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St Peter the Apostle Parish

PASTORAL PLAN

*We are an active, welcoming, spirit-filled
community nourished by the liturgy to
serve God and others.*

July 4, 2009

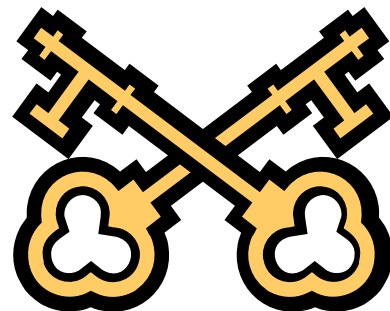


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St. Peter the Apostle Church Pastoral Plan

2009

PART I: INTRODUCTION

In April of 2005, the ministries of St. Peter's parish convened at a planning workshop with the purpose of developing the initial Pastoral Plan. The ministries of St. Peter's have been grouped into eight commissions. Each commission represents a group of ministries with common goals and parishioner needs. In July 2005, the first Pastoral Plan of St Peter the Apostle Catholic Church of Boerne, TX was published.

The success of St. Peter's Pastoral Plan depends on maintaining strong working relationships: between our Pastor, the Pastoral Council, the Finance Council, the commissions and ministries of the parish, and with the parish staff. But the primary purpose of this plan is to invite all members of St. Peter's parish into a deeper and broader involvement in parish leadership and ministries. This plan can only be accomplished when more of our parishioners choose to become involved in the life and ministries of the parish.

PART II: THE PLAN

The St. Peter's parish Pastoral Plan consists of the parish mission statement, an introduction, basis of the plan, and specific goals and objectives of the parish ministry commissions.

Mission Statement

Every parish has a statement of purpose which reflects the identity and mission of the parish in light of the Gospel, Church teachings and the specific realities of the parish. The mission of St. Peter the Apostle Catholic Church, Boerne is as follows:

We are an active, welcoming, spirit-filled community nourished by the liturgy to serve God and others.

PART III: BASIS OF OUR PLAN

Our Pastoral Plan is based on seven essential elements of pastoral life.¹ In developing goals contained in the plan, each commission or ministry examined their specific purpose in light of these elements and the St. Peter's mission statement. The seven elements are:

Seven Essential Elements of Pastoral Life

- † **Evangelization:** How we, St. Peter's parish, spread the good news of Jesus.¹
- † **Worship:** The sacramental and prayer life of St. Peter's parishioners and friends.¹
- † **Word:** How the scriptures and traditions of the church enter into the daily life of the people of St. Peter's parish.¹
- † **Community:** St. Peter's parishioners drawn together in mutual support, activity, and celebration. A spirit of working together among parish groups and organizations.¹
- † **Service:** Giving back to God some of the talent he has bestowed on each of us. Extending the resources of St. Peter's to the needs of others within the parish and the greater St. Peter's community.¹
- † **Stewardship:** Sharing our time, talent, and treasure with the St. Peter's parish family.¹
- † **Leadership:** Showing up at St. Peter's at times other than on Sunday. Visioning, planning, empowering, and evaluating for the service of the greater St. Peter's community.¹

¹ From: M. Gubish, S. Jenny, and A. McGannon. *Revisioning the Parish Pastoral Council: A Workbook*, New York: Paulist Press, 2001

PART IV: PASTORAL COMMISSIONS

Commission: Communications

Role: To provide means to improve communications to, from, and between the pastor, parish staff, Commissions and their ministries, and the parish community as a whole.

GOAL: Develop and implement methods for individual parishioners to communicate with the pastor, parish staff and specific ministries or commissions.

† Identify the audience so that communications can be simplified and improved.

† Assess current means of communications available to our community.

Ministries:

Marketing Coordinator

Website Coordinator

Phone Tree Coordinator

Weekly Bulletin & Parish News Ministry

Pictorial Director

Marketing Coordinator

Develops, maintains & publishes information for parish and local ministries.

GOAL: Coordinate and maintain parish communications to ensure accurate, up to date and important information is easily available to parishioners and the community.

† Broadly publicize all communication vehicles available to the parishioners.

