

PARISH OF THE DIOCESE OF PITTSBURGH: REGIONAL VICARIATE 3 DISTRICT 4

# Our Lady of the Miraculous Medal Church

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Parish Pastoral Plan

OLMM Parish Pastoral Council

11/18/2013



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## **Mission Statement**

Our Lady of the Miraculous Medal Church is a family-oriented faith community in the Roman Catholic Diocese of Pittsburgh. We are called to bring Jesus Christ to the people of Meadow Lands in Washington County by Sacrament, Word, and Service to fulfill Our Lord's Great Commission.

## **History of the Parish**

Our Lady of the Miraculous Medal was established on June 18, 1953, when the parish was canonically erected. However, the origin of the parish can be traced back to 1943, when the bishop instructed the Missionary Confraternity of Christian Doctrine (MCCD) to organize a mission to Meadowlands. The Diocese formed the MCCD to bring religious instruction to Catholics living in small, isolated communities who lacked access to an existing church. A priest from the MCCD organized a Sunday School class in February of 1944. The first Mass of the new mission was celebrated on April 16, 1944, in the Crystal Theater. The parish used the theater for five years until a church could be built.

Ground for the church was broken on September 2, 1948, and the cornerstone was laid on November 14, 1948. The first Mass in the new building was celebrated on June 12, 1949, in the new completed church auditorium. The first Mass in the church took place on Christmas of 1949. The building was formally dedicated on September 3, 1950.

In June of 1953, the parish was formed and a resident pastor assigned. The church was renovated in the 1970s (Catholic Diocese of Pittsburgh Parish).

## **Executive Summary**

Our Lady of the Miraculous Medal Church (OLMM) is a Parish located in Meadow Lands, PA. OLMM is a member of the Diocese of Pittsburgh and Regional Vicariate 3 District 4.

The following is the Parish Pastoral Plan for Our Lady of the Miraculous Medical Church.

This plan has been approved by OLMM Parish Pastoral Council on the 20<sup>th</sup> day of April 2013, has been submitted to Vicariate Leadership, Reverend Samuel Esposito on the 24<sup>th</sup> day of November 2013, and has been submitted to Bishop David Zubik on the 20<sup>th</sup> day of December 2013 for approval.

The Executive Summary includes a summary statement of the goals and objectives of the Parish Pastoral Plan and a review of the Essential Elements.

# Pastoral Leadership

## Parish Pastoral Council

### Council Members

President: Reverend Carmen D’Amico  
Facilitator: Wendy Vincent  
Council Member (see table below)  
Parish Staff: Deacon Anton Mobley and Rosalie Eckels,  
Catechetical Administrator (Scribe)

#### Current Parish Pastoral Council

Tom Dietrich	Bob Zimmerman
Ed Holmes	Laynee Zipko
George Pecharka	Jeff Klug – Member Elect
Barb Provenzano	Lindsay Mitchem – Member Elect
Wendy Vincent	

#### Past Council Members who contributed to this Plan

Deacon Leonard Thomas	Joy Sirakos
Bob Hoffman	

### Purpose of Parish Pastoral Council (Catholic Diocese of Pittsburgh Parish)

1. Actively seeks information from the pastor, parish staff, and the parish at - large regarding the pastoral needs of the parish community.
2. Assists in developing and reviewing the parish mission statement.
3. Advise the pastor in integrating the parish’s goals and priorities into an on-going Parish Pastoral Plan.
4. Recommend flexible strategies which support the parish’s goals and priorities.
5. Contribute to the evaluation of progress in achieving goals from the Parish Pastoral Plan.

## Parish Pastoral Council and Relationships

**The Parish Pastoral Council (PPC)** has a number of working relationships with the Pastor, Ministries, Committees, and Parish.

**Parish Pastor:** The Parish Pastor is a leader to the Council. It is the responsibility of the Council to provide recommendations with support justification to the Pastor. The Pastor shall be the final decision maker.

**Finance Committee:** The Finance Committee and Parish Pastoral Council will meet quarterly each year to ensure that initiatives, both short and long term goals are aligned with the Parish Financial Plan. As defined in One Body One Mission (Diocese of Pittsburgh), the PPC has responsibility for the planning and overall welfare of the Parish. As defined by Means for Mission (Diocese of Pittsburgh), the Finance Council has the responsibility to ensure that audits and input are provided to maintain the financial welfare of the Parish. Pre-Budget planning and major expenses will be discussed between Councils to collaborate for successful adherence to the Parish Financial Plan.

**Volunteer Committee Chair:** Each Committee shall have a Chair appointed by the Pastor. Currently each Interim Committee Chair is a member or extended support member on the Council. The long term objective is to appoint a Chair for each Committee. This Chair serves as a liaison to provide updates to the Council and will share Council feedback and guidance to their respective Committee.

**Volunteer Committees:** Committee Volunteers are Parish members who enlist and volunteer for a Committee. With a vision and strategy defined by the Council, each Committee member will work to implement the plan that delivers results for each objective. Committee members report up through each Committee Chair.

**Ministries:** Each Ministry Volunteer Lead works with their respective Ministry to adhere to the defined role of service to the Parish. Each Ministry aligns with a defined Committee to implement Parish initiatives.

