

STRATEGIC PLAN REVIEW - APRIL PARISH COUNCIL MEETING

Brainstorming

The Parish Council reviewed each Team of the updated strategic plan to see what we feel are the most important objectives to be working on in the immediate future. The Council members made recommendations for the objective(s) from each Team that they want the Council to work on. Every one was given the opportunity to place their own individual “vote”. We tried to limit discussion during this time so everyone could place their vote. Notes from any discussion are in the Comments column. The following table lists all of the objectives that received a vote during this process:

Team	#	Objective Statement	Original Due Date	Comments
ALTAR SOCIETY	BG8	Schedule quarterly cleaning events/social events (Activity A)	10/31/00 ongoing	
BOOKSTORE	ED9	Expand Book Store	10/31/00	Need shelving space; Michelle Dyl will come up with what new topics to buy
BUILDING & GROUNDS	BG15	Develop a maintenance plan with an implementation schedule.	11/30/00	Develop and maintain a written list of maintenance issues (i.e. when filters were change, dates of furnaces service)
	BG3	Install sound proof, moveable (fixed) room dividers to meet educational and meetings needs. (Note: Is what we have adequate??)	8/30/01	Possibly make 3 rooms and/or make the library a room
	BG12	Assess the structural integrity of the Church and develop an appropriate course of action.	4/15/01	This is happening with “Historical Foundation” grant
CHOIR	SP5	The congregation (especially the children) participate in singing during services and possibly join the choir. <i>Activity A:</i> Conduct choir practice for children. <i>Activity B:</i> Conduct congregation choir practice.	ongoing	
	SP6	The choir director, and/or other choir members attend music conferences at least annually, starting in 2000. <i>Activity A:</i> Provide resources so choir members can attend music conferences. <i>Activity B:</i> Bring music conferences to the area.	Annually	
CLERGY	ED11	Provide at least one in-service training for religious education staff.	9/30/00 Annually	Tie to church school development objective.

Team	#	Objective Statement	Original Due Date	Comments
COMMUNITY INVOLVEMENT	CI5	Participate in and/or host at least one neighborhood activity.	Annually	Picnic / Ethnic Festival
	CI7	Participate in one local charitable event.	Annually	
EVANGELISM	ME18	Make available education/instructional pamphlets in the narthex.	12/30/00	
	ME13	Develop a Welcome Brochure to Holy Transfiguration of Christ Cathedral.	3/01/02	
	ME12	Develop and implement a formal usher/welcome program.	3/01/02	
	ME16	Collect information from visitors and implement a follow-up program.	3/01/02	
	ME14	Have service books available in the narthex.	3/01/02	
	ME17	Produce an orientation video for new/prospective members. (Note: Suggest we start with a packet first with items like the directory, this plan, info. about the parish including coffee hour, King Soopers certificates, etc.)	6/30/01	
FINANCIAL MANAGEMENT /BUDGET	PM17	Develop a program to emphasize proportional giving/tithing.	11/30/00 ongoing	
	PM10	Compensate the priest/staff (salary, benefits and retirement) consistent with or exceeding the OCA guidelines as mandated by the Bishop.	Annually	
LIBRARY	ED8A	Organize and promote the use of the library and make members aware of the holdings.	10/31/00	
MISSION	ME2	Develop and implement a program where parish members invite family, friends, etc. to attend services.	12/01/00	
PAN ORTHODOX	PO1	Starting in 2001, sponsor at least three (3) Pan-Orthodox events per year.	Annually	
	PO2	Encourage parishioner participation in events of other Orthodox churches.	ongoing	Father could give info. for events of other churches to someone to publicize & possibly organize a group to go (i.e. maybe car pooling.)
PARISH MANAGEMENT	PM16	Post on the bulletin board the minutes and financial reports of the Parish Council.	ongoing	
	PM11	Provide part-time secretarial/administrative support.	1/01/01	

