

# CHAPTER I

## A History of St. Joan of Arc Parish

Asheville, North Carolina, experienced rapid expansion of its population during the second and third decades of the 20<sup>th</sup> Century. The only parish serving a growing community of Catholics was St. Lawrence Church, beneficiaries of the new wealth and architectural skills brought to the mountains by George Vanderbilt. However, the new church's location on the prime real estate of Battery Park made the cost of constructing a parochial school prohibitive. Consequently Bishop William Hafey, Bishop of Raleigh, purchased the Gardner home, a 12 room residence on Haywood Road west of the river in March 1927 and had it renovated to be a parochial school and chapel of St. Lawrence Church. In September of that year, under the direction of Rev. Louis Bour, pastor of St. Lawrence, the chapel and school were dedicated to the patroness St. Joan of Arc.

The school opened with 72 pupils and was the first parochial school in Asheville. It was staffed by the Sisters of Religious of Christian Education, who lived at St. Genevieve of the Pines convent and school.

Regular services were held for the Catholics of West Asheville in the school chapel. Due to the rapid growth of the Catholic community, Bishop Hafey formed a parish separate from St. Lawrence. The Rev. Frank G. Gallagher was appointed as first pastor of St. Joan of Arc church and school on February 1, 1928.

Four years later, Pastor Rev. Frank McCourt purchased the building adjoining the parish property, at the corner of Haywood Rd. and Mitchell Avenue for use as the church's rectory. Four years after that, in 1936, then Pastor Rev. Arthur Racette determined that a new building built on Mitchell Avenue would serve as a chapel for the swelling community of 200 parishioners and an assembly room for the increasing student body then enrolled in the St. Joan of Arc School.

By 1950, school enrollment had grown to 163 students. The old Gardner home was inadequate for such numbers, and so a new brick school building was constructed to accommodate this growth. The new St. Joan of Arc School, facing Haywood Road, remained our Parish Center until the 2004 sale of the property and movement of the church to its current Candler address. Rev. William J. Kuder was pastor at that time.

In 1961, a parishioner bequeathed a house and property on Blue Ridge Avenue to the diocese of Raleigh. Bishop Waters turned it over to the parish for use as a convent in 1961. This property was likewise sold in 2004 to help pay for our new site.

By 1963 the pastor, Walter J. Sullivan, added an extension to the school building, replacing the original 1927 school house. Five classrooms, restrooms and a multipurpose gymnasium complete with an industrial kitchen and locker rooms greatly expanded the range of activities the parish could

sponsor. During this time, the first Cursillo at St. Joan of Arc took place. Church dinners as well as school lunches were produced in the new kitchen. The school sponsored athletic league basketball competition. The school to help meet expenses sponsored weekly Bingo games, and many faithful volunteers put in countless hours setting up and cleaning up after these events.

The Sisters of Mercy of Belmont, N.C. took over staffing the school from 1971 to 1973, and the Sisters of Providence took over staffing the school under the leadership of Sr. Rose Marita from 1973 until the school was closed in 1981.

1972 was first of three pivotal years for St. Joan of Arc became a part of the newly formed diocese of Charlotte under Bishop Michael Begley, and our first Parish Pastoral Council was established. Parishioners began to recognize the crushing debt obligations that had accumulated over the years. From 1972 to 1978 five priests served one-year appointments, wrestling with the finances of a parish devastated by declining enrollment in the school, a nation-wide economic downturn and increasing maintenance costs for the aging buildings. The Reverends John H. Huston, J. Paul Byron, Edward J. Sheridan, Carlo Tarasi, Richard Hanson all worked under the imminent threat of bankruptcy. Ahead of his time, a “green” Fr. Hanson even collected recyclable bottles and cans on the back porch of the sacristy to sell to recyclers. Eventually, the burden of maintaining a viable school, its buildings and staff, became critical. With great sadness, St. Joan of Arc School closed its doors in 1981.

1981 became a second pivotal year by virtue of the school closing. As recorded above, the very identity of the St. Joan of Arc Parish was inextricably linked to the growth and development of the school from its inception. The parish needed a new definition of itself; a new mission statement.

Rev. Michael S. Klepacki was pastor 1982 to 1988. The old church sacristy was replaced and greatly expanded into an addition to the church sanctuary. He also paved the old school playground to provide parking for an again resurgent worship community. The parish office was moved from the rectory to the parish center and the old school library was converted to a meeting room, dedicated to Oscar Romero.

Rev. Morris Boyd became pastor from 1988 to 1998. During this time outreach ministries were expanded, including a ministry for people with HIV/ AIDS. The Men’s Club, Bereavement Committee and the first Finance Council were established. He also led the parish through a revision of the Parish Mission Statement in 1991. The sanctuary was remodeled to raise the altar and use the refurbished tabernacle. The Chapel of Reconciliation was finished and additional pews were added.

A three-year capital campaign was conducted to pay off the parish debt, purchase property adjacent to the church building in anticipation of future expansion, and demolish the old rectory at Haywood Road and Mitchell Avenue to make a parking lot for senior citizens and disabled parishioners.

Rev. John M. Pagel became pastor in 1998. Through strict fiscal control, he managed to make the parish debt free within two years. St. Joan of Arc hosted both men’s and women’s Cursillos in 2000. Rapid and significant growth of the Hispanic community in West Asheville created a new outreach opportunity for the parish. A Mass in Spanish was added Saturday evenings and a bilingual Mass was celebrated Sunday mornings and for special feast days. Hispanics also began to take an active role in parish life.

Once the school closed in 1981, the school facilities were largely underutilized. Routine maintenance and repair were put off for financial reasons. The rental of the facilities for a child care program proved costly due to damage to the property. It soon became evident that the buildings were showing their age. In 2001, the Parish was forced to replace the heating system and do plumbing repairs in order to continue use of the parish center for religious education and other parish functions. In 2002 leaks in the roofs of all three parish center buildings resulted in structural and cosmetic damage inside and out. The costs of maintaining the buildings eroded monies raised during the last capital campaign. Parishioners donated countless hours repairing and repainting to keep expenses down. A neighboring Lutheran parish rented part of the parish center as a middle school for its 2002-2003 school year. Their rent provided income for the repair of the roof.

The third pivotal point came in 1999 with the formation of a Parish Planning Committee to plan for the long-range spiritual and physical needs of the parish. Discussion groups were held in August, 2000 seeking input from parishioners about what is important for them for spiritual growth. Many suggestions and ideas were received and were included in the design of a new Parish facility. At first it appeared that the Parish could capitalize on its foresight buying additional lots adjacent to the existing facilities, the thought being that we could raze the old buildings and construct a new facility on land we already owned. However, the Diocese of Charlotte ruled that there was not enough land available at that site, and so the search for a suitable location commenced. First the Parish lost its school, and now it had lost its sense of community.

In 2004 the St. Joan of Arc's parish family began the initial Capital Campaign and purchased a 13-acre site on Asbury Road, outside the urban confinement that had limited future growth. The architectural firm of Yurko Design and Architecture, P.A., was contracted, and actual construction began in 2006. In the spring of 2007, construction was complete and St. Joan of Arc of Haywood Road in West Asheville moved its community to its beautiful new home on Asbury Road in the peaceful and pastoral setting of Candler.

Once moved into its new facilities, the Parish began a process of discernment. It not only had to become familiar with its new surroundings, but more importantly it had to become familiar with itself. Fr. Frank Seabo replaced Fr. Pagel in July, 2009. He reconstituted the long dormant Parish Pastoral Council, and charged it with the task of developing and maintaining a coherent Parish Pastoral Plan. This present document is the current Council's response to that charge.

We pray that the creation of this plan will signal a new turning point. We will identify opportunities as well as challenges. As we involved the whole St. Joan of Arc family we better understand the identity of this Parish in the present time. A vision for the future resides in the commissions' mission statements, goals and objectives.

St. Joan of Arc Parish has a reputation for reaching out and meeting local and regional community needs. This ministerial work now needs to include meeting the needs of our own parish, so that there will be systems, resources, people and a place in which to continue these good works.



# CHAPTER 2

## Parish Profile

### Community Profile

St. Joan of Arc Church moved in 2007 from its 80-year location on Haywood Road in West Asheville to its current location on Asbury Road in Candler, North Carolina. This put the church more central within its parish boundaries as defined by the Diocese of Charlotte.