**Parish:** The Parish is responsible for providing feedback to the Pastor and PPC via Surveys and Focal Groups in order for the PPC to define effective and accurate Strategic Planning. Evaluation and feedback from the Parish is vital for assessing progress of goals. Goals will be measured and revised to meet the changing needs of the Parish.

## Council Roles & Responsibilities

Title	Role	Responsibilities
Pastor	Presider/Leader and final decision maker who has complete responsibility and authority for assigned parish.	<ul style="list-style-type: none"> <li>• Role of presider, assuring that all who share in the ministry of leadership are equipped for their task, supporting council activity to achieve ultimate purpose</li> <li>• Appoints members to PPC and Committee Chairs</li> <li>• Leads Council meetings, assisting with development of consensus around issues by sharing information, teaching ecclesial principles, or providing own perspective/experience</li> <li>• Approves and supports parish strategies, ultimately accountable for quality of council’s planning decisions</li> <li>• Considers recommendations from Parish Pastoral Council, ensuring that the council performs its tasks</li> <li>• Final decision maker who has ultimate responsibility and authority for total life of the parish – both strategic and financial aspects</li> <li>• Oversees ongoing development, training, and replacement of council members</li> <li>• Accountable to Diocese to ensure that requirements are met</li> <li>• Ensures that open audit action items are completed to secure satisfactory assessments and audits</li> </ul>
Parish Pastoral Council member	Council member who has been appointed by the Pastor based upon Diocesan criteria. Commitment to contribute through council collaboration and consensus, recommendations to the pastor for the successful obtainment of our parish mission and strategic initiatives.	<ul style="list-style-type: none"> <li>• Accept appointment to council</li> <li>• Willing to serve three year commitment with ability to extend</li> <li>• Attend council meetings</li> <li>• Provide input and collaboration in order to achieve consensus towards council recommendations</li> <li>• Contributes to the development and delivery of a pastoral plan</li> <li>• Adherence to council’s agenda to achieve both short term and long term goals</li> </ul>

Title	Role	Responsibilities
Parish Pastoral Facilitator	Council member who has been appointed by the Pastor to organize the council's work towards the completion of an agenda and ultimately the process parts of pastoral planning.	<ul style="list-style-type: none"> <li>• Includes all Council responsibilities</li> <li>• Organizes council's work through use of agenda to coordinate activity towards achieving goals</li> <li>• Coordinates planning of council's activities</li> <li>• Ensures adherence to agenda that supports achievement of both short term and long term goals</li> <li>• Through listening, facilitator will respond appropriately to dynamics and progress of council and will move the agenda towards its end</li> <li>• Responsible for supporting council to ensure adherence to Diocesan requirements for Parish Pastoral Council are met</li> <li>• Ensures that timely reports are filed as required by the Vicar</li> </ul>
Parish Pastoral Scribe	Council member/staff who has been appointed to capture and provide communication of Council decisions.	<ul style="list-style-type: none"> <li>• Captures council meeting minutes</li> <li>• Delivers minutes to Parish support staff for distribution to Parish at large</li> <li>• Handles all mail and correspondence for the Council</li> </ul>
Advisory roles Ad-Hoc	Provides advisory services for defined advisory groups such as Education, and Finance, Worship.	<ul style="list-style-type: none"> <li>• Accept appointment to advisory council</li> <li>• Willing to serve three year commitment</li> <li>• Provide input and recommendations to Council</li> <li>• Share information and updates with Council and respective parish groups surrounding council activities</li> </ul>
Committees	As outlined in the Committee Section, the Committee framework was developed in order to promote active volunteers in the Parish to engage with the implementation of the Parish goals.	<ul style="list-style-type: none"> <li>• Each Committee has a charter that outlines scope of focus</li> <li>• Each Committee defines the roles and responsibilities of each member</li> <li>• Each Committee has an appointed Committee Chair to led efforts with progress towards defined objectives as approved by the PPC</li> </ul>

Title	Role	Responsibilities
Parish Support Staff	Provide support activities to council as required.	<ul style="list-style-type: none"> <li>• Preparation of council invitations, agendas, and handouts</li> <li>• Distribution of approved council minutes</li> <li>• Notification to council members of schedule changes</li> <li>• Coordination of location for council meetings</li> <li>• Support with equipment set up and meeting preparation as needed</li> </ul>

## Nomination Process

In 2012 OLMM began a nomination process per Diocesan Guidelines to fill four vacant positions on the Parish Pastoral Council. Sessions were held after Mass to provide education around the PPC, roles and responsibilities, current initiatives, and to answer questions from interested Parishioners. Nominations were taken from the Parish to all who were interested. Multiple group sessions were held to step through a discernment process. Smaller groups allowed candidates to share their talents, gifts, and contributions to the Parish. Every candidate had an opportunity to vote in order to reduce the group size to ten candidates. The last discernment session in November 2012 was geared towards finalizing votes from all of the candidates. The top four candidates who received the highest votes from their fellow nominees were invited by Father Carmen D'Amico to join the PPC.

OLMM Parish Pastoral Council approved this process as a formal Nomination Procedure which can be found in Appendix C.

