintenance, volunteers needed and to solicit bids as may become necessary.			
		Identify internal and external maintenance employees / volunteers	Facilities Team	03/15/18	
		Develop list of preferred contractors	Facilities Team	03/15/18	
		Manage maintenance and repairs accordingly with oversight by Pastor / Parish Administrator / Principal	Facilities Team	ONGOING	

PARISH GOALS	ACTION STEPS	TASKS TO BE PERFORMED	PERSONS RESPONSIBLE	MEASUREMENT	
				PLAN	ACTUAL
	Identify and implement practical ways to reduce costs and/or improve the way we operate our facilities.				
		Review results of professional survey and Facilities Vision Committee	Facilities Team / Energy Conservation (EC) subcommittee	DATE BASED UPON COMPLETION OF SURVEY	
		Evaluate energy conservation opportunities of individual Parish facilities	Facilities Team EC Subcommittee	02/15/18	
		Estimate costs/payback of energy conservation opportunities	Facilities Team EC Subcommittee	03/15/18	
		Prioritize energy conservation opportunities and establish energy conservation plan	Facilities Team EC Subcommittee	04/15/18	
		Communicate to Pastor / Parish Administrator / Principal	Facilities Team EC Subcommittee	04/15/18	
		Implement plan and start work	Facilities Team EC Subcommittee	05/15/18	
		Review Annually	Facilities Team EC Subcommittee	ONGOING	