† Periodically review and update the strategy, the communication vehicles, and the process to employ those vehicles.

GOAL: Establish a ministry that will both market the ministries within the parish and provide support to ministries so that they can market themselves.

† Create a positive image of the Parish Council.

† Communicate pertinent current information to the Marketing Coordinator by Commissions and their ministries.

† Create a strategy to improve the awareness of the annual Ministry Fair.

Phone Tree Coordinator

Manage the computer-based telephone program to communicate information to parishioners.

GOAL: Use modern web based technology and gradually phase out the computerized Phone Tree.

- † Use current capabilities of the Phone Tree and share with the Parish Staff, Commissions, and individual ministries.
- † Phase out the Phone Tree system and use a web based system.

Pictorial Directory

Publish a parish directory.

Website Coordinator

GOAL: Establish a strategy to improve the capabilities and the use of the parish website: www.stpetersboerne.com.

- † Continue to keep the website current, functional and user friendly.
- † Raise the parish awareness and use of www.stpetersboerne.com.
- † Explore the utilities of the parish database to further enhance features and content of the parish website.

Weekly Bulletin and News

Responsibility of content in the weekly parish bulletin and the parish newsletter.

Commission: Community Faith Formation

Role: To provide lifelong opportunities to grow in faith through prayer, scripture, sacramental participation, and service in our parish, community, and world.

Ministries:

Adult Formation:

ACTS

Adult Bible Study & Prayer Groups

Alpha

Cursillo/Ultreya Ministry

MOMS

RCIA/RCIA Companion Sponsor Ministry

RICA (Spanish)

Small Christian Communities

High School Faith Formation:

Confirmation Preparation Life Teen	Youth ACTS Retreats
Middle School Faith Formation: The EDGE	The EDGE Retreats
Children's Faith Formation: Catechesis of the Good Shepherd (preschool)	Little Flock & Childcare Ministry
Catholic Camp	Sacramental Preparation
Elementary Faith Formation (grades K-6)	Vacation Bible School

Adult Formation:

ACTS

Promote the concept of Adoration, Community, Theology and Service by hosting regular retreats for men and women.

GOAL: Keep the ACTS movement visible and in the forefront at St. Peter's by strengthening and expanding support of the ACTS ministry.

- † Conduct ACTS fellowship four times a year.
- † Invite members of the ACTS community to become active supporters of retreats, fellowship, and Mass.
- † To invite ACTS participants to join in the various parish ministries.

Adult Bible Study & Prayer Groups

Many bible study groups designed to fit most schedules and learning styles.

GOAL: Provide an opportunity for a better understanding of the bible and small group fellowship.

- † Have regular classes where adults have an opportunity to study and learn all aspects of the bible in a structured sequence.
- † Enjoy time spent with others as they learn and discuss elements of the bible.

Alpha

A 10 week program, for adults, to discuss and learn more about the Catholic faith.

GOAL: Extend the welcoming reach of the St. Peter's christian family through the Alpha program to those members of the community who have left the Church, are searching for faith, or feel left out.

- † Increase involvement of parish members in the Alpha program.

Cursillo/Ultreya

A short course in Christianity conducted in Spanish.

- † **GOAL:** Promote the Faith and Spiritual life of our Hispanic family.

MOMS

Moms of all ages gather to share the joys and challenges of motherhood.

RCIA (Rite of Christian Initiation of Adults)/ RCIA Companion Sponsor Ministry/RICA (Spanish – Rito de Iniciación de Adultos)

A sacramental process during which candidates prepare for full initiation into the Catholic Church. RCIA/RICA companions walk with a candidate during the process.

GOAL: Continue inviting and welcoming families into the sacramental and social life of our parish.

- † Continue to promote sacramental preparation - specifically First Eucharist and Reconciliation - by providing all printed materials in English and Spanish for all parish families.
- † Invite and schedule Pastoral Council members and Ministry Leaders (or a representative) to actively welcome those persons who are considering becoming part of our faith tradition by attending the social time prior to the RCIA session, Sunday's at 10:15 am, year round.
- † The RCIA team will provide names/addresses of each new person initiated into our faith community to all ministries so a card of welcome/congratulations may be sent to them on behalf of that ministry.
- † Immediately following every Rite of Welcome, the RCIA/RICA teams will submit the name/address of the catechumen/candidate to the New Parishioner Welcome Committee so that they may present a welcome packet/binder to this person or family.

