

# Strategic Plan for St Francis Xavier's and St Clare's Parishes

Parish Pastoral Council 2009 - 2014



Catholic Parishes of St Clare & St Francis Xavier  
In the care of the Franciscan Friars

“We, the people of St Francis Xavier’s & St Clare’s parishes, seek to live Christ-centred lives, celebrating God’s presence & our faith values through worship, outreach, service, justice & hospitality”.

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## Introduction

This document highlights the key objectives for Saint Francis Xavier and Saint Clare's Parish Pastoral Council over the next five years. The Pastoral Parish Council will be responsible for monitoring and implementing key actions which support these objectives and meet the pastoral needs of the two parishes.

Members of both parishes are encouraged to read this strategic plan and become involved in helping to meet the key objectives as well as ensuring that the community remains outwardly focused and a viable community into the future.

The Pastoral Parish Council's Strategic Plan sub-committee would like to take this opportunity to thank all those who have helped with the development of this document. It is important to recognise that in developing this strategic plan it builds upon a solid foundation of work of previous Parish Pastoral Councils. To this end, the current Parish Pastoral Council would like to acknowledge their efforts

(under the chairpersons of Ms Trish Nicholson and Mr Julian Sakowski).

A special thank you goes to Mr Vince Fazio who retired from the Parish Pastoral Council in mid 2009 for his assistance and insights in this process. Of course it is essential that a final thank you be extended to Fr Anthoni and the current Pastoral Parish Council members who provided much of the strategic direction and advice during the development of this document.

## **History of the Two Parishes**

### ***2.1 - History of Saint Francis Xavier Parish***

It was 1904 that saw the first construction activities at St Francis Xavier. The building was a weatherboard school/hall erected at an approximate cost of £450. The church was blessed and opened by Archbishop Carr on 20 November 1904. Parishioners of the Box Hill district were part of the Our Holy Redeemer Parish. This sizable parish took in the suburbs of Surrey Hills, Ringwood, Doncaster, Heidelberg and Oakleigh.

Eight years later saw the completion of St Francis Xavier's Hall, which served as School, Hall and Church (cost £1,050). In 1923 Mr O'Regan purchased a block of land on the corner of Whitehorse Rd and Dorking Road (formerly know as Doncaster Rd).

Shortly after the purchase of the additional land, construction of a new church commenced at an approximate cost of £7,000. In 1926 the consecration of the foundation stone was performed by Archbishop Mannix on 11th July, and the official opening

of the Parish of St Francis Xavier occurred on 24 April 1927. The following year saw the arrival of the Sisters of the order of Our Lady of Sion, which precipitated the opening of an elementary school and a girls' high school.

Prior to 1940 parish priests lived in rented accommodation, however a decision was made to build a presbytery on the corner of Whitehorse Road and Clota Avenue. Due to wartime restrictions the presbytery was smaller than originally planned. In 1991 the Parish Pastoral Council set up a Building Project-committee to investigate the feasibility of building a new presbytery. The new Parish House was completed in May 1993 and the Friar Community moved in. The Parish House also accommodated the Parish Office.

In 1956 the name of St Clare's was approved by the Archdiocese for the establishment of a new parish and the following year saw the founding of St Clare's Box Hill North. In 1975 the Franciscan friars accepted the care of St Francis Xavier's parish, and in 1998

a partnership with St Clare's parish was established.

## ***2.2 - History of Saint Clare's Parish***

The history of Saint Clare's is a more recent one, with the land on the corner of Woodhouse Grove and Killara Street Box Hill North being purchased by Fr. Gleeson, Parish Priest of Box Hill during the 1950's. In 1955 plans were made to erect a building and work began on the building, which was to serve as a Church and a School the following year.

Classes began in May 1957 with Sister Ambrosine in charge of Prep, Grades 1 and 2. The school operated under the parish of Saint Francis Xavier until Saint Clare's was separated from St. Francis Xavier's and became a parish in its own right in 1962. Rev. Fr. Leo W Kelly, D.C.L. was St. Clare's first Parish Priest and guided the progression and the growth of the Parish and School from 1962 until his retirement in December 1997.

