



# **St. Philip the Apostle Church**

**Bakersfield, CA**

## **PASTORAL PLAN**



**June 2004**

**St Philip the Apostle**  
**Pastoral Plan**

**Table of Contents**

- 1. Plan Overview**
  
- 2. Mission of the Church Parish**
  
- 3. 2004 – 2009 Goals and Objectives**  
(with supporting data / appendix information)
  
- 4. Pastoral Council Membership**

**Appendix**

- a. Formation process and membership**
  
- b. Information Gathering & Communication**
  
- c. Town Hall Meeting #1**
  
- d. Town Hall Meeting #2**
  
- e. Facility Site Plan Team Formation**

## **1. Plan Overview**

**Monsignor Swett authorized the formation of the Pastoral Council in October 2002. Deacon Mike Richard was directed by Monsignor to assist in the formation by asking the parish for volunteers and developing the formation process.**

**Sixteen individuals initially responded to the request for volunteers at the initial formation meeting. Subsequently, the number voluntarily reduced to 12 individuals that felt the calling to proceed with the process of developing and implementing a Pastoral Plan. Each member was asked to make a commitment for three years to support the effort necessary to get the initial plan developed and partially implemented. A rotation of members would begin to occur after the initial three year term with some of the members cycling off the council.**

**Deacon Mike Richard guided us in the formation process to provide up to 30 minutes at the beginning of each monthly meeting for prayer and to seek guidance from the Holy Spirit. Realizing the complexity of this task and the different perspectives of each member, we realized that we must have guidance from God to achieve a meaning council and plan. This dedication to prayer and spiritual guidance is a permanent part of each and every council membership gathering.**

**Bylaws were established to provide structural oversight for the council's processes and procedures. A very important element of the bylaws was the agreement of the members to make decisions by consensus – decisions that can be supported by all members of the council, even if some of the members would have preferred a different outcome. Until that total agreement is reached the council agrees to continue to seek a solution that would be supported by everyone.**

**To guide the council in developing a pastoral plan, the team developed a vision statement reflecting the desired result of a successful implementation of a pastoral plan. The vision is, "The Pastoral Council will seek to increase the engagement of the body of our church in fulfilling the mission of St. Philip the Apostle Church."**

**The council agreed to meet monthly until a plan was in place and functioning. These monthly meetings are supplemented with a number of workshops and sub-group meetings to building the plan and form an effective team.**

**The formation of the plan focused on gathering data on the church activities and membership, soliciting input from the staff and ministry leaders, and holding town hall meetings with the parish at large for focused feedback on the needs and direction desired for the parish. From these meetings the overarching ideas and comments were summarized to form the goals for the parish with the additional information that supplemented each goal providing the basis for developing the objectives.**

**The Revisioning the Parish Pastoral Council workbook by Mary Ann Gubish and Susan Jenny, S.C. was the initial guiding reference document for the development of the Pastoral Plan. It provided structure and focus on the seven essential elements of pastoral life: Leadership, Stewardship, Evangelization, Community, Worship, Service, Word, and Sunday Eucharist. We are grateful for their guidance.**

**The plan that follows is intended to be implemented in the fall of 2004 and provide direction for increasing the involvement and spiritual growth of the parish through 2009.**

## **2. Mission of St. Philip the Apostle Church**

**CALLED BY THE WORD OF GOD, JESUS CHRIST, IMPELLED BY THE HOLY SPIRIT, ENLIVENED BY THE EUCHARIST, ROOTED IN OUR CATHOLIC FAITH AND TRADITION,**

**“WE SEEK TO BE A WELCOMING COMMUNITY WHO NURTURES SPIRITUAL GROWTH, BUILDS OUR LIVES ON GOSPEL VALUES AND REACHES OUT TO THE POOR AND HURTING.”**

### 3. 2004 – 2009 Goals and Objectives

#### Goals:

- **Prayer:**  
To expand and intensify the personal and communal prayer life of the Parish.
- **Education:**  
To establish an integrated program of Catholic education from young children to senior adults.
- **Ministries & Outreach:**  
To expand and enhance participation in ministries and outreach programs to be more effective in meeting the needs of the parish and our community.
- **Fellowship & Family Ministry:**  
To develop activities which broaden and deepen the sharing of our Catholic faith within families and our Parish community.

