

# ANNUAL CLUSTER IMPLEMENTATION PLAN

DATE July 2010

CLUSTER ID 350

PARISHES IN THE CLUSTER: Holy Family St. Boniface St. Patrick's Sacred Heart

Which Model are you working on?  Merger  Linkage  Partnership  Parish Director  Team

**GENERAL DIRECTIVE 1:** Pray and do all we can to increase vocations to ordained, consecrated life and lay ministry.

**GOAL:** To offer opportunities within the cluster to work toward increasing vocations

## ACTION PLAN

Objective(s)	Action Steps	When? How Frequent?	Responsibility
Pray for vocations	<ol style="list-style-type: none"> <li>1. Include a prayer for vocations in the General Intercessions at weekend liturgies</li> <li>2. Dedicate one hour of Eucharistic Adoration specifically to prayer for vocations</li> </ol>	<ol style="list-style-type: none"> <li>1. Monthly</li> <li>2. Each time Eucharistic Exposition is offered anywhere in the cluster</li> </ol>	Liturgy committee and/or pastoral minister of each parish
Expand awareness of the shortage of priests and the resulting challenges	Encourage parishioners to personally invite young people to consider a vocation to ordained or religious life	During National Vocations Awareness Week, World Day of Prayer for Vocations and World Day of Prayer for Consecrated Life	Pastors
Explore options for vocational opportunities	<ol style="list-style-type: none"> <li>1. Invite members of religious communities to share vocation stories with our youth—and invite parishioners to attend</li> <li>2. Offer information about religious vocations as “2<sup>nd</sup> vocation” to mature adults</li> </ol>	Annually	Religious Ed. High School Coordinator  Adult Education Coordinator

**GENERAL DIRECTIVES 2 & 7 and SCHOOL DIRECTIVES 1-5: [See Diocesan Guidelines Sheet]**

**GOAL:** to have all four cluster parishes support the Catholic schools in the area and to comply with the diocesan school directives.

**ACTION PLAN**

<b>Objective(s)</b>	<b>Action Steps</b>	<b>When? How Frequent?</b>	<b>Responsibility</b>
To promote Catholic School education by providing information about the Catholic schools attended by cluster students.	<ol style="list-style-type: none"> <li>1. A school representative will provide an overview of Catholic School Education to each parish within our cluster</li> <li>2. Provide promotional information packets</li> </ol>	<ol style="list-style-type: none"> <li>1. Biannually</li> <li>2. Annually</li> </ol>	School principals
To promote financial support for the cluster's Catholic schools	Each parish will hold a fund raising event that would include the families from the schools' home parishes. Each parish will donate a portion of the proceeds to Catholic schools within our area.	Annually	Individual parish Councils
To implement the Diocesan Catholic Schools Plan	<ol style="list-style-type: none"> <li>1. Create an Enrollment Management and Development Team (EMDT) represented by all four parishes in the cluster</li> <li>2. Survey the entire cluster and analyze the results (according to Diocesan School Direct #2)</li> <li>3. Work together with Cluster 230 and their principals to create a plan that includes ways to share resources and collaborate</li> </ol>	<ol style="list-style-type: none"> <li>1. By 10-1-10</li> <li>2. By 5-15-11</li> </ol>	<ol style="list-style-type: none"> <li>1. Cluster Implementation Team</li> <li>2. EMDT Team</li> <li>3. EMDT Team</li> </ol>

**GENERAL DIRECTIVE 3:** Implement a Cluster Planning & Implementation Team (CPIT) [This is in place and has been ongoing since 2008]

**GENERAL DIRECTIVES 4, 5 and 6:** Support implementation of diocesan recommended software

**GOAL:** To explore our parishes' use of ParishSoft and QuickBooks

**ACTION PLAN**

<b>Objective(s)</b>	<b>Action Steps</b>	<b>When? How Frequent?</b>	<b>Responsibility</b>
To transition to QuickBooks	Acquire software, hardware and training	Diocese will initiate	Finance Council o
To transition to ParishSoft	Explore uses of this software	Diocese will initiate	Parish Secretaries or census keepers
To transition to Churchwerks	Explore uses of this software	Diocese will initiate	School Personnel