Coincidentally in time, the national, regional and local economy took a significant downturn. The country was in an economic recession and is only now, in 2011, beginning to slowly show signs of recovery. The estimated 2000-2010 population growth for Buncombe County was 13.4% (Attachment A). Unemployment has continued to drop 1.1% compared to 2010 (attachment B). The 2010 average unemployment rate for Buncombe County was 8.4%. Much of the projected residential expansion reported in 2002 began. Many developments, however, halted and the economic downturn has left many houses and condominiums unoccupied. Commercial and industrial growth slowly continued to expand. During the past decade, West Asheville has been transforming into an attractive neighborhood for entrepreneurs to buy and remodel affordable housing and businesses. This has not been the case with the eastern part of Haywood County adjoining the parish boundary. Severe flooding in 2005 completely destroyed many residential, business, and farming communities in that area.

Education and health services are the primary employers, followed by leisure and hospitality services. Asheville and its surrounding counties continue to rank among the top areas to retire. The cost of living in this area is higher than the national average (Attachment C).

Private education and health services grew 43.2% from 2000 to 2010. Leisure and hospitality grew 18.1%. Manufacturing declined 34.8% and construction declined 27.1%. Overall non-farming industries grew an average of 3.3%.

## **Parish Life**

**Mass Attendance:** October, 2010 (5 weekends): 1,486 Attendants

The Parish Pastoral Council (aka Council), to discern the current status, needs and hopes of the parish, directed that a parish survey be conducted. Selected questions addressing the seven (7) essential elements of a parish were designed. The Council wanted to know parishioner's thoughts about their spiritual experience and growth, their sense of belonging, thoughts of being a unified faith community, and how to grow the parish. The entire process was overseen by the pastor and a task team who reported to the full Council.

### **Parish Survey Process**

The survey was provided in English and Spanish after at least two (2) weekends of education about how the survey process would occur. Surveys were available as bulletin inserts in English and Spanish (Attachments D & E), on September 19, 2010 for parishioners to study and return. Thirty-seven percent (37%) of responses were from bulletin inserts. The survey was also given and collected at all Masses on September 25<sup>th</sup> and 26<sup>th</sup>, 2010. Surveys were deposited into a locked box. No signatures or other identification data were requested to protect anonymity. Completed surveys were given to one specific parishioner to collate the data, analyze the results and report to the Council and pastor. Written responses were typed into a document and sanitized of any names mentioned in the comments or suggestions. Data responses were entered into an Access Database, imported to an Excel workbook and sorted as needed for analysis. The results, in review and discussion with the Council, formed three (3) questions used in open parish discussion.

### **Survey Results**

#### **Demographics**

- 135 respondents
- 62% are over 56 years old
- Predominantly female
- Predominantly married
- Attend Mass regularly

The survey did not address income, education, or ethno-cultural status of the respondents.

#### **Our Strengths as a Parish Family** (based on the survey responses):

- Facilities and grounds are well maintained
- We demonstrate a spirit of warmth and hospitality
- Masses are prayerful and spiritually moving
- We demonstrate a generous response to identified community needs

**Emerging Themes for Improvement** needed as a parish family:

- The spiritual experience of the liturgy
  - Homilies and their relevance to modern life and current issues
  - Adult learning style and attention span
  - Greater diversity of music, and faster-paced music
  - Uniform training of liturgical ministers
  
- Religious education for all ages
  - More opportunities for adult education on specific topics
  - Enhanced emphasis on pro-life issues
  - Clarify the Church’s teaching on “social justice”
  
- The sense of welcoming and belonging
  - Develop a program to acknowledge visitors and new parishioners, including inviting and encouraging new parishioners to get involved in parish ministries.
  
- The sense of being a unified faith community
  - Desire for a one-faith community by having multi-cultural liturgy and social events
  - Connectivity to community and ecumenical activities
  - Reduce perceived biases through words and behaviors
  - More information about outreach ministries
  - Increase response to the sacramental needs of the homebound
  - Concern about lack of young families to carry on our mission

**Focus Group Discussions** were scheduled and provided in English and Spanish. These occurred on:

November 6, 2010	9:30 AM	16 Participants
November 8, 2010	Hispanic Youth	15 Participants
November 11, 2010	7:00 PM	5 Participants
November 16, 2010	7:00 PM	3 Participants

Three questions were identified based on the responses from the written survey, and these 3 questions were asked in every discussion group. They are:

1. What makes the Liturgy meaningful to you?
2. What gives you a sense of welcoming and belonging?
3. What gives you a sense of a unified faith community?

**Focus Group Results**

Comments and suggestions received which are different from the written survey responses, are listed in random order, sanitized for privacy, and summarized for this plan.

1. What makes the Liturgy meaningful to you?
  - More personalized Prayers of the Faithful
  - Limited use of incense
  - Explain the Mass and sacraments on an adult level
  - Organ volume overpowers the cantors
  - Lavalier microphone for the pastor helps pick up all his words
  - Schedule is needed for rosary leaders
  
2. What gives you a sense of welcoming and belonging?
  - Encourage parishioners to reach out to visitors & new-comers
  - Highlight a ministry each month and have someone from that ministry explain it from the lectern
    - Support the ministries from the pulpit
    - Personally invite new people to join a ministry
  - Invite single people to take up the Offertory gifts
  - Develop a current brochure about the parish ministries and give to newcomers.
  
3. What gives you a sense of a unified faith community?
  - Recognize and celebrate the strengths and talents of the parish
  - Redefine the St. Joan of Arc parish “brand” and promote greater visibility/marketing in the community through increased involvement in community activities and events
  - Consider different Mass schedule options for more efficient use of all resources, including the pastor’s time
  - Post Mass times at the top of the church driveway
  - Empower the youth to take more active roles in ministries
  - Create a bi-lingual committee and address issues to unify the parish

There were also a number of suggestions placed in a virtual “parking lot” (Attachment F) to be delegated later to the most appropriate commission for follow-up.

1. What they agree strongly about (based on volume of responses)
  - Facilities and grounds are well-maintained (Q19)
  - We promote respect human life (Q15)
  - We demonstrate warmth and hospitality (Q14)
  - Understand meaning & purpose of Mass parts (Q11)
  - Provision of financial Reports (Q18)

In addition, these areas also have strong agreement:

- Masses are spiritual
- Lector’s manner is reverent
- We reach out to the poor
- We support families who experience death

2. Opportunities for improvement (based on volume of responses)
  - Introduce and welcome new members and visitors
  - Demonstrate cooperation with other Christian churches
  - Homilies & adult attention span
  - Adult faith formation; short programs with specific topics for adults
  - Work for social justice & the desire for a clearer definition

# Roman Catholic Diocese of Charlotte

## Mass Attendance by Parish by Year

### (26) St. Joan of Arc

Attendance								
Year	# of Masses	Week 1	Week 2	Week 3	Week 4	Total	Average Attendance	Average per Mass
1993	3	500	541	549	506	2096	524	175
1994	3	556	544	522	544	2166	542	181
1998	3	458	416	417	496	1787	447	149
1999	3	418	373	382	350	1523	381	127
2000	3	373	365	319	370	1427	357	119
2001	4	458	453	505	592	2008	502	126
2002	4	595	496	588	545	2224	556	139
2003	4	547	418	365	542	1902	476	119
2004	4	368	386	397	422	1573	393	98
2005	4	348	402	403	356	1509	377	94
2006	4	364	377	392	379	1512	378	95
2007	3	373	371	428	397	1569	392	131
2008	3	445	399	355	473	1672	418	139
2009	4	335	411	313	233	1292	323	81
2010	4	265	321	311	317	1214	304	76

# Sacramental History

## (26) St. Joan of Arc

Year	Baptisms			RCIA	First Holy Communion	Confirmation	Marriages			Deaths
	Child	Adult	TOTAL				Catholic	Interfaith	TOTAL	
1990	9	6	15	2	21	23	1	4	5	18
1991	16	6	22	1	22	0	1	4	5	14
1992	30	1	31	1	1	3	4	0	4	13
1993	3	3	6	4	0	9	2	1	3	10
1994	13	6	19	17	15	12	3	1	4	23
1995	16	1	17	7	23	9	5	3	8	14
1996	19	1	20	9	13	8	3	2	5	15
1997	14	2	16	5	14	19	2	1	3	7
1998	15	2	17	3	18	15	2	3	5	4
1999	2	0	2	9	9	17	0	1	1	14
2000	7	0	7	3	9	0	1	1	2	11
2001	4	3	7	5	10	1	4	1	5	17
2002	22	0	22	6	5	15	4	1	5	9
2003	16	1	17	5	15	4	2	1	3	3
2004	22	5	27	15	5	23	3	0	3	12
2005	22	0	22	0	6	7	2	0	2	1
2006	45	1	46	1	2	1	3	1	4	3
2007	30		30	1	8	9	2	1	3	10
2008	52	3	55	4	37	4	7	0	7	4
2009	40	2	42	2	10	0	2	0	2	9
2010	32	4	36	9	32	9	3	1	4	9
Subtotal	429	47	476	109	275	188	56	27	83	220
Average	21.5	2.4	23.8	6	13.8	9.4	2.8	1.4	4.2	11.0