Each goal is listed on the following pages with the detailed objectives in support of each goal with associated resources, timing and estimated cost to the church. Also included with goals #1-3 are additional information gathered from our THM#2 to provide additional insight and reference for each objectives implementation plan. Our “Goal Sign Up Sunday” will be part of the Annual Parish Awareness Weekend (August 28-29) to solicit involvement of volunteers from the town hall meeting and parish as the primary team formation method for each objective’s completion. The Pastoral Council will continue to provide oversight and guidance to each goal and objective during the pastoral plans implementation.

## Prayer

**Pastoral Council Representatives: Mark Leyba, Don Schmidt, Loretta Duguid & Deacon Mike Richard**

<b>Goal: To expand and intensify the personal and communal prayer life of the Parish.</b>		
Driving Theme: There currently exists numerous opportunities in the Parish to participate in individual and communal prayer activities. Prayer activities are not well attended. If the goal of expanding and intensifying the prayer life of the parishioners is to be achieved, <u>we must communicate the prayer opportunities to the parish and seek to increase participation.</u>		
<b>Objective:</b>	<b>People Resources</b>	<b>Estimated Cost</b>
<i>Yr. 1 - To form committees of parishioners to research open (available) prayer groups and key individuals in established prayer groups that can enhance prayer life. Create and publish an information packet of these prayer groups and key individuals. The prayer packets to be made available to active and new parishioners. Prayer packets also to be available at church, coffee and donuts and the Newcomers Dinner by September 2005.</i>	Volunteers will be used to compile the list of prayer groups and Key Individuals who are contacts. Volunteers will also assimilate the materials into a prayer packet.	\$500 for printing and packet materials.
<i>Yr. 2 -Target families to be sponsored to attend the Family Conference and Missions to bring back prayer ideas to the parish by September 2006.</i>	A parish community nomination – lottery to pick two families to attend Conference.	\$500 per family to offset cost of conference attendance. Two families to be selected. \$350 for additional prayer packets.
<i>Yr. 3 - To set up a program of spiritual companions or partnership families. Prayer partners to be family to family and individual to individual. Prayer partner program to be established by September 2007.</i>	Committee needed to establish prayer partner program. Continue lottery and Prayer packets.	\$500 per family to offset cost of conference attendance. Three families to be selected. \$500 for additional prayer packets.
<i>Yr. 4 - Create a support committee to meet with the leaders of the prayer groups and staff by September 2008. Committee to evaluate and communicate to prayer group leaders changing needs and desires of the parish community.</i>	Committee to expand prayer partner roll to include evaluation of prayer groups to complement needs of the parish.	\$500 per family to offset the cost of conference attendance. Four families to be selected. \$750 for additional prayer packets.
<i>Yr. 5 – Continue to review the prayer life needs of the parish relative to needs and participation and adjust accordingly</i>	Committee follow-up and recommendations for improvement	None

**Additional information to support the Prayer goal objectives:**

Teach people how to pray.  
Training for leadership of active prayerful members.  
Pray around the scripture.  
Life in the spirit seminar  
Support committees to work on prayer needs.  
Educate what prayer/ adoration is – what is scripture.  
Support committee to meet and analyze with leaders and staff.  
Objective – To have parishioners of SPTA to be actively participating in a prayer life.  
Parishioners know how to access information on prayer activities / groups.  
Parishioners to have a booklet that details prayer opportunities.  
Every parishioner will say they have an opportunity to participate in and access information to fill their prayer needs.

People that care about each other.  
People want to be in church. Parishioners greet and acknowledge your presence.  
People participating in Mass because they know what Mass is about.  
“A feeling of warmth”  
Prayed scripture  
Know scripture  
Internalize scripture  
Not just on Sunday.  
A lot of people participating.  
Weekly Rosary and Prayer that is packed.  
Want to pray.  
Enticing to come.  
A well lit church.  
Don't want to see the same people all the time.

People to know what prayer opportunities are available outside of bulletin.  
How to access information on parish happenings?  
Someone out in front of church to inform people what activities are happening.  
Coffee and donuts used to inform of parish activities and ministries.  
Packet in form of church to inform about prayer opportunities.  
Key individuals to access information.