**CLUSTER DIRECTIVE 1:** To form a working partnership across all programs

**GOAL:** To partner in the liturgical life of our cluster

**ACTION PLAN**

<b>Objective(s)</b>	<b>Action Steps</b>	<b>When? How Frequent?</b>	<b>Responsibility</b>
Communicate worship opportunities, ideas and educational opportunities within the cluster	<ol style="list-style-type: none"> <li>1. Continue to send bulletin announcements to all parishes in the cluster to list all cluster liturgical events</li> <li>2. Continue to post all worship opportunities on cluster page of S.H. web site</li> </ol>	Ongoing	<ol style="list-style-type: none"> <li>1. Each parish rep. in charge of the event.</li> <li>2. I.T. Staff</li> </ol>
Collaborate and share music resources	<ol style="list-style-type: none"> <li>1. Continue to share music selection for weekend liturgies</li> <li>2. Create a joint choir for joint sacramental celebrations</li> <li>3. Invite musicians from all 4 parishes to a hymn fest</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Whenever joint sacramental celebrations occur</li> </ol>	Parish music directors or coordinators
Collaborate in training and educating liturgical ministers	Hold joint workshops for liturgical ministry training and/or Invite outside resources to lead periodic workshops for all liturgical ministers if diocesan workshops are not available	Annually	Cluster Liturgy Team
Share Art & Environment Resources	Share resources and photos of environments with each other	Annually	Cluster Liturgy Team

**CLUSTER DIRECTIVE 1:** to form a working partnership across all programs

**GOAL:** To partner in Sacramental celebrations

**ACTION PLAN**

<b>Objective(s)</b>	<b>Action Steps</b>	<b>When? How Frequent?</b>	<b>Responsibility</b>
To celebrate Confirmation as a cluster	<ol style="list-style-type: none"> <li>1. Form a collaborative Confirmation planning team</li> <li>2. Have joint retreats and programs</li> <li>3. Share instructional resources to prepare confirmandi for the sacrament</li> </ol>	Annually with high school seniors	Religious Ed. Confirmation Instructors & Cluster Liturgy Team
To partner in the celebration of the Sacrament of the Anointing of the Sick	<ol style="list-style-type: none"> <li>1. Offer Anointing services at individual parishes with invitations to other parishes</li> <li>2. Offer one or more combined Anointing liturgy in the cluster</li> </ol>	<ol style="list-style-type: none"> <li>1. Four times a year</li> <li>2. Ongoing</li> </ol>	Cluster Liturgy Team

To offer the Sacrament of Reconciliation as a Cluster	Communicate dates and times of all penance services within the cluster	Ongoing	Pastors tell parish secretaries
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**CLUSTER DIRECTIVE 1:** Have pastoral councils meet together regularly for planning and sharing.

**GOAL:** To hold joint Parish Council meetings

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility
To share information about Cluster-related work	<ol style="list-style-type: none"> <li>1. Create agendas for joint pastoral council meetings</li> <li>2. Report on the work of sub-groups in the cluster.</li> <li>3. To devote to review and make suggestions for action plans for the cluster.</li> </ol>	<ol style="list-style-type: none"> <li>1. Semiannually</li> <li>2. At each parish's Pastoral Council meeting.</li> <li>3. At one meeting annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Parish Council presidents</li> <li>2. Reps. from Cluster Teams</li> </ol>
To become familiar with each parish site in the Cluster	Rotate the site of the joint cluster pastoral council meetings	Semiannually	Parish Councils
To become familiar with the workings of other parish councils within the cluster	Have at least one parish council member from each parish participate in another cluster parish's council meeting	Four council members—each one once during the year	Individual parish councils

**CLUSTER DIRECTIVE 1:** Form a strong working partnership across all programs

**GOAL:** To work together to carry out the Catholic Social Mission promoted by the Church.

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility
Bring important local, national and international social justice issues to the attention of parishioners in all parishes and educate cluster members about Catholic Social Teaching	Write weekly bulletin articles on major social issues	Weekly	Cluster Justice & Peace Committee