# Faith Formation History

(26) St. Joan of Arc

Year	Elementary	Middle School*	High School	Total	Adult Education	RCIA
1990	93		10	103	0	2
1991						1
1992						1
1993						4
1994						17
1995	120		40	160	0	7
1996	80		40	120	0	9
1997	103		33	136	0	5
1998	83		37	120	0	3
1999	80		25	105	2	9
2000	60		20	80	5	3
2001	70		12	82	5	5
2002	70		30	100		6
2003	45		17	62	5	5
2004	42		10	52		15
2005	32		6	38		0
2006	33		8	41		1
2007	81		15	96		1
2008	32		11	43		4
2009	34		15	49		2
2010	63		16	79		9
Subtotal	1121		345	1466	17	109
Average	59		18	77	1	6

**\*Middle School enrollment and Youth Ministry was not officially collected by the Diocese until 2008.**

## Attachment A Population – Local Reports

### Population Growth

<b>Population Growth</b>	<b>2000</b>	<b>Estimate Spring 2010</b>	<b>Change %</b>
Asheville City	68,555	74,140	8.1
Buncombe County	206,330	233,932	13.4
Asheville MSA	369,168	417,012	13.0
North Carolina	8,049,313	9,505,218	18.1
United States	281,421,906	308,332,907	9.6

Source: SRC, LLC.2010

\*The Asheville MSA consists of Buncombe, Haywood, Henderson and Madison counties

Updated: Oct. 2010

## Attachment B Current Economic Indicators

### Unemployment

<b>Unemployment Rate %</b>	<b>October 2009</b>	<b>October 2010</b>	<b>Change</b>	<b>Avg YTD 2009</b>	<b>Avg YTD 2010</b>	<b>Change</b>
Asheville City	7.7	6.7	-1	7.8	7.5	-0.2
Buncombe County	8.5	7.4	-1.1	8.6	8.4	-0.3
Haywood County	9.2	8.0	-1.2	9.8	9.6	-0.2
Henderson County	9.0	7.2	-1.8	9.2	8.4	-0.8
Madison County	9.5	7.6	-1.9	9.6	9.5	-0.2
Asheville Metro	8.7	7.4	-1.3	9.0	8.6	-0.4
North Carolina	9.2	8.0	-1.2	9.8	9.6	-0.2
United States	9.5	9.0	-0.5	9.2	9.7	0.5

Source: U.S. Bureau of Labor Statistics

# Attachment C

## Cost of Living

National Average = 100

Area Metros	All Items	Food	Housing	Utilities	Transportation	Health Care	Misc.
Asheville, NC	101.1	104.6	97.6	113.4	94.2	104.5	100.6
Charlotte, NC	93.2	97.1	79.3	91.4	95.7	110.1	101.4
Durham, NC	96.5	97.9	86.5	96.5	105.5	108.3	100.5
Raleigh, NC	98.1	104.2	88.6	105.8	96.7	100.8	101.8
Wilmington, NC	98.7	107.9	89.4	108.7	97.6	99.9	100.2
Winston-Salem,NC	92.4	98.5	82.7	88.7	83.3	99.1	101.5
Atlanta, GA	95.5	96.1	90.5	86.5	99.3	103.1	100.3
Charleston, SC	98.2	105.7	92.3	96.8	93.9	104.2	101.5
Columbia, SC	100.3	105.2	82.0	109.2	102.0	106.0	110.6
Chattanooga, TN	91.1	97.4	83.7	82.7	96.4	93.1	95.7

Source: ACCRA Cost of Living Index, Third Quarter 2010: 314 Urban areas participated in the survey.

Published October 2010

# **Attachment D**

## **2010 Parish Survey – English**

### **INTRODUCTION**

“Let the Word of Christ, in all its richness, find a home with you. Teach each other, and advise each other, in all wisdom.” With these inspiring words from His letter to the Colossians, St. Paul reminds us of how much we can learn from one another as we strive to carry out God’s will and witness to the love of Christ in our daily lives. As members of the Catholic community of St. Joan of Arc, we now have a unique opportunity, in the form of a parish wide survey, to learn from one another for the purpose of improving and strengthening the ministries, programs, and services offered in our parish. The information obtained from the survey will be a sure guide in making those changes and improvements that can help our spiritual nourishment and growth. Please take time to carefully review the survey and then complete it according to the instructions below. Each completed survey is CONFIDENTIAL; however, an overall summary of the survey results will be published in the parish bulletin, along with a report on how the information will be used to bring about positive changes at St. Joan of Arc Parish.

St. Joan of Arc Parish Pastoral Council

## **SURVEY INSTRUCTIONS**

Indicate your choice of a rating for each statement in the survey using the following scale:

- (5) Strongly agree
- (4) Somewhat agree
- (3) Agree
- (2) Somewhat disagree
- (1) Strongly disagree

Or

NA (not applicable)

After each statement, write your suggestion(s) for improvement regarding the matter you have just rated. Be brief but also specific.

- 1) The Masses at my parish are prayerful and spiritually moving experiences for me: \_\_\_\_  
Suggestion:
- 2) My parish offers programs for the religious education of children that prepare them to live a life of faith: \_\_\_\_  
Suggestion:
- 3) The homilies at my parish are instructive and inspiring for me personally: \_\_\_\_  
Suggestion:
- 4) My parish fosters and encourages cultural, racial, and ethnic harmony based on respect for all persons: \_\_\_\_.  
Suggestion:
- 5) My parish offers youth ministry programs for teens that prepare them to live a life of faith: \_\_\_\_  
Suggestion:
- 6) The music at Sunday Masses in my parish enhances my ability to pray and experience involvement in the liturgy: \_\_\_\_  
Suggestion:
- 7) My parish offers encouragement to become involved in parish ministries: \_\_\_\_  
Suggestion:
- 8) My parish regularly offers programs in faith formation and spiritual development for adults: \_\_\_\_  
Suggestion:
- 9) The lectors at the Sunday Masses read the scriptures in a manner that is reverent and understandable: \_\_\_\_  
Suggestion:
- 10) My parish consistently attends to the spiritual and sacramental needs of the sick and shut-ins: \_\_\_\_  
Suggestion:
- 11) My parish encourages its members to work for social justice by their active participation in church associations: \_\_\_\_  
Suggestion:
- 12) I understand the meaning and purpose of the various parts of the Mass: \_\_\_\_  
Suggestion:

- 13) My parish fosters and encourages outreach to the poor: \_\_\_\_  
Suggestion:
- 14) My parish demonstrates cooperation with other Christian Churches: \_\_\_\_  
Suggestion:
- 15) My parish demonstrates a spirit of warmth and hospitality: \_\_\_\_  
Suggestion:
- 16) My parish promotes respect for human life: \_\_\_\_  
Suggestion:
- 17) My parish offers support for families who have experienced death:  
Suggestion:
- 18) New members of my parish are introduced and welcomed at Mass and also listed in the Parish bulletin: \_\_\_\_  
Suggestion:
- 19) My parish regularly provides understandable reports on Parish finances and other important parochial matters: \_\_\_\_  
Suggestion:
- 20) The facilities and grounds at my parish are well maintained: \_\_\_\_  
Suggestion:
- 21) I have a feeling of belonging and attachment to my parish: \_\_\_\_  
Suggestion:
- 22) Please answer the following question taking as much space as you need: *What would it take to GROW St. Joan of Arc Parish, i.e., increase the number of parishioners?*

23) Please circle the three (3) items in the survey statements that are **MOST IMPORTANT TO YOU.**

24) Please provide the following information which your parish needs to know about you by checking one response to each category:

A) Your age group:

