**Parish Leadership Responsibility Worksheet**

Parish Planning Meeting #1

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| **Parish Leadership Team Members** | **Responsible for** | **Contact Information** |
| Pastor | Leads recruitment of team, provides guidance through planning and implementation of a Best Effort and robust in-pew solicitation for participation. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ |
| Team Leader | Works with pastor on planning and implementation, chairs parish planning meetings and coordinates leadership team in carrying out assigned tasks. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ |
| Communications Leader | Coordinates bulletins, pulpit announcements, web posts and social media updates. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ |
| Other Members | Supports leaders and takes on specific tasks related to executing the Best Effort plan. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Active Phase Dates**

Kick-off ------------------------------------------> 1/8-9/2022

Education Weekend #1 ----------------------> 1/15-16/2022

Education Weekend #2 ----------------------> 1/22-23/2022

In-Pew/Commitment Weekend #1 ---------> 2/5-6/2022

In-Pew/Commitment Weekend #2 ---------> 2/12-13/2022

Follow-up Weekend #1 -----------------------> 2/19-20/2022

Follow-up Weekend #2 -----------------------> 2/26-27/2022

**Preliminary Planning**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Place Active Phase Dates on Parish Calendar | Pastor and Parish Staff |  |
| Recruit and Establish Parish Leadership Team | Pastor and Parish Staff |  |
| Set parish planning meeting #1 date in October | Pastor and Team Leader |  |
| Set parish planning meeting #2 date for first week in December | Pastor and Team Leader |  |
| Set parish planning meeting #3 date for last week in January | Pastor and Team Leader |  |
| Pastor Letter of support drafted and submitted |  |  |

**Communications**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Complete Communications Worksheet | Communications Leader |  |
| Pastor’s message for bulletin – kick-off |  |  |
| Pastor’s message for bulletin – education weekend #1 |  |  |
| Pastor’s message for bulletin – education weekend #2 |  |  |
| Pastor’s message for bulletin – In-pew weekend #1 |  |  |
| Pastor’s message for bulletin – in-pew weekend #2 |  |  |
| Pastor’s message for bulletin – follow up weekend #1 |  |  |
| Bulletin insert #1 submission |  |  |
| Bulletin insert #2 submission |  |  |
| Bulletin insert #3 submission |  |  |
| Bulletin insert #4 submission |  |  |
| Bulletin article #1 draft and submission |  |  |
| Bulletin article #2 draft and submission |  |  |
| Bulletin article #3 draft and submission |  |  |
| Bulletin article #4 draft and submission |  |  |
| Web post and header #1 draft and submission |  |  |
| Web post and header #2 draft and submission |  |  |
| Web post and header #3 draft and submission |  |  |
| Web post and header #4 draft and submission |  |  |
| Social media post #1 draft and submission |  |  |
| Social media post #2 draft and submission |  |  |
| Social media post #3 draft and submission |  |  |
| Social media post #4 draft and submission |  |  |
| Testimonial video recording |  |  |
| Testimonial video editing and production |  |  |
| Testimonial video submission for showing at Mass |  |  |
| Hang posters at parish and hall entry ways |  |  |

**Liturgical**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Meet with Liturgy team to arrange for the Catholic Ministry Appeal prayer before Mass begins for all active phase weekend Masses |  |  |
| Intercessions #1 draft and submission |  |  |
| Intercessions #2 draft and submission |  |  |
| Intercessions #3 draft and submission |  |  |
| Intercessions #3 draft and submission |  |  |
| Intercessions #4 draft and submission |  |  |
| Intercessions #5 draft and submission |  |  |
| Pulpit announcement #1 draft and submission |  |  |
| Pulpit announcement #2 draft and submission |  |  |
| Pulpit announcement #3 draft and submission |  |  |
| Pulpit announcement #4 draft and submission |  |  |
| Testimonial Presentation – selection |  |  |
| Testimonial Presentation – meeting and training |  |  |
| Set meeting with Music Minister to discuss options for songs |  |  |
| Meet with Music Minister to share ideas and choose music for key weekends |  |  |
| Invite all involved with In-pew efforts to parish planning meeting #3 (ushers, sacristan, music minister, etc.) |  |  |
| At parish planning meeting #3, review logistics (what will be happening, where materials will be stored/placed, who is responsible for what) |  |  |
| Place Cards in pews for Kick-off |  |  |
| Restock Prayer Cards in pews for education weekend #1 |  |  |
| Restock Prayer Cards in pews for education weekend #2 |  |  |
| Restock Prayer Cards in pews for In-pew weekend #1 |  |  |
| Restock Prayer Cards in pews for In-pew weekend #2 |  |  |

**Ministry Presentations Year Round**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Set schedule on parish calendar for 1/month |  |  |
| Research which ministries to share about |  |  |
| Recruit and schedule parish and diocesan ministry leaders - 1/month |  |  |

**Visitation Team**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Recruit visitation team for the home bound |  |  |
| Train visitation team |  |  |
| Organize team delivery of gifts received after In-pew Weekend #1 |  |  |
| Organize team delivery of gifts received after In-pew Weekend #2 |  |  |
| Organize team delivery of gifts received after Follow up Weekend #1 |  |  |
| Organize team delivery of gifts received after Follow up Weekend #2 |  |  |

**Town Hall/Catholic Ministry Appeal Reception**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Set date in January |  |  |
| Prepare invitations for all past donors to the APA |  |  |
| Mail invitations |  |  |
| Track RSVPs |  |  |
| Arrange for refreshments |  |  |
| Prepare agenda and who will share Case Summary, answer questions |  |  |

**Reminder Postcard**

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| **Task** | **Person(s) Responsible** | **Deadline Date** |
| Set mail date for 3rd week of January |  |  |
| Prepare post cards for all parishioners reminding them to participate in the new Catholic Ministry Appeal |  |  |
| Mail post cards |  |  |