During the 1960's the school was expanded and enrolment increased from 83 to 202 in two years. In 1966 the primary school of Saint Clare's

provided a full range of classes from Prep to Grade 6.

At its peak in 1982 the total number of school enrolments reached 358 pupils. Space was an issue and so the Harrison Street property (located to the east of the School) was acquired from the Uniting Church in the early 1980's. With changing demographics and declining numbers at the school Saint Clare's primary school closed its doors for the very last time on 12 December 2003.

Since this time St Clare's Parish has continued to service its local community well and is seeking to maintain its strong presence into the future.

## ***2.3 - The Partnering of the Two Parishes***

In 2000 the Parishes of St Francis Xavier and St Clare's Parishes were partnered and have operated under the guidance of the Franciscan Order since. Whilst these two parishes are still distinct and separate, two distinct parishes there are many shared activities and tasks – Parish Pastoral Council, social events and

administrative tasks. There is a considerable amount of work done under the care of the Parish Pastoral Council. A symbolic example of the strength of the two parishes is the joint mission statement, which was developed by the Parish Pastoral Council in 2006:

**“We, the people of St Francis Xavier’s & St Clare’s parishes, seek to live Christ-centred lives, celebrating God’s presence & our faith values through worship, outreach, service, justice & hospitality”.**

### ***2.3 - Current Situation***

Today the parish of St Francis Xavier’s & St Clare’s have:

### ***2.4 - Financial Position***

Generally, the financial position of the two parishes is considered to be reasonable. However, sources of income are few and there is a need for additional funds to meet recurrent and capital expenditure.

A major source of income is the Thanksgiving program. These funds are used not only for day-to-day operational expenses, but also for the

maintenance and refurbishment of parish property. Unfortunately, income from Thanksgiving tends to depreciate in value over time as a result of such factors as attrition in the number of contributors and upward movement in costs.

Neither parish at present has financial issues of a pressing nature. However, providing for adequate future cash flows to meet financial needs requires continuing attention. Increased use of existing parish assets and development of other initiatives may provide opportunities for raising annual revenues.

Adequate financial provision for the parishes is necessary to achievement of their major objectives. These objectives, among others, include the maintenance and growth of a vibrant church and the provision of programs and services to enrich parish and community life. A secure and stable income also provides increased potential for pastoral initiatives.

## **Recent Developments**

### ***3.1 - Survey of Both Parishes***

A Parish survey was completed in 2007 to establish the needs of the parishioners from St Clare's and St Francis Xavier. A response rate of 182 (which represents approximately 20 per cent of all parishioners) completed survey. The results were collated and a report was finalised presenting all the data collected from the survey. Key results of this survey have been summarised and outlined below:

### ***3.2 - Details of the Parish Survey***

#### ***3.2.1 - Demographics***

The greater majority of responses were received from parishioners from the 56 – over 80 age group (52 per cent) with a 42 per cent response rate from the age group 36 – 55. A response rate of three and half per cent and one per cent was received from the age groups 26 – 35 and under 18 respectively. The majority of those responding were female parishioners (75 per cent). The greater majority of parishioners have lived in the parish for more than 30 years (34 per cent), with 11 per cent and 23 per cent of parishioners having

lived in the parish for more than 20 years and 10 years respectively.

#### ***3.2.2 - Faith and Faith Education***

##### ***Activities:***

Eighty four percent agreed that opportunities were provided in the parish to deepen their faith with 70% indicating that they were satisfied with Faith Education activities although only 49% felt that these activities took into consideration all age groups. While 70% felt that Franciscan Spirituality was important to them, only 64 % indicated that they understood the concept. Sixty eight percent of parishioners indicated that they would be willing to support new Faith opportunities provided by the parish.

#### ***3.2.3 - Liturgy***

The majority of parishioners agreed that they were satisfied with the format of the liturgy (74%) with 59% agreeing that a diverse range of liturgical experiences were provided to enrich their faith lives. The Sunday homily is an enriching experience for 72% with 75% indicating that the homily is relevant to their life.