## Volunteer Committees

### Committee Roles & Responsibilities

In accordance with *One Body One Mission*, the PPC is responsible for setting a strategy and a vision for the Parish. This strategy is a result of feedback from a Parish Survey administered 2012 Q1. Both long and short term goals with focal areas were defined. Committees were formed with each Committee led by an interim Chair/Council Member until a permanent Chair is appointed by the Pastor. In June 2013, a Kick off meeting provided education to the Committee volunteers that outlined the charter for each Committee, each member's roles and responsibilities, and focal areas with goals defined by the Council.



### *Worship Committee*

The Worship Committee shall address the spiritual needs of the Parish and reflect on ways to foster on-going renewal, prayerful liturgy, and a sense of presence of God in the life of the Parish (lectors, EM, Choir). The mission of this Committee is to spread and live the Good News of Jesus Christ. A major goal is to celebrate the sacramental life of the Catholic Church. The main outcome of this goal is the active participation of the Parish in the Eucharistic celebration. A major effort will be made to continue educating the Parish and community about the teachings and traditions of Jesus, as well as the traditions of the Catholic Faith.

This effort will be made by the entire parish community, particularly those people who are actively involved in the liturgical ministries. When the faith of the parish and the community is alive and well, then the parish community will be able to accomplish the mission of the liturgical need Jesus has proclaimed in the Gospel and is celebrated within the sacraments.

The focus of this Committee will be to respond to the liturgical needs of the parish, provide the warmth and reception to all who attend the liturgy, and work to improve the quality of liturgical planning.

The Committee seeks volunteers who are willing to serve in any of the ministries coordinated by the committee, including: Lectors, Eucharistic Ministers, Altar Servers, Ushers, and Parish Choir.

**Requirements:** \*\*Parish member, willing to attend monthly meetings and bi-monthly meetings at peak times throughout the liturgical year (10 meetings/year).

**Committee Chair:** Deacon Tony Mobley

### *Faith Formation/Education Committee:*

The Faith Formation/Education Committee seeks ways to educate and pass our faith to youth and promotes on-going education for adults searching for the truth of the Gospel message of Jesus Christ. This includes elementary through high school, Youth Groups and Youth Ministry, and Adult education.

Faith Formation supports a lifelong commitment to spiritual and academic growth through community interaction, study, prayer, and sacramental celebration which should culminate in a life-style reflecting the Gospel and life of Jesus Christ. It strives for a productive, trusting relationship between students, families, teachers and staff.

The Faith Formation Committee is focused on the religious education and Christian Formation for parish members of all ages. Through research and committee work, this committee keeps parishioners informed about goals, policies, content and resources of the Christian Formation program. This Committee works closely with the Catechetical Administrator, Youth Group/Ministry Coordinator, and RCIA Coordinator.

**Requirements:** \*\*Parish member, willing to attend monthly meetings throughout the liturgical year (10 meetings/year).

**Committee Chair:** Rosalie Eckels

### *Outreach Committee*

The Outreach Committee seeks to establish our presence in the community, contributing to humanities, service projects, local community work, and fallen away members. This Committee will inspire and initiate programs that address the practical and spiritual needs of the Parish and community. Some of the areas of focus will be: activities and programs for shut-ins, fallen away Catholics, the sick in hospitals and nursing homes, prisons, and the disabled. This Committee will also promote work for support groups to help the widowed, separated, divorced, and help support victims of terminal illness and loss as well as the indigent population. This Committee will also be responsible for the Bereavement Group volunteers, provides Eucharistic Ministers

**Requirements:** \*\*Parish member, willing to attend monthly meetings throughout the liturgical year (10 meetings/year).

**Committee Chair:** Laynee Zipko

### *Welcome and Community Fellowship Committee*

The Welcome and Community Fellowship Committee strives to welcome new members, organize social activities and fund-raiser that aligns with the Parish Pastoral Plan. The goal of this Committee is to build community through small and large group gatherings and events to provide maximum, intergenerational parishioner involvement. As a Committee, this group will meet a variety of people's needs. The planned events and activities will attempt to be inclusive to all people and ages. Events such as Parish Festivals, Flea Markets, Dances, receptions, and New Member Welcome activities Baskets are initiatives that will be considered for the Parish.

**Requirements:** \*\*Parish member, willing to attend monthly meetings throughout the liturgical year (10 meetings/year).

**Committee Chair:** Barbara Provenzano

### *Safety/Building and Grounds Committee*

The Safety/Building and Grounds Committee is focused on the safety of our Parish, environment, Protecting God's Children, accommodating special needs, handicap/disabled members, Buildings, and Grounds. Another focus will be the development of a comprehensive Safety plan that will include parish education and communication around programs for First Aid and rescue assistance. The last area of focus will be on Grounds and Maintenance for new construction and renovation as well as existing maintenance of buildings and grounds.

Members of this Committee will also make recommendations around maintenance and repairs of the physical property of OLMM Church. They will make recommendations on necessary or preventative maintenance for services and repairs. Depending upon the nature of the work and the cost, they will work through providing these recommendations to the Parish Pastoral Council who will collaborate with the Finance Committee to identify funding. Members of this Committee may also be asked to join/collaborate with the Parish Garden/Flower Club.

**Requirements:** \*\*Parish member, willing to attend monthly meetings throughout the liturgical year (10-12 meetings/year).

**Committee Chair:** Lindsay Mitchem

### *Communication/Public Relations Committee*

The Communication/Public Relations Committee is focused on internal and external communication throughout the Parish such as the Parish Web site, social media (Facebook, Twitter), advertising, Parish Newsletters, Parish Directories, Photographers, Story/Article Writers, and proof readers.