GOAL: Strengthen existing faith formation ministries that nourish the lives of all parishioners.

Small Christian Communities

Groups meeting to pray, study scripture and grow in community.

GOAL: Enrich the lives of adults in our community by bringing them together for faith sharing in small groups.

- † Continue the Small Christian Communities (faith sharing groups) that began with “Renew” in mini sessions or seasonal sessions.
- † Facilitators will meet quarterly to plan themes that are seasonal or follow the weekly scripture.

High School Faith Formation:

Confirmation

Prepare candidates for confirmation.

GOAL: Celebrate with youth on the joy of their Confirmation.

Life Teen

Provide support to help lead teens closer to Christ.

Activities:

ANNUAL	MONTHLY	WEEKLY	ONGOING
Faith-based trips	HS Leadership	Bible Study	Service Projects
HS Leadership trips	XLT	EDGE Nights	
HS Mission trips		Life Nights	
Overnight socials			
Purity Retreat			
Teen ACTS			

GOAL: Educate the parish on how and why to support youth ministries.

- † Encourage adults to recognize youth in the community and to create a welcoming atmosphere.

GOAL: Develop a culture conducive to cultivating a positive atmosphere towards vocations to the religious life.

Youth ACTS Retreat

Led by high school youth, for freshmen through senior years.

Middle School Faith Formation:

Edge

Meet the educational, spiritual, social and emotional needs of adolescents in 7th and 8th grade.

Edge Retreat

7th and 8th grade students have a fun filled weekend learning how to live their Catholic faith and grow in community.

Children's Faith Formation:

Catechesis of the Good Shepherd

Serves 3 - 5 year olds using the Montessori Method.

Catholic Camp

One week of summer camp for 1st - 6th graders.

Elementary Faith Formation

Assists parents of kindergarten to 6th grade students teach their children how to live the Catholic faith.

Little Flock & Childcare

Provides childcare during faith formation and Sunday Mass.

Sacramental Preparation

First Reconciliation and First Eucharist preparation are offered as a family event that includes home based learning and a family retreat.

Vacation Bible School

A one week summer session for 4 years - 6th grade.

Commission: Family Life

Role: To support the community by meeting the social and service needs of parishioners of all ages.

Ministries:

CYO

Engaged Couples Sponsor Ministry

Faithful Quilters

Family Fellowship

Knights of Columbus

Marriage Encounter

Scouting

Senior Ministry

Singles and Young Adults

Women's Ministry

CYO

Offers youth sports and recreation programs that emphasize friendly competition supervised by adult leaders.

ENGAGED COUPLES

FAITHFUL QUILTERS

Experienced and novice quilters joining together in fellowship to make quilts for parish fundraisers and community projects.

- † Increase membership.
- † Develop member skills through sharing of sewing and quilting experiences and techniques.

FAMILY FELLOWSHIP

Parish families gather to share in the life of their faith community with social activities.

GOAL: Increase membership by 3 to 5 families.

- † Continue current events, i.e. Progressive Dinner, Easter Egg Hunt, Bowling and Swimming.

KNIGHTS OF COLUMBUS

Open to men 18 and older who are committed to making their community a better place, supporting their church and enhancing their faith and family life.

GOAL: Provide Catholic men of St. Peter's the opportunity to gather together as a community, and to share their time, talent, and resources as a service to others in imitation of Jesus.

- † Increase interest in and invite men to join the Knights of Columbus by informing them of its purpose and role in our community and the world.
- † Increase council member participation in service projects.
- † Increase council membership by 11 and increase insurance membership by 6 by making information available to male parishioners.

MARRIAGE ENCOUNTER

Enhance the love you share and learn simple communication techniques at an encounter weekend.

SCOUTING

Boys learning to develop character, citizenship and personal fitness.

