

Parish Leadership Responsibility Worksheet

Parish Planning Meeting #1

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 -----> 1/14-15/2023

Education Weekend #1 -----> 1/21-22/2023

Education Weekend #2 -----> 1/28-29/2023

In-Pew/Commitment Weekend #1 -----> 2/4-5/2023

In-Pew/Commitment Weekend #2 -----> 2/11-12/2023

Follow-up Weekend #1 -----> 2/18-19/2023

Follow-up Weekend #2 -----> 2/25-26/2023

Preliminary Planning

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 for November	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	Pastor	First week of December

Communications

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		

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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

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

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

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

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

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