**Requirements:** \*\*Parish member, willing to attend monthly to bi-monthly meetings throughout the liturgical year (10-14 meetings/year).

**Committee Chair:** Tom Dietrich

## Pastoral Life Essential Elements

### *Introduction:*

*The Bishop requests that each Parish Pastoral Council review all elements of parish life. The Council does not need to develop a goal for each area, but if the council chooses not to write a goal for a given element, the Council should submit an Element Review Sheet demonstrating that the Council has considered this element in its planning. Parishes are recommended to have 3-5 goals. Therefore, each Council will most likely have several Elements reviewed as part of the final Pastoral Plan (Diocese of Pittsburgh).*

*The Essential Elements of Parish Life are: Worship, Word, Community, Service, Leadership, Stewardship and Evangelization. The goal itself may be specific, but should be traced back to one of these Essential Elements (Diocese of Pittsburgh).*

### *Pastoral Elements:*

- Eucharist
- Evangelization
- Catechesis
- Formation
- Stewardship

Each goal and objective is aligned to a Pastoral Element as recommended by One Body One Mission (Diocese of Pittsburgh).

## Pastoral Life Assessment

### *Parish Surveys*

A Parish Survey was developed by the Parish Pastoral Council February 2012 and distributed to the Parish via Mass participation and mail distribution from March to May 2012. Approximately 236 surveys were returned. The purpose of this survey was to elicit feedback from the Parish and begin to prioritize the most important elements. Refer to Appendix A for the Parish Survey.

Survey results were compiled and scored June 2012. Survey feedback was sorted and organized into classifications. Survey results were communicated to the Parish Pastoral Council at a January 2013 meeting. Survey results were communicated to the Parish at all Masses February 9-10, 2013. Survey results can be found in Appendix B.

## Pastoral Plan Goals

### Long Range and Short Term Goals

#### Process of Developing Parish Goals

OLMM has implemented a process in which feedback is obtained from the Parish via surveys and small focus groups. Survey results are assessed and categorized in order to compile the results. Both short term and long term goals are defined to meet both the needs of the Parish based upon feedback as well as to meet requirements of the current state of affairs. Recommended short and long term goals that align to the Parish Strategy are provided to the Pastor from the PPC.

#### Validation and Revision Process

The completion of this initial plan with all approvals is targeted for the end of 2013. Our process to validate goals and results and revise as required. This will be conducted through a review process where validation and revisions are completed. Reviews will be targeted for the end of Q2 and Q4 with revisions defined within 30-60 days of the review. The Parish Pastoral Plan will continually be revised based upon this evaluation and revision process.

## Strategies, Objectives, and Outcomes

#### Targeted Outcomes

- 1: To establish religious formation opportunities for all ages in the Parish (Formation, Catechesis).**
- 2: To enhance the celebration of the Eucharist (Eucharist).**
- 3: To establish public outreach efforts in the local community (Evangelization, Stewardship).**
- 4: To provide a safe and friendly environment (Stewardship).**
- 5: To remain a strong vibrant Parish through expansion and outreach programs for all populations (Evangelization, Stewardship).**

**Outcome #1: Establish religious formation opportunities for all ages in the parish (Catechesis).**

**Goal 1:**

To offer one series of six week classes with completion by 3/31/2014: Natural Family Planning, Marriage Class, and Stress Coping areas requested by the Parish.

**Discussion/Action Items:**

It is important to identify what topics are of interest/value. Classes should have a start and end date. Consider copyright rules and can programs be taped. Define speaker requirements and fees or if internal resources can provide classes.

**Focus Areas:**

- Natural Family Planning (NFP) Programs
- Stress Coping
- Evaluation of Marriage Programs
- Monthly Date Nights
- Enrichment courses
- Annual Parish Retreat

**Results:**

- Stress Workshop held 11/17/2013 with good participation of participants.

**Outcome #2: To enhance the celebration of the Eucharist (Eucharist).**

**Goal #1:** To expand the offering of Confession & Mass times with enhancing liturgical education.

**Discussion/Action Items:**

Committee has focused on this area. Adding Confession by appointment to accommodate the needs of Parish members has increased satisfaction. The new Choir director is reviewing music and structure changes and will coordinate activity with the Committee.

**Focus Areas:**

- Additional times for Confession to week nights and weekend times
- Additional Masses
- Changes to music
- Eucharistic Minister Retreat
- Workshop for Committee on Liturgical Planning
- Coverage for priests

- Survey for optimal times with week and weekend confession times to be offered
- Work up plan for coverage of additional times
- Assistant/Local priest coverage
- Finalize schedules
- Publish in Parish Bulletin

**Results:**

Additional Confession times offered by appointment; Master schedule completed with all member assignments for transparency and coverage at all Masses: Themes for Seasons and planning for Healing and Specialty Masses are in process; Committee has achieved many the objectives thus far.

3: To establish public outreach efforts in the local community (Evangelization, Stewardship).