Spiritual Director? Spiritual companion  
Target family to attend Family Conference and bring back prayer ideas.  
Ask for more participation.  
PERSONAL request.  
Feel informed about what is going on – connect to other people in parish.  
Availability – Places to go – where and when – Prayer intentions – Prayer Box.  
Prayer line “too exclusive” – For sick only?

Make a connection between church and the rest of life.  
Large community – small town feel  
We already have many programs – several are WEAK  
Fallen away are sought out.  
Communicate what is already established  
Create a comfort with prayer life.  
A lot of prayer groups do not meet here.  
More visibility of prayer life.  
Move “Off Campus”.  
Need information on where to send people for prayer needs.

Pro Life – More encompassing.  
Support Family life.  
Quality of life.  
Church accessible to all.  
Bright area – open space inside for greeting and welcoming.  
Large gathering area.

Bold – what is happening in parish.  
Offer Sunday school at all 4 morning Masses.  
Publish a weekly Adoration calendar.  
Establish a weekly 24 hour Adoration.

Start a monthly Pro Life Mass to end abortion.  
Establish an annual family retreat weekend at Three Rivers.  
Create a program to facilitate attendance by parishioners at the Catholic Family Conference.  
Establish a semi – annual mission at SPTA.

\*Establish a weekly 24-hour Adoration

1st year - start 24hr adoration every Friday - need pulpit support announcement by Sept. 2004.

2nd year - Create a position of Adoration Leader, a volunteer position chaired by Mary Moore.

3rd year - Contact PEA Society to enlist a priest to visit the parish for pulpit announcement to support final phase 24-7 kickoff Oct. 2005.

\*Establish regular theme masses such as charismatic/healing, children and senior.

Yr 1 - Establish a monthly Charismatic/Healing Mass by Sept. 2004.

Yr 2 - Establish a regular weekly senior, children’s mass within our regular scheduled masses by Sept. 2005.

Yr 3 - Create a Sunday 3:00 service for seniors by Sept. 30, 2006.

## Education

**Pastoral Council Representatives: Ron Black, Norm Ollivier, & Ken Filipski**

<p><b>Goal: “To establish an integrated program of Catholic education from young children to senior adults”.</b></p> <p>Driving Theme: There currently is not an integrated program of Catholic education resulting in redundant and inconsistent programs available at all ages.</p>		
<b>Objective:</b>	<b>People Resources</b>	<b>Estimated Cost</b>
<i>Yr. 1 - The Pastoral Council will recruit and establish a “Board of Education” (BOE) that will hire a Director of Religious Education (DRE) by September 2005</i>	Recruit volunteers for this research and documentation	Recruiting costs, moving expenses, office supplies, etc. Est. \$25k
<i>Yr. 2 – The BOE and DRE will cooperate in the development and implementation of the integrated curriculum to serve the educational needs of the Parish from childhood through senior adults by September 2006</i>	BOE commitment for a term of office. Ongoing service of DRE. Volunteers to assist DRE.	\$40 – 60k / yr. salary plus burden, office supplies, travel, research, books, and curriculum materials.
<i>Yr. 3 – The DRE, under the direction of the BOE, will develop and implement a program to train and certify religious education instructors by September 2007</i>	BOE and DRE ongoing commitments. Volunteers to assist in all efforts.	\$7,500 for training, materials, diplomas, travel expenses, etc. \$2,500 / yr for ongoing materials and supplies
<i>Yr. 4 – The DRE will establish a comprehensive Catholic and Christian resource library which will compliment and enhance the curriculum by September 2008</i>	BOE and DRE ongoing commitments. Volunteers to work in and maintain the library.	\$15k 1 <sup>st</sup> year budget for initial resources. \$3k / yr. to maintain and upgrade the library. Assumes existing facilities are available for use.
<i>Yr. 5 - Ongoing BOE &amp; DRE efforts to refine and improve</i>	BOE and DRE ongoing commitments plus those of volunteers.	Continuation of existing costs.

**Additional information to support the Education goal objectives:**

**Vision**

We see a parish community where parishioners are encouraged to learn more about their faith and its interaction in their everyday lives. A community where there are educational programs and ministries that can provide the knowledge and guidance they seek. One where the information will be taught by qualified teachers well versed in Catholic Tradition and Holy Scripture. The program will also have a central administration and a comprehensive resource library.

