

IMPLEMENTATION TEAM “E”:
ADMINISTRATION/FINANCE
& COMMUNICATIONS

Purpose Statement

The purpose of the Administration & Finance/Communication Team is to create a plan that will:

- ◆ *Strengthen the involvement of the laity in the parish by working with the Pastor to establish a Parish Pastoral Council*
- ◆ *Increase awareness of the financial status of the parish by improving the transparency of financial reports through quarterly reports, weekly trend reports in the bulletin and opening Finance Council meetings to the parishioners*
- ◆ *Improve the financial condition of the parish by establishing a process for coordination of fund-raising*
- ◆ *Promote the growth of the parish by developing a strategy and infrastructure for more effectively communicating information about parish activities, particularly those involving the seven Rock Cycle focus areas*

Challenges

E-1 How can we promote the development of a parish pastoral council at St. Peter Parish?

Strategic Solutions:

Continued education for team members about the purpose and value of a pastoral council

Attend the Archdiocesan Parish Leadership Day and participate in the parish council focused sessions

Visit local Chicago, Milwaukee and Rockford parishes that have pastoral councils to gain more insight of impact on the parishes

Interact with Archdiocesan staff responsible for parish council support to learn about function and potential pitfalls to implementing at St. Peter Church

Create a proposal for a parish council at St. Peter Parish and present to the Pastor

Community Forum Solutions:

Follow Archdiocese rules

Input into selection of new Pastor by all parishioners

At Mass or in the bulletin, start talking about the Parish Council

Arrange several options of time for involvement in Rock Cycle, PPT, etc as many parishioners may work in the evening

List the requirements to start a Parish Council

Encourage development; demand it

E-2 How can we enhance the financial support for St. Peter Parish?

Strategic Solutions:

Develop a more transparent financial reporting process

Create frequent, concise and understandable financial statements

Help parishioners recognize the value of their contributions

Encourage continued and possible increases in contributions

Create a “State of the Parish” letter from the Pastor, mailed to all parishioners and posted on parish web-site, giving financial updates, anticipated budget impact items, a call to all parishioners to support the school and ministries, an explanation of the Chicago Archdiocese rationale for founding St. Raphael Parish, and

a future outlook of the parish community

Mail quarterly standardized format financial reports to registered parishioners (or included in the quarterly parish newsletter?) and post on-line with updates on capital programs as needed

Publish weekly offertory collection results with over-under budget format with clarifying “notes”, as needed

Ongoing explanations and results of parish fund-raising

Publicize and encourage participation in regular parish finance council meetings

Community Forum Solutions:

Sponsorship of paving materials (bricks) for fund-raising

Communicate

Ask for it

Get more people active, dollars will come

E-3 How can we enhance the effectiveness of fund-raising activities?

Strategic Solutions:

Conduct a parish audit to determine current parish fund-raising activities, parishioners involved and all pertinent data

Visit local parishes to research successful fund-raising practices

Develop and implement a 1 – 3 year parish fund raising plan that would operate as the only mechanism for parish and Archdiocesan fund raising

Community Forum Solutions:

Communicate

The parish doesn’t do fund raising; the school does it on its own

E-4 How can we help develop additional financial resources, i.e., endowments, deferred gifts, business/corporate support, major gifts, etc.?

Strategic Solutions:

Interact with parish administrator and finance committee to determine current efforts to accomplish this goal

Interact with Archdiocesan staff member, if available, to help develop a non-traditional financial resource plan

Seek out a registered financial planner who could help develop such a plan

Visit local Chicago, Milwaukee and Rockford diocese parishes to research successful non-traditional financial resources acquisition plans

Develop and communicate long-range plan to acquire non-traditional financial resources to support long-term parish growth

Community Forum Solutions:

Communicate

Start a parish recycling program

Simply ask for it

Work with estate attorneys to help parishioners plan for future

E-5 How can we develop a strategy and infrastructure for more effective parish communications?

Strategic Solutions:

Conduct a parish communication audit to determine effectiveness of current communication vehicles (e.g. Mass announcements, weekly bulletin, parish web-site, quarterly newsletter, Pastor’s letters to parishioners)

Visit local Chicago, Milwaukee and Rockford diocese parishes to research successful communication vehicles and processes