CUB SCOUTS (AGES 7 TO 10)

GOAL: Provide this program to boys of this age.

- † Add 6 to 10 new Tiger Scouts (1st graders) by August 2009.
- † Increase Bear, Wolf and Webelo den membership by 2 Cubs each.
- † Have 75% of Webelo 2 boys transition to Boy Scout status by February 2010.
- † Provide soup supper for one Friday during Lent.

BOY SCOUTS (AGES 11 TO 20)

GOAL: Provide this program to boys of this age.

- † Assist the Knights of Columbus with service projects.
- † Decorate church grounds during Christmas season.
- † Setup and oversee the Easter Vigil fire.
- † Pick up trash at the conclusion of the Fall Festival.
- † Provide soup supper for one Friday during Lent.

SENIOR MINISTRY

Provide opportunities for seniors in our community to come together in fellowship and prayer.

GOAL: Provide members opportunities to participate more fully in parish and community activities.

- † Increase membership through bulletin articles and word of mouth.
- † Continue meeting as an organization on a monthly basis.
- † Plan six trips throughout the year. Examples: cathedrals, painted churches, missions.

- † Coordinate periodic Eucharistic Adoration services.
- † Participate in parish activities in an effort to help the parish community, i.e. Festival duck pond and retreats.
- † Assist Pastoral Council with soup supper one Friday during Lent.

WOMEN'S MINISTRY

Women, who pray together, enjoy each other's company, discuss women's issues and raise money for the parish.

GOAL: Provide the women of St. Peter are the opportunity to become a self reliant ministry by experiencing the way of Christ through fellowship and service to others.

- † Increase membership.
- † Sponsor events to raise funds for scholarships for high school students, adults and sister parish members.
- † Conduct one service project for the parish.
- † Assist with parish festival by serving desserts.

YOUNG ADULTS

Fill the gap between high school and 30 years of age while joining friends for prayer, fellowship and fun.

Commission: Hospitality

Role: To provide ongoing opportunities for all parishioners to utilize their time, talent and treasures, enjoy fellowship, and serve others in our parish and community.

Ministries:

Cookie Ministry

New Parishioner Welcome Ministry

Parish Appreciation Dinner

Parish Festival

NEW PARISHIONER WELCOME MINISTRY

Visit new parishioners to provide initial welcome to the parish.

GOAL: Welcome and recognize every new parishioner.

- † Greet each new household, provide parish information, and answer questions.

- † Invite each new household to the semi-annual New Parishioner Welcome Social.
- † Assess new members' talents and interests and provide follow up as needed.

PARISH APPRECIATION DINNER

Plans and coordinates the annual Parish Appreciation Dinner.

GOAL: Increase attendance at Parish appreciation dinner by 10% from 350 to 385.

- † Provide childcare
- † Follow up on RSVPS
- † Provide shuttle service to and from vehicles
- † Insure no ministry meetings scheduled on date of Appreciation Dinner
- † Develop plan for committee assignments

PARISH FESTIVAL

Plans and coordinates the annual Parish Fall Festival.

GOAL: Provide parishioners with fellowship and opportunity to participate.

- † Select a Chairman and Co-Chairman for the annual Festival by April of each year.
- † Establish a Festival Advisory Board of past Chairpersons to provide support to incoming Chairperson.
- † Plan and communicate Festival requirements from the committee to ministry leaders.
- † Conduct a final pre festival meeting for participating ministry leaders and volunteers.
- † Increase Fall Festival revenue to \$55,000.
- † Develop an after action report for incoming Chairperson.

Commission: Operations

Role: To support the Finance Council, Facilities and Landscaping Committees and Parish Administrative staff as needed in their services to the St. Peter the Apostle Catholic Church parish and parishioners.

Ministries:

Facility Committee Landscaping
Finance Council

FACILITY COMMITTEE

Assist the pastor in planning for parish facilities.

GOAL: Guide St. Peter’s parish facilities design, construction and maintenance.

† Through appropriate data gathering and in coordination with the Finance Council and the pastor.

FINANCE COUNCIL

Assist the pastor in the proper business and financial management of the parish.