**Goal #1:** To expand presence of Eucharist Ministers at local nursing homes and home bound Parishioners.

**Discussion/Action Items:**

- Gain information on local needs
- Develop programs and action items to serve these groups

**Focus Areas:**

- Confirm nursing home coverage/territories to ensure coverage
- Assess/visit home bound Parishioners
- Get information on local Missions/shelters
- Educate Parish on local needs
- Assessment for poor/homeless
- Prisons/special schools

**Results:**

- Nursing home and community area coverage defined and covered by the Parish. The top 6-8 initiatives have been prioritized and this group is leading efforts within the Parish to provide supplies and funding for various causes.

**Outcome # 4: Provide a safe and friendly environment. (Formation) -**

**Goal 1:**

To complete handicap accessibility measures for main floor access to Church by 12/1/2013.  
(One entrance access ramp, restroom, and parking)

**Discussion/Action Items:**

- Discussion around accessibility and compliance of doors, ramps, and restrooms to ensure ADA compliance is met.
- Long term goal should be to have a designated section for handicap accessibility where wheel chairs can reside

**Focus Areas:**

- Pews/seating construction
- Automatic door pad

**Results:**

- Approval of vendor for automatic door and installation as per Committee and Council recommendation

**Goal 2:**

To complete handicap accessibility measures and provide large print aids for the visually impaired by 2014 Q4. A longer term goal is providing aids for the blind and hearing impaired is targeted for 2014.

**Discussion/Action Items:**

- Worship aids such as Missalettes, Hymnals/worship may need short term purchase as products may change, Consideration should be given as to the potential overlap of committees such as safety and worship committees and the need for transparency to coordinate efforts

**Focus Areas:**

- Braille and large print for Worship Aids
- Close caption monitors – both upstairs and downstairs
- Person to sign at designated Masses
- Automated External Defibrillator (AED)
- Take to Ministries to request assistance with funding

**Results:**

- Purchase for large print Mass aids are in the recommendation to approval process



**Goal 3:** To complete a comprehensive Safety Plan in accordance with Diocesan requirements with an appointed Safety Coordinator who will serve on the Safety Committee. This Safety Plan will: define a safe environment, outline a process for education, and define a communication plan for awareness throughout the Parish; will serve to ensure coverage at all events and Masses with trained individuals who can respond and rescue until Rescue Professionals arrive on site. The Safety Plan also contains processes and procedures for compliance with Protecting God's Children's Program that includes Audit reports, procedure for enrolling Parish Volunteers, and communication to the Ministry Volunteer Leads to audit compliance.

**Results:**

- Comprehensive safety plan started
- Appointment of Safety Coordinator completed
- Mature PGC program in place

**Goal 4:** To successfully implement Automated External Defibrillators (AEDs) at the Church and CCD Center by 12/31/2013. This element will be part of the broader comprehensive plan.

**Discussion/Action Items:**

- Take to the Ministries to request assistance with funding (Christian Mothers)
- Vendor selection process with pricing
- Submit to Father Carmen and Council for endorsement of recommendation

**Focus Areas:**

- AED's – purchase of two devices, a trainer, batteries, and required maintenance
- Product updates/maintenance with battery changes
- Physical installation and maintenance of device with a formal schedule for inspection of device and batteries
- Certified training for use
- Published material for Parish awareness

**Results:**

- AED and training package purchased
- Volunteer enlistment in process

**Outcome 5:** To remain a strong vibrant Parish through the expansion of Parish and programs that will welcome all populations. (Formation, Stewardship)

**Objective 1:** Optimize communication across the Parish and to external organizations and the Community (Formation).

## Survey Result

- Although Communications was not indicated as a high priority within the Survey results, the Council has recommended that this item become a high priority since it is critical to the expansion, exposure, and overall welfare of the Parish.

**Goal #1:** Establish communication plans, structures and tools, and processes/people within the Parish.

## Discussion/Action Items:

- Important to openly share events such as a shared Parish Calendar and well defined process to schedule activities in an organized manner
- Prioritize a major renovation of the Parish web site to share vital information and promote transparency across the Parish
- Engage in Social Media (Facebook, Link In, and Twitter) to push activities and invite all people to participate
- Establish a stronger presence in the local community through advertisement campaigns and registering with local hotels and business directories

## Focus Areas:

- To increase community awareness and establish a presence for OLMM that is welcoming to all people (Plan completion)
- Communication Plan (Mass, Services, Activities, Bingo)
- Advertising and marketing efforts
- Increase social activities both internally and externally
- Optimize internal communication amongst all Parish Ministries, Committees, Council, and all groups within the Parish
- To provide social media and other media (Facebook, Twitter, TV, web site, radio) and expand OLMM web site for important sharing/Knowledge Management (PGC forms, PPC updates/minutes, CCD communication, central published calendar)

**Objective 2:** Build a welcoming Catholic community to promote fellowship with Christ at our center through communication and expanded Parish activities (Formation).