**Goal “To establish an integrated program of Catholic education from young children to senior adults”.**

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**Objective #1. The Pastoral Council will recruit a Board of Education (BOE) who will hire a Director of Religious Education (DRE) by Sept 2005.**

1. The Pastoral Council will create an ad hoc Task Force on Education of nine parishioners including two members from the PC by Sept 2004.

By the June meeting Ken, Norman, & Ron will submit a list of names to the Pastor and PC to review and approve to serve on the Task Force.

It will be the goal of the PC members to recruit all or at least some of the individuals who have already done a substantial amount of the research work into the current educational programs here at SPTA. This task force will incorporate and build upon the investigative work already started.

2. The Task Force will develop a coherent, comprehensive, and succinct document that illuminates the current gaps and overlaps of our education programs by Dec. 2004.
3. The Task Force will develop a list of qualifications and attributes necessary in a DRE to address the needs listed in the document and define the Job Description by Jan 2005.
4. The Task Force will conduct a nationwide search and with the approval of the Pastor will hire a DRE by Sept. 2005.
5. By the end of the 1<sup>st</sup> year (Sept 2005) the Task Force will transform itself into a 7 member Board of Education including two Pastoral Council members.

**Objective #2. The BOE and DRE will cooperate in the design and development of the integrated curriculum to serve the educational needs of the Parish from childhood through senior adults by Sept 2006.**

The DRE, under the direction of the BOE, will develop the integrated program by doing the following.

1. Review the findings of the Task Force on Education.
2. Refine the existing programs as recommended by the investigative committee.
3. Reduce, where possible, the unnecessary overlaps which currently exist.
4. Develop the needed programs not currently offered.
5. Present the new integrated program to the pastor for review and approval.
6. Implement the program upon approval by Sept. 2006

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**Objective #3. The DRE, under the direction of the BOE, will develop a program to train and certify religious education instructors by Sept 2007.**

The DRE is to review the new curriculum and assess the teacher requirements. Once done, then to interview and document the training and proficiency level of the existing instructors. The DRE will then implement training classes to bring the existing teachers to an acceptable level of competence where needed. And finally the DRE will implement minimum training and competency standards for the various levels and teaching requirements.

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**Objective #4. The DRE will establish a comprehensive Catholic and Christian resource library which will compliment and enhance the curriculum by Sept. 2008.**

## Ministries & Outreach

**Pastoral Council Representatives: Kane Totzke, George Duguid, Anne Filipski, & Deacon Mike Richard**

<p><b>Goal: To expand and enhance participation in ministries and outreach programs to be more effective in meeting the needs of the parish and our community.</b></p> <p>Driving Theme: Communication and outreach within our parish community is in need of development. Many needs are not met nor identified and linked with people that can help.</p>		
<b>Objective:</b>	<b>People Resources</b>	<b>Estimated Cost</b>
<p><i>Yr. 1 – Contact ministries for their future plans and to request volunteers to support a parish census by September 2004</i></p>	<p>Goal team membership and other volunteers</p>	<p>None expected</p>
<p><i>Yr. 2 – Parish survey will be completed to contact all 4,000 families and confirm membership, family information, spiritual needs, and volunteer interests by January 2005. (based on coordination with capital campaign)</i></p> <ul style="list-style-type: none"> <li>- <i>Design process and contact ministries for help and the questionnaire form and making contact with all members listed in our current data base</i></li> <li>- <i>Provide analysis and plans to support needs by September 2005 and update data base</i></li> </ul>	<p>Coordination of ministries and staff to share the effort to obtain the census – must be personal contact.</p>	<p>\$500 to print survey – need about 100 volunteers to make calls, fill out forms, make personal contact, and assist with data entry.</p>
<p><i>Yr. 3 – Use the web page to share and promote the work of the ministries and parish activities. We will use e-mail addresses obtained in the survey for distribution of newsletters, etc. We will also publish paper newsletter to be handed out at all masses. September 2006</i></p>	<p>Set-up web page and insure systems are linked to each staff member. Staff / Volunteer to write newsletters</p>	<p>\$1,000 / yr for printing. Use current web master to update web page.</p>
<p><i>Yr. 4 – Establish a Parish “help desk” that matches the needs of the parish to volunteers that can provide assistance (or organizations in the community that can help) by January 2007. Opportunities identified where help could be needed:</i></p> <ul style="list-style-type: none"> <li>- <i>Transportation to church / programs / doctor</i></li> <li>- <i>Home assistance: cleaning, meals, etc.</i></li> <li>- <i>Crisis support and link to ministries or priest</i></li> <li>- <i>Newcomer welcome packet and visits</i></li> <li>- <i>Youth mentoring/ fellowship programs</i></li> <li>- <i>Adopt-A-Senior / Kid / Newcomer / Shut-ins</i></li> </ul>	<p>Full-time paid staff to coordinate the volunteers to man the hot line and to administer the programs.</p>	<p>\$25-35k / yr.</p>
<p><i>Yr. 5 – Living ministries and functioning outreach, reflecting parish &amp; community needs involving 90+% of the parish. September 2008</i></p>	<p>Lots of volunteers</p>	<p>Continuance of the costs of staff</p>