14 to 17: \_\_\_\_

18 to 25: \_\_\_\_

26 to 39: \_\_\_\_

40 to 55: \_\_\_\_

56 to 69: \_\_\_\_

70 or more: \_\_\_\_

B) Current Marital Status:

Single: \_\_\_\_ Married: \_\_\_\_ Separated: \_\_\_\_ Divorced: \_\_\_\_ Widowed: \_\_\_\_

C) Gender: Female: \_\_\_\_ Male: \_\_\_\_

- D) Race/Ethnicity: African American/Black: \_\_\_\_ Anglo/White: \_\_\_\_ Asian: \_\_\_\_  
Hispanic/Latino \_\_\_\_ Native American: \_\_\_\_
- E) How often do you usually attend Sunday Mass at this parish?  
Only on special occasions: \_\_\_\_  
Once a month: \_\_\_\_  
About 2 or 3 times a month: \_\_\_\_  
Once a week: \_\_\_\_  
More than once a week \_\_\_\_

# Attachment E

## 2010 Parish survey – Spanish

### ENCUESTA DE LA PARROQUIA DE SANTA JUANA DE ARCO

#### INTRODUCCION

"Que la palabra de Cristo, hable en ustedes con toda su riqueza. Ensenense y aconsejense los unos a los otros, con toda su sabiduría." Estas palabras inspiradoras de la carta de San Pablo a los Colosenses nos recuerdan como podemos aprender los unos de los otros mientras tratamos de cumplir con la voluntad de Dios y atestiguamos el amor de Cristo diariamente en nuestras vidas.

Esta encuesta nos va a servir para mejorar y fortalecer nuestros ministerios y servicios. La información obtenida servirá como guía al párroco y al Consejo Pastoral de la Parroquia para el desarrollo del Nuevo Plan Pastoral de la Parroquia. Queremos aprender más acerca de su visión para el futuro de nuestra parroquia. Por favor, tome tiempo para revisar y completar esta encuesta. Cada respuesta es CONFIDENCIAL. Un resumen será publicado en el boletín con una explicación de como será utilizada esta información para realizar cambios positivos en Santa Juana de Arco.

Consejo Pastoral de la Parroquia

#### INSTRUCCIONES

Expresar sus sentimientos personales concernientes a cada afirmación en la encuesta usando la siguiente escala después de cada afirmación: (4) esta totalmente de acuerdo, (3) esta más o menos de acuerdo, (2) esta más o menos en desacuerdo, (1) esta totalmente en desacuerdo, o (NA) No se aplica a mí.

Debajo de cada afirmación escriba su sugerencia para mejorar esa área. Sea breve y específico. Después de misa, doble su encuesta previamente rellena y devuélvala al lugar indicado en el CENTRO DE BIENVENIDA en el vestíbulo o Narthex de la iglesia. Si usted necesita más tiempo puede llevarse la encuesta a su casa y entregarla a la semana siguiente. Si necesita espacio adicional para sus comentarios, especialmente referente al número 21, por favor use el reverso de estas páginas."

1) Las Misas en mi parroquia me mueven oracional y espiritualmente: \_\_\_\_\_

Sugerencia:

2) Mi parroquia ofrece programas de educación religiosa para los niños y adolescentes que los prepara para vivir una vida de fe: \_\_\_\_\_

Sugerencia:

- 3) Los sermones en mi parroquia son instructivos e inspiracionales para mi: \_\_\_\_\_  
Sugerencia:
- 4) Mi parroquia fomenta y estimula una armonía cultural, racial y étnica: \_\_\_\_\_  
Sugerencia:
- 5) En mi parroquia, la música de las Misas del fin de semana, intensifica mi habilidad para rezar y mi experiencia de involucrarme en la liturgia: \_\_\_\_\_  
Sugerencia:
- 6) Mi parroquia ofrece estímulos para formar parte de los ministerios de la parroquia: \_\_\_\_\_  
Sugerencia:
- 7) Mi parroquia ofrece regularmente programas de formación religiosa y desarrollo espiritual para adultos: \_\_\_\_\_  
Sugerencia:
- 8) Los lectores en las Misas del fin de semana leen la escritura de forma reverente y comprensible: \_\_\_\_\_  
Sugerencia:
- 9) Mi parroquia atiende constantemente a las necesidades espirituales y sacramentales de los enfermos y de los reclusos: \_\_\_\_\_  
Sugerencia:
- 10) Mi parroquia fomenta que sus miembros trabajen por la justicia social a través de sus participaciones activas en asociaciones de la iglesia: \_\_\_\_\_  
Sugerencia:
- 11) Entiendo el significado y propósito de las varias partes de la Misa: \_\_\_\_\_  
Sugerencia:
- 12) Mi parroquia fomenta y estimula la ayuda a los pobres: \_\_\_\_\_  
Sugerencia:
- 13) Mi parroquia demuestra cooperación con otras iglesias Cristianas: \_\_\_\_\_  
Sugerencia:
- 14) Mi parroquia demuestra un espíritu cálido y hospitalario: \_\_\_\_\_  
Sugerencia:
- 15) Mi parroquia promueve respeto por la vida humana: \_\_\_\_\_  
Sugerencia:

- 16) Mi parroquia ofrece apoyo a las familias que han perdido a un ser querido: \_\_\_\_\_  
Sugerencia:
- 17) Nuevos miembros a nuestra parroquia son presentados y bienvenidos, tambien se les menciona en la hoja pastoral de la parroquia: \_\_\_\_\_  
Sugerencia:
- 18) Mi parroquia provee regularmente reportajes financieros comprensibles pertenecientes a la parroquia: \_\_\_\_\_  
Sugerencia:
- 19) Las instalaciones y terrenos de mi parroquia estan bien cuidadas: \_\_\_\_\_  
Sugerencia:
- 20) Siento pertenecer y ser parte de mi parroquia: \_\_\_\_\_  
Sugerencia:
- 21) Por favor, responda a esta pregunta: **QUE SE PODRIA HACER PARA AUMENTAR EL NUMENRO DE PARROQUIANOS?**
- 22) Por favor ponga un circulo alrededor de los tres (3) asuntos **MAS IMPORTANTES** de esta encuesta para usted.
- 23) Por favor marque una respuesta para cada categoria:
- a) Su edad: 14-17 \_\_, 18-25 \_\_, 26-39 \_\_, 40-55 \_\_, 56-69 \_\_, 70 o mas \_\_.
- b) Su estado civil: soltero \_\_, casado/da \_\_, separado \_\_, divorciado/da \_\_, viudo/da \_\_.
- c) Su sexo: mujer \_\_, varon \_\_.
- d) Usted atiende regularmente la misa de los fines de semana en esta parroquia?  
Si \_\_, No \_\_.

# Attachment F

## Parking Lot Issues from Focus Group Discussions

- Deacon needed for this parish to help pastor.
- Asheville needs a Catholic bookstore OR negotiate with established book store (Books-A-Million; Barnes & Noble; K-Mart) for a “Catholic Corner where books by well-known, living Catholics and DVD classics by Sheen and present bible instructors at Notre Dame and Catholic Colleges could be purchased.
- A successful effort would meet the Vatican II recommendations to push for unity, which Cursillo 4<sup>th</sup> Day Group says is a vision lost by the wayside now.
- Women’s home DVD Bible study.
- Cursillo
- Be one congregation, one parish; a universal church.
- Organ is too loud for congregation to hear cantor. Choir cannot hear organ. Keyboard is dying.
- Coupon swap group.
- Parish photo directory – faster process needed.
- Create and hang ministry banners in Fellowship Hall; it creates a visual invitation/recruitment.
- Demographics: what is the real number of Catholics, especially children, in the parish territory?
- Men’s Spirituality Group
- Scout programs
- Parenting classes to teach how to instruct children about our faith.
- Vacation Family Bible School

# CHAPTER 3

## PLANNING PROCESS

In the fall of 2009 Fr. Frank Seabo, who had been appointed Pastor of St. Joan of Arc the previous July, announced his plan to establish a Parish Pastoral Council. Such groups had previously existed in the Parish but they lay dormant or had been inactive for a period of some years. A total of nine persons were selected to serve on the council, through appointment by the Pastor or through nominations by parishioners. Periods of service on the Council were staggered in order to provide a balance between turnover while also assuring stability and respecting the value of experience.