The children's liturgy is seen as an important part of Sunday Mass (78%). Most felt that the use of taped / CD music was a viable alternative to live music (75%) as many considered music to be an important part of the liturgy (84%). Most parishioners felt that the parish provides adequate access to devotions such as Adoration (76%).

### ***3.2.4 - Parish Community***

The majority indicated that they felt welcomed and included in the Parish community (87%) and believe that the Parish does reach out to the wider community (72%) while only 58% felt that this includes reaching out to disadvantage groups.

Only 57% felt that the Parish is welcoming to non practising Catholics and non Catholic people in the Parish community with only 57% agreeing the Parish actively seeks to encourage non practicing Catholics to return to their faith. 72% felt that social aspects of Parish life were important to them and indicated that that they would be prepared to support Parish social and community activities.

With regards to whether the pastoral needs of the various age groups are being met, the following results were received youth (21%), 18 – 45 (28%), 46 -65 (45%); 65 & over (64%), these results indicate that there is a strong level of agreement in the more senior demographics. It was felt that the spiritual and housebound needs of the sick are being met (63%) with the Parish visitation program meeting the needs of the Parish community (60%). While 38% felt that the parish needs more pastoral workers, only 42% of indicated that they would be willing to assist with pastoral activities.

### ***3.2.5 - Social Justice***

Active involvement in areas of social justice was supported by 70% of the parishioners with 60% indicating that it is the role of the church to provide education with regards to social issues. Only 36% indicated that they would be willing to be involved in social justice activities. The majority agreed that the Parish community seeks to serve those in need (84%). East Timor support was felt to be important for 74% with 65% indicating that the parish has a role in supporting indigenous groups and needy groups.

### **3.2.6 - Lay Leaders in the Parish**

With regards to some liturgies being led by lay ministers, only 54% agreed with this statement (26% neither agreed/nor disagreed). Fifty four percent felt that there are enough roles in the church for lay people to become involved with the consideration of providing appropriate training for them to be able to participate in these roles (73%). Only a small number indicated that they would like to be given the opportunity to lead the liturgy (13%) and that sufficient training should be provided for lay ministers in the Parish (30%).

### **3.2.6 - Sacramental Programs**

63% felt that the Baptism program meets the needs of families with 69% agreeing that preparation for the Sacraments is meeting the needs of the community. Most people (75%) felt that parishioners should be offered a variety of educational programs with only 48% agreeing that the RCIA program meets the needs of the Parish community. Overall, it was agreed that the Sacramental programs offered by the Parish are adequate in meeting the needs of the community (64%).

Many agreed that adequate access was being made available to the Sacrament of Reconciliation (79%). Only 48% indicated that they would continue to attend this Parish regularly in the absence of a Priest with 61% indicating that they would attend a neighbouring Parish and 60% indicating that the involvement of Priests in all ministerial aspects of the church is important. The Parish staff was found to be welcoming and helpful (85%) with the care and leadership offered by the Pastoral Associate meeting the needs of the Parish (50%). A majority of people (81%) agreed that a Priest has provided spiritual support when required and that the Parish was meeting the needs of its parishioners (78%).



Only 63% indicated that leadership was being provided by the Parish Pastoral Council (PPC) with 62% agreeing that the PPC was doing a good job in terms of visibility and approachability. Many felt that the relationship with St Francis Xavier school was strong and vibrant (65%).