## **Additional information to support the Ministries & Outreach goal objectives:**

This is a Plan outline (think of it as a blueprint), which can be used as a guide by the Committee<sup>1</sup> for the purpose of determining what the Parishioner needs is under the goal of Ministries and Outreach<sup>2</sup>. The Pastoral Council has accomplished much of the initial work for the needs assessment survey. The Council has narrowed down the needs to the broad categories shown below. However, this does not preclude the Committee from providing for new needs as they arise. This Plan is shown in outline form in a step-by-step process. Since this is a guide only, specifics are intentionally left out. The Pastoral Councils believes its role is to provide oversight and guidance to the Committee in implementing these plan objectives.

### 1) SURVEY:

- a) Identify the individual needs of the Parish through a Survey<sup>3</sup>. The survey may be conducted in any combination of ways as shown below:
  - i) Over the telephone.
  - ii) In person at home
  - iii) By mail
  - iv) An Internet survey through St. Philip Web site
  - v) Other means such as meeting with Parishioners after Mass.
- b) It is understood that a Survey of Needs will be time consuming. So it will take many volunteers to conduct such an effort.

### 2) TIMING

- a) Preparation by the Committee for the survey of needs should begin immediately and should be completed by Sept-05.

### 3) INTEGRATION WITH DATABASE

- a) All efforts should be made to coordinate and integrate the results of the Survey of Needs into St. Philip's computer database.
- b) Preparation must be given so that the answers to the question that are asked in the Survey of Needs can readily be entered into the database.<sup>4</sup>
- c) This will take coordination with other St Philip Ministries.

### 4) CONTENTS OF SURVEY OF NEEDS

- a) The Survey of Needs should consist of the following questions:
  - i) Name, age & address, & gender
  - ii) How long have you been a Catholic
  - iii) Number of members I your family<sup>5</sup>
  - iv) Years attending St. Philip's
  - v) Identify your opportunities where help could be needed:

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<sup>1</sup> The Committee will be formed upon adoption of the Pastoral Plan by Monsignor Swett

<sup>2</sup> St Philip's is estimated to have 4,000 families, or approximately 12,000 to 15,000 parishioners. This is equivalent to a small city the size of Taft

<sup>3</sup> This survey will be supplemental to the existing information the PPC collected from the two THM's.

<sup>4</sup> This may require the use of a consultant who specializes in conducting surveys.

<sup>5</sup> Ach family member is encouraged to complete an individual needs assessment survey.