Team	#	Objective Statement	Original Due Date	Comments
PARISH MANAGEMENT (cont)	CC10	Develop and implement a safe after Church children's program.	10/15/01	This should be placed under church school. Tony Dyl asked Joe Hirsch to implement comprehensive plan on Church School.
	CC7	Continue to summarize important decisions of the Parish Council in the newsletter and/or in announcements after Church. (See PM 22)	ongoing	Write summary in newsletter
PARISH EDUCATION	ED3	Annually provide at least four adult one day retreats to serve the community.	12/31/00 Annually	
	ED10	Start a program to tape (audio and video) sermons and adult educational activities. <i>Activity A:</i> Obtain equipment (Note: A number of the adult classes have been video taped.)	9/1/01	
	ED11	Provide at least one in-service training for religious education staff.	9/30/00 Annually	
	ED 7	Assess the spiritual/educational needs of each member and develop programs to meet those needs. <i>Activity A:</i> Incorporate into the demographic survey (See NT 2) <i>Activity B:</i> Determine parishioner educational needs and the most appropriate media meeting that need.	10/31/00	
SPECIAL EVENTS	CC1 B or C	Increase participation of members in the planning and execution of major Church events. <i>Activity B:</i> Call individuals to invite them to events. <i>Activity C:</i> Ensure that task lists are available.	ongoing	
	CC 9	On a regular basis, programs for enhancing Orthodox family life are available. <i>Activity A:</i> Provide gatherings for married couples, i.e., dinner, evening out, etc. <i>Activity B:</i> Provide gatherings for adults, i.e., dinner, evening out, etc. <i>Activity C:</i> Encourage "experienced" adults to assist younger adults.	ongoing	

Team	#	Objective Statement	Original Due Date	Comments
SPECIAL EVENTS (cont)	CC 2	Develop and implement social activities sensitive to the needs of children, teens, adult, seniors and families. (Also in Youth)	2/01/01	Youth activities covered in Youth
YOUTH	PO14	Explore sponsoring a scouting movement.		Remove.
	SP4	Involve the girls of the Parish in the Divine Liturgy by taking the collection and ringing the bells.	10/31/00	
	CC2	Develop and implement social activities sensitive to the needs of children, teens, adult, seniors and families. (Also in Special Events)	2/01/01	Hold youth a activity once a month starting in May; Ben will take the lead for May

Selected Objectives

After the objectives above were identified, the Parish Council went through each Team to select the one, or in some cases the two objectives, that we will accomplish within the next 12 months. Due dates were established for each objective along with identifying the person responsible. In future meetings, some of the more complex objectives will be discussed in more detail to identify specific activities required for completing the objective, along with due dates for each activity and the responsible person. The following table shows the selected objectives, identified activities, the person responsible for each activity (if determined) and the established due dates, as well as any comments. The objectives are grouped by strategic plan team.

#	Objective Statement	Person Responsible	New Due Date	Comments
BUILDING & GROUNDS				
BG12	Assess the structural integrity of the Church and develop an appropriate course of action.	PC		This is happening with "Historical Foundation" grant
CLERGY				
ED11	Provide at least one in-service training for religious education staff.	FJ	8/30/04	In conjunction with Church School
COMMUNITY INVOLVEMENT				
CI5	Participate in and/or host at least one neighborhood activity.		7/04	Ethnic festival will be this years event.

#	Objective Statement	Person Responsible	New Due Date	Comments
EVANGELISM				
ME13	Develop a Welcome Brochure to Holy Transfiguration of Christ Cathedral.		6/30/04	
	Activities:			
	1. Develop a draft of the Welcome Brochure & provide to Parish Council.	EB	6/5	
	2. Review orientation with Parish Council.	PC	6/12	June meeting
	3. Finalize Welcome Brochure.	EB	6/27	
	4. Determine how to distribute in conjunction with ME12.			
ME17	Produce an orientation video for new/prospective members. (Note: Suggest we start with a packet first with items like the directory, this plan, info. about the parish including coffee hour, King Soopers certificates, etc.)		6/30/04	
	Activities:			
	1. Develop draft orientation packet.	EB	6/5	
	2. Review with Parish Council.	PC	6/12	
	3. Finalize orientation packet.	EB	6/27	
	4. Determine how to distribute in conjunction with ME12.			
ME12	Develop and implement a formal usher/welcome program.		6/30/04 (maybe)	After materials are developed. Ben will help
FINANCIAL MANAGEMENT/ BUDGET				
PM10	Compensate the priest/staff (salary, benefits and retirement) consistent with or exceeding the OCA guidelines as mandated by the Bishop.		9/1/04	
	Activities:			
	1. Obtain OCA guidelines.	EB	6/30/04	
	2. Obtain budgets from other parishes.	CJ	6/30/04	
	3. Develop a plan on how to raise Father Joe's salary.	PC	7/31/04	
	4. Implement plan developed in 3.	PC	9/1/04	