### **3.2.7 – Maintenance**

With regards to church building maintenance, 66% felt that St Francis Xavier building is being well being maintained with only 50% indicating that St Clare’s building is being well maintained. Parking was felt to be adequate at both St Francis Xavier (74%) and at St Clare’s (57%). With regards to the sound system enhancing the parishioners participation in Mass, 68% and 41% agreed (St Francis Xavier and St Clare’s respectively). Heating and cooling was rated lower for both churches (54% agreed for St Francis Xavier with only 32% agreeing for St Clare’s). While 73% felt that the Parish Hall at St Francis was being well maintained, only 34% agreed about maintenance of St Clare’s hall

An outline of the main written comments generated from the survey was also summarised:

- Maintenance improvements for both church buildings;
- More support for the elderly in getting to Mass on a weekend;
- Further faith education opportunities for the Parish community;
- Music to be modernized and relevant for the youth in the community;
- A greater leadership role for lay people to increase their participation in the parish community;
- Disabled parking in the grounds closer to the church;
- Social activities and more engagement of the youth both liturgically and spiritually;
- Special prayers to be printed in the newsletter;
- Increase number of Sacrament teachers;
- More social functions are required for the community to become involved;
- Encourage the youth to become involved in sacraments and Parish with more youth led Masses; and

- More efficient Pastoral Care with greater involvement in charity groups.

While they are all considered to be important, each year the PPC will be taking on a 2 -3 different projects to ensure that they are dealt with both efficiently and effectively. The items identified as requiring the immediate action and will therefore be considered the focus of the PPC projects during 2008 include:

- Providing more opportunities for the Youth of the parish to increase their participation in the community;
- Preparation of lay people increasing their participation in leading the community; and
- Maintenance of the church buildings.

## **The Focus of the Parish Pastoral Council**

### ***4.1 - The Role of a Pastoral Parish Council***

Parish Pastoral Councils are gathered by various means and in various forms in Catholic Parishes throughout

Australia. They all have the single purpose of ensuring that the local church community, from among which they are called, has every possible opportunity to carry forward the mission of Jesus Christ. Thus the nature and functions of the Parish Pastoral Council are drawn from the nature and mission of the church and its role in the Parish community to make present the ‘servant leadership’ of Christ *in collaboration with the overall pastoral leadership of the Parish Priest.*

The following information extensively draws upon the resources of the Australian Catholic Bishops’ website on Pastoral Parish Councils in Australia (for further information please visit <http://ppc.catholic.org.au/ppc/> ).

The responsibility of the whole Parish Pastoral Council [Priest and Parishioners collaborating in leadership as communion for mission] is to ensure that the Parish community has every opportunity to carry forward the mission of Christ. To fulfil this responsibility the Parish Pastoral Council takes an overview role in relation to the key pastoral elements of

the Parish's life. They could be expressed differently as:

- Formation of Christian Community;
- Liturgy and Celebration;
- Growing in Faith and sharing that in witness; and
- Service and Outreach.

#### **4.2 – The Role of the Pastoral Council**

A Pastoral Council consists of the Pastor together with a group of parishioners chosen by the parish community. The Pastoral Council's role is to promote the Church's mission to live and communicate the love and values of Christ in our world. The Pastoral Council shares in the responsibility for the ongoing life and development of the faith community, working together with parishioners to provide support for their efforts to live as followers of Christ.

#### **4.3 - Functions of a Pastoral Council**

A Pastoral Parish Council seeks to:

- enrich the quality of parish life;
- provide opportunities for parishioners;
- grow in holiness; and

- discover and live out a personal and community call to mission to live as Catholics who effectively transform society.

In mid November 2009 the St Francis Xavier and St Clare's Pastoral Parish Council was very fortunate to have Dr Peter Price lead a seminar to help the Parish Pastoral Council name its key priorities over the next five years. As a result the following roles of the Pastoral Parish Council were examined and considered:



**Figure 4.1 – Key Tasks of the Parish Pastoral Council**

<b>Formation of Christian Community</b>	<b>Liturgy and Celebration</b>
<b>Growing in Faith and sharing that in witness</b>	<b>Service and Outreach</b>

Parish Pastoral Council was encouraged to focus on the top three and determine appropriate actions for the parishes of St Francis Xavier and St Clare’s. It should be noted that all the activities of the parishes of St Francis Xavier and St Clare’s can be generalised under these headings.