- (1) Transportation to/from Church
- (2) Assistance at home, e.g., cleaning, meals
- vi) Would you be interested in a “Adopt-a-senior” program, where by a fellow Parishioner would assist you on a regular basis.
- b) Would you be interested in joining one of the following committee’s as a volunteer or as someone seeking the groups help? Please specify which:
  - i) Establish a youth advisor committee – where the youth have an opportunity to express their needs and feedback to the Council
  - ii) Establish a crisis hot line group with support from a mental health professional to provide support services to our parishioners (non 911 calls for prayer and emotional support in times of crisis).
  - iii) Establish outreach groups for shared, common interest and networking fellowship with the intent of providing service opportunities the poor and disabled such as:
    - (1) Home repairs
    - (2) Auto repair
    - (3) Yard and gardening services
    - (4) Sewing and home cleaning services
  - iv) Establish a new comer (Catholics moving into Bakersfield and non-Catholics groups that express interest in becoming Catholic) mentoring program and recruit volunteers to:
    - (1) Introduce them to other parish members
    - (2) Invite them to attend church with the volunteer mentor
    - (3) To attend ministry programs with them
  - v) Establish a committee to exchange ideas with other Catholic and Christian Churches
  - vi) Create a new ministry for small faith sharing groups (4-6 couples per group)
  - vii) Establish an after school tutoring and mentoring program for the youth (less than 16 years of age)
  - viii) Establish new programs to help the poor and needy
  - ix) Establish an outreach ministry to area colleges – Neumann Club
  - x) Establish an “adopt a grandparent program” for support and assistance to drive the parishioner to mass or other church activities
- 5) RESOURCES
  - a) It is important to prepare the Survey of Needs so that tabulation of the results can be managed with the minimal amount of Resources.
  - b) Assimilating and organizing the data in a meaningful way will require a significant amount of people, time and resources.
  - c) New Church computer hardware/software and a database manager may be required.
- 6) USE OF NEEDS ASSESSMENT SURVEY
  - a) Results from the survey will be used by the Committee to form the Ministries necessary to meet those identified needs; or
  - b) The existing Ministries may be used or modified to meet the survey identified needs.

## Fellowship & Family Ministry

**Pastoral Council Representatives: Susan Rizo, Bruce Neimeyer, Jane Pratt &  
Deacon John and Marcia Monsma**

<b>Goal: To develop activities which broaden and deepen the sharing of our Catholic faith within families and our parish community.</b>		
Driving Theme: There is a need for more family activities within the parish. There are more blended families and others that need a stronger spiritual support.		
<b>Objective:</b>	<b>People Resources</b>	<b>Estimated Cost</b>
<i>Yr. 1 – Double participation in fellowship activities (e.g., greeters, pre-mass introduction, post mass goodbyes, etc.) by connecting directly before and after mass with parishioners by September 30, 2005.</i>	Cadre of greeters; support of clergy	None
<i>Yr. 2 – Increase by 100% (double) after mass fellowship participation (e.g., donuts) by September 30, 2006.</i>	More volunteers to support	More donuts
<i>Yr. 3 – Increase frequency of parish social functions to monthly, including those outside the boundaries of the church property, by September 30, 2007</i>	Volunteers to lead	Minimal
<i>Yr. 4 – Multiple, visible activities within the community: local events, gathering at parks, restaurants, sporting events, youth activities, dinner groups, etc. by September 30, 2008</i>	More volunteers	
<i>Yr. 5 – As a result of the previous fellowship activities, all church members recognize each other by name, and new members are readily identified and welcomed by September 30, 2009.</i>	Parish community	None

No additional information was considered necessary for support of this goal.

### PASTORAL COUNCIL MEMBERS:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Mark Leyba</li> <li>▪ Ron Black</li> <li>▪ Ken Filipski</li> <li>▪ Anne Filipski</li> <li>▪ Susan Rizo</li> <li>▪ Don Schmidt</li> </ul> | <ul style="list-style-type: none"> <li>▪ Norman Ollivier</li> <li>▪ Bruce Niemeyer</li> <li>▪ George Duguid</li> <li>▪ Loretta Duguid</li> <li>▪ Kane Totzke</li> <li>▪ Jane Pratt</li> </ul> |
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## Appendix

**a. Formation Process**

- **Bylaws**
- **Pastoral Council Member Commitments**
- **The Essential Characteristics of a Pastoral Council**
- **Pastoral Council Topics of Discussion**
- **Seven Essential Elements of Parish Life**

**b. Information Gathering & Communication**

- **Ministry Statistics Analysis**
- **Ministry Data Collection Plan**
- **Orientation Ministries Meeting**
- **Pastoral Plan Review Meeting with Staff & Ministries**

**c. Town Hall Meeting #1 (THM1)**

- **Agenda & Workshop Procedures**
- **Presentation**
- **Summary of Responses**

**d. Town Hall Meeting #2 (THM2)**

- **Agenda & Workshop Procedures and Breakout Process**
- **Presentation**
- **Attendee Feedback**

**e. Facility and Site Plan Team Formation**

- **Recommendation of Pastoral Council**
- **Pastoral Council Volunteers for the Site Planning Team**
- **Feedback Received from THM # 1**