The new Council first met in January of 2010, at which time it elected a Chairperson, and decided a date and time for its monthly meeting. The Council discussed its nature and purpose. It reached a consensus that its overall role was to provide advice and assistance to the Pastor. The Pastor described that the council's principal role would be to function as a visioning and planning resource for the Parish. The Council then recognized long term planning for the Parish as essential to its purpose. The need to revise and update the existing Parish Pastoral Plan, therefore, became the focus of its on-going deliberations and activities.

The "Guidelines for Parish Pastoral Councils," issued by the Diocese of Charlotte and updated in November 2007, was adopted by the Council as its primary planning guide. The Guidelines provided additional understanding sought by the Council as to the nature of its task which was to: "Address the parish's need for planning, i.e., statements of its Mission, Vision, Goal Setting, and Objectives." The Council reviewed the experiences of other parishes that had already revised their plans. It became evident that input from parishioners was of vital importance in identifying the issues.

A project team was organized to design a survey that would enable Parishioners to express their views on specific areas where the Parish was succeeding, and others where they felt there was a need for improvement. When all the survey questionnaires were counted it was clear that over 60% of the Parish had participated. The completed surveys included a breakdown of demographic information on the participants. This helped to build a profile of the parish by age, gender, marital status, and frequency of attendance at Mass.

All of this data would be important for the future planning of programs and services. However the project team felt still more information was needed to better understand what the parishioners wished to see in the future planning for St. Joan of Arc. To provide another option for communication a series of open focus group meetings were scheduled. The plan was to create a dialog which would help to identify common themes summarizing parishioner ideas, suggestions and attitudes toward key issues such as the Sunday liturgy, adult and child faith formation, a sense of belonging, and a unified faith community. The results of the survey and the focus group meetings were reported back to parishioners in a series of articles in the Parish bulletin.

The next step in the planning process was also seen as essential with regard to plan implementation. The leaders of the Parish Commissions were assigned the task of formulating mission statements, goals and objectives. Missions and goals had to address at least one of the seven essential elements of parish life defined by “The Guidelines for Parish Pastoral Councils” (evangelization, worship, word, community, service, stewardship and leadership). These would represent the core component of the pastoral plan, and they would be based on information derived from the survey and the focus meetings. Training sessions on drafting goals and objectives were conducted for the Commission leaders during which summary results of the written survey and focus group responses were shared. Copies of “Revisioning the Parish Pastoral Council”, a widely used resource for pastoral planners, served as a text and workbook for the project. The Commission leaders were invited to review the goals and objectives they had drafted with the Parish Pastoral Council which would provide further opportunity for discussion and consensus building. A critical part of the planning process had now been achieved.

The other components of the Pastoral Plan document as outlined in The Table of Contents were compiled by the members of the planning project team.

# CHAPTER 4

## PARISH ORGANIZATIONS

The St. Joan of Arc Church attracts parishioners who desire to work collaboratively on achieving the goals set out in the Parish Pastoral Plan. The Parish Pastoral Council and the Finance Council engage in continuing dialogue with the Pastor to help sense the needs of the parish and to coordinate plans to satisfy those needs. Additionally, the Pastor draws upon a Communications Committee and a Stewardship Committee to help develop plans to engage parishioners in all areas of parish life. Five commissions implement these plans. An individual appointed annually by the Pastor leads each commission. The five Commissioners coordinate activities carried out by individuals within each group. They also communicate the aspirations of the Parish Pastoral Council to their commissions, as well as the needs and desires of their commissions to the PPC.

Clearly, all organizations strive toward accomplishing our Parish Mission. Likewise, many parishioners desire to contribute in multiple ways, sharing their time and talents in multiple ministries. Consequently, the five commissions are defined and differentiated by the following principles common activity within each commission. The following guidelines define the assignment of the many ministries of St. Joan of Arc to their respective Commissions.

### **1. Liturgy and Spiritual Life Commission -- *To Present***

Each ministry within this commission seeks to present the real Presence of Christ to their fellow parishioners, whether in the Eucharist the Word, Music, Prayer, or in Ritual.

### **2. Faith Formation -- *To Instruct***

Each ministry within this commission seeks to instruct segments of the parish to achieve a common understanding of the Catholic Faith.

### **3. Parish Life -- *To Unite***

Each ministry within this commission seeks to unite the people of the parish in activities that promote fellowship, mutual support, and common purpose.

### **4. Building and Grounds -- *To Provide***

Each ministry within this commission seeks to provide the parish a suitable place to celebrate the presence of God among us, supporting the physical needs of the Parish's various ministries.

### **5. Evangelization and Ecumenism - *To Convey***

Each ministry within this commission seeks to convey the love and concern we have for the people of our parish, both within and outside the church. They do this by helping all to learn of the church's activities, needs and resources.

The following organizational chart provides a graphic description of how the five commissions and their ministries relate to each other and to the Parish as a whole. It defines the most effective lines of communication between the Pastor and his many ministries. It also defines the exclusive concerns and responsibilities of each ministry.

# CHAPTER 5

## Missions, Goals and Objectives of the Commissions

Each Commission's updated mission statement addresses at least one of the seven (7) essential elements of parish life: evangelization, worship, word (faith formation), community, service, stewardship, leadership.

Each commission met as a group and was given an abridged summary of the results of the 2010 parish survey and open discussion group meetings. The commissions reviewed and discussed those results, concerns and suggestions, and incorporated appropriate results into the context of their goals. Each commission, as a visionary group, authored its goals and objectives according to what they know they can provide and produce. Evangelization and Ecumenism is a recently (2011) established commission.

The following commission documents were delivered discussed, modified where needed, and approved by the Parish Pastoral Council at its meeting on April 6, 2011.

The goals submitted by the commissions were drafted and reviewed as responses to one or more of four overarching issues of importance to the Universal Church, the Diocese and the Parish. These key issues are summarized as:

- 1) Increase in religious indifference and secularism.
- 2) Violation of the dignity of the human person.
- 3) Increase in the number of conflicts in the world.
- 4) Evangelization of an increasing multi-lingual Catholic population.

The number preceding each of these issues is entered in **parentheses ( )** following the Goal(s) that addresses or pertains to the issue.

# BUILDINGS AND GROUNDS COMMISSION

**Mission:** The Buildings and Grounds Commission improves and maintains the parish facilities and property keeping it inviting, safe and functional for the needs of the parish. This is accomplished by volunteers who perform the service, or cause the service to be performed by appropriate external sources.

## Goals and Objectives

1. To examine, check and maintain, or cause to be repaired or maintained, the routine upkeep of the parish facilities. **(4)**
  - a. Objective: To develop a schedule for routine maintenance of mechanical, electrical, HVAC, and plumbing systems by June 1, 2011. Measurement: schedule documented in commission meeting minutes.
  - b. Objective: To investigate manufacturer's suggested re-painting, staining, and/or sealing of the church siding and cedar shakes by September 1, 2011. Measurement: results documented in commission meeting minutes
  - c. Objective: To develop a plan to improve the drainage at the rear of the classroom wing in order to reduce the risk of a mold and mildew hazard, by May 1, 2011. Measurement: plan documented in commission meeting minutes
2. Objective: To begin construction of gravel mulch bed along the outside perimeter of the church and lower the soil level away from the siding by October 1, 2011. Measurement: gravel in place and observed by PPC member(s) to provide adequate orientation and training for parishioners who offer their gift of service to this commission.
  - a. Objective: To create an orientation checklist by May 1, 2011. Measurement: checklist documented in commission meeting minutes
  - b. Objective: To create a skills matrix as a list of who to call for specific repairs by June 1, 2011. Measurement: skills matrix developed and documented in commission meeting minutes. **(4)**
3. To educate the parish-at-large on the mission and activities of this commission.
  - a. Objective: To make a presentation at all Masses by December 31, 2011, and to actively participate in parish Ministry Fairs. Measurement: presentation observed by PPC member(s). **(1, 4)**
4. To create a comprehensive landscape plan to guide the beautification of the property.
  - a. Objective: To pressure wash the rectory and its sidewalks by June 1, 2011. Measurement: task completed by Mike Andreucci
  - b. Objective: To place dust free, non-erodible mulch around the outdoor HVAC units to reduce dust getting into the units, and to plant shrubbery to shield the views of these units by June 1, 2011. Measurement: mulch in place & observed by PPC member(s)