**Table 4.2 – Assessment of Priority Areas**

Priority Area	Ranking
Formation of Christian Community	1
Liturgy and Celebration	2
Service and Outreach	3
Growing in Faith and Sharing in Witness	4

**4.4 - Setting the Priorities for St Francis Xavier and St Clare’s Parishes**

In reviewing these activities during the Council’s reflection day the Parish Pastoral Council prioritised these activities and developed the following rankings (see Table 4.2). Once these rankings had been developed the

It should be noted that this assessment was made based on the membership of the Pastoral Parish Council at the end of 2009. Over time it would be fair and reasonable to expect that priorities for the two parishes would change. It is important that these priorities are reviewed periodically (perhaps annually) to ensure that the Pastoral Parish Council's focus is well aligned to the needs of the two parishes.



# **Priorities for St Francis Xavier and St Clare's for the Next Five Years**

Insert relevant diagrams - suggestions

**Table 5.1 – First Priority for Pastoral Parish Council – Formation of a Christian Community**

<b>Objective</b>	<b>Strategies to be implemented</b>	<b>Who is responsible</b>	<b>When</b>	<b>Resources</b>	<b>Communication</b>
<p><b>Community</b></p> <p>To establish a culture of inclusiveness by December 2011.</p>	<p>1) Establishment of a welcoming roster; 1a) Recruiting</p> <p>2) Nametags for welcomers</p> <p>2) Cultural Events</p> <ul style="list-style-type: none"> <li>• Pasta Night</li> <li>• Currie Night</li> <li>• Chinese New Year</li> <li>• International mass</li> </ul>	<p>Pastoral Associate</p> <p>Pastoral Associate</p> <ul style="list-style-type: none"> <li>• Joe Arcuri</li> <li>• Jane D’Souza.</li> <li>• Patrick &amp; Norma Low</li> <li>• Maurice and Sue Gonsalvez</li> </ul>	<p>July 2010</p> <p>July 2010</p> <p>Once pa.</p>	<p>N/A</p> <p>N/A</p> <p>From the group of volunteers an individual will nominate to lead each event, with the support of other volunteers.</p>	<p>All Special Ministers rostered on for Mass be advised additional role.</p> <p>All welcomers will be advised by the Parish Office that they will be provide with nametags.</p> <p>At the start of each year the parishes are advised of key cultural events and are invited to volunteer.</p>

	<p>3) Social Events</p> <ul style="list-style-type: none"> <li>• 2 events p.a.</li> </ul>	Social Committee	July 2010	Small group of volunteers.	Invite key members of the parishes to volunteer and lead each event.
	<p>4) Develop a Visitation Program Group</p> <p>4a) New comers</p>	Veronika Bellis	July 2010 Every 3 months	Small group of volunteers from each parish.	Invite selected members of parish to participate in a visitation program.
	<p>5) Continue the Parish Newsletter</p>	All PPC members	Editions each season	All members of the Parish Pastoral Council	<ul style="list-style-type: none"> <li>• Hardcopies available with Newsletters.</li> <li>• Electronic copies available from the Parishes' website.</li> </ul>

**Table 5.2 – Second Priority for Pastoral Parish Council – Liturgy and Celebration**

Objective	Strategies to be implemented	Who is responsible	When	Resources	Communication
<p>Liturgy and Celebration</p> <p>To have more participation in the celebration of the liturgy – by mid 2012.</p>	<p>1) To increase the level of participation in the following Ministries:</p> <ul style="list-style-type: none"> <li>• Grief support;</li> <li>• Liturgy of Word with Communion; and</li> <li>• Baptism program.</li> </ul>	<p>Pastoral Associate</p>	<p>June 2010</p>	<p>Training costs</p>	<p>Invite key members of the parishes to volunteer.</p>
	<p>2) To courage more participation in singing/music.</p> <ul style="list-style-type: none"> <li>• Ask Our Lady of Sion students if they would like to (one a month) play at a key mass at St Francis Xavier and/or St Clare’s.</li> </ul>	<p>Fr Anthoni / Anthony Kennedy</p>	<p>July 2010</p>	<p>Acknowledgement gift at the end of the year and/or contribution to the School’s music fund.</p>	<p>Newsletter – advise members of the parish which masses student’s will be playing.</p>
	<p>3) Improve feast day Masses</p> <ul style="list-style-type: none"> <li>• St Clares celebration Mass <ul style="list-style-type: none"> <li>○ Ask the bishop to celebrate mass.</li> </ul> </li> </ul>	<p>Trish Nicholson</p>	<p>August 2010</p>	<p>Up to \$500</p>	<p>In the lead up to each feast day</p>