#	Objective Statement	Person Responsible	New Due Date	Comments
PM17	Develop a program to emphasize proportional giving/tithing. Activities: 1. Educate Parish members as to how funds are spent. 2. Educate Parish members as to Parish income. 3. Share complete monthly income/expense statements via bulletin board. 4. Summarize income/expense information via newsletter. 5. Research and formulate stewardship plan. 6. Illustrate Parish finances using different approaches including: - expenses per week per household - income per week per household - what various households do for Parish budget - comparison to frequently purchased items. 7. Post weekly collection amounts.	CJ	5/16/04	May meeting dedicated to this.
LIBRARY				
ED8A	Organize and promote the use of the library and make members aware of the holdings. Activities: 1. Inventory the resources in the library 2. Publicize library holdings in the newsletter 3. Post library holdings in the upper hall 4. Promote the book donation 5. Library should be moved to place where people can see it.			Tanya will come up with a plan and due dates.
MISSION				
ME2	Develop and implement a program where parish members invite family, friends, etc. to attend services. Activity: 1. Encourage members to bring a friend to picnic via announcements, weekly bulletins & newsletter.		7/04	

#	Objective Statement	Person Responsible	New Due Date	Comments
PAN ORTHODOX				
PO1	Starting in 2001, sponsor at least three (3) Pan-Orthodox events per year.		12/30/04	
	Activities:			
	1. Plan 3 rd event in the Fall/Winter			
	2. Conduct 3 rd event in Fall/Winter			
PARISH MANAGEMENT				
PM16	Post on the bulletin board the minutes and financial reports of the Parish Council.	CJ / TR	Monthly	Chris and Tanya will post financial reports and minutes every month.
PM11	Provide part-time secretarial/administrative support.			
	Activity:			
	1. Talk to Father Joe and come up with at least 3 things that he'd be willing to give up.	TR		
	2. Update job description based upon 1			
	3. Recruit volunteers			
CC 7	Continue to summarize important decisions of the Parish Council in the newsletter and/or in announcements after Church. (See PM 22)			
	Activities:			
	1. Notify Erin, and other Parish groups (i.e Altar Society, Youth, etc.) 2 weeks in advance of anticipated newsletter production date to give opportunity to include articles, info., etc. in the newsletter.	FJ		
	2. Write an article for each newsletter summarizing Parish Council activities, decisions, etc.	EB		
PARISH EDUCATION				
ED 7	Assess the spiritual/educational needs of each member & develop programs to meet those needs.			
	Activities:			
	1. Develop a draft survey for adult education & provide to Parish Council to review.	JH	5/16/04	
	2. Provide feedback to Joe at May's Parish Council meeting.	PC	5/23	
	3. Distribute survey to Parish members.	JH	5/31	Determine how to do this.

#	Objective Statement	Person Responsible	New Due Date	Comments
NEW ITEM	Develop a comprehensive plan for enhancing the church school program including space needs.	JH		Due dates & responsibilities will be assigned after the plan is developed.
	Review plan with Parish Council.			
SPECIAL EVENTS				
CC1	Increase participation of members in the planning and execution of major Church events. <i>Activity C:</i> Ensure that task lists are available.	EB		
	Activities:			
	1. Draft task lists for St. Sava's Day			
	2. Make task lists available to coordinator for St. Sava's Day			
	3. Document ethnic festival ideas, decisions, resources, etc. throughout the planning process.			
	4. Develop task list for "ethnic festival" after the event			
YOUTH				
CC2	Develop and implement social activities sensitive to the needs of children, teens, adult, seniors and families. (Also in Special Events)		5/31/04	
	Activities:			
	1. Appoint a new Youth Director.			Done. Jill C. accepted the Youth Director position.
	2. Develop a structured youth group / youth program including goals for the program, targeted age group, types & frequency of activities.			Hold at least one youth activity a month. Activities should be for all age groups.
	3. Plan & conduct May's youth activity.	BH	5/31/04	
SP 4	Involve the girls of the Parish in the Divine Liturgy by taking the collection and ringing the bells.	JH	5/31	
	Activities:			
	1. Recruit and train girls to ring bells.	JH	5/31/04	
	2. Recruit and train girls to take collection.	JH	5/31/04	
	3. Develop schedule for bell ringing and taking the collection.	JH	5/31/04	

Note: Initials of Parish Council members were used in the Person Responsible column. (PC = Parish Council; FJ = Father Joe)

Other items of discussion:

1. The goal is to solicit help from parish members outside of the Council with the selected objectives.
2. Develop a form or something to notify parish members of the main activities (i.e. church school, youth group program, ethnic festival, we will be focusing on and to solicit people to help.