GOAL: Provide fundraising needs, strategies and recommendations to the pastor.

† Through appropriate data gathering, forecasting and analysis, develop a long term (5 to 15 year) financial plan.

LANDSCAPING

Maintain the parish grounds.

GOAL: Design, plant and maintain the facilities landscaping.

† Organize volunteers to maintain and improve day to day and long term parish landscaping.

Commission: Outreach and Justice

Role: To provide service and outreach to the parish family and the community preserve the dignity of each individual.

GOAL: Extend the resources of the parish to the needs of others by seeking parishioners mutual support.

- † Increase participation in the Outreach & Justice Commission ministries.
- † Make available the information which the ministry leaders have written on their respective ministries, *including the Boerne Area Ministries information, via various parish communications media and via the Marketing Coordinator in the Communications Commission.*
- † Assess the talents and gifts of the parish as they relate to the Outreach & Justice Commission by attending New Parishioner Welcome Ministry events.
- † Ensure that each ministry has continued leadership through a succession plan.

Ministries:

ESL Classes	St. Vincent de Paul
Mission Council	SAMM Ministry
	Boerne Area Ministries
Christian Women's Job Corps	Hill Country Pregnancy Care Center
Golfers for Others	Kairos Prison Ministry
Hill Country Daily Bread	We Can! Mentoring Ministry
Hill Country Family Services	Women's Shelter
Hill Country Mission for Health	

ESL

Provide training and support to those who may have difficulty with English.

GOAL: Help to become self-sufficient with the English language.

MISSION COUNCIL

Provide support to our sister parish in Juarez, Mexico. In addition educates the parish on social issues.

GOAL: Improve the council's ministry.

- † Increase the number of available volunteers by five (5).
- † Create an alternative method of liaison with our sister parish in Juarez, Mexico and thus improve knowledge of immigration issues, life on the border, etc.

- † Raise \$56,000 to donate to our sister parish needs particularly the scholarship fund.

ST VINCENT DE PAUL

Work in the community to serve those in need and also seek to grow the spirituality of our members.

GOAL: Improve effectiveness of Conference members.

- † Conduct an annual spiritual retreat.
- † Have a minimum of four guest speakers per year from area service agencies.
- † Increase parishioner's awareness of our actions and service.

SAMM MINISTRY

The group serves a monthly meal at the SAMM shelter to the elderly, disabled and homeless.

GOAL: Increase St. Peter's parish participation in this ministry.

- † Increase the number of St Peter's volunteers by 40% (from 15 to 21).

BOERNE AREA MINISTRIES:

HILL COUNTRY DAILY BREAD (HCDB)

Non-profit ministry that distributes food and other basic needs to families.

GOAL: Increase St. Peter's parish participation in this ministry.

- † Increase the number of Catholic volunteers by 10% (from 15 to 17) within the next 9 months.
- † Increase the number of Catholic families served by 10% (from 20 to 22) within the next 12 months.
- † Coordinate with LIFE TEEN and EDGE coordinators to have those groups volunteer at HCDB at least twice a year.

HILL COUNTRY PREGNANCY CARE CENTER

Empowering individuals to make Christ Centered choices regarding pregnancy and sexuality.

Goal: Increase St. Peter's parish participation in this ministry.

- † Improve participation in the Baby Bottle drive by increasing the number of bottles collected by 75.
- † Have a minimum of 40 St Peters' parishioners attend the centers' Annual Gala.
- † Add an additional St Peters' volunteer lay counselor for the center.

Commission: Pastoral Care

Role: Keep the Church family connected by providing spiritual, emotional and physical support to sick, elderly, grieving and people in crisis.

Ministries:

Bereavement Ministry	Stephen Ministry
Samaritan Ministry	Veteran's Outreach

GOAL: Improve effectiveness of ministry.

- † Meet at least once a year or have an annual retreat for spiritual team building, progress updates, expressing needs and planning,

BEREAVEMENT MINISTRY

Provide support to families who have lost a loved one by providing a meal following the funeral Mass at St. Peter's.

GOAL: Improve effectiveness of ministry members.