**Goal 1:** Expand social events for existing Parish members and develop a program for new Parishioners.

## Action items:

- **Establish a Welcome Committee for new members with sponsor Parishioners to ease transition**
  - Welcome process with letter to new members upon registration
  - Welcome Basket
  - Communication and education around Ministries and Committees

- Buddy System – Parish member or Parish family to ease new member transition to the Parish
  
- **Protecting God’s Children Welcome Package with instructions and support services**
  - Welcome Letter and Packet available for new and existing Parish members
  - Safe Environment Coordinator contact information and Diocesan Hotline published in every Bulletin
  
- **Expansion of Parish Calendar to include more social events**
  - Incorporate Parish feedback with priorities to add new events to Parish Calendar

**Focus Areas:**

- Expand Parish Ministry members
- Promote Fellowship across Parish
- Expand joint fund-raisers
- Welcome committee/program
- Singles group/functions
- Increase Social Activities - Flea Market, Car Cruise, Parish Picnic, Golf Scramble, Parish Dance, Coffee & Donuts, Bake Sale, Santa Event, Spaghetti Dinner, Funeral Luncheons, Sacrament Reception

**Objective 3:** Develop and expand programs and services that meet the needs of the Latino community.

**Goal 1:** Recruit and finalize the transition of Father Ferdinand Torres to OLMM

**Goal 2:** Develop and expand Parish programs that meet the needs of the Latino community

**Action Items:**

- Add Spanish Masses and Confessions with supporting bilingual aids (Missalettes, Hymnals)
- Expand CCD services to provide a Spanish program that will include bilingual instructors, material, and support services to Latino members

## Implementing the Plan

### Plan Schedule and Costs

The Parish Pastoral Council shall be responsible for providing all recommended strategies and initiatives to the Pastor for final approval. The PPC has a working

relationship with the Finance Council so that all projects have a projected budget estimated through the capital or operating budget process or exceptions have been approved through the appropriate approval process. These estimates will be reviewed with the Pastor and Finance Committee to cohesively plan for funding sources, timing, and projected expenditures. All activity within the actual budget is published annually at a minimum, for transparency to the Parish. It is through this planning process that funding sources such as standard operating, capital, Parish endowments, gifts, fundraisers, or Church Alive Campaign can be aligned with planned short and long term projects.

### **Committee Work:**

Each Committee has made significant progress with working towards targeted objectives. Each Chair sends monthly minutes to their Committee members and to the Council with updates. A short term goal is to publish all activity on the Parish Web Site for transparency across the Parish. All decision points are made through Committee recommendations that are brought to Council who provides a recommendation to Father Carmen D'Amico for final approval.

## **Evaluating and Revising the Plan**

The completion of this is targeted for all approvals by the end of 2013. The process to validate and revise as required will be through a review process where validation and revisions are completed. Reviews will be targeted for the end of Q2 and Q4 each year with revisions defined within 60-90 days of the review. The Parish Pastoral Plan will continually be revised based upon this evaluation and revision process.

## **Review and Approval Process**

Before this Pastoral Plan is submitted, it will be reviewed by the Parish Pastoral Council to ensure that each essential element of Parish Life was addressed either through a goal or an Element Review Sheet. The pastor will be then approve and sign the form. The members of the Parish Pastoral Council will sign off on this plan. The Parish Pastoral Plan will then be submitted to leadership of Vicariate #3 to sign off. The Parish Pastoral Plan is then sent to the Diocese of Pittsburgh to Bishop David Zubik to sign.

Refer to Signature Page with approvals in Appendix E

## Appendix A: Parish Survey

1. In *The Church Alive!*, Bishop Zubik asks if we are excited about our faith. What could Our Lady of the Miraculous Medal Church Parish do to make you more excited about your personal faith?
2. When we attend Eucharistic celebrations, we bring all of the issues and concerns of our lives – our current worries, hopes, dreams, and problems – to the celebration. How can Our Lady of the Miraculous Medal Church help parishioners with what matters most to them in their lives?
3. If Our Lady of the Miraculous Medal Church Parish offered more adult education programs to help people live their faith well in the contemporary world, what topics or issues should be addressed in the sessions?
4. When asked about her own fidelity, Mother Teresa said: “It is simply a matter of living my faith one day at a time with one person at a time.” What can Our Lady of the Miraculous Medal Church Parish do to encourage people to put their faith into action?
5. If you could change one thing about Our Lady of the Miraculous Medal Church Parish, what would it be?
6. What could Our Lady of the Miraculous Medal Church Parish do to encourage non-practicing Catholics to attend Mass more regularly?
7. What existing Ministries, services, or programs are in action and are working well at Our Lady of the Miraculous Medal Church?
8. What existing Ministries, services, or programs are missing at Our Lady of the Miraculous Medal Church that would be valuable to our Parish? (please include need for additional Mass and Confession offerings, as well as ideas for fund raisers)
9. Is Our Lady of the Miraculous Medal Church accessible to handicap population? What changes are needed to optimize access to all? (please include needs to offer Communion to home-bound family members or those in nursing homes/assisted living communities that require visits)
10. What programs should Our Lady of the Miraculous Medal Church offer to those with special needs (interpreters, multi-language communication, Braille, Hearing Impaired, and Special Needs) and please note the specific Mass in which you attend?

11. Does Our Lady of the Miraculous Medal Church provide a safe environment for access and participation at activities (AED devices, First Aid, cross walk with security, etc...)?
  
12. What Ministries or activities are you involved with at Our Lady of the Miraculous Medal Church?
  
13. What Ministries or activities would you be willing to participate or help with at Our Lady of the Miraculous Medal Church? (Please return survey but retain last page to complete with your name and contact information with special skills or talent where you would be willing to help).