- c. Objective: To identify locations where evergreen trees are needed to shield views, where deciduous trees are desirable, and where shrubbery would enhance the landscape next to the church, including adding new mulch to the existing flowerbeds by July 1, 2011. Measurement: documented in commission meeting minutes.
  - d. Objective: To ask Riverside Stump and Dump to donate mulch by June 1, 2011. Measurement: Mulch is hauled to the church (Mike Andreucci)
  - e. Objective: To reseed the bank areas around the church to reduce erosion by May 1, 2011. Measurement: Reseeded banks are observed by PPC member(s) Objective: To plant trees and shrubbery as materials and/or funds are available, preferring donated plants from parishioner's yards if compatible with plans by October 1, 2011. Measurement: plantings observed by PPC member(s)
  - f. Objective: To increase plant and mulch areas in order to reduce required mowing, thus saving fuel and labor, while being more environmentally responsible by October 1, 2011. Measurement: additional plants or mulch is observed by PPC member(s)
  - g. Objective: To consider a location for a leaf, grass, and yard waste compost pile by May 1, 2011. Measurement: result of consideration is documented in commission meeting minutes
  - h. Objective: To submit an additional development plan for the Meditation Garden by May 1, 2011. Measurement: plan is documented in commission meeting minutes. **(1, 4)**
  - i. Objective: To remove the cinderblock barbecue grill from the side of the parking lot, reserving the blocks for a future project, by May 1, 2011. Measurement: observed by PPC member(s)
  - j. Objective: To create a plan for a picnic area in the youth section of the property by June 1, 2011. Measurement: plan documented in commission meeting minutes.
  - I. Objective: To Investigate obtaining a topographic survey of the property by June 1, 2011. Task assigned to Joe Ederle. Measurement: report from Joe documented in commission meeting minutes.
  - m. Objective: To design an alternative path to the Columbarium to make it more accessible for disabled persons by December 31, 2011. Measurement: design report is documented in commission meeting minutes. **(2)**
5. Shared with Parish Life Commission: to establish written expectations for use of the facilities by October 31, 2011. Measurement: documentation in PPC minutes of written expectations presented and accepted by Pastoral Council.
6. 3-year goal: To develop a plan to remove the barn, identify an appropriate place and substitute a different storage structure.
- a. Objective: To clean out the barn, sell un-needed contents and sell the barn wood by May. 1, 2011. Measurement: clean barn observed by pastor or PPC member(s)
7. To develop a landscape plan for the rectory.
- a. Objective: to have a plan developed by April 1, 2012. Measurement: plan documented in commission meeting minutes

8. 3-year goal: To enhance the paved areas of the property for better drainage management.
  - a. Objective: To obtain quotes to reseal the asphalt driveway by May 1, 2014.  
Measurement: written quotes are documented in commission meeting minutes  
Objective: To add curbs to both sides of the driveway to the church by June 1, 2014.
  - b. Objective: To reduce the fall-hazard along some walkways (up to 5-inch drop) by July 1, 2014. **(2)**
  - c. Objective: to pave all or part of the driveway to the rectory by 2013 or later.
  
9. Include Hispanic parishioners in discussions regarding the front entrance sign to incorporate "All Are Welcome" theme along with Mass times and special event banners. **(1, 4)**

# EVANGELIZATION AND ECUMENISM COMMISSION

The **mission** of the Evangelization and Ecumenism Commission is to spread the Good News of Jesus, especially, though not exclusively, through personal and communal sharing of our faith. This is accomplished by practicing our faith with enthusiasm, inviting others to share our faith, and transforming society. It will also plan and coordinate efforts to heal divisions among Christians within the territory of the Parish, and it also invites and guides dialogue through study groups with other Christian and non-Christian groups.

## Goals and Objectives

1. To share our faith in the Good News of Jesus Christ in order to bring it to those who are no longer active in the Church. **(1, 4)**
  - a. Commission leadership to develop a Church advertisement for publication within the Church section of the Asheville Citizen Times newspaper by January, 2012. **(2)**
  - b. Commission members to create and distribute a welcome packet for all new parishioners by January 1, 2012.
  - c. To develop methods and programs, including on-going visitations that assure regular communications and support for shut-ins in our parish by July 1, 2012.
2. Foster gospel values within our community, promoting the dignity of the human person, the importance of the family, and the common good of our society. **(2, 3)**
  - a. To identify, with help from Diocesan database resources, those inactive Catholics who were previous parishioners and still live in the area, but are not registered with another Catholic parish.
  - b. To survey the inactive Catholics within our Parish territory to obtain the reason for their lack of participation in the life of our Parish, by March 1, 2012.
  - c. To participate in the efforts and activities of other faith-based groups who share our values through dialogue, involvement in community affairs, and collaborative use of the media by January 1, 2012.
3. Plan and coordinate efforts to heal divisions among Christians within our Parish territory and to strengthen the unity of all persons who seek and give witness to the Good News of Jesus Christ. **(3, 4)**
  - a. To continue and even further our involvement with Asheville Buncombe County Christians Ministries by participating and supporting in the group's many programs to assist the homeless in our community by January 1, 2012.
  - b. Commission leadership to invite the pastor and members of the Methodist Church across from St. Joan of Arc to an "Open House", including a tour of our Parish Church and distribution of printed information on Parish organizations, programs, and services by January 1, 2012.

# FAITH FORMATION COMMISSION

The **mission** of the Faith Formation Commission is to promote knowledge and understanding of our faith among all ages, so we can live a Christian life, follow Catholic teachings and traditions and grow spiritually, encouraging intergenerational and multicultural experiences in order to build a stronger community in Christ.

## Goals and Objectives

1. To provide a diversified, flexible and ongoing support for the development of a quality Christian life in the young of our community, in their families and in the adult population.
  - a. Objective: To have two catechists in every classroom by September 30, 2012. **(1)**  
Measurement: observed by pastor or Parish Pastoral Council (PPC) member(s)
  - b. Objective: To provide monthly opportunities for parental participation in the catechetical process by September 30, 2012. Measurement: observed by pastor or Parish Pastoral Council (PPC) member(s)
  
2. To provide spiritual growth opportunities relevant to the everyday lives of our parishioners. **(1, 4)**
  - a. Objective: To develop age-appropriate monthly service opportunities for the children outside of class time by November 30, 2011. Measurement: observed by pastor or Parish Pastoral Council (PPC) member(s)
  - b. Objective: To have an annual youth retreat during Lent starting immediately.  
Measurement: Observed by pastor or PPC member(s)
  - c. Objective: To continue to provide annual parish missions starting in 2011. Measurement: advertised in parish bulletin.
  - d. Objective: to have youth representation attend at least one diocesan sponsored event each year, such as Diocesan Youth Congress and Eucharistic Congress by 2010.  
Measurement: name of youth(s) who attended is reported to PPC.
  - e. Objective: To provide training for the parish on the new Roman Missal by November 3, 2011. Measurement: Observed by pastor or PPC member(s)
  - f. Objective: To provide regular topical educational series (4-8 weeks each) for all different demographics of the parish by October 2013. Measurement: Observed by pastor or PPC member(s). **(4)**
  - g. To provide a summer program for families by summer 2014. Measurement: Program is conducted.
  
3. To develop fully-trained, proficient catechists.
  - a. Objective: To have all existing catechists commissioned in Phase I of the CRP process by June 2013. Measurement: certification on file with parish office
  - b. Objective: To have all future catechists commissioned in Phase I of the CRP process within two years of starting their ministry. Measurement: certification on file with parish office.
  
4. To educate the parish at large about the importance of faith formation for their children.
  - a. Objective: to have annual bulletin announcements, announcements at Mass, and homilies to educate the parish about the importance of faith formation starting in August, 2011.  
Measurement: Observed by pastor or PPC member(s). Note: Mission statement was publicized in bulletin on April 17, 2011. **(1, 2, 4)**
  
5. To evaluate all faith formation activities on an annual basis each spring through study of the data and reactions of the children and adults involved. **(1, 4)**
  - a. Objective: Develop an evaluation tool by January 2012. Measurement: evaluation results reported to Parish Pastoral Council by May 2012.

# LITURGY AND SPIRITUAL LIFE COMMISSION

The **mission** of the Liturgy and Spiritual Life Commission is to promote the personal and communal spiritual development of all members of the parish through the celebrations of the Eucharist, liturgical celebrations of faith and worship, prayer ministries, and other spiritual growth opportunities. This role includes assisting the pastor with the liturgical and sacramental need of the parish community. It also includes training and development the laity, especially Eucharistic ministers, lectors, altar servers, hospitality ministers, musicians and greeters.