	<ul style="list-style-type: none"> <li>○ Invite guest choir.</li> <li>○ Lunch at the St Clare's hall.</li> <li>● St Francis Xavier celebration Mass <ul style="list-style-type: none"> <li>○ Ask the Australian Provincial to celebrate mass.</li> <li>○ Invite Guest choir.</li> <li>○ Lunch in the school's hall</li> </ul> </li> </ul>	Vince Fazio	December 2010	Up to \$500	<p>details will be made available via:</p> <ul style="list-style-type: none"> <li>● Newsletter;</li> <li>● Website;</li> <li>● E-mail system; and</li> <li>● Posters at the back of the Church.</li> </ul>
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**Table 5.3 – Third Priority for Pastoral Parish Council – Service and Outreach**

<b>Objective</b>	<b>Strategies to be implemented</b>	<b>Who is responsible</b>	<b>When</b>	<b>Resources</b>	<b>Communication</b>
<p><b>Service and Outreach</b></p> <p>To have St Francis Xavier and St Clare’s Parishes recognised as active participants in the Box Hill (and surrounding areas).</p>	<p>1) Develop the membership of the Social Justice group.</p> <p>2) Increase funds provided to the East Timor Project;</p> <p>3) Increase the level of involvement and participation of both parishes in the following outreach activities:</p> <ul style="list-style-type: none"> <li>• Food at the Barn;</li> <li>• St Vincent de Paul; and</li> <li>• Others as identified during the year.</li> </ul>	<p>(maybe Val Mooney)</p> <p>Eco Pastoral Project Group - East Timor</p> <p>Social Justice Group</p>	<p>June 2010</p> <p>December 2012;</p> <p>December 2010</p>	<p>Assistance from the Parish Office.</p>	<p>Invite key members of the parishes to volunteer. Also use newsletters and e-mail to promote the drive.</p> <p>Invite key members of the parishes to volunteer. Also use newsletters and e-mail to promote the drive.</p>

	<p>4) Increase the number of Visitations by 15%.</p> <ul style="list-style-type: none"> <li>• Hospital (Box Hill);</li> <li>• Epworth;</li> <li>• Nursing homes:</li> <li>• - St Vincent de Paul, Strabane Avenue;</li> <li>• St Vincent de Paul Nursing Home;</li> <li>• 40 Dorking Road – (Blue Cross, Springfield);</li> <li>• Uniting Aged Care – 75 Thames St.;</li> <li>• Ascot House; and</li> <li>• Elgar Home (need to check name of this).</li> </ul>	<p>Fr Bob Matthews with support from the visitation program team (Parish Coordinator for Ministry of Sick</p>	<p>July 2010</p>	<p>Small group of volunteers from each parish.</p>	<p>Invite key members of the parishes to volunteer. Also use newsletters and e_mail to promote the drive.</p>
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## **5.2 - The Importance of Evaluation**

Evaluation is more than just taking a snapshot of outcomes at the end of a program to demonstrate if an activity has been successful or not. In this Strategic Plan evaluation will be used as an ongoing learning tool to improve the effectiveness of the Parish Pastoral Council's activities.

Evaluation refers to a periodic process of gathering data, assessment and reflection on a program as to whether it is effectively carrying out planned activities, and the extent to which it is achieving its stated objectives and anticipated results.

Supporting this Strategic Plan the Parish Pastoral Council will conduct internal evaluations to obtain information about the key activities. This information will allow the Council to make more informed decisions about the implementation of activities or how it might better resource activities in further years.