**DEMOGRAPHICS: Will you please tell us something about yourself?**

**Age:** Under 18 \_\_\_ 18-29 \_\_\_ 30-44 \_\_\_ 45-59 \_\_\_ 60 and over \_\_\_

**Marital Status:** Single \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Widowed \_\_\_

**No. of Children at home:** None \_\_\_ One \_\_\_ Two \_\_\_ Three \_\_\_ Four or More \_\_\_

**How frequently do you attend mass?**

Daily \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Christmas/Easter \_\_\_ Rarely \_\_\_

**How long have you been a member of OLMM?**

Less than 1 year \_\_\_ 1-3 years \_\_\_ 4-10 years \_\_\_ More than 10 years \_\_\_

**Volunteer Form**

(Please remove this sheet from the survey and complete this form at your convenience, returning to Parish rectory or collection basket). Thank you for considering donating your time and talents to our Parish as volunteers are greatly needed and welcome.

Name: \_\_\_\_\_

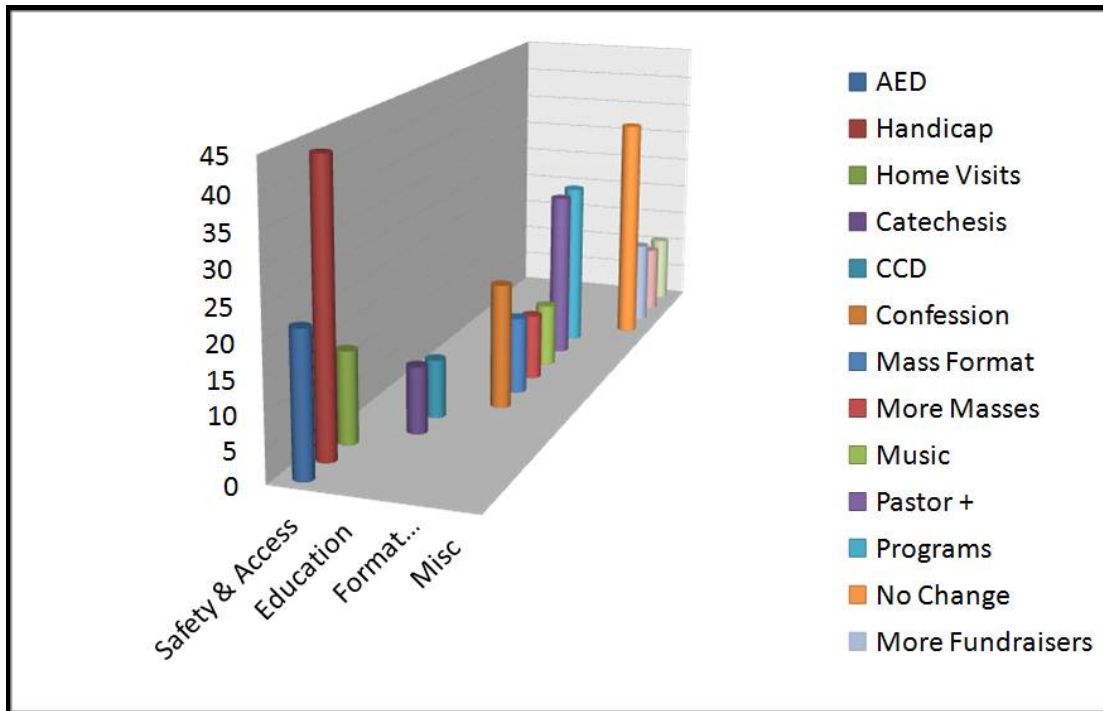
Address: \_\_\_\_\_

Phone (home, mobile): \_\_\_\_\_

Special talents and skills that you would be willing to volunteer/share with Parish:

(i.e. Finance, Music, Web site design/maintenance, Construction, Electrical.....)Other activities/ministries that you would be willing to get involved with to serve as a volunteer:

## Appendix B: Parish Survey Results



Number	Categories	Responses	Total Parish	% Raw	%Rounded	Priority
3	AED needed	51	236	0.2161017	21.61%	1
23	Handicap Access Lacking	103	236	0.4364407	43.64%	1
24	Home Visits or to nursing homes to minister	33	236	0.1398305	13.98%	1
9	Catechesis (Bible Study, Adult education)	24	236	0.1016949	10.17%	1
10	CCD	21	236	0.0889831	8.90%	1
13	Confessions - more needed	45	236	0.190678	19.07%	1
29	Mass Format changes	28	236	0.1186441	11.86%	1
30	Masses - more needed	24	236	0.1016949	10.17%	1
34	Music-Improvement/change needed	23	236	0.0974576	9.75%	1
36	Pastor - positive feedback	61	236	0.2584746	25.85%	1
43	Programs Needed (Marriage, Natural Family)	61	236	0.2584746	25.85%	1
17	Don't know	25	236	0.1059322	10.59%	1
21	Fundraisers - More needed	31	236	0.1313559	13.14%	1
35	No change	84	236	0.3559322	35.59%	1
53	Socials/activities - more needed	25	236	0.1059322	10.59%	1

## **Appendix C: Pastoral Council Nomination Procedure**

### **Selection of Pastoral Council members Procedure (Council approved 1/29/2012)**

#### **A. Establishment of a Parish Pastoral Council (PPC)**

In accordance with the Universal Law of the Church and diocesan statute, a Parish Pastoral Council is hereby established for OLM Church to advise and collaborate with the pastor on matters related to the pastoral welfare of the parish with special attention given to planning, evaluation, and fostering participation in parish life

Parish Pastoral Council membership shall consist of 7-10 members for a 3 year term that can be extended by the Pastor.