Involve members of all cluster parishes in responding to current social justice issues	Create opportunities for cluster members become involved in issues of Faithful Citizenship, Care for Creation, the Dignity of Work and the Rights of Workers, the Life and Dignity of the Human Person, and Options for the Poor and Vulnerable	Ongoing	Cluster Justice & Peace Committee
Provide support for existing social and justice programs (e.g. St. Vincent de Paul, Helping Hands, Mobile and local Food Pantry)	Enlist help (financial and personnel) in assisting in established programs	Ongoing	Cluster Justice & Peace Committee

**CLUSTER DIRECTIVE #2:** Continue cluster training program for catechists

**GOAL:** Provide educational and spiritual growth opportunities for catechists

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility
To meet together as a group to share information on religious education / formation	<ol style="list-style-type: none"> <li>1. Catechists from all parishes meet at alternating parishes for Mass and fellowship, idea sharing and hospitality</li> <li>2. Hold a “retreat”/in-service for the catechists from all four parishes</li> </ol>	Annually	Directors of Religious Education from each parish

**CLUSTER DIRECTIVE #2:** to continue collaborations in ministry to young families, singles, widows/widowers

**GOAL:** Engage non-health care providers in the healing of those in need (e.g. grief, divorce, young parents, elderly)

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility
To provide health-related outreach and services to all members of the cluster	<ol style="list-style-type: none"> <li>1. Provide health screenings</li> <li>2. Create educational opportunities on health issues</li> <li>3. Determine ongoing health needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2-3. As Needed</li> </ol>	Cluster Health Committee

**CLUSTER DIRECTIVE 3:** Share the cost of hiring a full-time youth minister for all parishes

Objective(s)	Action Steps	When? How Frequent?	Responsibility
On Hold until financial situation makes this possible. Study recommendations (including job description, salary, etc.) will be used.			

**CLUSTER DIRECTIVES #5-6:** When the number of priests in Cluster 350 is reduced from 2 to 1: Link St. Patrick, Holy Family St. Boniface and Sacred Heart. and work toward a merger of Holy Family, St. Boniface and St. Patrick within 1-3 years. Work to create a comprehensive written plan for your existing cluster parishes and taking into account your future linkage and merger, having goals, objectives and action steps with respective timelines and persons, to include usage of the worship sites, worship schedule, religious education program, youth ministry, adult education, RCIA, and vocations, school support and cemetery oversight. [Submit this plan by fall 2011.]

**GOAL:** To begin preparations for a plan that will effectively share one priest and parish resources

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility
To create a <b>Linkage/Merger Committee (LMC)</b> to study the linking/merger process	<ol style="list-style-type: none"> <li>1. Recruit people from each parish to form a study committee</li> <li>2. Using Madison Diocese / Reid Group Guidelines for Mergers and Linkages (<i>Trusting in the Spirit</i>, Section VI, “Plans for Parishes,” pp. 1a-1 through 2b-13))—create a list of what needs to be done.</li> </ol>	<ol style="list-style-type: none"> <li>1. By 1-1-11</li> <li>2. By 5-15-11</li> </ol>	<ol style="list-style-type: none"> <li>1. Implementation Team</li> <li>2. LMC</li> </ol>
To review the <b>cost of supporting the pastor</b> and his <b>residence</b>	Assess percentages of future contributions from each parish based on current proportion of giving for each parish	By 11-30-11	LMC with the help of Parish Finance Councils
To prepare for a revised weekend <b>Mass schedule</b> that will provide for the needs of the cluster parishioners and will work for the cluster pastor	<ol style="list-style-type: none"> <li>1. Use data on Mass attendance and seating capacities to determine facility usage.</li> <li>2. Assess time/travel issues involved in Masses at multiple sites.</li> <li>3. Propose a Mass schedule that will work for all linked parishes</li> </ol>	By 11-30-11	LMC
To assess existing <b>facilities</b> in terms of parish programs	<ol style="list-style-type: none"> <li>1. List current use of all cluster buildings.</li> <li>2. Determine parish program needs.</li> </ol>	By 11-30-11	LMC
To organize <b>staff</b> responsibilities in a way that benefits all linked parishes	<ol style="list-style-type: none"> <li>1. Review current administrative procedures</li> <li>2. List Current Staff positions</li> <li>3. Propose a blending of paid and volunteer positions for all linked parishes</li> </ol>	By 11-30-11	LMC

