

**BLESSED SACRAMENT PASTORAL PLAN IMPLEMENTATION
INSPIRE STEWARDSHIP**

GOALS	OBJECTIVES	ACTION STEPS	IMPLEMENTERS AND TEAM	MILESTONES AND COMPLETION DATE	RESOURCES REQUIRED
2) Improve Communications.	A) Capture accurate information and parishioner contact information.	A-1. Research and decide best way to capture and maintain parishioner information. A-2. Develop system and process to capture information. A-3. Capture every parishioner's information. A-4. Maintain accurate and current parishioner information.	A-1. Lead and 2 implementers A-2. Lead and one implementer A-3. Lead and 2 implementers A-4. Implementer and parish office (Liaison: Christina Papi)	A-1. Make decision by March 15, 2017. A-2. Develop system and process by May 1, 2017. A-3. Capture information by May 15, 2017. A-4. Begin ongoing maintenance by June, 2017	A-1. Secure Database to store parishioner information. A-4. Person (to be named) to maintain Database on an ongoing basis.

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	<p>B) Design a parish communication process to reach more parishioners and give them easy access to information.</p>	<p>B-1. Identify and develop the cadence, goals, target audiences through segmentation, key messages and objectives of the communication plan.</p> <p>B-2. Identify and decide on the communication channels.</p> <p>B-3. Develop communication calendar.</p> <p>B-4. Develop creative templates and design elements.</p> <p>B-5. Begin communication to parishioners.</p> <p>B-6. Maintain current and accurate communications calendar.</p>	<p>B-1/2. Lead and 2 implementers.</p> <p>B-3. Lead and one implementer</p> <p>B-4. Lead and implementer (Liaison: Ricardo Hajar)</p> <p>B-5. Lead and one implementer.</p> <p>B-6. Lead and one implementer (Liaison: Christina Papi)</p>	<p>B-1. Develop draft of communication plan by March 15, 2016.</p> <p>B-2. Identify communications channels by March 15, 2016.</p> <p>B-3. Develop first draft of calendar by April 15, 2017 with ongoing updates.</p> <p>B-4. Develop all creative elements by May 2017.</p> <p>B-5. Start roll out of communications in September 2017.</p> <p>B-6. Continue with ongoing communications.</p>	<p>B-1. Need to confirm that the team creating system to capture parishioner information asks parishioners for the option to contact them. Legal review to ensure compliance.</p> <p>B-2. Need to work with the team capturing information to understand if there are capabilities to communicate through the database they identify.</p> <p>B-3. Work with William Moran (parish administration) to identify events/special announcements that can be planned in advance.</p>

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<p>3) Improve financial position of parish.</p>	<p>A) Balance operating budget (increase donations/reduce expenses).</p>	<p>A-1. Market and increase Parish Pay enrollment: Add 50 parishioners per year (\$65k). Define process. A-2. Generate Income through suggested donations: Baptisms/Weddings (\$75k), Memorials/Intentions (\$15k), Candles/Books (\$15k). Define process and materials A-3. Explore expense reduction through research of building efficiencies. Form Building and Grounds Committee and present findings and proposal to Finance Council.</p>	<p>A-1 and A-2. Lead and two implementers (Liaison: Pia Ferrario) A-3. Lead and one implementer plus Building and Grounds Committee. (Liaison: Pia Ferrario)</p>	<p>A-1. Market and begin enrollment by April 2017 with continuity program. Measure in January 2018. A-2. Market and roll out by May 2017. Measure in January 2018. A-3. Findings and proposal by September 2017. Determine direction to take by November 2017.</p>	<p>A-1 and A-2. Consult with Maura McGrath (Finance Council), Daniel Champoli/William Moran (parish administration) A-3. Consult with Maura McGrath (Finance Council), Daniel Champoli (parish administration)</p>
	<p>B) Improve transparency of financial needs and how funds are used.</p>	<p>B-1. Provide Quarterly Parish Financial updates in addition to Annual Report. Continue weekly reporting in bulletin. B-2. Provide Parish Communication Newsletters (Financial and Ministries News). Print and Digital.</p>	<p>B-1. Lead and one implementer, Finance Council member. (Liaison: Pia Ferrario) B-2. Lead and one implementer, "Deepen Discipleship" Goal Team member (Liaison: Pia Ferrario)</p>	<p>B-1. Present reporting calendar and plan in April 2017 to Finance Council. Present first parish update in May. B-2. Present calendar and plan in May 2017. Finance Council and Father Duffell. Roll out in September 2017.</p>	<p>B-1 and 2. Consult with Daniel Champoli (parish administration) and "Improve Communications" Goal Team</p>