- † Increase available volunteers by 10% before the end of 2010 and reassess needs annually.
- † Maintain confidentiality of care receiver; record complaints and acknowledge accordingly.
- † Invite more bilingual ministers / caregivers and explain services at the Spanish Mass at least once a year or as needed.
- † Invite formally trained caregivers to re-enlist in ministry.

SAMARITAN MINISTRY

Eucharistic ministers with a special dedication to taking Eucharist to the sick or home bound.

STEPHEN MINISTRY

Ministers are available to meet with individuals who are suffering for a variety of reasons.

GOAL: Improve effectiveness of ministry members.

- † Improve communication with parish office.
- † Increase volunteers by four by the end of 2010.
- † Increase bilingual ministers by one before the end of 2010.

VETERAN'S MINISTRY

Commission: Worship

Role: To come together as a community for spiritual nourishment through active participation in the Eucharist, the Word, prayer and fellowship to prepare us to serve God and others.

Ministries:

Adoration Ministry	Lectors
Altar Care Society	Liturgy Committee
Altar Servers	Liturgy of the Word for Children
Centering Prayer	Music Ministry
Eucharistic Ministers	Shepherds of Christ
Guadalupana Society	Ushers/Greeters

ADORATION MINISTRY

“Holy Hour” devotion to the divine Eucharist.

GOAL: Increase parishioners’ awareness of the Holy Spirit in our lives.

- † Invite all to become a Guardian of the Eucharist in Adoration.
- † Encourage all ministries to conduct a monthly Adoration service.

ALTAR CARE SOCIETY

Prepares the Table for the Celebration of the Eucharist and cares for the linens.

GOAL: Continue service to the Lord and the parish.

- † Increase the current membership of 46 by 10 percent each year.

- † Increase communication among ministry members to provide quality care.

ALTAR SERVERS

Assist the Celebrant at Mass and other celebrations.

GOAL: Conduct a training session at the start of each Liturgical Ministry schedule.

GOAL: Recruit an assistant ministry leader.

CENTERING PRAYER

Parishioners gather for contemplative prayer as taught by Fr. Thomas Keating.

GOAL: Provide member training and increase awareness of the ministry's presence and purpose.

- † Complete the Spiritual Journey series of videotapes within 12 months.
- † Co-ministers will provide Contemplative Outreach leaflets at the parish annual ministry fair to persons interested.

EUCCHARISTIC MINISTERS

Assist the Celebrant in distributing the Eucharist at Masses and Eucharistic Celebrations.

GOAL: Provide sufficient ministry support for each Mass and training for members.

- † Achieve and maintain 4 Lead Eucharistic Ministers for each regularly scheduled Mass.
- † Conduct training as needed for new Eucharistic Ministers.
- † Conduct annual refresher training for all Eucharistic Ministers.

GUADALUPANA SOCIETY

Devotion to Our Lady of Guadalupe.

GOAL: Provide financial support to students and spiritual support to the elderly.

- † Award scholarships to graduating high school seniors from St. Peter's parish.

- † Encourage and support members to visit nursing home residents twice a month.

LECTORS

Entrusted with the proclamation of the Word of God during Mass and other occasions of worship, lectors present the readings with clarity and distinction, so that it is not merely “read” but fully understood by the community.

GOAL: Increase the number of lectors.

GOAL: Conduct an evening of “Liturgical Renewal” annually.

LITURGY COMMITTEE

Plan and develop liturgical services and appropriately decorate the sanctuary.

GOAL: Provide meaningful worship services for all who attend St. Peter’s.

- † Continue to meet on a monthly and as needed basis.
- † Increase membership by one or two yearly ensuring contribution of new ideas.
- † Encourage newer members to take on the responsibilities of planning liturgies.
- † Provide training for new members by having them work with those more experienced members to learn the process.
- † Pray and share faith together as a committee to increase awareness of God's presence in the planning of liturgies.

SHEPHERDS OF CHRIST

Promotes consecration of the Sacred Heart of Jesus, the Immaculate Heart of Mary and the Rosary.

GOAL: Continue to pray for the priests, the church and the world.

GOAL: Increase membership by providing parishioner’s awareness of this ministry.