## Goals and Objectives

1. To celebrate the Sunday Eucharist in a way that is meaningful to parishioners. **(1, 4)**
  - a. Objective: To introduce and include more personalized Prayers of the Faithful by recommending that a committee of 5-6 people be formed to draft weekly prayers by July 3, 2011. Measurement: resurvey parishioners by October 15, 2011.
  - b. Objective: To introduce and include faster paced music and more diversity in the music at all weekend Masses by July 3, 2011. Measurement: re-survey parishioners by October 15, 2011.
2. To recruit and train liturgical ministers so they are effective in their roles. **(1, 4)**
  - a. Objective: To provide training sessions and commissioning for all liturgical ministers by Pentecost, 2011. Measurement: observed by pastor or Parish Pastoral Council (PPC) member(s) by June 12, 2011
  - b. Objective: To initiate a recruitment process for liturgical ministers to include request on the part of the pastor, bulletin announcements, and recruiting various current liturgical ministers to speak about their ministry during the announcement time by July 3, 2011. Measurement: report to PPC the names of 5 new liturgical ministers by December 31, 2011.
3. To deliver homilies which are meaningful to most parishioners. **(1)**
  - a. Objective: To preach homilies that are directly related to the scriptures and to the current real life experiences of the people with volume and clarity. Measurement: resurvey parishioners by October 15, 2011.
  - b. Objective: To recommend that the pastor deliver different homilies for different situations, i.e. homilies appropriate to children's or youth Mass, and an adult explanation Mass. Measurement: re-survey parishioners by October 15, 2011.
4. To deepen spiritual life of parishioners through ongoing development of a Prayer ministry. **(3)**
  - a. Objective: To increase participation in praying the rosary before the weekend Masses by speaking to parishioners before Masses to stress the importance of this worthy prayer ministry. Measurement: observed by pastor or PPC member(s) by October 15, 2011.
  - b. Objective: To offer training on praying and leading the rosary by October 15, 2011. Measurement: observed by pastor or PPC member(s).
  - c. Objective: To increase the number of contacts for Praying Hearts ministry by speaking with parishioners about this and offering a sign-up sheet for those interested in participating on a quarterly basis. Measurement: observed by pastor or PPC member(s) by October 15, 2011.
  - d. Objective: To offer periodic opportunities for Eucharistic Adoration by making announcements to parishioners and requesting volunteers for adoration for a set time on a selected date. Measurement: observed by pastor or PPC member(s) by October 15, 2011.

# PARISH LIFE COMMISSION

**Mission:** The Parish Life Commission invites parishioners to join together in mutual support, activities, celebrations and growth through a variety of social events.

## Goals and Objectives

1. To build internal parish family spirit and improve Christian life in the community of faith throughout the year.
  - a. Objective: To host theme events throughout the year and educate the parishioners by honoring our multicultural, multi-heritage parish family. Measurement: advertisements & events are observed by Parish Pastoral Council (PPC) member(s). **(4)**
  - b. Objective: To provide parish social support for bereaved families in conjunction with the Liturgy and Spiritual Life Commission throughout the year. Measurement: function is observed by pastor or PPC member(s). **(2)**
  - c. Objective: to be open to new ideas throughout the year at scheduled meetings. Measurement: documentation in commission meeting minutes.
  - d. Objective: Using the criteria of parishioner meaningfulness, cost and attendance, to assess for efficiency of resource utilization which events to provide, and then decide by April 2012, which events to continue, combine, delete, or create. Measurement: documented review of relevant financial and attendance data and parish life decisions in commission minutes.
  - e. Objective: To support other commissions throughout the year when their ministerial event needs a parish social function. Measurement: documented in commission minutes  
Objective: Shared with Evangelization & Communication Commission: to establish a liaison with other area churches and selected community organizations. Identify select churches and community organizations by September 30, 2011. Measurement: organization and contact name(s) documented in commission minutes.
2. To operate and maintain the parish fellowship hall and kitchen.
  - a. Objective: To manage the Fellowship Hall rental process throughout the year, including written agreements throughout the calendar year. Measurement: signed contracts are filed in church office
  - b. Objective: To institute a social function nominal fee to defray costs by August 4, 2011 and to monitor attendance. Measurement: documented in minutes.
  - c. Objective: To establish and maintain a kitchen supplies inventory, using the parish secretary's model, in order to have better accountability (cleanliness) and control of supplies by December 31, 2011. Measurement: inventory process documented & implemented.
  - d. Objective Shared with the Building and Grounds Commission and the Liturgy and Spiritual Life Commission: to establish written expectations for use of the facilities by October 31, 2011. Measurement: documentation in PPC minutes of written expectations presented and accepted by Pastoral Council.
3. To maintain an annual calendar of scheduled parish events and give it to the Evangelization & Ecumenism Commission for publication. **(1, 4)**
  - a. Objective: Schedule and conduct semi-annual calendar meeting. Measurement: Attendance is documented & calendar is developed.
4. To establish a fund-raising sub-committee with support from the Evangelization & Ecumenism Commission by July 7, 2011.

- a. Objective: To draft guidelines to standardize fund-raising activities among all parish ministries, including how any potential profits are used and/or distributed.  
Measurement: Documented in PPC minutes.
  
- 5. Shared Goal with Evangelization & Ecumenism Commission and with Liturgy & Spiritual Life Commission: to establish a Welcome Process and function. **(1, 4)**
  - a. Objective: To draft standardized guidelines for commissions and ministries to follow, and to present these to the Parish Pastoral Council by December 31, 2011.  
Measurements: Documented in PPC minutes.
  - b. Objective: To create a new parishioner welcome social on a quarterly basis, supported by Evangelization & Ecumenism Commission by April 1, 2012. Measurement: Record of event and attendees.

## **ADDENDUM I TO CHAPTER 5**

### **PLANNING ISSUES RELEVANT TO ALL COMMISSIONS**

- 1) Parishioners engaged in parish ministry shall be oriented and trained in the duties and responsibilities of the ministry as required by Parish policies and Church law. Diocesan Guidelines on Commissions, #36 and Canon 229 #1. **(1)**
  - a. In order to assure consistent and satisfactory performance by all who serve in ministry Commission leaders shall determine which services and activities require a structured program of training, and shall submit training plans for approval each year as part of the annual budget planning process.
  - b. Commission and ministry leaders shall develop written training plans to assure the safe and proper use of equipment and materials as required in carrying out the duties of the particular ministry and submit those training plans for approval by the Parish pastoral Council by September 1, 2012.
- 2) The allocation of financial resources through the annual budget planning process shall be determined according to the needs of the Parish as defined in the Parish Pastoral Plan.
  - a. Commission and ministry leaders shall submit requests for equipment and supplies based on the specific Goals and Objectives of the Plan, in accordance with procedures established by the Parish Finance Council.

## **ADDENDUM II TO CHAPTER 5**

### **LONG-TERM PLANNING NEEDS OF THE PARISH**

- 1) A planning process, including the development of a Long-Term Plan, shall be established.
  - a. To provide for the changing needs of the Parish, the leaders of the Parish Pastoral Council and the Finance Council, under the guidance and direction of the Pastor, shall develop a long-term (3 to 5 years) facilities and capital plan by September 1, 2012.
  - b. To provide, for optimal use of the Parish property, an updated land-use plan, based on the analysis of current data and trends, which include a forecast the needs of the Parish over the next ten (10) years, shall be developed as part of the long-term planning process stipulated above by September 1, 2012.

# ADDENDUM III TO CHAPTER 5

## PROGRAMS AND PRACTICES IN COMMUNITY MINISTRIES

The Parish Pastoral Council determined that the mission of promoting outreach programs with emphasis on social services, pro-life, social justice and community ministries, and co-operating with other churches and civic organizations in projects aimed at community improvement is addressed through the mission, goals, objectives, and activities of other established parish commissions. A separate Community Ministries Commission was not established.

### Examples:

Outreach programs and an increase parish awareness of poverty in the local community: **(2 – 4)**

- Evangelization goal 1-A: (paraphrased) To create a positive image of SJA in the community by caring for our neighbors, reaching out to those in need, inviting all to join us in the Good News, and welcoming those who accept our invitation.
- Collection of school supplies to help students at ENKA Elementary and Middle Schools.
- Collection of coats and sweaters for the ABCCM homeless shelter residents.
- Collection of men’s summer clothes for the ABCCM homeless shelter residents.
- Collection of personal toiletry items for ABCCM women’s shelter.
- Faith Formation goal 2-A: (paraphrased) Develop age-appropriate monthly service opportunities for the children outside of class time.