At periodic Parish Pastoral Council meetings, internal evaluations will be conducted. In addition, all of the activity participants will be provided with the opportunity to be involved in the evaluation process in appropriate ways. This might be in the form of comments or feedback or for major events inviting the principal organiser to attend a meeting. These insights help ensure that the evaluation is fully participatory and will build commitment on the part of all involved to use the results to make improvements to the activities.

While most of the evaluation will be done with the two Parishes it is important that the Parish Pastoral Council seeks the input of external stakeholders, particularly in relation to its Service and Outreach priority activities. While it is possible that parish activities undertaken by parishioners will also be evaluated positively, external evaluation may provide considerable positive and constructive feedback which will help improve the two parishes' future efforts.

Evaluation, conducted on a regular basis, will greatly improve the effectiveness of the Parish Pastoral Council's activities and programs.

Evaluation prior to the PPC Annual Reflection Day.



**Table 5.4 – Evaluation of Priority Areas**

Objective	Method	Who is responsible	When
<p><b>Formation of a Christian Community</b></p>	<p>At the end of each activity a short report will be provided to the next PPC meeting. Each of these short reports will be used to help inform the survey results.</p> <p>A survey will be made available to all parishioners to provide feedback and comments on the listed events undertaken during 2010.</p>	<p>Anthony Kennedy with the assistance of lead project volunteers and the parish office.</p>	<p>February 2011</p>
<p><b>Liturgy and Celebration</b></p>	<p>At the end of each activity a short report will be provided to the next PPC meeting. Each of these short reports will be used to help inform the survey results.</p>	<p>PPC member [X] with the assistance of lead project volunteers and the parish office.</p>	<p>February 2011</p>

	<p>A survey will be made available to all parishioners to provide feedback and comments on the listed events undertaken during 2010.</p>		
<p><b>Service and Outreach</b></p>	<p>Contact key external stakeholders and determine if the contribution from the Parishes of St Clare's and St Francis Xavier have increased or made a considerable impact on the various organisations.</p> <p>Seek feedback and comments from those who participated in the various programs/activities. Determine how improvements could be made.</p> <p>Short report made available to the Parish Pastoral Council.</p>	<p>PPC member [X] with the assistance of lead project volunteers and the parish office.</p>	<p>February 2011</p>

## **Communication Strategy**

### ***6.1 - A Communications Strategy***

Once a final strategic plan has been approved by the Pastoral Parish Council and Fr Anthony a number of hard copies will be made available as well as an electronic copy placed on the parish website.

The most important element of developing a Strategic Plan is to ensure that all parishioners fully understand the Plan or are at least aware of the key messages of the Plan (i.e. the key priority areas and associated activities).

While it would be ideal if everyone read this detailed Plan, they are unlikely to do so. To ensure that people have an opportunity to understand the important elements of the Strategic Plan an executive summary will be developed.

### ***6.2 – Executive Summary***

All members of St Francis Xavier and St Clare's parishes will be provided with a copy of an executive summary. Much of the executive summary will draw on the Plan's priority areas and the associated activities.

The structure of the Strategic Plan executive summary will be:

- The purpose of the Strategic Plan;
- The need for parishioners to become involved in implementing the Strategic Plan;
- A summary of the key priority areas and the key dates; and
- That progress reports will be made periodically against the priority areas.

Ideally, this information would fit on an A3 page which would be made available with the February 2010 parish newsletters. ?????

## **6.2 - Reporting**

To demonstrate the work being done by the Parish Pastoral Council to the two parishes it is essential that periodic reports are made available. These reports can be very simple outlining the progress or achievements in support of each of the activities. An overall judgement, based on comment, feedback and the evaluations on the priority areas will need to be made.

The proposed forums for the reports to be made available include:

- The Parish Pastoral Council newsletter an up-date every six months.
- The St Francis Xavier and St Clare's website will also be an important tool to monitor and track the performance of the strategic plan over time.
- An appendix to the St Francis Xavier and St Clare's annual report.
- Short presentation at the St Francis Xavier and St Clare's Annual General Meeting.