Should members be unable to fulfill a term, the nomination and appointment of a replacement in addition to new members shall be followed

An appointed member must be a registered parishioner who has received the sacraments of initiation and is active in the practice of the Catholic faith.

The term for appointed members is 3-5 years (renewable), beginning in January.

Regular meetings of the PPC will take place at a minimum of January, March, June, September, and November. Other meetings may be scheduled by the pastor as needs arise.

The ordinary operative mode for the deliberations of the PPC shall be to arrive at a consensus through a process of discernment. There may be at times, however, for the need of an actual vote of the membership.

The Pastor shall preside at all meetings of the PPC.

A Facilitator and recorder must respectively lead and record meetings.

Discernment, collaboration, and consensus characterize the deliberations of the PPC.

#### **B. Selection by Discernment and Appointment (Discernment Process)**

All current members whose terms are due to expire are asked if they wish to be considered for appointment to another term to the PPC.

All current members of the PPC are asked to submit names of parishioners to be asked to consider appointment on the PPC.

All parishioners are invited to submit names of those whom they feel might be considered for appointment to the PPC. Nomination form will be included in the Parish Bulletin as well as follow up discussion to Parish at Mass.

The pastor shall review all of the names submitted from all sources to ensure that the list of names reflects the size and complexity of the parish and that the candidates are qualified and capable of serving the wide needs of the parish. Criteria from Discernment Part I and II for Parish Pastoral Council Guidelines of Diocese of Pittsburgh will be used during the discernment process.

At the October PPC meeting, all members present will be asked to review the list of nominations. Members will then be asked to recommend those they feel can best serve the needs of the PPC. Those names are presented to the pastor for appointment to the PPC for a term of 3-5 years (beginning in January).

In November, the pastor will invite nominated parishioners (letter sent with follow up meeting with nominee and work through a discernment process which will consist of at minimum:

- Review of qualifications, including clearance of PGC criteria
- Review purpose, mission, and responsibilities of PPC Member
- Solicit feedback from nominee on "Willingness to Serve" on PPC

In December, nominees will accept and sign the "Willingness to Serve" form or decline the invitation. New members will be published in the Parish Bulletin in December along with the date of Induction Ceremony.

An installation ceremony will occur at Mass in January as well as ceremony that shall precede the January meeting.



## Appendix D: Goal and Objective Detailed Worksheet

Parish Name: Our Lady of the Miraculous Medal Church Vicariate # 3 District #4

Outcome #1:

Essential Element: \_\_\_\_\_

Goal 1:

Objective 1:

Goal #2

Objective 1:

Required Budget:

Target Completion Date:

Assigned Leader/Team:

Evaluation Criteria to Measure Success:

Evaluation Date:

Required Revisions:

Outcome #2:

Essential Element: \_\_\_\_\_

Goal 1:

Objective 1:

Goal #2

Objective 1:

Required Budget:

Target Completion Date:

Assigned Leader/Team:

Evaluation Criteria to Measure Success:

Evaluation Date:

Required Revisions:

Outcome #3:

Essential Element: \_\_\_\_\_

Goal 1:

Objective 1:

Goal #2

Objective 1:

Required Budget:

Target Completion Date:

Assigned Leader/Team:

Evaluation Criteria to Measure Success:

Evaluation Date:

Required Revisions:

## Appendix E: Approval and Signature Page

### *Parish Pastoral Plan Approved by:*

Parish Pastor: Reverend Carmen A. D'Amico


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Episcopal Vicar for Pastoral Vicariate Region 3: Very Reverend Samuel J. Esposito

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Diocese of Pittsburgh: Bishop David Zubik

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Parish Pastoral Council Signature and Date
 11/17/2013
Wendy Vincent (Facilitator)
Tom Dietrich
Edward Holmes
George Pecharka
Barbara Provenzano
Robert Zimmerman
Laynee Zipko
Rosalie Eckels, Catechetical Administrator – Scribe
Deacon Tony Mobley, Parish Deacon

**Administrative Center:**

PO Box 366  
Meadow Lands, PA 15347  
Phone: 724-222-1911  
Fax: 724-222-5688

**Religious Education:**

PO Box 366  
Meadow Lands, PA 15347  
Phone: 724-228-8575/724-228-9088  
Fax: 724-228-1488

**Email:**

[44001@diopitt.org](mailto:44001@diopitt.org) and [olmm@comcast.net](mailto:olmm@comcast.net)

**Website:**

<http://www.miraculousmedalchurch.org>

**Clergy:**

Rev. Carmen A. D`Amico, Pastor

**Additional Information:**

**Parish ID:**

44001

**Open Date:**

1953

**Neighborhoods Served:**

Meadow Lands, Chartiers Township, surrounding communities

**Version Control**

Author	Date	Revisions	Validation/Approval
Wendy Vincent	10/3/2012	Draft developed	
	02/17/2013	First draft for review	2/21 Council agenda to preview
	04/20/2013	Second draft	Goals in process
	11/18/2013	Third draft	10/24 request for Council review
		Final	Father Carmen D`Amico
		Final	Very Reverend Samuel J. Esposito
		Final	Bishop David Zubik

## Works Cited

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