Outreach programs (social justice) and increase parish awareness of resources available to meet the needs of the poor: **(2 - 4)**

- Speakers at Masses from Catholic Social Services, St. Vincent de Paul Society, traveling missionary speakers (Food for the Poor). Pager number for St. Vincent de Paul published in bulletin.
- Monthly collection of non-perishable food for ABCCM pantry.
- Monthly collection of tuna fish for clients with HIV/Aids through Loving Food Resources.
- Collection of diapers for Western Region Catholic Social Services office.
- Collection of non-perishable food for MANNA Food Bank.

Outreach programs (cooperation with other churches): **(2 - 4)**

- “Trunk or Treat” coordinated with Asbury Methodist Church’s Fall Festival. This provided family-oriented, safe environment for the neighborhood children for Halloween.

Identify and analyze major social problems in the parish and larger civic community: **(2 – 4)**

- Parish survey responses identified a theme for improvement in the Faith Formation venue with enhanced emphasis on pro-life issues and clarification of the Church’s teaching on social justice.
- Maintains working contact with resource people and pertinent agencies for problems such as drugs, delinquency, alcoholism, and abuse:
- Evangelization goal 4-A: Identify select churches and community organizations by September 30, 2011, for the purpose of establishing a liaison with other area churches and select communities.

Promoting suitable projects in the areas of economics, politics, and international life:

- Faith formation Goal 2-F: Provide regular topical educational series (4-8 weeks each) for all different demographics of the parish by October, 3013.
- Parish Life Goal 1-A: Host theme events throughout the year and educate the parishioners by honoring our multicultural, multi-heritage parish family.
- Parish Life Goal 1-D: Using the criteria of parishioner meaningfulness, cost and attendance to assess for efficiency of resource utilization which events to provide, and then decide by April, 2012, which events to continue, combine, delete or create.
- Parish Life Goal 2A-C: To manage the fellowship hall rental process using a written agreement. Institute a nominal fee to defray costs, and to establish and maintain a kitchen supplies inventory.

# CHAPTER 6

## Parish Financial Plan

Thanks to their generous and continuous sharing of time, talent, and treasure the parishioners of St. Joan of Arc have successfully managed Parish finances it what has been a challenging year. This was due in part to obtaining a loan from the Diocese which provided needed operating capital. Nevertheless it was still necessary to defer some needed personnel additions, e.g., restoring the Parish secretary position to full time, and hiring a part-time sexton and membership secretary. Both positions will improve services and contribute to future growth of the Parish.

The Parish budget for the fiscal year 2011-2012 was based on a review of income and expenses in the prior year. Plans which are now under way to establish a Stewardship program with a threefold emphasis on commitments of time, talent, and treasure were also a factor in projecting a modest growth in income. The new budget, unlike previous years, does not include a projected deficit. It does include a realistic projection of income and expenses taking both history and parishioner loyalty into consideration.

Bringing about a sustained growth in Parish membership is of vital importance not only in maintaining the facility, but in providing those programs and services essential for the spiritual growth of the Parish as well. Successfully pursuing a dual strategy of growth and spiritual development is the primary goal of this updated Parish Pastoral Plan. Also of major importance is the need for sufficient resources to establish outreach programs and cooperative services to the local community. Initiating new programs and services and expanding those already in place will require new sources of revenue to support them. Dedicated individuals and small groups of parishioners are exploring fund raising projects and activities within the Parish family, as well as reaching out to the general community to obtain needed funding. These initiatives include grant writing and other special events throughout the year to supplement existing sources of Parish revenue.

Finally, St. Joan of Arc's financial plan relies on volunteer hours and services to address needs that otherwise would have to be deferred if the Parish had to depend solely on outside contractors or paid personnel to provide them. For example in the fiscal year just concluded the value of janitorial services provided by volunteers is estimated to be over \$12,000.00. Through a well planned and executed Stewardship program the Parish expects to further expand and benefit from this traditional source of support.

# Financial Report to St. Joan of Arc Parish

## Budget for Fiscal Year 2011-2012

<u>Category</u>	<u>Budget</u>
<b>Income</b>	
*Offertory	\$221,523
*Fun Fund	\$2,500
*Income From Fund Raising Net	\$30,000
*Grants Applied For	\$25,000
*Other	\$9,300
<b>TOTAL INCOME</b>	<b>\$285,823</b>
<b>TOTAL EXPENSES</b>	<b>\$285,823</b>
<b>PROJECTED DEFICIT</b>	<b>\$ -0-</b>

## **APPENDIX - A**

### **PARISH COMMITMENT TO STEWARDSHIP:**

Having completed a Parish Pastoral Plan with its provisions recorded in the official Plan Document the Pastor and parishioners of St. Joan of Arc directed their attention to Stewardship as a means for developing and enhancing the Spiritual Life of the Parish. While the Pastoral Plan sets forth what we wish to accomplish the Parish planners began to look for a strategy that would enable the Parish to define what it wished to become, and a means to pursue its vision for the future. “Stewardship, A Disciple’s Response”, a pastoral letter issued by the United States Conference of Catholic Bishops, was seen as the authoritative source providing theological and spiritual guidance that would make Stewardship a way of life and a spirituality based on service in and through our Parish community.

Other resources that would serve to guide the planning and implementation of a Stewardship program at St. Joan of Arc Parish would be the STEWARSHIP MANUAL prepared by the Diocese of Charlotte Office of Development. In addition two members of the Parish Pastoral Council have attended Regional Conferences on Stewardship which were sponsored by the Diocese of Charlotte and other dioceses in the southeast. The Parish planners view the summer months of 2011 as a period of opportunity to emphasize the implementation procedures called for in the new Parish Pastoral Plan. Various steps required to assure a smooth transition from the Pastoral Plan to a well communicated and carefully executed Stewardship program at St. Joan of Arc Parish are scheduled to begin on June 30, 2012.

# **APPENDIX - B**

## **A PROCESS FOR ASSURING ON-GOING REVIEW AND OVERSIGHT OF THE PARISH PASTORAL PLAN:**

### **I. POLICY**

The Guidelines for Parish Pastoral Councils issued by the Diocese of Charlotte place particular importance on the Council's responsibility concerning the Parish Pastoral Plan: "The Pastoral Council's chief concern is the implementation of the Parish Pastoral plan and its maintenance," and "... the Council's responsibilities also include monitoring and evaluating progress on the implementation of the plan."\* This requirement assumes that systems and methods be put in place that allow for oversight and a regular evaluation of progress toward the implementation of the Parish plan in all of its provisions. It is the responsibility of the Parish Pastoral Council, therefore, to establish such procedures as may be needed for this purpose. Oversight and evaluation in this context have a constructive intent, their purpose being to provide guidance and support to the Parish Commissions and Ministries in their role as advocates and implementers of the Parish Pastoral Plan.

### **II. PROCEDURES**

1) The monthly meetings of the St. Joan of Arc Parish Pastoral Council will include a standing item on the AGENDA devoted to the Parish Plan. This is intended to provide an open forum for discussion of any specific matters or issues pertaining to the Plan, e.g., achievements, barriers to progress, need for clarification of Plan provisions, overlapping responsibilities, etc. Representatives of the Parish Commissions and Ministries are welcome to participate in these discussions. This process will go into effect as of July 1, 2012.

2) The Parish Commission leaders will be invited to provide an informal progress report at the end of six months on the Goals and Objectives that they have submitted as their part of the Parish plan. This initial progress report will be verbal and scheduled for the July 1, 2012 meeting of the Parish Pastoral Council.

3) The first annual report on each Commission's experience in carrying out the Goals and Objectives in their Plan will be both verbal and in writing. Evaluation forms will be designed and required as part of the annual report from the Commissions which will take place at the December 31, 2012 meeting of the Parish Pastoral Council. A summary of these reports will be shared with the Parish by means of the Bulletin and the Website.

These three steps will assure that the Parish Pastoral Plan document continues to be a living force in the life of St. Joan of Arc Parish. Taken together they form a system that is flexible and allows for change, but also one that creates a record of our performance as a Parish community from which we can learn and grow in the practice of our faith.

**DIOCESE OF CHARLOTTE GUIDELINES FOR PARISH PASTORAL COUNCILS.\***  
**Paragraph # 19**